



COLLEGE OF ARTS & LETTERS CURRICULUM COMMITTEE

Revised Spring 2020

The Curriculum Committee shall consist of:

1. Seven faculty members, to be elected by College of Arts and Letters faculty at large;

The seven faculty members shall serve three-year terms, staggered (on a 2-3-2 basis) within each division. Two members from the same department may not serve on the Committee at the same time. The Dean or an Associate Dean shall serve on the Committee as an ex-officio, non-voting member.

In the event that there is a tie in the election process, the Dean or an Associate Dean shall determine the outcome. In the event that a member plans to take a sabbatical leave during his/her term, s/he is expected to give the Committee ample time to provide for a replacement.

Policy on Curriculum Deadlines & Procedures

1. The following proposals shall be submitted online through Curriculum Workflow on or before the deadlines as announced by the Dean's Office at the beginning of each academic year
 - A. Permanent undergraduate and graduate courses;
 - B. Experimental courses (96, 196, 296);
 - C. Changes from experimental to regular status;
 - D. Deletions of existing courses;
 - E. Changes in units, prerequisites, and code designations of currently approved courses;
 - F. Changes in descriptions of currently approved courses that do not substantially alter the subject content.
 - G. Changes in current degree or admission requirements, or proposals of new degree programs.
2. A proposal will be immediately returned to the department by the Dean's Office if the proposal is not accompanied by a completed check list or if the proposal is not signed by the department chair.
3. Proposals not approved by the Committee shall be "rolled back" to the proposing faculty author via Curriculum Workflow with the Committee's recommendations noted at the bottom of the proposal under "Reviewer Comments". The department may resubmit the proposal with modifications.

General Procedures for Reviewing & Approving Curricular Proposals

1. The Committee reviews curricular proposals made by the departments in the College and makes recommendations to the Dean. Decisions are based primarily on the curricular merits of the proposals.

2. Each Committee member should review a fair share of proposals. All courses being simultaneously proposed by a department should ordinarily be assigned to a single committee member.
3. The Committee member should examine the proposal and its checklist in order to report back to the Committee on action to be taken and will recommend whether each proposal should be forwarded onto the Dean for approval or returned to the department for modifications.
4. Following the Committee meeting, it is the member's responsibility to follow-up on required revisions to each proposal by email with the faculty listed on the proposal. It is then the department's responsibility to do any additional work that is required before the proposal can be resubmitted. The administrative support staff should be copied on all email correspondence to keep track of the status of requested revisions.

Policy on Departmental Curriculum Overlap – Possibly delete from “Charge” and include a summarized version in new document

1. If proposals impact or overlap with other disciplines in the University, departments must provide documentation of notification to the affected program(s).
2. Introductory basic courses are to have lower division standing. A course which combines basic and applied approaches may be given an upper division or graduate number only when the applications of basic materials and skills in the course assume an appropriate level of sophistication and background in the subject matter of the discipline. A prerequisite in the discipline might also be required if the course assumes extensive application of the discipline to the subject matter.
3. In order to implement the above policy with an overall view to:
 - A. Protecting the integrity of all disciplines and departments;
 - B. Minimizing overlaps and preventing duplication of courses;
 - C. Promoting the most effective use of faculty and other resources in the development of quality programs; and
 - D. Encouraging cooperative approaches to areas of overlap of disciplinary boundaries;

The Dean of Arts and Letters shall assume the administrative responsibility for the implementation of this policy in accordance with the procedures set forth below:

- E. A potential violation of the statement or intent of the Policy or a possible overlap and duplication of courses may be brought to the attention of the Dean and the Curriculum Committee:
 - i. During the review of new course proposals by the Curriculum Committee,
 - ii. By departments, programs, individual faculty members, administrators, and students,
 - iii. By the initiative of the Dean and his/her staff, or
 - iv. By the Curriculum Committee on its own initiative. The Dean or the Curriculum Committee, whichever first learns of a possible overlap and/or duplication, shall have the responsibility to inform the other without delay.
- F. In the event that a new course proposal is found to be in apparent violation of the Policy (ordinarily during the review of course proposals by the Curriculum Committee), the Committee

- shall so inform the Dean and the chairs of the departments/programs affected. The Committee shall attempt to seek an amicable settlement between the concerned departments/programs. In this attempt the Committee shall so inform the Dean and may seek his/her assistance in the settlement of the matter.
- G. In the event a potential overlap and/or duplication is brought to the attention of the Dean by departments, programs, faculty members, administrators, or students, the Dean shall seek an amicable settlement between departments/programs and report the matter to the Curriculum Committee. The Committee shall review the matter to ascertain whether the statement or the intent of the Policy had been violated. If the Committee finds no violation, it shall so report to the Dean and inform the person who brought the complaint. If the Committee believes that there is a violation, then it shall so report to the Dean for corrective action.
 - H. In the event that procedures in 3.F and 3.G fail to result in an amicable settlement and the issue is at an impasse, the Dean, with the assistance of the Curriculum Committee, shall attempt to mediate the differences between departments/programs.
 - I. If an agreement between contesting departments/programs is not reached in spite of the measures in D, the Dean, in consultation with the Curriculum Committee, shall make a decision concerning course responsibility. Such decision shall be binding upon the departments/programs. The Dean shall also report his/her decision and the circumstances which led to the decision to the Council of Chairs.