

CEP Committee Quick Facts

Getting approval for new courses/course changes, curricular or other educational matters

GENERAL INFORMATION ON THE CEP COMMITTEE

What is the CEP and who set up this committee?

Curriculum and Educational Policy (CEP). The committee was established by the faculty and is described in the [SEBS Bylaws](#). The CEP charge is:

“To consider and to approve all proposals for new undergraduate courses, deletion of old courses or changes in content of courses, and requests for independent majors brought before it. To consider and vote on all changes in curricular programs for recommendation to the SEBS Faculty. To provide oversight to the Student to Professional Internship Network (SPIN) Program. Proposals for the consideration of the committee may come from Department Chairs, Undergraduate Program Directors, the Dean of Academic Programs, the Executive Dean, or University administration. Recommendations from the Committee regarding changes to curricular programs shall be presented to the SEBS faculty for final approval at the faculty’s next scheduled meeting.”

Undergraduate is the operative word. The CEP deals only with undergraduate matters.

Who serves on the CEP?

As per the [SEBS Bylaws](#), *“The Committee shall be composed of the School Undergraduate Program Directors, the Dean of Academic Programs or designee, the Cook Campus Dean or designee, the Dean of Agricultural and Urban Programs, the Dean of International Programs and two students.”*

When does the CEP meet?

The CEP meets every month during the academic year.

What is the pathway for obtaining course approval?

1. Undergraduate program or academic department endorsement
2. CEP curricular and pedagogical review
3. *Undergraduate Academic Affairs Leadership Council*- Rutgers New Brunswick-wide program coordination review
4. SEBS Faculty- final approval

NEW COURSES AND REVISED COURSES

Does the CEP review new course proposals? Yes.

I am planning to change to an existing course. What sorts of changes require CEP review?

Any change requires CEP review. Examples include, but are not limited to: changes to the index for a course that would change the [undergraduate catalog](#), [degree navigator](#), or the [schedule of classes](#); realignment of a course with a new major; change in course number, grading type or credits offered; a change in course content; a change in the method of teaching such as changing from in-person to Online or Hybrid format; or offering a regular semester course in summer/winter session. If in doubt ask the [Associate Dean for Academic Administration](#).

There is an existing course that hasn't been taught for many years. Is it necessary to get CEP approval to offer the course again?

Yes. Course requirements are constantly evolving. For example, a recent new requirement is that all courses have Learning Goals and an assessment plan. In addition, if a course has not been offered in many years it is your responsibility to show that the new syllabus is identical to the old one. If you are reviving an old course, submit it for CEP review.

How long does it take to get a course reviewed and approved?

The CEP makes its decisions once per month during the academic year. Proposers need to be mindful of the dates when online course registration begins because unless the newly approved course is added to the master list of courses it cannot be scheduled and students will be unable to register for it. Course registration opens in early March for the Fall semester and early October for the Spring semester.

The CEP meeting dates are posted on the [CEP Proposal Submission Website](#). Submission of proposals to the CEP, which is done through a web portal [CLICK HERE](#) closes one week prior to the CEP meeting date. If you need help contact the [Associate Dean for Academic Administration](#).

How do I go about requesting CEP review of a changed course or a new course?

There are 3 steps:

- 1) First consult with your Undergraduate Program Director.
- 2) Your program faculty must endorse your proposal. Your UPD will manage the review.
- 3) Your UPD must submit the proposal to CEP.

What kinds of information will I need to provide?

1. A detailed syllabus including topics, readings, assignments, etc. The syllabus MUST contain the course Learning Goals and a plan for assessing the learning goals. Please consult with your UPD or/and the [Associate Dean for Academic Administration](#) if you need help to write Learning Goals and formulate an assessment plan. All proposals require a syllabus, even if a minor change is being requested.
2. If the course fulfills a program Learning Goal of your undergraduate program, this information must be boldly posted on the syllabus.
3. A rationale for the change or new course proposal. Answer- what need does the course fulfill.
4. A filled-in cover sheet with the course index number, course name, credits, grading type, prerequisites. The cover sheet is filled online at the CEP Proposal Submission website. Your UPD will help.
5. Proposals to create or modify an existing course to Online or Hybrid format must also address the policy for this teaching method [[CLICK HERE](#) to access the policy]
6. Proposals to create or modify an existing course that will fulfill the SEBS Experience-Based Education requirement must address the policy for this core curriculum learning goal [[CLICK HERE](#) to access the policy]
7. Also submit a fully completed Master Course List (MCL) Revision Form [[CLICK HERE](#)].

I would like my course to be certified for the common Learning-Based Core Curriculum. I believe it will attract more students that way. Does the CEP certify core courses?

No- the CEP does not certify core courses. That task is the responsibility of the *Core Requirements Committee* (CRC) and is a separate application process that is described [HERE](#).

CURRICULA, PROGRAMS, AND POLICIES

I understand that the CEP reviews Educational Policies? What's that?

An education policy is any guidance for managing a curricular matter such as, but not limited to: rules for Online/Hybrid courses and Experience-Based Education, articulation agreements or memoranda of understanding with other educational institutions, new or revised curricula, or student requests for independent majors ([curriculum code 554](#)).

A few of my faculty colleagues want to form a new undergraduate program. Does this require CEP review?

Yes.

The undergraduate program that I am affiliated with wants to change the requirements for the major. Does a change to a major require CEP review? Yes.

How do I go about requesting CEP review of an educational policy concept or a change to an undergraduate program?

Each idea is judged based on the details and merits of the concept. If you have an idea and wish to develop a proposal please consult your program director or the [Associate Dean for Academic Administration](#). A submission template for your proposal can be found at the proposal submission site [CLICK HERE](#).

The curriculum that we are planning might duplicate a curriculum at another school of Rutgers New Brunswick. Is that a problem?

Duplication of a curriculum or course can present a roadblock to approval if you do not first engage with the faculty of the potentially conflicting department or program. A new policy implemented in 2017 by the New Brunswick Chancellors office requires that faculty and schools work collaboratively to avoid redundancy and conflict over program and course offerings. Before final approval, all proposals are forwarded to the *Undergraduate Academic Affairs Leadership Council* for a 2-week comment period. If a concern is raised the faculty will be required to resolve the differences before the proposal can be approved.