

## A GUIDE FOR CURRICULUM PROPOSALS IN THE COLLEGE OF MEDIA & ENTERTAINMENT

When a faculty member wishes to make a proposal, they should:

- Research curriculum throughout the catalog to identify any possible conflict with the name and contents of the course. This can be done with a keyword or phrase search on the [catalog page](#).
- Be as specific as possible with the course name to minimize any confusion among students, colleagues, and advisors. When using terms that have different meanings in different industries, qualify those in a manner that helps identify the course without the need for the course prefixes.
- Notify your chair and department curriculum committee chair in the planning stages as far in advance as possible so that the idea can be presented to other programs.
- Be considerate and talk with colleagues in other departments or colleges to discuss potential concerns, think elevator pitch. These discussions and agreements should eventually be documented in writing preferably getting the chair's consideration. An email confirmation of a verbal discussion is sufficient. The documentation should be added to proposals when they are created so that the curriculum committees can see that proper notification and considerations were taken with other potential stakeholders.
- Email [records@mtsu.edu](mailto:records@mtsu.edu) to check on the availability of a course number as some numbers may be associated with discontinued courses.
- Sign up for [Curriculog](#) training if help is needed navigating the system. Training dates can be found at the [training webpage](#) or by emailing [mitzi.brandon@mtsu.edu](mailto:mitzi.brandon@mtsu.edu).
- Only launch a proposal in [Curriculog](#) **after** all the details are worked out and discussions are documented in writing. Launched draft proposals can be seen by the entire MTSU faculty.
- Check the [curriculum committee dates](#) to make a submission in time to be approved by the initial Provost review, Department Curriculum Committee, Department Chair, College Curriculum Committee, and Dean's Office all before the University Curriculum Committee deadline for a desired catalog.
- Reach out to the curriculum committees about the possibility of attending the meeting in which a proposal will be discussed. This will allow for the immediate answer to any questions about the proposal.