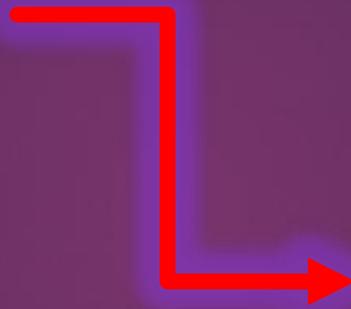# 3 → 4

CURRICULUM COMMITTEE
LIZ AHL > PAT CANTOR > SCOTT COYKENDALL

2018-19 Curriculum Committee Meetings

Programs converting to 4-credits will need to keep the following Fall deadlines in mind:

- **September 14** (4 pm) is the deadline for the **September 21** meeting.

- **October 12** (4 pm) is the deadline for the **October 19** meeting
  (October 5 deadline for inclusion in our October online voting session).

- **November 9** (4 pm) is the deadline for the **November 16** meeting (November 2 deadline for inclusion in our November online voting session).

- In December we will only have an online voting session for *minor* curricular changes. However, if you need to submit updated materials from an earlier proposal, you can submit them by December 7 for inclusion in our December online voting session.

Required Documents
for your proposal package

Curriculum Change Proposal(s) for:

- ▶ Major/Option
- ▶ Minor/Certificate
- ▶ Blanket Agreements
- ▶ individual converted courses

New Course Proposal(s)

Recommended Documents for your proposal package

Cover sheet with document list [Example]

- 2017-18 proposal packages ranged between 40 and 100+ files.

- Please include a cover sheet that lists all of the individual files in your proposal.

- Consider using a consistent naming convention for those files.

  - Ex. CMS prefixed all supporting documents with the numbers 0x (i.e., "02 Summary of CMS Changes.pdf"), overall option or minor proposals with the numbers 1x (i.e., "11 Curriculum Change Proposal Professional Communication Option.pdf"), new course proposals with the numbers 2x (i.e., "22 New Course Proposal CM2xxx Strategic Communication.pdf"), and so on.

- Include some general descriptor for the type/purpose of that file.

Recommended Documents for the Curriculum Committee (cont'd)

Summary of changes with 4-credit rationale

[Example]

The Curriculum Committee looks at proposals for courses that are converting to 4-credits to see what is changing in the course to justify another credit.

- Frequently, the simple answer is, "My new course is pretty much the same course except that we meet longer so we can do more of the same work we were doing in the 3-credit version." *This will almost certainly draw questions.*

- Other courses, though, may be combining content from earlier courses, incorporating new learning experiences, etc.

- For programs that are converting all (or most) of their courses to 4-credits, it may be helpful to provide an overview of those changes, explain which courses were cut/recombined/reconfigured, and why. If you were guided by a particular philosophy or goal, this is an excellent place to include it.

Recommended Documents
for the Curriculum Committee (cont'd)

Summary of external communication with…

- Lamson Library

- ITS

- Impacted programs

Rather than include such correspondence on each proposal form, it may be simpler to present it in a standalone document.
[Example of Communication]

Recommended Documents
for the Curriculum Committee (cont'd)

Communication to students

[Example of student correspondence]

- ▶ Description of the new program(s)

- ▶ When the discipline will begin offering the new/revised courses

- ▶ When the discipline will discontinue the old courses

- ▶ Changes to courses in the program core or other key courses (if applicable)

- ▶ Who should consider changing to the new catalog and what implications that may have (see below, consider completing your blanket agreement first).

- ▶ What will happen to students who remain in the current catalog (see below, consider completing your blanket agreement first)?

- ▶ Remind them that converted versions of existing courses will receive new course numbers (and plan to publicize that as soon as those numbers are issued by the registrar). Note that it may take up to several weeks for the registrar to generate new course numbers.
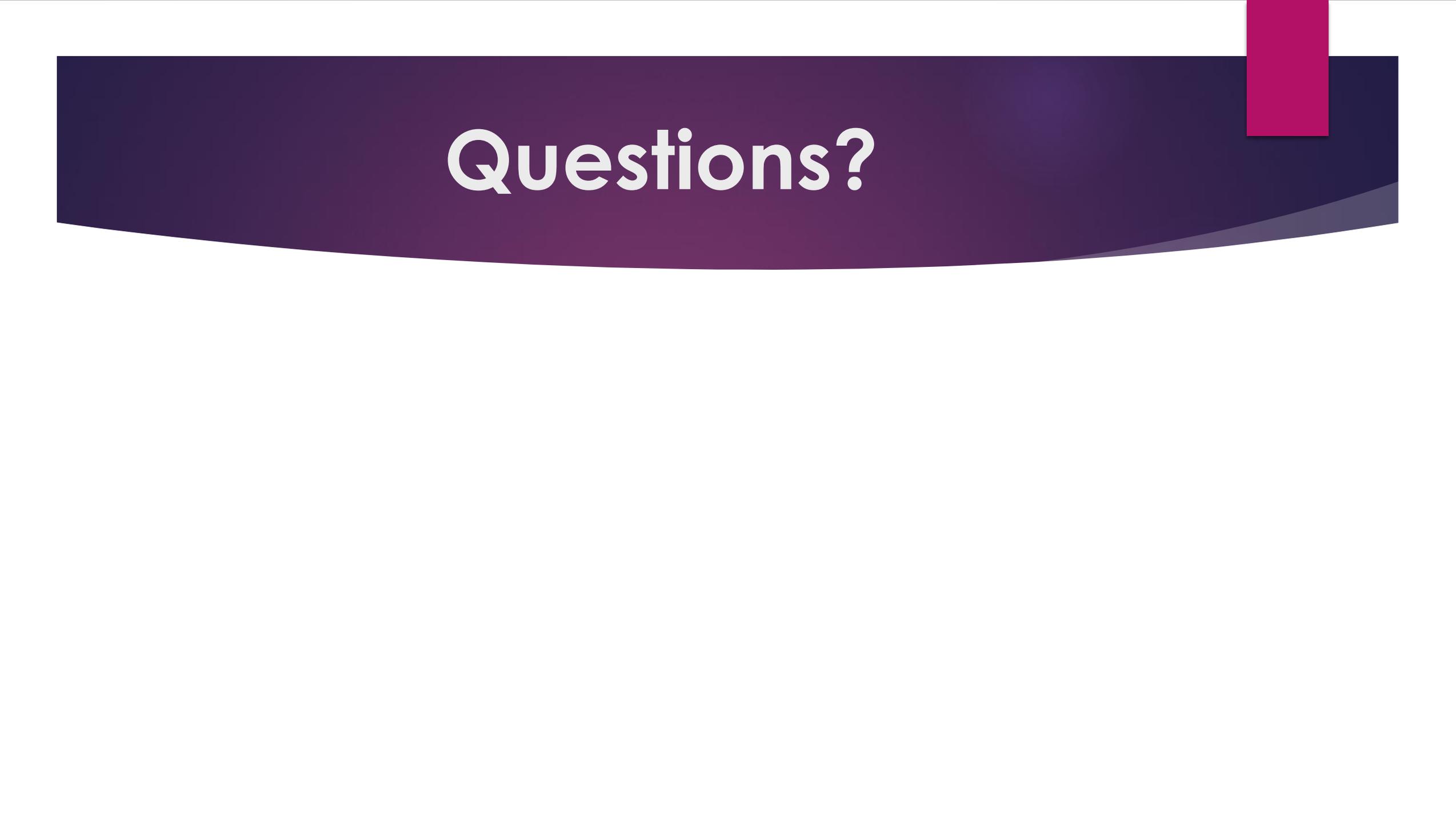
Blanket Agreements

When changes occur because courses have changed to 4 credits, as well as for required courses being deleted, we must remember the students that are in the pipeline, working to complete their requirements, and prepare a clear pathway for them.

- Blanket agreements should clarify for students how new or revised courses will fulfill requirements from earlier catalogs ***and/or*** how courses from the old catalog will satisfy requirements in new catalog.

- Note that blanket agreements cannot specify that a requirement from an earlier program will be waived. Instead, your blanket agreement must indicate which course(s) may substitute for the former requirement.

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Questions?