Roger Williams University School of Continuing Studies
Curriculum Oversight Structure

The SCS is led by a Dean who reports to the Provost and Senior Vice President of the University. The Dean oversees three divisions, each of which offers a different kind of learning option: Credit Bearing Degree and Certificate programs with a curriculum created by the RWU faculty, Credit bearing programs offering curriculum developed and certified by outside accrediting agencies, and non-credit programs offered by the Professional Education Center. This document describes the curricular approval and oversight process for the each of these learning options.

Credit Bearing Programs (RWU Curriculum Origination): Each program or program cluster is led by a Program Director/FCC or a Staff Director and a Faculty Curriculum Coordinator (FCC). There are currently six programs and program clusters are: Public Administration, Criminal Justice; Digital Forensics, Networking & Security; Technology, Leadership and Management; Health Care Administration and Social and Health Services; and Community Development, Social Sciences, and Humanities. The Program Director or Staff Director performs administrative and recruiting functions as identified in the attached job descriptions.   The FCC is a tenured or tenure track faculty member in one of the other schools of the University who is appointed to a visiting joint faculty position in the School of Continuing Studies. Where practicable, the Program Director and Faculty Curriculum Coordinator functions will be held by the same individual.   For larger programs or for those where no qualified full-time faculty member is available, the positions will be held by a staff program directory and a Faculty Curriculum Coordinator who will work in concert.

Approval of curriculum will follow the Curricular Policies as approved by the Faculty Senate on December 12, 2012 (http://rwu.edu/sites/default/files/downloads/academicaffairs/curricular_policies_and_procedures-approved_12-12-2012.pdf)

Each program or program cluster will mount a Program Curriculum Committee (PCC) led by the FCC. All full-time faculty members teaching at least two courses during the course of the previous two semesters will be a voting member of this committee. Adjunct faculty members teaching in at least two courses in the program during the previous two semesters will be non-voting members. The PCC will review course and program proposals and put forward recommendations to the Dean and the SCS Curriculum Committee. The PCCs will also serve in an advisory capacity to the Dean of the SCS.

The SCS Curriculum Committee will be comprised of all the Faculty Program Directors, FCCs and Staff Program Directors. Staff Program Directors are non-voting members of the SCS Curriculum Committee. Members of this committee will be eligible to serve on the Faculty Senate and the Faculty Senate Curriculum Committee consistent with the rules outlined in the Faculty Constitution.

Credit Bearing Programs (Non-RWU Curriculum Origination): Each program will be led by a staff director. Curriculum for credit bearing programs whose curricula is overseen by a national or regional accrediting agency will be reviewed by the SCS curriculum committee.

Approval of curriculum will follow the Curricular Policies as approved by the Faculty Senate on December 12, 2012 (http://rwu.edu/sites/default/files/downloads/academicaffairs/curricular_policies_and_procedures-approved_12-12-2012.pdf)

Non-credit programs offered by the Professional Education Center (PEC): The PEC has three program tracks: Professional Development Certificates, Personal Enrichment, and Customized Professional Education. An Advisory Board comprised of industry experts guide the PEC. All program offerings and instructors are vetted by the Dean and Director of Business Services and for customized education, the client. All Professional Development programs are in alignment with industry standards and guidelines. The PEC strives to work collaboratively with other Schools/Departments to provide Professional development and to build from the University's internal expertise to create entrepreneurial endeavors. When the PEC partners with another School, (i.e the School of Engineering) to deliver professional education, the professor is responsible for the development of the program and the accompanying instructional materials.