# 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 syllabus

**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.