Curriculum Proposal Guidelines--College of Liberal Arts

Academic Year 2015-2016

Proposals submitted to the CLA curriculum committee must follow UCC guidelines and be completed using the appropriate forms. Guidelines and forms can be accessed online at <http://www.mtsu.edu/provost/curr.php>.

Helpful Hints

1. Complete all paperwork and proofread. Copying and pasting from one proposal to another often results in careless errors.
2. Remember to attach **two** catalog descriptions (one with the proposal and one with the Master Catalog Change Form).
3. For new courses, check with Susan Fieldhouse (x5814) to ensure that the course number you select has not been used previously.
4. Any changes to the curriculum that will result in changes to the major require a new upper division form along with a copy of the old upper division form. Please see <http://www.mtsu.edu/gen_ed/program.php> for updated list of general education requirements and a template for your UD form.
5. Please work with your department chair to determine possible curricular overlap, have discussions with relevant programs within CLA and in other colleges, and document such discussion in the proposal (as **required** by UCC guidelines).

CLA Curriculum Approval Process

1. Using the appropriate forms, submit your proposal to your department committee for approval. All proposals to CLA must contain the signature of the chair of the department curriculum committee.
2. Your proposal must arrive by the CLA deadline in order to be reviewed in time to meet the UCC deadline (see attached for 15-16 deadlines). Substantial revisions to your proposal, including excessive errors, may delay the process *even if you meet the CLA deadline initially*.
3. Email a complete copy of the proposal in **one** pdf document to Associate Dean, Dawn McCormack (Dawn.McCormack@mtsu.edu) and Graduation Analyst, Kathy Jones, (Kathy.Jones@mtsu.edu). They will review your proposal and, if needed, suggest edits or corrections.
4. Once edits are completed, please provide the original hard copy and an electronic copy to Associate Dean, Dawn McCormack. Your proposal will then go to the CLA Committee (currently composed of all department chairs) for a vote. A majority vote of approval is required to pass the CLA committee.
5. An approved proposal will be signed by the Associate Dean and returned to the faculty member responsible for the proposal. The faculty member is responsible for submitting the proposal to the UCC following the committee guidelines and prior to the deadline (see UCC website).
6. A representative familiar with the proposal must attend the UCC meeting to answer questions from the UCC. Failure to have someone in attendance may result in the tabling of your proposal.

CLA Committee Process

1. Committee members will receive proposals from Anjali and should email her with a decision *within one week* of receipt. Please provide Anjali with a clear vote: Yes/No/Abstain.
2. Discussion among the committee members is encouraged and can occur in multiple formats; however, please do not mix your discussion and voting. Provide Anjali with a clear vote.
3. The committee can be convened to discuss any proposal in person at the request of any member with a second by another member. Please make meeting requests to the entire committee and CC the Associate Dean. A meeting request should be made as quickly as possible,
4. and no later than three days after the proposal is emailed to the committee. We need to leave time to make adjustments and, if approved, allow the proposal to go forward in a timely manner.

2015-2016 Curriculum Proposal Deadlines

|  |  |  |  |
| --- | --- | --- | --- |
|  | CLA Deadline\* | UCC Deadline\* | Meeting Date\*\* |
| September | **August 21** | September 4 | September 18 |
| October | **September 18** | October 2 | October 16 |
| November | **October 16** | October 30 | November 13 |
| January | **January 4** | January 15 | January 29 |
| February | **January 29** | February 12 | February 26 |
| March | **February 26** | March 14 | March 25 |
| April | **March 25** | April 8 | April 22 |
|  |  |  |  |
| \*deadline is 12:00 pm on date listed  \*\*meetings are at 2:00 PM in Walker Library LIB 475 | | | |

From the UCC Website:

**WE ARE GOING ALMOST PAPERLESS!**

Pilot Test Fall 2014

*Please Note: Proposals submitted should be the original with signatures through the dean level and printed on one side of the paper only.*

*Submit proposals for 2014-15 agendas to Janice Lewis, CAB 111 by the deadlines above.*