

## COLLEGE OF LETTERS AND SCIENCES

### GUIDELINES FOR THE 2018-2019 CURRICULUM COMMITTEE

**Approved Sept. 6, 2018**

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 or email (if required) should be attached to the proposal at the time it is submitted to the committee. (See the university curriculum consultation policy at <http://www.uww.edu/acadaff/facstaff/courseleaf> 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/mandatory\\_info](http://www.uww.edu/acadaff/facstaff/mandatory_info) 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.