

Curriculum Committee FAQs

Last updated January 2019

How are proposed curricular changes reviewed and approved?

CC receives proposals for new courses (or significant revisions) as well as proposed changes to or additions of major and minor programs. With the general recommendation by CC, the proposals go to the faculty for a vote. General Academic Requirement (GAR) designations and self-designed majors require only CC approval. In reviewing proposals for courses to satisfy GARs, CC uses guidelines approved by the faculty and works cooperatively with Academic Policy Committee to interpret and clarify these standards.

I want to change the title, description, or number of a course. Do I need CC approval?

a. Change to course title

Minor changes may be provided as an FYI for the committee; these will then be added to Faculty Meeting report. Department chair should also approve.

b. Change to catalog description

If the changes are considered minor (i.e. they do not merit a new course proposal, re-numbering, etc.), this should be sent to CC as an FYI. This would then be noted in the Faculty Meeting report. Department chair should also approve.

c. Change to course

Here CC needs a brief proposal, with some rationale and comment on how this would impact student population, associated majors/minors, etc. The department chair should also approve and if there are programs impacted by this change, those directors should be consulted.

d. Changes to pre-requisites

As in letter c.

I am teaching a new Special Topics course. Should I fill out a new course proposal form?

No. However, if you would like your course to carry a designation (HU, SC, etc.) then you will need to fill out the associated designation request form.

A course can be offered in the Special Topics format up to three times. After that, you should submit a new course proposal to make the course a regular Catalog offering.

I am thinking about teaching an Integrated Learning (IL) course but don't know where to start.

The College has two Coordinators of Integrative Learning who would be happy to help you think about and develop your idea and proposal for an Integrated Learning experience.

I am teaching a course for which grades cannot be submitted by the typical deadline (due to course-associated travel, e.g. MILAs, or other experiences). What should I do?

You should complete and submit an IP Grade Request Form to the Registrar. This form asks you to offer a rationale for why the course would need to extend beyond the end of one

semester and to provide an alternate plan in the event of unforeseen circumstances. You will also need to indicate end dates (deadline for student work to be submitted, date by which grades will be posted, etc.).

A student has asked me to be their advisor for a self-designed major (SDM). What does that involve?

Faculty advisors for SDMs agree to help students develop their idea for an SDM and put together an appropriate course of study. Once the major is approved by CC, the faculty advisor oversees the student's progress through the major, and ultimately certifies that they have completed the major.

I am supervising a student with a self-designed major and we need to make some changes to the major. Does this need CC approval?

It depends. Once the SDM proposal is approved, the student's SDM advisor is in charge of the major. If, in the SDM advisor's opinion, the changes are not significant to the spirit of the major as proposed, then CC approval of the change is not required. The SDM advisor need only contact the Registrar about the change. If, on the other hand, the changes are significant to the spirit of the major, then the student and/or advisor should contact the SDM liaison to bring the change to the committee for consideration.