

Guidelines for Preparing Course/Program Proposals for College Curriculum Committee and university Curriculum and Academic Programs Committee (CAPC)

- Course proposals consist chiefly of a syllabus [of record] and impact statements and any additional information (pre-reqs, number of credit hours, etc.) necessary for ACRES (Academic Curriculum Review and Evaluation System). The syllabus is a vital document in the process, because it is the main source of information for members of the College Curriculum Committee and CAPC.
- Program proposals (concentrations, certificates, minors) consist chiefly of a detailed form describing the program, its impact on other college and university units, student outcomes/assessment plans, program map and a full accounting of faculty, resources and classes (new and existing)
- Proposals for courses and programs may go through different kinds of development. Undergraduate course and program proposals need to be discussed in area committee meetings before being submitted to the Curriculum Committee. Graduate course and program proposals may follow suit, through the Graduate Committee.
- Proposals for new courses that *are not* required for a degree program must include the enrollment figures for a minimum of two course offerings under an omnibus number (i.e., X94).

If we were to use a document like this, the following two items would have to be modified.

- Proposals are reviewed by the Department Curriculum Committee or Graduate Committee. Once a proposal receives a Yes vote, it goes forward as an affirmative motion to the faculty as a whole for a vote.
- After the English faculty votes, the proposals go to the College Curriculum Committee, then either to the Graduate college or (for undergraduate proposals) to the Academic Transfer and Articulation Office (ATAO). Any final questions about the wording in undergraduate course titles/descriptions are raised at this stage.
- For courses, the last stage is CAPC. Proposers will be invited to attend the CAPC meeting during which their proposals will be discussed and voted on. Program proposals (majors, minors, certificates) also go through CAPC, but they need to go before the Senate (in two readings) for a vote. CAPC reviews program proposals *only* after the Senate first read.
- If a proposal does not pass with a majority faculty vote, the Curriculum Committee or Graduate Committee may advise the proposer to consult members of his/her area committee or make specific recommendations for revision. A proposal may be conditionally passed pending receipt of missing, revised or updated information.
- Scheduling, room assignments and other logistical details come into play *only* after the course has been approved by CAPC