

ROWAN COLLEGE OF SOUTH JERSEY

CURRICULUM COUNCIL CHARTER

Fall 2025

I. Introduction

To streamline curriculum development, align processes across both campuses, and better reflect our college's integrated academic structure, the institution will be transitioning from two separate curriculum committees (Curriculum Committee – Gloucester and Academic Council – Cumberland) to a single, college-wide Curriculum Council beginning in Fall 2025. This new structure ensures equitable representation from both campuses and all academic divisions while improving communication, reducing redundancy, and supporting a unified academic mission.

In continuing with the current system, the Council will remain as a Standing Committee of both Faculty Senates and report to their respective body on each campus.

II. Council Charge

As a Standing Committee of the Faculty Senate, the Curriculum Council serves as a review, advisory, and recommending body to the Chief Academic Officer in matters concerning additions, modifications, or deletions of credit courses and programs of study.

The Council will meet and conduct business with the verification of a quorum. A quorum for this committee is defined as more than 33% or 1/3 of the voting membership.

The Curriculum Council's responsibilities will be as follows:

- Review and approve new courses, program proposals, revisions, and deactivations
- Provide guidance on General Education standards, student learning outcomes, and program requirements
- Ensure curricular alignment across Gloucester and Cumberland campuses and compliance with transfer and articulation agreements
- Make recommendations on academic standards and their impact on RCSJ
- Support continuous improvement in academic quality and innovation at RCSJ

III. Council Membership

To ensure equal and appropriate representation along with being updated to better reflect the current RCSJ academic division structure, the Curriculum Council will consist of 15 voting members representing all major academic divisions and key instructional roles across both campuses. The Council will also consist of six non-voting members who shall serve by virtue of their position at the college.

The Council will be co-chaired by two individuals, one from each campus, with equal roles and responsibilities in decision-making. The co-chairs will alternate chairing monthly meetings.

MEMBERSHIP		ACADEMIC DIVISIONS*
Non-Voting (6)	Chief Academic Officer	Behavioral Science/L&J Business Studies CCPA Education & Humanities Nursing and Health Professions STEM
	Assigned Dean	
	1 Representative from Registrar's Office	
	1 Representative from Academic Services	
	1 Representative from Advisement & Student Success	
	1 Student Representative	
Voting (15)	2 Librarian or Counseling Advisor (1 from each campus)	
	12 Faculty from academic divisions* (1 from each campus)	
	1 Adjunct Faculty (either campus)	

Council Meetings

The Curriculum Council will meet virtually on the **3rd Monday of each month at 2 PM** during the academic year keeping the former Academic Council's meeting time.

CURRICULUM COUNCIL 2025-26	
SUBMISSION DEADLINE	MEETING DATES
Friday, September 5, 2025	Monday, September 15, 2025
Friday, October 10, 2025	Monday, October 20, 2025
Friday, November 7, 2025	Monday, November 17, 2025
Friday, December 5, 2025	Monday, December 15, 2025
Friday, January 9, 2026	Wednesday, January 21, 2026
Friday, February 6, 2026	Wednesday, February 18, 2026
Friday, March 6, 2026	Monday, March 23, 2026
Friday, April 10, 2026	Monday, April 20, 2026
Friday, May 8, 2026	Monday, May 18, 2026

IV. Submission Process

The process for submitting proposals to the Curriculum Council will remain consistent with the procedures currently in place through the existing Curriculum Committee and Academic Council. Given the college's unique two-campus structure, certain programs and courses may be offered exclusively on one campus. Nevertheless, all course and program proposals – whether new, revised, or deactivated – will

be reviewed and approved by the unified Curriculum Council, regardless of campus location. Notably, for programs and courses offered on both campuses, submissions will now be streamlined through a single review process, eliminating the need to present at separate meetings.

Role of the Division

All proposals for new courses or programs, as well as revisions or deactivations, must be initiated by a full-time faculty member. If a full-time faculty position does not exist for a particular program, the dean is responsible for finding a full-time faculty within the division to serve as Initiator. All proposals should be reviewed and approved at the division level before being presented to Curriculum Council for final approval. For proposals that impact both campuses, faculty from each location must be actively involved in the consultation process at the division level to ensure alignment and input across the college. All proposal forms must be signed by both the Initiator and the Division Dean for consideration.

Role of the Department of Curriculum & Academic Records

Prior to submitting a proposal for Curriculum Council approval, the Initiator is expected to inform and consult with the Department of Curriculum & Academic Records. The Department of Curriculum & Academic Records plays a critical role in the submission process carefully reviewing all curriculum forms to ensure they are complete, accurate, and align with both institutional standards and state requirements. This review process helps prevent errors or discrepancies that could delay Curriculum Council approval and ensures that proposed changes are supported with necessary documentation. As such, the Curriculum Council will only review proposals that have been thoroughly vetted by the Department of Curriculum & Academic Records and it is understood that proposals considered by Curriculum Council have been fully approved by the Department of Curriculum & Academic Records.

Following submission to the Curriculum Council, proposals are typically reviewed and approved during the first reading. The Initiator (or a designated representative) is required to attend the first meeting to provide a verbal presentation and summary of the proposal, using the materials that were distributed in advance and vetted by the Department of Curriculum & Academic Records for Council review. This presentation will be followed by Council discussion. If the Council deems necessary, the proposal will be required to return for a second meeting which allows time for further review and final consideration after corrections or changes are made. Any minor changes made during the first reading which are pending approval and do not require an official second reading, must be completed within 60 days of approval. If this deadline is missed, the Initiator will need to seek reapproval from the Curriculum Council.

Once the proposal is approved by the Council, it will proceed through the final signature process which includes the Committee co-chairs, Division Dean, Registrar, and Chief Academic Officer. The Department of Curriculum & Academic Records will facilitate this process and is ultimately responsible for communicating all Curriculum Council approvals to the relevant campus stakeholders, ensuring clear and transparent communication of Council decisions.

***Note:** A proposal will not be considered in the Initiator's absence unless a substitute with appropriate expertise and authority appears at the Initiator's request.*

V. Assessment of the Council

The Curriculum Council will continue the existing practice of submitting an annual year-end report to the Faculty Senate leadership, summarizing its activities, decisions, and recommendations. This report will help support continuous improvement in curriculum governance. Additionally, at the conclusion of the Council's first year, a formal review of the new structure will be conducted in collaboration with faculty leadership and Academic Affairs. This review will assess the effectiveness and efficiency of the unified committee model and will inform any necessary adjustments moving forward.