

TO: All Members, University Curriculum Committee; Department Chairs  
FROM: Mark Jackson, Chair, University Curriculum Committee  
832-2650; [jacksonmae@ccsu.edu](mailto:jacksonmae@ccsu.edu)  
SUBJ: Primary Agenda for 1st Round of Curriculum Meetings  
DATE: 9/5/2014

---

This is the Primary agenda of the 1<sup>st</sup> round of University Curriculum Committee meetings for the academic year 2014-2015.

Please attend all subcommittees to which you are assigned (check membership and subcommittee assignments on the curriculum webpage by clicking on "[Committee Membership](#)."). Please remember that most members are assigned to 2 subcommittees. The schedule for this month is presented below, and the full schedule of meetings for the entire academic year can be found by clicking on "[Committee Calendar](#)." The schedule for this month's meetings is:

First Round Submission Deadline: Friday, Sept. 5*, noon  * For School of Arts and Sciences, deadline for getting Dean's Signature is 1 week earlier (See Note 1 above)	SEPS Subcommittee	9/16/14	12:15 PM	HB 222
	Business Subcommittee	9/17/14	1:00 PM	Vance 466
	A&S Subcommittee	9/17/14	3:15 PM	Vance 105
	EST Subcommittee	9/18/14	12:40 PM	NC 204 conference room
	Grad Curriculum Subcommittee	9/18/14	3:00 PM	Vance 106
	Gen Ed Subcommittee	9/24/14	3:15 PM	Philbrick Room, Student Center
	Graduate Studies (see Note #3)	9/25/14	3:00 PM	Marcus White Living Room
	Full Curriculum Committee	10/1/14	3:15 PM	Vance 105

## AGENDA FOR FIRST ROUND OF CURRICULUM MEETINGS

<b>For All Subcommittees (except as noted)</b>		
<b>1.0</b>	Each subcommittee (except for Grad Studies) must elect a chair and secretary for the 2012-2013 academic year	
<b>2.0</b>	Approve minutes of previous meetings	
<b>3.0</b>	<p>Discuss proposed new submission forms (see Appendix of this document, samples of the current forms are also provided).</p> <ul style="list-style-type: none"><li>• Any recommendations or suggestions?</li><li>• Discuss any school specific workflow requirements.</li></ul> <p>1. Is it ok to go completely paperless and not require hardcopy signatures (electronic signatures only)?</p>	
<b>4.0</b>	Proposed Curriculum Committee Bylaw revisions. Please refer to the current bylaws here: <a href="http://web.ccsu.edu/curriculumcommittee/bylaws.asp">http://web.ccsu.edu/curriculumcommittee/bylaws.asp</a>	
<b>4.1</b>	<p>The following revision is by request of the Registrar's office, with a request to clarify timeframes for implementation of approved curriculum changes. It would be useful to add language about the effective term of course changes (fall to fall, spring to spring) since this has been a long standing practice necessitated by the course scheduling timeline. It is recommended that we clarify that the March deadline, that currently appears in section 4.6, <u>applies only to program changes</u> It might also be helpful to add something about the effective term of program changes that required external approval.</p> <p><b>Current bylaw:</b> (found at: <a href="http://web.ccsu.edu/curriculumcommittee/bylaws.asp">http://web.ccsu.edu/curriculumcommittee/bylaws.asp</a>)</p> <p>4.6. Changes approved by the Curriculum Committee by its March meeting and by the Faculty Senate by its second meeting in March will normally appear in the next appropriate University Catalogue.</p> <p><b>Suggested:</b></p> <p>4.6</p> <ol style="list-style-type: none"><li>1. Course changes approved by the Curriculum Committee and the Faculty Senate during the fall semester become effective in the next fall semester. Course changes approved by the Curriculum Committee and the Faculty Senate during the spring semester become effective in the next</li></ol>	

	<p>spring semester.</p> <ol style="list-style-type: none"> <li>2. Program changes must be approved by the Curriculum Committee and Faculty Senate no later than March to become effective the following fall and to be included in the next published catalog. Program changes that required external approval (<i>BOR, NEASC, etc</i>) become effective the next fall semester after receiving external approval.</li> <li>3. Exceptions to these timetables may be made if there are documented extenuating circumstances. (<i>Who should grant an exception for earlier implementation a change? Curriculum Committee Chair? Faculty Senate Chair? Provost?</i>)</li> </ol>	
<b>4.2</b>	<p>Should we explicitly require that a course addition/deletion/modification of a course that is listed in any program (major/minor/certificate) that the appropriate program revision <b>MUST</b> accompany the course proposal? Note, for some courses this might require program revisions be coordinated across multiple departments.</p>	
<b>4.3</b>	<p>Should we require that for a course revision involving a course that materially impacts another prerequisite, prerequisite, or cross-listed course so that it will require that the other course will need to be modified, that both courses must either be submitted at the same time, or that final approval of the first course will be delayed until the affected course can also be considered by the committee.</p>	
<b>4.4</b>	<p>Should we specify that if a topics course is taught under the same topic title for more than 2 times (or maybe 3 times), that it needs to then be submitted to curriculum as a new course and given a permanent number?</p>	
<b>4.5</b>	<p>The current bylaws imply that “minor” changes apply only to courses, and not to programs.</p> <p><b>Current bylaw:</b> Procedures for effecting minor changes:</p> <p>4.9.1. Requests for a change in the designator, number, title, cycling pattern and/or description may be submitted to the appropriate Dean(s) for approval provided that the essential nature of the course is not changed.</p> <p><b>Proposal:</b> The bylaws do not specify any procedures for minor</p>	

	<p>PROGRAM changes, and this may have been by design. Do we, however, wish to revisit this and allow minor PROGRAM changes if they do not change the essential nature of the program. An example might be a change in designator, number, or title of courses listed within that program as a consequence of course revisions.</p> <p><b>Please note, this idea is linked with item 4.2 above, and with the new submission process. The other thing, and this I have to check on as we complete the catalog/submission process revision, is that this might happen automatically anyway.</b></p>	
<b>4.6</b>	Any other suggestions?	
<b>5.0</b>	<p><u>General Education Revision Update (information only)</u></p> <p>Update on status of General Education Revision Proposal (all subcommittees except Grad Studies). This will be provided by the curriculum chair as information becomes available. Committee members can expect to receive documents in the next couple of weeks when they become available.</p>	

## Appendix 1a. Proposed Curriculum form for courses

#	item	options	Notes
1	What type of submission?	Course Addition Course Revision Course Deletion	Add new option for <b>course reinstatement?</b>
If revision or deletion, form will populate with current catalog description.			
If revision or deletion, form will populate with every program that includes this course, plus all courses linked by prerequisite, prerequisite, or cross-listing			
2	College	A&S SEPS BUS EST	
3	Proposed Designator?	Provide drop-down list of current designators, with option to create new	
4	Proposed Number?	Provide drop-down list of available numbers under that designator	
5	Proposed title?	Provide Textbox	Should title length be limited to max character length for banner? Alternately, can we have a separate line for desired banner abbreviations?
6	Proposed prereqs	Provide Textbox	For each prereq, automatically select appropriate department and school dean for required acknowledgements.
7	Proposed credits	Provide Textbox	For 4 credits or more, create drop-down box to select one of the nine enhancement options by name, and add a box in which the Department can explain its rationale for the fourth credit
8	Proposed cycling	Fall and Spring/ Fall/ Spring/ summer/ Odd/ Even/ irregular	
9	Proposed Diversity?	Yes/No	If yes, send to diversity committee for approval. Attach required documentation. If there are no other modifications to course, after diversity committee approval it can bypass dean's signature and proceed directly to curriculum chair. Assign to originating school subcommittee and Gen Ed.
10	Proposed Literature?	Yes/No	If Yes, send to Gen Ed in addition to appropriate schools
11	Proposed	Yes/No	If Yes, send to Gen Ed in addition to appropriate

	International?		schools
12	Tagged course?	Yes/No	For new gen ed plan, we should request additional information about tag and rational.
13	Proposed Graduate?	Yes/No	If Yes, in addition to appropriate school dean and school subcommittee, send to Graduate Dean and Grad Curriculum Subcommittee
14	Proposed Gen Ed?	Study Area I Study Area II Study Area III Study Area IV Skill Area I Skill Area II Skill Area III Skill Area IV	If yes, provide a short statement as to the rationale for Gen Ed Credit  In addition to appropriate school subcommittee, send to Gen Ed  Crosscheck that course is not also requesting grad credit. Grad courses cannot also carry gen ed credit.
15	Academic rationale	Provide textbox	
16	Demand rational	Provide textbox	Do we need this? Could demand and academic rational be combined?
17	Academic Impact	Provide textbox	List (and attach documentation) of any concerns from units who you notified of the changes that could impact their program.
18	Faculty effects	Provide textbox	Do we need this?
19	Facilities effects	Provide textbox	Do we need this?
20	Equipment effects	Provide text box	Do we need this?
21	Library effects	Provide text box	Do we need this?
22	Computer effects	Provide text box	Do we need this?
23	Attach syllabus for course	upload	Provide an example syllabus for the committee
24	Will this course be inserted into or deleted from a program listing	Yes/No	If yes, then you MUST complete a program revision as well
25	Submitted by:	Insert name of submitting faculty and email address	Can this be done automatically by login?
26	Date approved by department	Insert date of faculty meeting where approved	This is a required entry. Form cannot be forwarded for department chair signatures without this date.
27	Department chair acknowledge	acknowledge	Department chair needs to acknowledge receipt of proposal, but does not need to approve of it.

			Provide a textbox for chair to make any desired notes about proposal
Here are some items that we don't currently have on our forms, but we may wish to add			
28	Is this a "minor" change?	Yes/No	If requesting consideration as a minor change, send request to both Curriculum Chair and Dean for approval. If approved by both, it is ready for agenda but does not have to go to subcommittee. If not approved by both, it must be directed back to normal submission process.
29	Variable title?	Yes/No	Do we need this category for Special topics courses?
30	Reactivate	Yes/No	Should we have a special type request for reactivating a course that was previously in banner
31	Is the course cross listed?	Yes/No	
32	Registration restrictions	Majors Only Majors/Minors Only Non-Majors Only Masters Only Freshmen Only Juniors or Above Audition Required Doctorals Only Sophomores or above Seniors or above	
33	Does this course involve Teacher Certification?	Yes/No	Send to SEPS Governance Council
Workflow			
34	Acknowledge by chairs of potentially affected departments	acknowledge	Chairs of potentially affected departments do not approve or disapprove of proposal; this is merely an acknowledgement that they have been given fair notice that the proposal is being submitted. Provide a textbox for chair to make any desired notes about proposal. If a department has concerns about a proposal they need to be sure to have a representative to express their concerns when the proposal is debated in subcommittee.
35	Approvals	Deans Grad Studies (for	

		grad items) Curriculum Committee Senate President BOR (if necessary)	
36	Possible additional approvals.	SEPS Education Governance council	

## Appendix 1b. Proposed Program Form

#	item	options	workflow
1	What type of submission?	New Deactivate/Delete Significant mod Minor mod reactivate	Check for BOR requirements
If revision or deletion, form will populate with current catalog description.			
2	Program Type	Major Minor Certificate	
3	Catalog type	Undergraduate Graduate	
4	College	A&S SEPS BUS EST	
5	Required hours	Provide textbox	
6	Is a minor required?		A “large” major is defined as requiring 48 to 60 credits in the major (no more). Large majors do not require a minor. A “standard” major is defined as requiring 30 to 40 credits in the major. Standard majors require a minor. Majors that fall between 40 and 48 credits required in the major may or may not require a minor. Departments proposing majors of this size should clearly justify their preference in this matter for consideration by the University Curriculum Committee.
7	Title	Provide textbox	Title of program that will be entered into the Printed Catalog (full official title)
8	Specific Admission Standards beyond University Requirements	Yes/No	If Yes, rationale and impact statement must be attached to the curriculum package. Send to Academic Standards or Grad Studies Policy
9	Academic rationale	Provide textbox	
10	Demand rational	Provide textbox	Do we need this? Could demand and academic rational be combined?
11	Academic Impact		List (and attach documentation) of any concerns

			from units who you notified of the changes that could impact their program.
12	Faculty effects	Provide textbox	Do we need this?
13	Facilities effects	Provide textbox	Do we need this?
14	Equipment effects	Provide text box	Do we need this?
15	Library effects	Provide text box	Do we need this?
16	Computer effects	Provide text box	Do we need this?
17	Submitted by:	Insert name of submitting faculty and email address	Can this be done automatically by login?
18	Date approved by department	Insert date of faculty meeting where approved	This is a required entry. Form cannot be forwarded for department chair signatures without this date.
19	Department chair acknowledge	acknowledge	Department chair needs to acknowledge receipt of proposal, but does not need to approve of it. Provide a textbox for chair to make any desired notes about proposal

Here are some addition items that we don't currently have on our forms, but we may wish to add

20	Attach Academic Map (or curriculum sheet)	Upload	

#### Workflow

21	Acknowledge by chairs of potentially affected departments	acknowledge	Chairs of potentially affected departments do not approve or disapprove of proposal; this is merely an acknowledgement that they have been given fair notice that the proposal is being submitted. Provide a textbox for chair to make any desired notes about proposal. If a department has concerns about a proposal they need to be sure to have a representative to express their concerns when the proposal is debated in subcommittee.
22	Approvals	Deans Grad Studies (for grad items)	

		Curriculum Committee Senate President BOR (if necessary)	
23	Possible additional approvals.	SEPS Education Governance council	

## Appendix 2: Current submission form samples

### Course Addition Form Step 1/3

Proposed Designator and Number: NEW

New Designator:

Proposed Title:

Proposed Prereqs:

Proposed Description:

Proposed Credits:

Proposed Cycling: Leave blank if cycling is Fall and Spring.

Proposed Diversity:

Proposed International:

Proposed Literature:

Proposed Graduate:

Proposed Gened: None

Academic Rationale:

General Education Rationale:

Demand Rationale:

Faculty Effects: Describe the Effects on Faculty Load

Facilities Effects: Describe any facilities changes required

Equipment Effects: List any additional equipment to be purchased

Library Effects: Describe any additional library holdings that will be needed

Computer Effects: Describe any additional technology requirements

Date Approved by Department:

Your email address:

## Program Addition Form Step 1/3

<b>School:</b> Arts and Sciences	
Proposed Title:	
Proposed Description:	
Proposed Credits:	
Proposed Graduate:	<input type="checkbox"/>
Academic Rationale:	
Demand Rationale:	
<b>Faculty Effects:</b>	Describe the Effects on Faculty Load
<b>Facilities Effects:</b>	Describe any facilities changes required
<b>Equipment Effects:</b>	List any additional equipment to be purchased
<b>Library Effects:</b>	Describe any additional library holdings that will be needed
<b>Computer Effects:</b>	Describe any additional technology requirements
<b>Date Approved by Department:</b>	
<b>Your email address:</b>	
<input type="button" value="Submit your Request"/> <input type="button" value="Clear Form"/>	