

GUIDELINES FOR UNDERGRADUATE CURRICULUM PROPOSALS

Revised 09/10/08

Cover Sheet

All proposals including information items and formal proposals must be typed and submitted using the current cover sheet. The cover sheet is available online at <http://www.utc.edu/curriculumcommittee>. Cover sheets whether for information items or formal proposals must be signed by the head of the department submitting the item, by the heads of all affected departments, by the Dean of the submitting department, by the University Registrar, and by the Provost. (See Section D for the submission and approval process.)

Formal Curriculum proposals including relevant sections from the UTC Catalog shall be typed in a format ready for electronic transmission. The UTC Catalog is available for download at: <http://www.utc.edu/catalogs/>. The proposal pages shall be numbered.

A. Types of Proposals

Submissions to the Curriculum Committee are of two kinds:

1. **Information Items.** These actions generally represent modifications to the catalog to ensure an accurate and clear description of courses, program requirements, and other matters related to a program of study. Such changes include:
 - a. Renaming a course.
 - b. Renumbering a course, other than increasing or decreasing the multiple of 100 (e.g. 101 to 120; or 203 to 230).
 - c. Making changes of an editorial nature to improve the felicity and clarity of catalog text or other official documents to reflect approved and established policies, procedures, and requirements.
 - d. Cross-listing an existing course.
 - e. Removing departmental courses that have not been offered for at least three years and that the department would like to have removed from the catalog.

The committee reserves the right to require that an Information Item be resubmitted as a Formal Proposal consideration. Section B lists guidelines for submitting Information Items to the Curriculum Committee.

2. **Formal Proposals.** These actions represent substantive changes to a course, a program of study, or both. Such actions include but are not limited to:
 - a. Significant modification to course content by the addition or removal of topics embodied in the original course proposal.
 - b. Alteration of course prerequisites or corequisites.
 - c. Alteration of requirements for any program of study including majors, minors, concentrations, and certificates.
 - d. Changing the credit hours awarded for the course.
 - e. Changes in the multiple of 100 for the course number. (e.g. 123 to 223 or 432 to 332).

Section C lists guidelines for submitting Formal Proposals to the Curriculum Committee.

B. Preparing Information Items - Format of Proposal

1. The format for an information item is a memorandum including the following information:
 - a. A description of the change,
 - b. a rationale for the change,
 - c. the original text to be modified,
 - d. and the proposed text revision.
2. A single memorandum with current cover sheet may include more than one Information Item. Nevertheless, each request must include the aforementioned information. Information Items and Formal Proposals must be submitted separately.

C. Preparing the Formal Proposal - Format of Proposal

1. For proposals regarding new or modified courses:
 - a. A catalog description with prerequisites, corequisites, credit hours, and unique grading format (e.g., satisfactory/no credit).
 - b. A list of course pedagogical objectives.

- c. A model syllabus – see example at the end of these guidelines. The syllabus need not be a day-by-day calendar, but it should reflect the scope of the material to be taught, the topics, and their pattern of presentation. The committee does not imagine that such a syllabus is invariable; rather, its purpose is to provide a clear notion of the proposed course.
 - d. A model of the methods by which students are to be evaluated. The proposal should include a description of the number and kinds of examinations, papers, and other methods of evaluation, and a statement of relative weight given to the assignments. As with the model syllabus, this model is accepted as an example of student evaluation appropriate to the proposed course; there is no presumption that it is invariable.
 - e. A rationale for the assessment of the laboratory/studio fee. Imposition of the University's laboratory/studio fee must be approved by the Provost's Office. Guidelines for the fee are at <http://www.utc.edu/Administration/AcademicAffairs/documents/CollectionandUseofStudioandLaboratoryFees.doc>
2. For all proposals:
 - a. A rationale for the change.
 - b. An analysis of the economic and pedagogical consequences of the proposal. Proposals requesting a new course should identify the routine instructor(s) and whether there is sufficient expertise and interest within the department to ensure its continued coverage, the effects of adding the course on the provision of other courses taught within the program, and whether the new course will require additions to the library or additional ancillary materials (e.g., labs, teaching materials, etc.). Proposals for other changes should include an analysis of the consequence of the change regarding the ability of students to complete the degree requirements in a timely manner.
 - c. An analysis of how the proposal relates to requirements and resources in other departments or programs.
 - d. Any proposals requesting changes to a degree program should include a table listing the requirements of the old degree program and a listing of the requirements for the new degree program.
 3. A Formal Proposal with current cover sheet may contain more than one item if the items are interrelated. (e.g., the addition of new courses and revision of requirements of the major). Nevertheless, each action should be presented separately. Please number each separate item. Those who submit a complex Formal Proposal that contains many interrelated items that must be approved as a whole should provide a summary of the changes as a preamble to the formal proposal. Formal Proposals and Information Items must be submitted separately and using a current cover sheet.

D. The Submission and Approval Process of Information Items and Formal Proposals

1. Departments may submit Information Items or Formal Proposals at any time during the year. Formal Proposals submitted after the "Catalog Deadline" (see Section F) may not be printed in the next year's catalog.
2. Distribute each Information Item or Formal Proposal with Cover Sheet to be signed by the Department Head, the Dean of the College, the University Registrar, and the Provost.
3. After the proposal has all the required signatures an electronic version will be generated by the Provost's Office. The Provost's Office will forward the electronic version of the proposal to the Chair of the Curriculum Committee.
4. The Chair of the Curriculum Committee will post the proposal on the University's Webpage, and distribute a broadcast e-mail to the faculty announcing the submission of the proposal and the tentative date the Committee will consider the proposal.
5. The Curriculum Committee will then consider the proposal. A representative of the department making the request should attend the meeting. Other interested parties may attend. The committee may request changes in the proposal before it approves the proposal.
6. Information Items require only Curriculum Committee approval and will be implemented as approved and Faculty Senate will be informed by the chair of the Curriculum Committee. The Faculty Senate must approve Formal Proposals endorsed by the Curriculum Committee.
7. If the proposal is amended, the amended proposal must be sent in the form of a hard copy to the University Registrar who will then send the revised proposal to the Chair of the Curriculum Committee for distribution.

If the University Registrar is present at the Curriculum Committee meeting and agrees the revised proposal may be sent directly to the Chair of Curriculum Committee.

8. The Chair of the Curriculum Committee will forward the approved proposal to the Faculty Senate Secretary for distribution to the Faculty Senate along with a summary of the action taken (including the vote) by the Curriculum Committee.
9. Faculty Senate will consider proposals as a part of their regular business. A representative of the department making the request should attend the meeting. There is no further action for changes to existing curriculum. New degrees or programs will require approval of the Board of Trustees.
10. **Additional Notes:**
 1. When printing proposals, please make sure the pages are numbered.
 2. By action of the Faculty Senate, all proposals must be reviewed by, discussed among, and formally accepted by the faculty of the department or program initiating the proposal. A place is provided on the cover sheet to indicate compliance with this stipulation, with a reckoning of that vote, and the date accepted by the department faculty. The committee does not require unanimous approval of the voting faculty.
 3. The proposal must have been discussed with appropriate members of each department or group whose students or faculty will be affected to any appreciable extent by the proposal. Before the proposal is submitted to the Curriculum Committee, the appropriate representatives of these groups should sign the cover sheet.
 4. The representative for the proposal will be notified by the Chair of the Curriculum Committee of the time and place for hearing the proposal and will be expected to be present. If no changes in the formal proposal are required, the formal proposal will be scheduled for presentation to the Faculty Senate for its action. Again, the representative for the proposal will be notified by the Chair of the Curriculum Committee of when the proposal will be presented to the Faculty Senate.
 5. It is the responsibility of the head of the department or unit making the proposal to comply with these requirements and to meet the various deadlines of the Committee, the Faculty Senate and the Catalog editor.
 6. Those who wish to modify a course identified as fulfilling a General Education requirement must also submit the proposed change to the General Education Committee.

E. Conversion of Provisional and Experimental Courses to Regular Offerings

Departmental faculty committees should note that the Faculty Senate limits the use of some variable content courses, specifically provisional courses listed under the 199r or 499r number heading. This heading allows faculty to teach a new course on an experimental basis before submitting a Formal Proposal to add the course to the curriculum. On April 6, 2000, the Faculty Senate decided that a department may offer a provisional course no more than two times in a five year period after which it is to be submitted as a new course for Faculty Senate approval.

F. Deadline for Inclusion of Curricular Changes in the UTC Catalog

Curricular proposals intended for publication in the next year's catalog must be submitted to the University Registrar by November 15.

G. Requirement of the Curriculum Journal

By resolution of the Faculty Senate, all changes in the curriculum of the university--whether negotiated in an information item or by a full proposal--will be kept in a Curriculum Journal, designed to make this information easily available to the entire university on a timely basis. It shall be the responsibility of the Provost to prepare one copy of the catalog description of the proposal as it was approved by the Faculty Senate. This copy shall be placed in a notebook maintained for the purpose at the Reserve Desk of the Library. This placement shall be made in the summer following the regular academic year. Approved proposals shall be kept in the Provost's office prior to this placement in the Library.

SUGGESTED FORMAT FOR COURSE SYLLABUS

COURSE:	Number
TITLE:	Name of Course
CREDIT:	Number of credit hours
FACULTY:	Faculty name; office phone, email address, and office hours
PRE- CO- REQUISITES:	List
COURSE DESCRIPTION:	Catalog description
COURSE OBJECTIVES:	List course objectives. For courses that are General Education (GE) certified, describe the features of the course that allow it to fulfill specific GE requirements.
ATTENDANCE POLICY:	Specify the attendance policy.
MAKE-UP POLICY:	State the policy for make-up exams, projects, papers, etc.
EVALUATION:	It is important to give the student information about your basis for the final course grade. Include here the percentage weight for the final grade for each element (e.g. paper 40%; exams 40%, etc.) and the grading scale (e.g. A = pts or % ; B = pts or % ...).

For GE courses that must have a writing requirement, this is the place to identify that component and the percentage of the total grade that it carries.

For clarity, and to avoid problems later, it is a good idea to specify the criteria for required course elements such as papers, oral presentations in the syllabus or in a separate document. (This could be done in a handout or verbally, but do it).

TEXTBOOK:	Name of required text(s) and any recommended material.
ADA STATEMENT:	If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Office for Students with Disabilities/College Access Program at 425-4006 or come by the office – 110 Frist Hall.

The syllabus could also include:

TOPICAL OUTLINE: Week by week, or class by class tentative listing of topics and required reading/requirements for each session.

TEACHING/LEARNING STRATEGIES: Include here the teaching strategies you may use—e.g. lecture, guest speakers, audiovisuals, demonstrations, etc.

You can include a statement at the end to the effect that this is subject to change, and that it is the responsibility of the student to keep informed of changes, new materials, missed content etc.