

CURRICULUM REVIEW PROCESS FOR THE MARSHALL SCHOOL OF BUSINESS

Process for Establishing New Degree Programs and Significant Revisions to Current Programs

The following process applies to all residential and online undergraduate and graduate programs. It promotes the following in creating and approving program initiatives and revisions:

- Clear accountability & approval
  - Transparency
  - Participation by relevant stakeholders
  - Timeliness and thoroughness
  - Relevance to Marshall strategy
1. New program initiatives and revisions originate in the respective program Vice Dean's office (either VD for undergraduate programs, VD for graduate programs, or VD for Online). The idea for program innovations and change may come from a full-time faculty member, a group of faculty, or from the program Vice Dean. If after discussion and preliminary assessment among these relevant parties a decision is made that the initiative or revision has sufficient merit to move ahead, then the idea originator creates a proposal for a task force. The proposal should include:
    - a. Objectives
    - b. Charge
    - c. Timeline
    - d. Composition including chair, faculty members, and representative students who serve as ex officio members
  2. The task force proposal is sent to the Dean, all Vice Deans and Department Chairs. Feedback on the proposal is welcome, and will be incorporated as appropriate into the proposal. However, the Dean and appropriate Vice Dean will ultimately determine the charge and composition of the task force.
  3. Once a task force proposal is approved, the Vice Dean for Faculty and the Vice Dean for the appropriate academic program form the task force and their work begins.
  4. The task force will perform benchmarking against other comparable programs. Feedback will be sought from the chairs of any departments that may be impacted by changes in the program under discussion. Typical issues that the task force should address include:
    - a. Why is this program good for the MSB? How does the program advance our mission?
    - b. If the proposal is being initiated by a single department, why is that department distinctively or uniquely qualified to offer this program?
    - c. Who is going to teach the courses? Do we need to add new faculty?
    - d. Enrollment—Who is going to take the new program? Is there sufficient demand?
    - e. What additional resources (e.g., staff, IT, facilities) does the program require?
    - f. What are the program learning goals and what is the process to meet AACSB requirements for assurance of learning?

The taskforce will also consult with appropriate staff to ensure the proposal satisfies all USC rules on new programs.

5. The task force sends its preliminary report/proposal for the new program or revision to the Dean, all the Vice Deans, and the Department Chairs. The Task Force will also hold a meeting at which all faculty will be invited to attend and provide feedback.
6. The task force will request input on its report/proposal from the faculty committee overseeing such programs (CUP, COI, or CGI).
7. After receiving feedback from all parties the task force will make any adjustments it believes are appropriate and submits a final report/proposal for the new program or revision to the Dean, all the Vice Deans, and the Department Chairs. A majority of full-time faculty on the task force must approve the proposal at a meeting where a quorum of the task force is present.
8. The Department Chairs are invited to submit a final recommendation prior to the Dean's Cabinet meeting to discuss and vote on the proposal.
9. After receiving advice from the Department Chairs and Dean's Cabinet, the Dean makes a final decision on whether to adopt the task force recommendations.
10. Approved proposals are then entered into the Curriculum Management System by appropriate staff, and forwarded to the University Curriculum Committee by the Dean's Designee for final University approval.

### Marshall School of Business Undergraduate Program Curriculum Process

#### Process for Establishing New Courses and Making Major Changes to Existing Courses

See attached memo.

#### Process for Small Changes in the Course Description in the Catalogue

The procedure for small changes in catalogue descriptions (e.g., slight changes in the course name) may not require a supporting memo or review by Marshall's CUP. Small changes are submitted directly to the appropriate staff member and the Vice Dean for Undergraduate Programs for review. If further review (e.g., by the CUP) is unnecessary, the changes are forwarded to the University Curriculum Committee by the Dean's Designee for final University approval.

### Marshall School of Business Graduate Program Curriculum Process

#### Process for Establishing New Courses

New Marshall Courses are needed intermittently to ensure the curriculum remains relevant. A Marshall faculty member who wants to create a new course may initiate the process but should work with his or her department Chair on the proposal to ensure that the course addresses department and student needs and avoids overlap with the content of other classes.

New course proposals are submitted to Marshall's Graduate Instructional Committee (GIC) via the Office of Marshall's Vice Dean for Graduate Programs. Submissions include a new course syllabus and a completed Form 301 (Curriculum Request). If the new course information is to be included in the

catalogue for the following academic year, then forms should be submitted to the Vice Dean's office by Sept. 15.

The GIC member from the submitting department will speak or invite a sponsoring faculty member to speak on behalf of the proposal. The GIC will then review the proposal and make a recommendation to Marshall's Vice Dean for Graduate Programs to approve, reject, or return the proposal to the sponsoring department for further clarification.

The Vice Dean for Graduate Programs will review the course. Approved courses will then be forwarded to the University Curriculum committee for final University approval.

#### Process for Course Revisions

The procedure for course revisions is substantially the same as for new courses. Minor changes (name changes or other negligible changes) are submitted directly to the Vice Dean for Graduate Programs for review and are then forwarded to the University Curriculum Committee for final University approval.