

**PROGRAM CURRICULUM COMMITTEE
POLICY & OPERATING GUIDELINES**

RESPONSIBLE OFFICER: Erik Nelson, Senior Associate Dean

RESPONSIBLE DEPARTMENT: Academic Affairs Division

EFFECTIVE: July 9, 2021 (v2.2 updated 02.16.2024)

OVERVIEW

SPS academic programs are required to establish and maintain an active Program Curriculum Committee (PCC). The PCC is a faculty decision-making body charged with ensuring the academic quality and rigor of the program curriculum and to ensure that the program's offerings meet the quality standards as set forth by the School of Professional Studies and the division of Arts and Sciences at Columbia University.

PURPOSE & FUNCTION

To strengthen the program by providing disciplinary expertise and ensuring academic quality. The PCC does the following:

1. Conducts an Annual Curriculum Review (ACR) to ensure that it is aligned with program objectives as well as current trends and market needs.
2. Develops a Curriculum Improvement Plan (CIP), including course proposals that may involve creating, modifying, or retiring courses offered by the program.
3. Reviews syllabi for newly developed and redeveloped courses to ensure quality is consistent with Columbia University standards.

COMMITTEE COMPOSITION

1. A PCC is composed of minimally three (3) and generally no more than five (5) faculty who are primarily full-time faculty teaching in the program.
 - a. All SPS full-time faculty are expected to sit on a PCC and contribute on-going to improvements in the program curriculum. As a result, programs with more than five (5) full-time faculty will have a larger PCC than is typical.
 - b. A Program Director (PD) is expected to sit on the PCC, including PDs who are full-time Officers of Administration.
2. The pivotal role of the PCC Chair is vital for steering the committee's activities and supporting the seamless functioning of the academic program. The PCC Chair is responsible for leading committee activities as outlined in the MEMBER ROLES & RESPONSIBILITIES below. The scope of the Chair's responsibilities varies across programs, emphasizing adaptability to the size and complexity of each program. For many programs, the Program Director serves as Chair of the PCC. If the Chair of the PCC is not

the Program Director, the Chair is responsible for providing timely feedback and advice to the Program Director.

3. The PCC Chair must be a full-time faculty member, or in the case of a program led by a Program Director who is a full-time Officer of Administration, they too may serve as PCC Chair.
4. Based on program size, part-time faculty teaching in the program may serve on a PCC. Part-time faculty invited to serve on a PCC faculty must:
 - a. Have meaningful experience with and be a good citizen of the program and of SPS.
 - b. Agree to the Member Responsibilities outlined in this document.
 - c. Commit to a minimum of 12 months of service on the committee.
5. Limitation on the number of part-time faculty serving on a PCC:

# of Full-time Faculty in the Program	# of Part-time Faculty on PCC
zero	5 or less
1	4 or less
2	3 or less
3	2 or less
4 or more	1 or less

6. For part-time faculty on a PCC, the term of service is one year, beginning September 1 and running through August 31.
 - a. Service can be renewed for up to two additional years of continuous service based on an annual renewal cycle.
 - b. Renewal of a part-time faculty member on a PCC requires satisfactory delivery of the responsibilities of the position and is based on program need.
 - c. Part-time faculty may not exceed more than three years of continuous service on a PCC without a break in service.
7. Part-time faculty approved for PCC membership will receive a non-instructional academic support appointment, with compensation for 12 months of committee service paid out over the course of the fall and spring semesters.
8. A Columbia University full-time Officer of Administration who also teaches part-time in the program may serve as a voting member of a PCC; however, due to policy constraints that Officer of Administration may not receive a non-instructional academic appointment.

9. The Program Director may appoint one full-time officer of administration who is program administrator to serve ex officio and without voting rights to provide support to the PCC.
10. A Program Director may choose to form a Curriculum Advisory Group to provide feedback and input to the PCC from a wider set of stakeholders.
 - a. A Curriculum Advisory Group may be composed of additional part-time faculty, program alumni, industry experts, employer partners, and current students.

MEMBER ROLES AND RESPONSIBILITIES

Committee Chair

1. Meeting Management
 - a. Develop comprehensive agendas and schedules for PCC meetings, ensuring alignment with academic timelines.
 - b. Establish an annual calendar for PCC meetings, fostering consistency and long-term planning.
2. Committee on Instruction Program Liaison:
 - a. Stay abreast of Committee on Instruction (COI) standards, liaising and conveying necessary information between the PCC and COI. As needed, attend COI meetings with program faculty to receive feedback on course proposals.
3. Faculty Support and Mentorship:
 - a. Mentor and collaborate with faculty members throughout the course development cycle, offering consistent guidance and support.
 - b. Familiarize oneself with the Instructional Design process, acting as a conduit to facilitate smooth communication and implementation.
 - c. Utilize and implement COI feedback and recommendations, and share final syllabus of record with Academic Affairs for archiving purposes.
4. Ongoing Committee Functions:
 - a. Ensure regular PCC functions, such as continuous reviews of the program's curriculum and assessments of new course proposals.
 - b. Supervise the orientation of new PCC members and facilitate ongoing training for existing members.
5. Curricular Decision-Making:
 - a. Review and recommend curricular matters on behalf of the Program Director, including approval of new courses, revisions, pre-requisites, and course retirements.
 - b. Collaborate with faculty to recommend improvements, maintaining a commitment to quality and rigor across all courses.
6. Compliance and Auditing:
 - a. Audit all program courses, ensuring timely submission and approval by the COI. Develop plans to rectify any non-compliance with academic policies.

- b. Collaborate with the Program Director to lead the completion of the Annual Curriculum review.

Committee Member-At-Large

1. Actively engage in the work of the PCC, including thorough preparation for and consistent attendance at all committee meetings and SPS PCC Workshops.
2. Contribute as a collegial participant in the collaborative work and consensus-driven decision-making of the committee.
3. As a subject matter and disciplinary expert, provide meaningful contributions to improve the program's overall curriculum and new and existing courses.
4. Understand and apply the Columbia SPS quality standards during:
 - a. Annual Curriculum Review
 - b. Syllabus reviews for new or redeveloped courses.
 - c. Provide meaningful feedback to faculty whose courses are reviewed.

OPERATION & ADMINISTRATION

1. Each PCC has the discretion to determine the cadence & frequency of committee meetings.
2. In general, PCCs should meet regularly during September through May to ensure optimal progression of course proposals through the approval process.
 - a. If the PCC decides not to meet during the summer months, the committee will need to complete the Annual Curriculum Review (ACR) and conduct necessary curriculum planning in advance of the SPS budget process before the beginning of the summer term.
3. Less frequent meetings may be appropriate if a program is not proposing curriculum changes for the current or future academic year.