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Questions? Contact Elisse Brunori (ebrunori@gwu.edu)
Associate Director, Academic Planning & Accreditation
Office of Academic Affairs
Governance – School Wide Curriculum Committee

The Milken Institute School of Public Health Curriculum (GWSPH) Committee provides faculty participation in decisions of the GWSPH relating to the addition, revision, or elimination of curricular offerings. It also is responsible for reviewing existing courses and programs as well as curricular policies and requirements and monitoring the quality of education and assess the attainment of the stated goals and objectives of the School. Membership on the committee shall include one faculty member elected by each department, three representatives elected by the GWSPH of schoolwide programs (undergraduate, MPH@GW, and doctoral (DrPH and common elements of the PhD programs) who is engaged in teaching and other representatives as specified in the GWSPH Rules.

The Curriculum Committee meets monthly to review all program and course submissions from the departments and schoolwide programs. See Appendix for more information about the Curriculum Committee schedule.

School-Wide Curriculum Committee Process

This chart distinguishes the types of transactions that require Curriculum Committee review versus curricular transactions that departments can submit directly to the University Bulletin, the official record of degree requirements, published annually. The system used by GW for Bulletin submissions is called Courseleaf (CL).

<table>
<thead>
<tr>
<th>Transactions requiring Curriculum Committee approval BEFORE submission to the Bulletin (CL)</th>
<th>Transactions that can be submitted directly to the Bulletin by Depts (via CL) without CC review</th>
<th>Transactions that do NOT need to be submitted to the Bulletin (CL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All New Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2. Revisions to existing courses:  
  - Changing credits  
  - Major changes to learning objectives  
  - Significant content changes  
  - Converting a course from residential to online (or vice versa) | 1. Minor changes to courses:  
  - Prerequisites revisions*  
  - Course title changes*  
  - Minor edits to course summary for Bulletin  
  - Fee changes  
  * requires notification to CC if change affects other departments/programs | 1. Courses:  
  - Changes to Instructor  
  - Regular updates (due dates, minor content edits, adding current readings, etc. made each term)  
  - Schedule changes |
<p>| 3. All New Programs | | |</p>
<table>
<thead>
<tr>
<th>4. Revisions to existing programs*:</th>
<th>2. Minor changes to programs to be reflected in Bulletin*:</th>
<th>2. Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Changing any required curriculum</td>
<td>● Updating Admissions requirements</td>
<td>● Changes to Program Director/Program Leadership</td>
</tr>
<tr>
<td>● Changing competencies (other than minor language updates)</td>
<td>● Minor edits to competencies/mission</td>
<td>● Changes to sample schedules of coursework; sequencing</td>
</tr>
<tr>
<td>● Other significant program changes</td>
<td>● Electives/Selectives- Revisions to lists for pre-approved electives and/or selectives</td>
<td>● Changes to recommended electives</td>
</tr>
</tbody>
</table>

*Note- Curricular content on each student’s DegreeMap is based on what has been submitted/approved via Courseleaf and is reflected in the University Bulletin. In order for the DegreeMap system to track student’s progress in any course or program requirement without student specific RTF submissions, it must be part of the official program record submitted via Courseleaf to update the Bulletin. Deadlines for Bulletin submissions are provided in the Schedules and Timelines table beginning on page 4. Curricular changes are not retroactive.

**How to Submit for Review to the GWSPH Curriculum Committee and How to Submit to the Bulletin**

Submissions for the School-wide Curriculum Committee review must be received no later than first thing in the morning, one week prior to the scheduled Curriculum Committee meeting (preferably earlier for larger submissions, major changes, and/or new items). Submissions are welcome to be submitted earlier than the week prior to a scheduled School-wide Curriculum Committee meeting for advanced feedback, giving time to revise the submission if necessary and time for Committee review prior to the meeting. **Submissions are sent to Elisse Brunori (ebrunori@gwu.edu) and the current Curriculum Committee Chair- Heather Hoffman (hhoffman@gwu.edu).**

<table>
<thead>
<tr>
<th>How to Submit to School-wide Curriculum Committee</th>
<th>How to Submit to Courseleaf^ (Bulletin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department Curriculum Committees must first review and approve all transactions prior to submission to the School-wide Curriculum Committee</td>
<td>Secure Department and School-wide Curriculum Committee approval as required (see column to the left).</td>
</tr>
</tbody>
</table>
### 2. Course or Program:

- **If new**: provide program guide or syllabus as approved by the department
  - *Note*: new programs require complete proposal documentation—see outline in ‘How to Create a New Program’ section of this Guide
- **If modifying**: submit 1 version with changes tracked; 2nd version with changes accepted (clean); and name files accordingly. *NOTE: Please remove all notations about formatting changes before submitting.
- Provide a short summary of key changes/reasoning for changes in a cover memo/email note, or use Curriculum Committee Action Form
- Identify if change impacts any other program(s)/course(s)/departments, within or outside of SPH (there is a tool on Courseleaf that provides this information)

Provide updated syllabus or curricular/program guide to department Courseleaf Administrator for submission to begin the workflow process to make the change/addition in the Bulletin.

- When submitting revisions, the department Courseleaf Administrator will also need to know precisely what has changed and reason why submitting. Be sure to be clear so they have tools to complete the transaction successfully.
- Transactions should be submitted into Courseleaf workflow within 60 days of final Curriculum Committee approval to assure that a re-review is not necessary.
- See Curriculum Map section (page 10) for new/changed programs of study- must be uploaded to Courseleaf whenever there are changes to required courses.

### 3. Topics courses are considered NEW submissions

- Submit the syllabus along with course enrollment data and summary evaluation reports
  - See page 10 for more information on Topics Courses.

The department Courseleaf Administrator will submit the transaction into workflow, which will initiate the approval steps; starting with the Department Chair (or whomever is assigned to that role for the Department), then onto Academic Affairs before moving into the University approval queues.

### 4. If approved by School-wide Curriculum Committee, make any applicable requested revisions, and then follow steps in column to the right within 60 days of approval to finalize submission. Curriculum Committee Representative should drive this process in conjunction with the designated department Courseleaf Administrator.

Expect transactions to be in workflow for at least four (4) weeks (longer in peak periods, between March and June).

### 5. If not approved, follow guidance of Curriculum Committee Chair for resubmission and start at #1 above.

Results of School-wide Curriculum Committee actions will be disseminated to submitters by the Committee Chair and/or department representatives following each Curriculum Committee meeting.

Syllabi for review must always be submitted on the current version of the syllabus template. Find up-to-date syllabus templates and the associated current appendix document in our Services for Faculty/Academic Resources found on the GWSPH website.

Please direct questions to Elisse Brunori for GWSPH Courseleaf and Bulletin transactions.
Upon final approval, the department must submit all transactions via Courseleaf which will populate Banner and drive the update of the University Bulletin for the next Academic Year. Once a transaction is finalized and populated into Banner, the DegreeMap department will also be notified to update the DegreeMap system. DegreeMap is the student advising and tracking system which is also used by the University to clear students for graduation.

**Schedules and Timelines**

Curriculum changes and new programs will be effective in the new Academic Year- starting in the Fall term and affect new matriculants only. Curricular changes are not retroactive. (As noted in the chart above, all programs and curriculum changes must first be reviewed and approved by the School-wide Curriculum Committee.

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>School-wide Curriculum Committee Approval- FINAL Deadline – earlier submissions strongly recommended!</th>
<th>SPH Courseleaf Submission Deadline</th>
<th>Effective Date of New Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Programs- Doctoral</strong>*</td>
<td>November Curriculum Committee meeting (required: first review must be prior to Nov meeting for University submission on or before Jan 5th**) July Curriculum Committee meeting (required: first review is prior to this meeting for University submission on or before Sept 5th**)</td>
<td>Univ Deadline for Council Review: Jan 5th and Sept 5th** **These dates are not flexible. Courseleaf: upon Council Approval</td>
<td>Fall term, 1 year following (e.g., submissions in January 2022, new cohort recruited to matriculate in Fall 2023)</td>
</tr>
<tr>
<td><strong>New Programs - Other than Doctoral</strong></td>
<td>January Curriculum Committee meeting (strongly suggest first review is at least one month in advance.) Note: Undergraduate programs may require earlier approval to be included on Common Application for upcoming cycle.</td>
<td>March 1st</td>
<td>Fall – 1 year following (e.g., submissions in February 2022, new cohort recruited for Fall 2023 unless there are special circumstances where students can be placed in the cohort for the upcoming Academic Year.)</td>
</tr>
<tr>
<td><strong>Curricular Changes to existing programs (includes adding new concentrations to existing programs)</strong></td>
<td>January Curriculum Committee meeting</td>
<td>February 1st</td>
<td>Fall of the same year (e.g., submissions in January 2022, changes effective for new Fall 2022 matriculants)</td>
</tr>
</tbody>
</table>
New Courses and/or Changes to existing courses

| For Summer Registration | December Curriculum Committee meeting | January 1<sup>st</sup> | This will allow time for course to be approved so it can be included in the registration system when it opens for the term. Earlier submissions are always recommended. University turnaround is at least four weeks. |
| For Fall registration | January Curriculum Committee meeting | February 1<sup>st</sup> |
| For Spring Registration | September Curriculum Committee meeting | September 1<sup>st</sup> |

*New Doctoral Programs must be reviewed and approved by the University Council of Doctoral Studies. The Council will meet two times each year. The University deadlines indicated are strictly adhered to and must include all required documentation for a doctoral program proposal. See How to create a new Program below.

**New Doctoral programs submitted for the mid-September Council of Doctoral Studies review may be limited in ability to enroll new cohort of students the following fall term.

How to create a new Program at GW/GWSPH

Important note from the University Office of Academic Planning and Assessment: Retroactive approvals will not be granted. New programs or revisions cannot be publicized to current or prospective students until the program or revisions have been approved.

ELEMENTS OF A NEW PROGRAM PROPOSAL

- Justification
- Program Outcomes
- Faculty resources
- Admissions Requirements
- Enrollment Projections
- Curriculum
- Bulletin Description
- Added for Doctoral Programs only - (bold throughout this section)

Details: Contents of a Program Proposal

New Programs must be submitted to the school-wide Curriculum Committee for approval, before submitting to the University for final approval. The University requires a complete proposal document for new programs providing content for each of the above referenced sections (samples are available through E. Brunori). New concentrations within existing programs do not require a full proposal (just submit as a modification to School-wide Curriculum Committee for approval. The outline below describes what content is sought in each
section of the proposal document. *Note- new Doctoral programs do have some additional requirements and approval steps as described below* in **bold** print.

1. **Justification/Program Rationale**
   - Purpose of the new program
   - Comparison to comparable GW programs, if applicable.
     - Explain how the program would complement and coexist with these programs. If replacing a current GW program, identify the program being replaced and describe the differences between the existing and proposed programs and the benefits of the new program.
   - Market research/explanation of the demand- what programs exist within the field locally/regionally/nationally?
     - Is the program being proposed in connection with, or in response to, an initiative by a local, state, or federal government entity? If so, include information about that data and/or initiative.
     - Use the [ASPPH Program Finder](https://www.aspph.org/) to find accredited schools of public health
     - Explore websites from professional organizations, if applicable
   - Market analysis-sources and estimations for prospective students? Where do they come from?

2. **Program outcomes**
   - Competencies and Learning objectives
   - Where do graduates go? What do they do? Describe expected employment opportunities for graduates? Provide examples of the types of jobs, careers, and/or professional certifications for which students will be prepared and qualified upon completion of the program, as well as the market for graduates of the program in the workforce or further graduate or professional education.

3. **Faculty Resources**
   - Discussion of added resources/allocation of existing faculty resources needed, if applicable. Impact on current teaching (e.g., current faculty versus need for additional faculty)
   - Expertise available among the current full-time faculty; describe research profile and publications of faculty who would contribute to the program, with emphasis on their qualifications to provide mentoring appropriate to the goals of the program.
     - In body of proposal, provide data, in chart-form, identifying existing faculty who will be involved/or all department faculty including information such as name, rank, and summary of research interests. Include relevant faculty from outside the department, if applicable.
   - Additional areas of expertise/new positions required to offer the program-faculty and/or staff.
4. Admissions requirements/criteria
   - Note all requirements for admission to the program (e.g., course and degree prerequisites, standardized test scores, GPA requirements)

5. Enrollment projections (Year 1-4)

6. Curriculum
   - Curricular Outline- courses and credit allocation
     - New courses- Required courses that do not yet exist must be submitted for approval (department and School-wide Curriculum Committee) in advance, or consecutively, with the program proposal. See Page 10 for information about developing new courses.
   - Program Competencies/Goals/Learning Outcomes
   - Curriculum Map- See template here.
     - A curriculum map covering all required courses is required. The curriculum map links each program competency to specific course(s). The curriculum map only references required coursework.
     - New Certificate programs require a curriculum map only if they are not connected to a degree program.
     - New concentrations do not require curriculum maps (nor a full proposal).
   - Draft Program Guide- using the SPH program guide format/template.
   - Add for Doctoral Proposals ONLY:
     - Programs must include research methods coursework
     - Programs must describe ethical and professional skills training, eg. coursework or description
     - If proposing a PhD (research degree), include information about:
       - How training of students to perform scholarly and original research will be achieved;
       - Requirements for and mentoring of dissertation research;
       - Dissertation credits- should be no less than 6 credits and no more than 24 credits.
     - If proposing a professional doctorate, include information about:
       - How training of students in relevant professional skills will be achieved;
       - Requirements for and mentoring of a culminating project/dissertation or activity.
       - GW does not have a policy for the number of credits required for the culminating project/dissertation for a professional doctorate.
7. Bulletin Description
   o Provide a brief summary about the program for use in the Bulletin Overview page (see Bulletin for examples).

8. Add for Doctoral programs ONLY:
   a. Facilities, staff, and graduate student support resources, as applicable:
      o Increased demand on the University’s academic and administrative computing resources, if applicable
      o Any net additions to the space currently available to the academic unit proposing the program (lab space and/or office space)
      o Special Classroom and/or other special facilities needs
      o Computer facilities
      o Staffing requirements (e.g., program coordinator/other administrative support)
      o Graduate student support requirements (tuition awards, stipends, graduate teaching and research assistantships needed for the program to be viable)
   b. Business plan
      o Projected incremental enrollments and revenue (tuition, special fees)
      o Projected incremental expenditures
         ▪ Faculty salaries (full- and part-time)
         ▪ Non-faculty staff salaries
         ▪ Fringe benefits
         ▪ Student financial support (e.g., amount department will contribute using funds from grants or other sources)
      o Expenses for special events or activities or travel

NEW PROGRAM APPROVAL STEPS
1. Department develops complete proposal (estimate 3-6 months)
2. Department Curriculum Committee reviews and approves (1-2 months)
3. Academic Committee level approval as required (1-2 months)
   Appropriate academic committee, as applicable: (e.g. Academic Programs Committee, DrPH Committee; Undergraduate Programs Committee)
4. GWSPH School-wide Curriculum Committee Approval (1-2 months)
5. Doctoral Program Proposals ONLY:
   • Submit for review/comment/approval to Associate Provost for Academic Planning (Cheryl Beil) before final submission for Council for Doctoral Programs. Upon approval of the proposal package, Cheryl Beil will forward to Council.
6. Submission to Bulletin (All)
   • Non doctoral programs: Upon approval from the School-wide Curriculum Committee, the Department Courseleaf Administrator will submit to the Courseleaf Program Management System (PMS) [here](#).
• Doctoral programs: AFTER approval from Council for Doctoral Studies, the department Courseleaf Administrator will submit PMS.

NEXT STEPS (after approval)
1. Admissions/Enrollment- Department Chair/Program Director- Consult with Department of Admissions & Enrollment re: SOPHAS, recruitment, recruitment literature, marketing. see timelines in Appendix.
2. Website- work with Elisse Brunori to develop content for a new program page on the SPH website.
3. CEPH Notification- work with Elisse Brunori to gather necessary documentation to submit required notification to CEPH.

Changes to an Existing Program

Fortunately, revisions to an existing program do not require a new program proposal, and even changes to an existing doctoral level program do not require additional documentation/advanced approval from the University. New concentrations to an existing program are considered revisions to an existing program.

Curricular changes to all existing programs are reviewed/approved by the department-level Curriculum Committee and subsequently submitted to the School-wide Curriculum Committee in accordance with instructions provided in this Guidebook. See table starting on page 3 for instructions how to submit to the School-wide Curriculum Committee.

Upon approval by the school-wide Curriculum Committee, Courseleaf submissions are initiated by the department to begin the workflow for internal and University approvals using the Courseleaf Program Management System (PMS) here.

CURRICULUM MAP
The University requires a revised curriculum map to be submitted with any program changes that affects required courses and/or competencies (additions or deletions). The Curriculum map outlines the connection between program competencies and the required coursework. The curriculum map template can be found here and will be uploaded with the Courseleaf submission. Don’t reinvent the wheel! If the department does not have access to the existing curriculum map, please contact Elisse Brunori for a copy.
How to create a new Course

1. Using the current course syllabus template (most current always found on website here), the instructor (or designated faculty member) drafts a syllabus (and attaches the up-to-date syllabus appendix to include University required policy language). All components of the syllabus must be included.
2. Submit the new course to the department Curriculum Committee for review, input and approval.
3. Submit final, department approved syllabus, with a course number selected, to the school wide Curriculum Committee for review and approval. Please choose a course number before submitting (instructions below). See instructions for submissions to the Curriculum Committee beginning on Page 3 in this Guidebook.
4. There are simple tools available to select a new course number:
   a. Search the University Bulletin, looking for the section for SPH Courses and see where gaps exist in the sequence for your department.
   b. Confirm in Courseleaf that the number selected is an unused course number (for example, type in “PUBH 62**” in the search bar, and all PUBH 62xx courses will be listed.) Here you will learn a course number is active or possibly deactivated. Select a number that has never been used. Deactivated course numbers cannot be revived.
   c. Or, in Courseleaf, just type in the course number you are considering and if nothing comes up, you know it is available to use.
5. Upon approval by the School-wide Curriculum Committee, the departmental Courseleaf Administrator will submit the new course into Courseleaf workflow via the Course Inventory Management (CIM) System here including uploading the final syllabus.

What is a Topics Course?

- Topics courses are experimental or trial courses, or even temporary courses, approved by the Department Curriculum Committee.
- To offer a residential Topics course, departments do not require School-wide Curriculum Committee approval.
- It is not typical for a Topics course to be produced for online delivery due to necessary production costs. Prior School-wide Curriculum Committee approval is highly recommended to avoid potential excess production costs in case changes are required.
• Each department has a designated course number to use for Topics courses (e.g. Graduate level PUBH 6x99) for graduate level courses that do not yet have an assigned permanent course number. There are also doctoral and undergraduate level Topics course numbers to be used as appropriate.
• Multiple Topics courses can be offered simultaneously, distinguishing each by section number. (Robin Delk, GWSPH Scheduler, will assign the section number.)
• A course should not be offered more than two (2) times using the Topics course number.
• When seeking a permanent course number for a course previously offered as a Topics course, follow the guidelines provided in this Guidebook to submit to the School-wide Curriculum Committee for approval (See Table beginning on Page 3).
• Topics courses submitted to the School-wide Curriculum Committee must be accompanied by enrollment data and course evaluations (student feedback) for each term the course was offered as a Topics course.

How to modify an existing Course

The procedure to modify an existing course is similar to creating a new course outlined above. Modifications to an existing course must be submitted to and reviewed first by the department Curriculum Committee and then, when required, submitted for approval by the School-wide Curriculum Committee (See Table on Page 2). Changes to an existing course must be submitted using the most up-to-date syllabus template and appendix available on the website here. Syllabi that have not been updated recently often require additional modifications to ensure all components of the most up-to-date syllabus template have been addressed. Syllabi that are not on the most up-to-date template cannot be submitted to the University.

Please review the tables on page 2 to understand what needs to be submitted to the School-wide Curriculum Committee (for information on revisions that may require school-wide Curriculum Committee approval versus those changes that can be finalized at the department level) and the table starting on page 3 for instructions on how to make a submission to the School-wide Curriculum Committee.

Summary: It’s all in the details! FAQs:

1. What is the schedule for submissions to the School-wide Curriculum Committee?
   • Curriculum Committee convenes on the 3rd Tuesday of each month
1. Agenda items, with all required materials, are due no later than the morning,
one week prior to the scheduled meeting.
2. Submit required documents to Elisse Brunori and the Curriculum Committee
Chair (currently Heather Hoffman).

2. What’s special about new programs?
   ● New program proposals (graduate and undergraduate) must be finalized for
     approval by the school-wide Curriculum Committee no later than January each
     year.
   ● Note: Most new program proposals require at least 2 reviews by the Curriculum
     Committee before final approval- therefore it is strongly recommended to
     submit the initial review no later than December each year.
   ● Doctoral programs follow a different schedule because they require approval by
     the University Council for Doctoral Studies. These must be submitted to the
     University either by January 5th or September 5th for review by the Council which
     convenes only twice per year.

3. How to submit program changes?
   ● Changes to existing programs follow the same schedule as indicated above for
     new programs, except it is most common for revisions to only need review at
     one School-wide Curriculum Committee meeting.
   ● New concentrations to be added to existing programs do not require a full
     program proposal, however they do require School-wide Curriculum Committee
     approval.
   ● New programs and changes to existing programs must be submitted to the
     Courseleaf Program Management System to initiate processing workflow. This
     system will close for new submissions after the University announced annual
     spring deadline until the new Bulletin has been published for the upcoming
     Academic Year (August).
   ● Program changes will not be retroactive.

4. What to do about courses?
   ● New courses and/or changes to existing courses will be reviewed at the School-
     wide Curriculum Committee each month. Those that are approved can be
     submitted to the University throughout the year.
   ● Be aware of deadlines to get new courses and course changes submitted well in
     advance to be represented in the upcoming schedule of classes. Significant lead
     time is absolutely necessary.
   ● Changes (e.g. credits, prerequisites, course title, etc.) will not be retroactive.
     These changes also need to be submitted well in advance to be represented in
     the upcoming schedule of classes.
● Courses can be submitted to School-wide Curriculum Committee, and subsequently into the Courseleaf Course Inventory System (CIM) throughout the year.

● It is the department's responsibility to notify other program directors/departments of changes that may affect their programs/students (eg. deactivation of courses; addition of, or changes to, prerequisites; deactivation of a course; changing the scheduling of the course).

5. Could you spell it out month-by month so I know what I should be doing and when? Here is a calendar to ensure the Bulletin, DegreeMap, and the SPH website are accurate for the coming Academic Year:

Calendar - How to Prepare

January
● January 1st deadline for Courseleaf submissions for new courses and changes to existing courses to be added to Fall registration.
● Final meeting for School-wide Curriculum Committee approval for curricular changes to be effective in the upcoming Academic Year.
● New Doctoral programs due to University by January 5th.

February
● February 1st deadline for SPH Courseleaf submissions for curricular changes to programs to be effective in the upcoming Academic Year.
● Curriculum Committee approvals for new programs (other than doctoral) to be added to the upcoming admissions recruiting cycle. Confer with the Department of Admissions and Enrollment so they know what is coming up!
● Departments finalize updates for all program guides for the new Academic Year and submit to Elisse Brunori for upload to the website.

March
● Departments work with Elisse Brunori to ensure each program website is updated in accordance with program changes/updates.
● Begin to work with Department of Admissions and Enrollment on updates to the Viewbook for the upcoming recruiting cycle.

April
● Department of Admissions and Enrollment will be finalizing the Viewbook, the brochure outlining all GWSPH programs, used for the upcoming recruitment cycle. For example, in April 2021, the Viewbook will be created to support the recruitment cycle which begins in the summer and continues until the spring 2022 for the next Academic Year, beginning in Fall 2022. Chair and Program Director input required.
● Final information is due to the Department of Admissions and Enrollment to add any customized features to the SOPHAS application system.

May
● Department of Admissions and Enrollment will be programming the SOPHAS application system, which opens in the late summer, for the upcoming admissions cycle. For example, in the spring 2021, SOPHAS is programmed for the new admissions cycle to accept applications for Academic Year 2022-2023. Chair and Program Director input required.

June-July-August
● Departments and Program Directors should be reviewing the provisional Bulletin to ensure transactions submitted have been processed accurately.
● Review and submit any courses (new and changes) to Curriculum Committee that will be needed for the upcoming spring term.

August
● Continue to submit new courses and course changes for the upcoming spring term to School-wide Curriculum Committee for approval.
● Submit approved courses to the University via Courseleaf for spring changes so they can be approved before the spring schedule of classes is submitted.
● Confirm DegreeMap has been updated accurately with program changes for incoming students.

September
● New doctoral program proposals due to University by September 5th.
● September 1st by now, new courses and changes to existing courses must be submitted to Courseleaf if effective in the Spring term.

October-December
● Departments review all department programs and submit any requested changes requiring School-wide Curriculum Committee approval.
● New courses and changes to existing courses to be offered in the summer and next fall must be reviewed, submitted to Curriculum Committee, and changes finalized to be ready for inclusion in the Summer and Fall Schedules of Classes.
APPENDIX

SCHOOL-WIDE CURRICULUM COMMITTEE CHARTER/INFORMATION

- The School-wide Curriculum Committee provides faculty participation in the review and approval of new programs, new courses, and revisions to courses and programs offered by the GWSPH at all degree levels; periodically review existing courses and programs and curricular policies and requirements; and monitor the quality of education and attainment of the stated goals and objectives of the School.
- Only transactions that have been reviewed and approved at the department level should be brought to the School-wide Curriculum Committee.
- The Committee includes one member from each Department who is engaged in teaching, as well as three school-wide faculty members, and a representative from the PHSA (non-voting). The Senior Associate Dean for Academic Affairs and the Director of the MPH@GW program serve as ex-officio members.
- Convenes monthly, currently on the 3rd Tuesday of the month, year-round (meeting schedule subject to change in each new Academic Year).
- Agenda items are due no later than the morning, one week prior to the scheduled meeting- to Elisse Brunori and the Curriculum Committee Chair.
- Department Curriculum Committee representatives, School-wide Curriculum Committee Chair, and/or Elisse Brunori can provide guidance about required materials/schedule.

ADMISSIONS AND RECRUITMENT SUMMARY

- Viewbook: By April 1st, departments work with Department of Admissions and Recruitment to provide a short description of all new programs highlighting important features and distinctions to be included in the upcoming SPH Viewbook.
- Recruitment & Yield letters: By June 1st program directors for all new programs work with the Department of Admissions and Recruitment to create the letter for prospective students encouraging them to submit an application; and a letter to admitted students encouraging them to complete their enrollment at the University. These letters will be added to the automated email drip campaigns created by the Admissions office.
- SOPHAS: April 15th is the deadline to confirm “customized” program-level questions to be added to the SOPHAS application system.

RESOURCES

- GW Academic Planning & Assessment website: (please connect with Elisse Brunori for most up-to-date information and application to GWSPH.)
● All new course proposals or proposed changes to existing courses are to be submitted through the Courseleaf Course Inventory Management System (CIM).

● All new program proposals or proposed changes to existing programs are to be submitted through the Courseleaf Program Management System (PMS).

● GWSPH Website- Services for Faculty/Academic Resources. These can all be found on this page:
  o Current Syllabus Templates and Appendix
  o Curriculum Map Template
  o Program Guide Template
  o DegreeMap Change Request Form (for requesting revisions in DegreeMap)
  o Curriculum Committee Action Form
  o Up-to-date version of this Curriculum Guidebook