

## **Curriculum and Curriculum Changes**

### **A. Summary of Procedures for Curriculum Development and Curriculum Proposals**

1. The chair of the department shall involve all department members in discussions regarding new courses or program proposals.
2. The chair, the department, and the respective dean of the school or college should work in concert in the development of curriculum changes and proposals.
3. The department chair, with support and documentation provided by the department and the dean of the school or college, may attend the meeting of curriculum committee when the proposal is discussed.
4. Curricular changes initiated by the academic departments and in consultation with the dean should be copied to the department dean, associate provost, and chair of the curriculum committee 14 days before the scheduled committee meetings.
5. The department chair, associate provost and the chair of the curriculum committee will confer and decide whether the proposal should be sent to an advisory subcommittee or be sent directly to the curriculum committee. A subcommittee might be warranted, for example, if the proposal substantively impacts another department or program. The department chair, the associate provost and the chair of the curriculum committee may also decide if minor changes (e.g., course number or title) need full committee review for approval.
6. If an advisory subcommittee is deemed necessary, the chair of the curriculum committee in cooperation with the chair of the initiating department will assemble a subcommittee consisting of the associate provost, the initiating department chair, the department's dean, and a minimum of 3 faculty members of the curriculum committee. After initial review, and within 30 days of the initial submission, the subcommittee will meet to discuss the proposal, formulate recommendations and either refer the proposal back to the initiating department for modification or forward it to the curriculum committee.
7. On approval by the curriculum committee, the proposal can be revised only to reflect catalog copy and submitted to the office of the provost for inclusion on the agenda of the following monthly faculty meeting for discussion and faculty vote.
8. For inclusion in the subsequent year's catalog, proposals should be approved by the March faculty meeting.

(7/03)

B. The Curriculum Proposal Form follows:

**Curriculum Committee  
PROPOSAL FORM**

This format should be used for proposals submitted to the Curriculum Committee. Attachments need to include specified supporting documents.

1. **New or Revised Course(s)** New\_\_\_\_ Revised\_\_\_\_

Name and Catalog Number \_\_\_\_\_

Semester Hours \_\_\_# Sections/Year\_\_\_\_

Department \_\_\_\_\_

Semesters Offered \_\_\_\_\_

Course Description (this should be the exact catalog copy, which should be brief – three sentences max; include all prerequisites)

Rationale (including objectives and projected timeline)

Course Syllabus (please attach)

Implication for Staffing, Budget and Library Resources

Implication for Current Program, or Other Programs/Departments.

Acknowledgement of Notification by Other Department(s), if impacted.

Department \_\_\_\_\_ Signature \_\_\_\_\_

Department \_\_\_\_\_ Signature \_\_\_\_\_

2. **New or Revised Major or Minor** New\_\_\_\_ Revised\_\_\_\_

Department or Program \_\_\_\_\_

Rationale (including objectives and projected timeline)

Program Requirements and Electives (course names, credit structure, and catalog numbers)

Course Syllabi (please attach)

Schedule of Projected Course Offerings

Implications for Staffing, Budget and Library Resources

Acknowledgement of Notification by Other Department(s), if impacted.

Department \_\_\_\_\_ Signature \_\_\_\_\_

Department \_\_\_\_\_ Signature \_\_\_\_\_

3. **Appropriate Signatures of Support**

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean of School/College \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Committee Representative \_\_\_\_\_ Date \_\_\_\_\_

Proposals should be sent as print copy with appropriate signatures and electronically by attachment to the curriculum committee chair and provost/vice-president for academic affairs. (7/03)