Proposed Curriculum Submission Process
February 4, 2013

(1) Proposals and course change forms will be submitted to each School's Administrative Assistant who will ensure that the course change forms are technically correct. (Note: It is recommended that the School Administrative Assistant be sure that the faculty member refines the proposal rather than doing the course change forms for the faculty.) When the form is technically ready to submit, the School Administrative Assistant will inform the faculty member when they can expect the form to appear on the Curriculum Committee agenda. (Note: If there is a critical need for a form or proposal to be processed more rapidly but the deadline for the next Curriculum Committee has passed, the School Administrative Assistant will discuss the faculty member’s need for haste with the head of the Curriculum Committee to see if an additional Curriculum Committee meeting needs to be scheduled.)

(2) School Administrative Assistants will ensure that Course Change Forms and Proposals are signed off by the Department Chair and Dean before submission.

(3) School Administrative Assistants will submit proposals and Course Change Forms to the Curriculum Committee Secretary who will provide a second technical scan and use the submissions to prepare the Curriculum Committee Agenda.

(4) If the proposal/Curriculum Change Form raises no questions, it will be posted for the upcoming meeting. Program or emphasis proposals or program changes will always go through the Technical Review.

(5) In the case of program or emphasis related proposals or proposals with problems, Sharon will forward these proposals / forms to Technical Review Specialist, and Technical Review Specialist will do the Technical review of the proposal and consult with the Department Chair for major adjustments.

(6) Technical Review Specialist will forward the recommended changes to The Dean who will, in consultation with the Chair, consider the recommendations and sign off on the proposal. If the recommendations are ignored by the Dean, those issues will be noted on the form or proposal and discussed during the approval process in Curriculum Committee.

(7) The forms so reviewed will be reviewed by the Technical Review Committee before the meeting—and The Curriculum Committee Secretary will post them.

(8) The Curriculum Committee Secretary will have proposals posted one week before the Curriculum Committee meeting. Items not posted will not be considered by that meeting of the Curriculum Committee.

(9) Items approved by the Curriculum Committee will be forwarded to the Academic Vice President’s Administrative Assistant for inclusion in the next Academic Council.