GUIDELINES FOR UNDERGRADUATE CURRICULUM PROPOSALS
Revised 09/15/2014

General Procedures
All proposals including information items and formal proposals must be entered into the SharePoint system (https://spaces.utc.edu/sites/UndergraduateProposal/). The entire approval process will take place in that system.

Curricular proposals intended for publication in the next year’s catalog must be submitted to the University Registrar by November 1. These approved proposals are effective for the fall semester when the new catalog goes into effect.

Faculty Senate limits the use of provisional courses listed under the 1999r or 4999r numbers. Departments may offer these provisional courses no more than two times in a five-year period after which time a new course proposal is to be submitted for Faculty Senate approval. This allows faculty to teach a new course on an experimental basis before submitting a Formal Proposal to add the course.

All proposals must be reviewed and accepted by faculty of the department or program initiating the proposal. A place is provided in the proposal form to comply with this stipulation, including the date of department review and a record of the vote. Unanimous approval of the voting faculty is not required.

Proposals must also be reviewed by the appropriate departments or programs whose students or faculty will be affected by the proposal. The proposal will be forwarded through the SharePoint system to appropriate departments. Disapproval by any of these affected departments will not stop the proposal from moving forward through the SharePoint workflow.

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.

Proposals should include any information and/or data which is being used to justify changes in the curriculum.

Types of Proposals
There are three types of proposals submitted to the Curriculum Committee:
1. Information Items
2. Formal Proposals: Substantive Change(s) to a Course
3. Formal Proposals: Substantive Change(s) to a Program of Study

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 by multiples of 1000 (e.g., 1010 to 1200 or 2030 to 2300);
c. Editorial changes to the catalog text or other official documents for clarity or 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;
f. Changing the name of a major or concentration when curriculum changes are not involved.
The Curriculum Committee reserves the right to require that an Information Item be resubmitted for consideration as a Formal Proposal.

Preparing Information Items
1. The format for an information item will include:
   a. Description of proposed change;
   b. Rationale for requested change;
   c. Current catalog text to be modified;
   d. Proposed new or revised catalog text.

2. Each request must include all the information listed above. Information Items and Formal Proposals must be submitted separately through the SharePoint system.

Formal Proposals: Substantive Change(s) to a Course  (If proposing a new course or changing a course number, contact the Records Office for new number to include in the curriculum proposal.)
These proposals include:
   a. Significant modification of course content by the addition or removal of topics embodied in the original course proposal;
   b. Changing the course number by multiples of 1000 (e.g., 1230 to 2230 or 4320 to 3320);
   c. Changing the credit hours awarded for the course;
   d. Changing course prerequisites and/or corequisites;
   e. Creating a new course.

Preparing the Formal Proposal:
All formal proposals for Substantive Changes to a Course or for a new course will include:
   a. Description of proposed change;
   b. Rationale for requested change;
   c. Current catalog text to be modified;
   d. Proposed new or revised catalog text;
   e. Instructional method;
   f. Course grading;
   g. Pedagogical objectives;
   h. Student learning outcomes;
   i. Learning outcomes assessment processes;
   j. Updated curriculum maps;
   k. Additional information about the course: how often course will be offered, routine instructor/course coordinator, plans for ensuring continued coverage;
   l. New/updated Clear Path Showcase;
   m. Impact of the students’ ability to complete the degree with the proposed changes;
   n. If a laboratory fee will be assessed or not;
   o. If any new resources are required for implementation/continuation;
   p. Sample syllabi (use the attached template).

Formal Proposals: Substantive Change(s) to a Program of Study
These proposals include:
   a. Alteration of requirements for any program of study including majors, minors, concentrations and certificates;
   b. Creating a new program or concentration;
   c. Changing admission requirements into a program.
Preparing the Formal Proposal

All formal proposals for Substantive Change(s) to a Program of Study will include:

a. Description of proposed change;
b. Rationale for requested change;
c. Current catalog text—description of the program including all current required courses;
d. New/revised catalog text—description of the program including all courses to be required;
e. Pedagogical objectives;
f. Student learning outcomes;
g. Learning outcomes assessment processes;
h. Updated curriculum maps;
i. If any new resources are required for implementation/continuation;
j. Impact of the students’ ability to complete the degree with the proposed changes;
k. Updated Clear Path Showcase.

Submission and Approval Process

1. Departments may submit Information Items or Formal Proposals at any time during the year. Proposals intended for publication in the next year’s catalog must be submitted to the Registrar by November 1. Proposals submitted after the deadline will be delayed in implementation for the next catalog year.

2. Information Items require only Curriculum Committee approval and will be implemented effective for the fall semester when the new catalog goes into effect. The Faculty Senate will be informed by the chair of the Curriculum Committee of all approved Information Items.

3. Once a proposal is submitted through the SharePoint system, it moves through the approval workflow.
   - Department Head or Program Director
   - College Curriculum Committee
   - College Dean
   - Department Heads of affected departments or programs
   - University Registrar
   - Associate Provost
   - Provost (all proposals requesting the addition of a course fee must be approved by the Provost)
   - Curriculum Committee Chair
   - Faculty Senate President (Full Proposals only)

4. Once a proposal is approved through the SharePoint workflow, the Curriculum Committee will consider the proposal at a date and meeting time set by the Committee chair.

5. The spokesperson for the proposal will be notified by the Curriculum Committee Chair of the time and place for hearing the proposal. A representative from the department is expected to be present. Other interested parties may attend.

6. If, at any time, proposals are to be amended, the spokesperson will a) make the necessary changes to the proposal, b) upload the revised proposal to the SharePoint system, and c), notify Chair of the Curriculum Committee that the revised proposal has been uploaded.

7. Faculty Senate will consider proposals as a part of their regular business. A representative of the department making the request should attend the meeting. After the Faculty Senate vote, no further action is required for changes to existing curriculum. New degrees or programs will require approval of the Board of Trustees.
COURSE SYLLABUS INFORMATION
for Curriculum Proposals

COURSE: 
Dept., Number

TITLE:
Name of Course

CREDIT:
Number of credit hours

FACULTY INFORMATION:
Faculty name; office location and phone, office hours (virtual office hours), email contact, response time

PREREQUISITES AND COREQUISITES:
List if applicable/necessary (from Catalog).

COURSE DESCRIPTION:
The course description MUST match the course description that is being proposed or that is listed in the current catalog.

COURSE LEARNING OUTCOMES:
List course learning outcomes. For courses that are approved for General Education credit, this is an appropriate place to include the criteria that make the course fall within a particular general education category.

For General Education courses, please include the following notation:

This course is certified as a General Education course fulfilling the CATEGORY. Please consult with your advisor and check the specific requirements for your major to determine if this course is a good fit for your plan of study.

Upon completion of the required credit hours in this category, students will be able to: (List General Education Outcomes for the category(ies). (See http://www.utc.edu/general-education/faculty-information/gen-ed-syllabi.php the list of outcomes by category and samples.)

CLASS PARTICIPATION/ATTENDANCE POLICY:
Specify any departmental or college attendance/participation policy and consequences for non-participation/attendance.

LATE ASSIGNMENT SUBMISSION MAKE-UP POLICY:
State the policy, if any, for make-up exams, late projects, papers, etc. Must agree with departmental or college policies and including consequences for not making up assignments and tests.

REQUIRED TEXTBOOK/RESOURCES:
Name of any required text(s), resources and any other recommended materials (Must ensure that all resources are ADA compatible.)

EVALUATION/ASSESSMENT:
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%, exam 40%, etc.) and the grading scale (e.g. A= , B= , C= , etc.). 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. Provide specific details for each assignment: Name of the assignment, what is expected, when it is due (include the time and what time zone), how and where to submit. If you use a rubric to grade the assignment, post that as well. You might also include when the assignment will be graded and how that information will be presented back to the student. You might also include information about your perspective of assigning a grade of I (Incomplete). (Pull from the Undergraduate or Graduate Catalog.)

ACCOMMODATION STATEMENT (required for all syllabi)
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 Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall. Optional: May include the URL: http://www.utc.edu/disability-resource-center/
COUNSELING CENTER STATEMENT (required for all syllabi)
If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438. Optional: May include the URL: http://www.utc.edu/counseling-personal-development-center/index.php

The syllabus may also include the following (in any order):

COURSE SCHEDULE/TOPICAL OUTLINE: Week by week, or unit/module listing of topics and required readings/requirements for each session with specific deadlines noted for any/all assignments. BE SPECIFIC here and include everything.

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. If you want, you might also include any references to UTC Learn (and how you will be using the system), communication using UTC email addresses only, etc.

COMMUNICATION POLICY: Describe how you will communicate with the students. Also include how quickly you will respond to student questions, etc. (Sample statement): To enhance student services, the University uses your UTC email address for all communications. Please check your UTC email on a regular basis. If you have problems with accessing your UTC email account, contact the Call Center at 423.425.4000. [You may want to add what you consider a “regular basis” to be.]

HONOR CODE PLEDGE (from the UTC Student Handbook)
I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to ensure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

If you use SafeAssign, consider adding a statement for students. Sample statements:
Sample syllabus statement #1 [EDIT specifically for your class]:
All (some/selected) papers and other written assignments in this class must (should) be submitted to UTC Learn (Blackboard) text-matching software (SafeAssign) for review and to analyze for originality and intellectual integrity. By submitting your paper online, you agree to have your paper included in the institutional repository of digital papers. If the results of the review indicate academic dishonesty, disciplinary action may be taken against the student as outlined in the UTC Student Handbook.

Sample syllabus statement #2 [EDIT specifically for your class]:
The instructor of this class reserves the right to submit papers to the UTC Learn (Blackboard) text-matching software (SafeAssign) for review and analysis of originality and intellectual integrity. If the results of the review indicate academic dishonesty, disciplinary action may be taken against the student as outlined in the UTC Student Handbook.

Computer/Technology Requirements for the course: Suggest a preferred browser and include details on any plug-ins or add-ons needed to access the course materials.

Sample information and statements to consider including are listed below. Edit these to apply to your class.

Hardware/Software Requirements:
Participants need access to a personal computer (Mac or Windows) and the Internet for major amounts of time for this course. Test your computer set up and browser for compatibility with UTC Learn at:
http://www.utc.edu/learn/browser-check.php

Plug-ins Necessary:
You should have an updated version of Adobe Acrobat Reader (for pdf documents), available free from http://www.adobe.com/products/acrobat/readstep2.html. Additional software plug ins may be needed.
Check the Technical Requirements for the UTC Learn system at http://www.utc.edu/learn/getting-help/system-requirements.php

Minimum Technology Skills Needed:
You are expected to have working knowledge and capability with your computer hardware, networking and a variety of software applications before entering this class.

Class participants must know how to and check their e-mail on a daily basis.

You will need to know the appropriate user name and password to access the UT Learn online password-protected system. If you do NOT know your user name and password, please contact the Call Center at 425.4000.

You must be able to save word processing files in a .doc/.docx (Microsoft Word), .rtf (Rich Text Format), or .txt (Text) format for sharing files.