

## COLLEGE OF LETTERS AND SCIENCES

### GUIDELINES FOR THE 2015-16 CURRICULUM COMMITTEE

Approved by CCC, Sept. 3, 2015

1. There will be no special orders of business.
2. Curriculum proposals should be submitted electronically to the L&S Curriculum secretary via CourseLeaf no later than **4:00 p.m. on the Wednesday of the week prior to the meeting.** Signed consultation forms (if required) should be attached to the proposal at the time it is submitted to the committee. (See the attached university curriculum consultation policy for further information on the consultation process and timeline.) To help expedite the passage of a proposal, proposers may informally consult with the committee chair and/or secretary in advance of the submission date.
3. Agenda items other than curriculum proposals should be submitted electronically to the committee secretary (email: [lscurric@uww.edu](mailto:lscurric@uww.edu)) by the meeting deadline (4 PM on the Wednesday of the prior week).
3. Meeting agendas and other items of business will be transmitted electronically on the Monday preceding the meeting. An e-mail will be sent notifying you of the meeting and telling you that the agenda is available on the website.
4. The Committee should examine the ability of a department/area to offer a proposed course on a regular basis. In addition, it expects departments/areas to include a "staffing impact" statement with all new course proposals.
5. The Committee will scrutinize proposed courses to determine if there is substantial duplication of content or approach between them and any existing course and, if there appears to be, will urge the departments/areas in question to pool their resources
6. The Committee expects departments/areas to affirm that each proposed course is a sound contribution to the College and to the student's educational experience.
7. The Committee should examine the relationship between specific courses and the programs of the proposing department/area, programs of other departments/areas, and the objectives of the College, as well as anticipated student demand.
8. The Committee will not consider any proposal that has not followed the published format provided by the University Curriculum Committee. Proposals that require a syllabus **MUST contain all the mandatory information for course syllabi**. This information may be found at the following web address: <http://www.uww.edu/acadaff/facstaff/curriculum/mandatoryinfo.html>. Proposals that do not contain a proper syllabus will be rolled back to the proposer.
9. The Committee requires that proposals for comprehensive majors include:
  - 1) A justification for offering the comprehensive major without a minor. An 'adequate justification' should address one or both of the established rationales for offering comprehensive majors:
    - a. The comprehensive major is uniquely suited to prepare students for graduate/professional school
    - b. The comprehensive majors provides a multidisciplinary program with a unique combination of courses not found in an existing major/minor
  - 2) Discussion of how the breadth of courses in the comprehensive major makes up for the loss of in-depth study in another field provided by a minor.

## Curriculum Consultation Process

From the *University Curriculum Handbook*:

(p. 4, G):

Any other program affected by a proposal must be consulted before the proposal is submitted to the CCC and a consultation page with approval signatures should accompany the curriculum proposal.

(p. 7, with additional CourseLeaf information in brackets []):

### Undergraduate/Graduate Consultation Procedure

1. Consultation with interested parties prior to formal curriculum review reduces points of conflict and misunderstandings. Often, an absence of prior consultation results in procedural delays.
2. During planning and priority-setting stages of new program development, the several curriculum committees should be kept informed of developments.
3. All college degree proposals approved by a college are to be forwarded to the deans of the other colleges for special attention concerning college-wide and university-wide impacts.
4. **Program changes, course changes, and some “other” actions** (form #2, #4, and #6 respectively) require a curriculum impact review. Any other program(s) affected by the proposal must be consulted before the proposal is submitted to your CCC.
5. The sponsoring department should send a copy of the complete curriculum proposal to those academic units that are likely to be concerned about the impact of the new course. **[Sending a link to the CourseLeaf proposal is sufficient for this purpose.]**
6. In addition, the sponsoring department must send a copy of the first page of the new course to deans of the non-sponsoring colleges for informational purposes. The dean’s office is then responsible for notifying any college department that may be concerned. **[Sending a link to the CourseLeaf proposal is sufficient for this purpose.]**
7. Any college or department not receiving the full proposal may request a copy of the full proposal form through the sponsoring department within five class days of receipt of the first page of the proposal in the college dean’s office.

8. Any department or college may request consultation with the sponsoring department in writing within five class days of receiving the complete proposal.
9. Any consultation requested by a department must be concluded within ten class days of the receipt of the request for consultation. Consultation requested by a college must be concluded within twenty days of such receipt. The results of each consultation must be recorded (approval, no contest, disapproval) on the **Consultation Signature Page** (available for download at the bottom of this web page: <http://www.uww.edu/acadaff/facstaff/curriculum/forms>). Any academic unit indicating disapproval should simultaneously provide a written statement of rationale to be attached to the proposal by the sponsoring department prior to submitting the proposal for its CCC's consideration.
10. Consultation, not necessarily agreement, must be completed between departments prior to consideration by the CCC of the sponsoring department. Consultation with the other colleges must be completed before consideration by the UCC or the Graduate Council for graduate courses
11. If the concerns have not been resolved and the CCC of the sponsoring department approves the proposal, it will be forwarded together with the statement of rationale of opposition to the UCC or the Graduate Council for graduate courses. The chair of the UCC/Graduate Council will make every effort to resolve the issues before consideration by the UCC/Graduate Council. Failing resolution, the proposal together with the rationale of opposition will be forwarded for consideration to the UCC/Graduate Council. A final appeal may be made at the Faculty Senate level.

**[In CourseLeaf, the signed *Consultation Signature Pages* should be attached to the relevant curriculum proposals, in time to be viewed by the appropriate review bodies.]**