A Graduate School of National Security and International Affairs
THE INSTITUTE OF WORLD POLITICS

The Institute of World Politics
Curriculum Review Process Plan
(as approved by the Academic Council on 22 August 2019)

The Academic Dean will chair a Curriculum Review Committee (CRC), consisting of assigned faculty members and academic staff, in a three-year cycle as follows:

Year 1: The CRC will conduct an internal review of all learning outcomes at the institutional and program levels to verify adherence to our mission and institutional objectives. The CRC also will review assessment findings and determine if any new skills or major fields of study need to be added, as well as how they would be incorporated into our institutional and program learning outcomes. The CRC will then submit a report with its recommendations to the AC for approval.

Year 2: Following approval of the CRC's report, the Dean will create faculty CR subcommittees to review assigned programs and fields of specialization to determine whether they sufficiently cover major topics in the field or whether additional topics need to be added. Each subcommittee will review relevant syllabi to identify any gaps, redundancies, or changes that a program or specialization requires, which will be recommended in a report to the Academic Dean, who will review the report and submit his recommendations to the Academic Council for approval.

Year 3: Following approval of the Dean's subcommittees report, and in light of Year 1 and Year 2 findings, all faculty will make any necessary adjustments to their courses and syllabi, while ensuring their SLOs are still valid and support the PLOs. If any updates are made to a syllabus, a summary report should be submitted by the professor to the Academic Dean. As is the case every semester, our faculty members will also take this opportunity to make certain their syllabi have appropriately up-to-date content. The Academic Affairs department will then review these updated syllabi and provide a summary report to the Academic Council of any significant adjustments that need review, as well as update the relevant curriculum maps (see Appendix #2 for proposed templates). External curriculum peer-reviews for all programs will then be completed prior to the next three-year cycle and constructive findings will be incorporated by the CRC into the Year 1 CR report.

If the Academic Council approves any CRC proposals that have a significant or time-sensitive financial impact on the Institute, the Academic Dean will consult with the Chief Financial Officer and Executive Vice President. A summary of all approved CRC proposals will be shared by the Dean with the Executive Vice President as well as with the Board of Trustees. Any long-term strategic goals and proposed resource allocation will be incorporated into our Strategic Operational Plan for Academic Affairs (SOPAA) that will be completed during the summer semesters, which then informs our academic budget for the upcoming fiscal year. The SOPAA will require approval from the Academic Council for submission to the Executive Vice President and Chief Financial Officer.

During the fall semester, we conduct our Educational Effectiveness Assessment (formerly known as the Educational Outcomes Assessment) to ensure the effectiveness of the education the Institute provides its students by assessing our ability, as well as our students' ability, to meet objectives and learning outcomes at the institutional, program, and course levels. Faculty Evaluation Interviews, which take place in the fall semester as well, also contribute to this assessment. As part of an ongoing cycle, relevant assessment findings will then contribute to the next curriculum review.