GPCC MEMBER
RESOURCE GUIDE

2022-2023
Why Curriculum Matters
Curriculum is at the heart of what we do at Kennesaw State University, involving the design, development, and evaluation of the academic degree programs for our students. The primary responsibility for the content and quality of curriculum resides with the faculty whose various levels of review help create, evaluate, and enrich our curriculum, increasing learning opportunities for students and enhancing the mission of Kennesaw State University.

GPCC Structural Overview

<table>
<thead>
<tr>
<th>University Committee</th>
<th>Purpose as noted in the University Handbook Section 3.1.2</th>
<th>Website</th>
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<tbody>
<tr>
<td>Graduate Policies and Curriculum Committee (GPCC)</td>
<td>GPCC receives graduate course and program proposals from colleges and departments and ensures their compliance with university policies and goals for graduate education. This committee also approves changes in post-baccalaureate curriculum, including the addition or deletion of courses, approval of new programs or concentrations, and changes in program requirements. The committee recommends or reviews changes in graduate policies and procedures and monitors assessment of graduate programs. The committee’s recommendations will be directed to the Associate Vice President for Curriculum, Dean of The Graduate College, Provost, and President for their action, and to the Faculty Senate Executive Committee for monitoring GPCC activities. The committee also makes recommendations regarding the curriculum development and review process to the Faculty Senate.</td>
<td>GPCC website</td>
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GPCC Meetings
All GPCC meetings, schedules, and minutes can be found on the Curriculum Committee’s Master Calendar on the homepage of the Curriculum, Instruction, and Assessment website and on the GPCC website.

GPCC Membership
Voting:
  a) Two members of the Graduate Faculty (Full or Provisional status) from each college housing a graduate program. No more than one member from the Graduate Faculty from a college may be a graduate program director or coordinator.

Ex-officio (non-voting):
  a) All graduate program directors or coordinators
  b) Associate and Assistant Deans of The Graduate College
  c) Office of Graduate Admissions
  d) One representative from the Curriculum Support Office
  e) One representative from Accreditation and Policy
**Visualization of the Current Curriculum Process**

- **Originator**
- **Initial Review by the Curriculum Support Office**
- **Department Curriculum Committee**
- **Department Chair**
- **Conditional Step General Education Council**
- **Curriculum Support Office Review**
- **Conditional Step EPCC and BCOE Dean**
- **College Curriculum Committee**
- **Conditional Step External Review (SACSCOC/USG/DOE)**
- **Provost or Provost Designee**
- **University Level Review by Undergraduate or Graduate Curriculum Committee**
- **Final Step for Catalog Publication (This step does not recommend approval)**

**Understanding the Curriculum Process**

To ensure curriculum quality and integrity there are multiple stages of review that must occur. All curriculum, new and changed, must go through Kennesaw State University’s review process, and certain items must also go through additional levels of review and approval.

**Deadlines and Effective Dates for Curricular Proposals**

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<tr>
<th>Fall 2023 Catalog Deadline: December 31, 2022</th>
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<td>All proposals must be approved through the provost level of review by 12/31/2022.</td>
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The draft catalog is published in mid-March and the final catalog on July 1.
Where to Find Curriculum Proposals
Kennesaw State University uses an online curriculum management system called Curriculog for the management of curriculum proposals. Curriculog is designed for faculty and administrators who are involved in adding, modifying, terminating, or deactivating curriculum proposals for courses, minors, certificates, and degree programs. Login to Curriculog using your KSU ID with @kennesaw.edu and KSU password.

Purpose and Function of Curriculog
The curriculum management process is entirely online, including the completion of the curriculum proposals, the curriculum meetings (if desired) and agendas, and the review and approval by electronic signature of the curriculum committees and administrators.

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<tr>
<th>Functions of Curriculog</th>
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<tr>
<td>Curriculog provides the correct routing for curriculum proposals</td>
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<tr>
<td>Curriculog ensures that all required fields for course and program proposals are completed</td>
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<tr>
<td>Curriculog provides a repository for curriculum changes</td>
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<tr>
<td>Curriculog allows for curriculum agendas and committee voting online</td>
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Reviewing Curriculum
The list below outlines the GPCC members should be considering for Program and Certificate Proposals as well as Course Proposals.

<table>
<thead>
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<th>Program and Certificate Proposals:</th>
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<tr>
<td>☐ GPCC ensures a lack of conflict with other programs.</td>
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<tr>
<td>☐ GPCC ensures that the proposed changes do not overlap with existing programs.</td>
</tr>
<tr>
<td>☐ GPCC reviews the rationale for the proposed changes and ensures that it is comprehensive and that the impact of the proposed changes have been fully considered.</td>
</tr>
<tr>
<td>☐ GPCC reviews the appropriateness and alignment across campus of a proposed premium priced program (if applicable).</td>
</tr>
<tr>
<td>☐ GPCC reviews any proposed changes to the program’s admission policies to ensure that the impact of the proposed changes have been fully considered (if applicable).</td>
</tr>
<tr>
<td>☐ GPCC ensures that the evidence of knowledge in the discipline is compelling and comprehensive.</td>
</tr>
<tr>
<td>☐ GPCC ensures that the evidence of engagement in research is compelling and comprehensive.</td>
</tr>
<tr>
<td>☐ GPCC ensures that the changes proposed are in alignment across campus.</td>
</tr>
<tr>
<td>☐ GPCC finds the answers regarding the identified career paths for students compelling and complete.</td>
</tr>
<tr>
<td>☐ GPCC ensures that the changes proposed follow all policies and requirements.</td>
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<th>Course Proposals:</th>
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<tr>
<td>☐ GPCC ensures that the proposed course changes do not duplicate other course or program offerings.</td>
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<tr>
<td>☐ GPCC ensures a lack of conflict with other courses and programs.</td>
</tr>
<tr>
<td>☐ GPCC reviews the proposed justification and considers the impact of discontinuing the course (if applicable).</td>
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GPCC reviews the proposed course requirements to determine whether the proposed course classification is consistent across campus.

GPCC evaluates the proposed course to ensure that the content reflects the course level. GPCC ensures that the prefix and course number do not duplicate or overlap with existing courses across campus.

GPCC ensures that the credit hours assigned for the proposed coursework are in alignment across campus.

GPCC ensures that the proposed prerequisites/concurrent prerequisites/corequisites to ensure that they are reasonable and justified.

GPCC reviews how often the course will be offered and ensures that the offering is in alignment with the rest of the proposal.

GPCC uses the syllabus to determine that the course is at the appropriate level, credit hours, and credit hour ratio.

GPCC ensures that the justification for a new course or changes to an existing course are reasonable and functional.

GPCC ensures that the changes proposed follow all policies and requirements.

A complete guide of “Who Reviews What for Programs” and “Who Reviews What for Courses” can be found on the Curriculum, Instruction, and Assessment website.

Who Regulates KSU’s Curriculum?
There are a variety of policies and regulations that regulate curriculum at Kennesaw State University as well the University System of Georgia Board of Regents (USG). As an institution within the University System of Georgia, Kennesaw State University’s graduate programs are required to adhere to the requirements set forth in the USG’s Academic & Student Affairs Handbook. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our institutional accreditor, includes guidelines on curriculum. KSU can interpret and build on USG and SACSCOC rules but cannot contradict or violate them.

A Brief Overview of Graduate Curriculum
This section offers a general overview of the essential parts of the curriculum you will review as a GPCC member. For a more in-depth review than this packet offers on curriculum, consult the Curriculum Guide on the Curriculum, Instruction, and Assessment website.

Master’s Degree
Master’s degrees are conferred upon the completion of a formal program of study of 30 credit hours beyond the bachelor’s degree level. A master’s degree may not exceed 36 hours unless approved by the University System of Georgia.

Educational Specialist Degree
Educational Specialist degrees are conferred degree after the student completes between 27 to 36 hours at the post-master’s degree level. This is a self-contained degree program for education students.
Doctoral Degree
Doctor of Education degrees are conferred upon the completion of a practice-based program of study focused on educational research. Doctoral Degrees are conferred upon the completion of a formal course of study consisting of at least 60 graduate semester credit hours beyond the master's level. Some doctorate programs have additional requirements, such as a dissertation and/or a foreign language competency.

Embedded Certificate
Embedded certificates are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a program of study. Students admitted to a degree program may be awarded an embedded certificate based on completion of the required certificate courses in the program provided they also apply for the certificate.

Stand Alone Certificate
The Board of Regents of the University System of Georgia Academic & Student Affairs Handbook note the following Certificate Guidelines requirements:

- Certificates proposed and offered by an institution should be consistent with the mission of the institution.
- Certificates shall be consistent with degree programs offered by the institution.
- The institution offering the certificate will maintain enrollment and completion data as part of the student’s record.
- Certificates should be 9 hours or more, but no more than 59 semester-credit hours.
- Certificates require that students meet the admission requirements of the institution and that the courses offered will not exceed the level of courses offered by the institution (e.g., a two-year institution may not award a graduate certificate).

Stand-Alone Certificate Programs
A student may apply courses completed for the stand-alone certificate toward a degree program if the student meets any applicable policies and admission standards for the degree program.

Students admitted to a degree program may apply courses completed for that degree program toward a stand-alone certificate, if the student meets any applicable policies and admission standards for the stand-alone certificate.

The Office of the Registrar will issue the stand-alone certificate after it has been applied for and the student has completed the requirements.

Stand Alone Certificates are included on the Degrees and Majors Authorized (DMA) list.

SACSCOC Accreditation
Kennesaw State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). There are several standards that relates to curriculum.

<table>
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<th>Standards Related to SACSCOC Accreditation:</th>
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<td>Standard 9.1</td>
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Educational programs (a) embody a coherent course of study, (b) are compatible with the stated mission and goals, and (c) are based upon fields of study appropriate to higher education.

**Standard 9.2**

The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides an explanation of equivalencies when using units other than semester credit hours. The institution provides an appropriate justification for all degree programs and combined degree programs that include fewer than the required number of semester credit hours or its equivalent unit.

**Standard 9.6a and 9.6b**

Post-baccalaureate professional degree programs and graduate degree programs are progressively more advanced in academic content than undergraduate programs and are structured (a) to include knowledge of the literature of the discipline and (b) to ensure engagement in research and/or appropriate professional practice and training. (Post-baccalaureate rigor and curriculum)

**Standard 9.7**

The institution publishes requirements for its undergraduate, graduate, and post-baccalaureate professional programs, as applicable. The requirements conform to commonly accepted standards and practices for degree programs.

**Standard 14.2**

This standard relates to Substantive which may include curriculum as well as other changes. This requires “The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy.”

Source: [Southern Association of Colleges and Schools Commission on Colleges Resource Manual](https://www.sacscoc.org/)

**Abbreviations**

EPCC- Educator Preparation Curriculum Committee  
BCOE- Bagwell College of Education  
GPCC- Graduate Policies and Curriculum Committee  
UPCC- Undergraduate Policies and Curriculum Committee  
GEC- General Education Council  
BOR- Board of Regents at the University System of Georgia  
SACSCOC- Southern Association of Colleges and Schools Commission on Colleges, KSU’s institutional accreditor

**Useful Resources and Links**

GPCC website  
[Master Curriculum Calendar](https://www.kennesaw.edu/epcc/curriculum/master-curriculum-calendar/20192020)  
[Kennesaw State University R2 roadmap](https://www.kennesaw.edu/epcc/curriculum/master-curriculum-calendar/20192020)  
[Kennesaw State University 2018-2023 Strategic Plan](https://www.kennesaw.edu/epcc/curriculum/master-curriculum-calendar/20192020)  
[Kennesaw State University Mission and Vision Statement](https://www.kennesaw.edu/about/mission-and-vision/)  
[Kennesaw State University Handbook Section on Curriculum Review and Approval Process](https://www.kennesaw.edu/epcc/curriculum/master-curriculum-calendar/20192020)  
[Syllabi Policy Webpage](https://www.kennesaw.edu/epcc/curriculum/master-curriculum-calendar/20192020)  
[University System of Georgia Board of Regents Area F Curriculum Guideline Section](https://www.usg.edu/about-us/leadership-and-governance/board-of-regents/board-of-regents-areas/area-f-curriculum-guidelines/)  