

## Guidelines for Submitting Proposals related to Curricular Matters

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2008-2009

On December 7, 1994, the Faculty Senate approved updated curricular procedures with regard to the role of the Curriculum Committee and its charges. Following is a list of curricular matters that should be put before the committee. **Please note that to insure inclusion of curricular changes in the 2009-2010 catalog, including changes in prerequisites, proposals must be submitted to the committee by Friday, October 31, 2008.** For proposals submitted after the deadline, the committee will consider them for the 2010-2011 catalog.

On April 10, 2008, the Faculty Senate approved curricular procedures with regard to the Core Curriculum, which officially launched in Fall 2008. Those changes have resulted in a re-configuration of the overall submission procedures for curricular matters, as the Core Curriculum Committee is a sub-committee of the Curriculum Committee and has oversight of all course issues related to the Core Curriculum. The submission protocols can be summarized as:

- If a department or CDSA would like an existing course to be considered for inclusion in the Core Curriculum, the submission procedures on Page 11 of this document would be followed.
- If a department or CDSA would like an existing course to be removed from the Core (but remain in the catalog), the submission procedures on Page 11 of this document would be followed.
- If a department or CDSA would like to propose a new course to the catalog, and the course is believed to address the Core Curriculum, proposals to each committee (the CC & CCC) are submitted simultaneously. Each submission, though, must follow the guidelines laid out by the relevant committee.
- If a department or CDSA would like to remove an existing course from the catalog—if it is part of a major, minor, or CDSA—the procedures outlined on p. 4 are to be followed. If the course does not meet any of those criteria, the request to delete the course may go directly to the Office of the Registrar.
- If a new course will not be used to satisfy a requirement of the Core Curriculum, the course will be proposed to the Curriculum Committee, as per the procedures in this document.

→ Proposals that will come before the Curriculum Committee are to be submitted directly to the chair, Katy Arnett ([kearnett@smcm.edu](mailto:kearnett@smcm.edu))

→ Proposals that will come before the Core Curriculum Committee are to be submitted directly to the Dean of the Core Curriculum and First Year Experience, Libby Nutt Williams ([enwilliams@smcm.edu](mailto:enwilliams@smcm.edu)). **Refer to page 11 of this document for an outline of those submission procedures.**

Please note: The deadline for submissions to the Core Curriculum Committee is earlier than the deadline for submissions to the Curriculum Committee.

→ Any requests to the Curriculum Committee must have prior approval by the Department or the Steering Committee in case of CDSAs. They should be reviewed and forwarded by Department chairs or CDSA coordinators. Please number pages.

→ If you have any questions about the information provided in these guidelines, please contact the current chair of the Curriculum Committee. Some catalog changes of a minor editorial nature (such as dropping a non-existent course which is not part of a GEC/Core Curriculum requirement nor part of the major requirement) do not need to go through the Curriculum Committee and can go directly to the Office of the Registrar.

In this document, you will find information on

- I. Matters Requiring Curriculum Committee Approval
  - (1) Proposal for a new course
  - (2-7) Procedures for various catalog changes
  - (8) Changes for Structure of the Major
  - (9) Minors
  - (10) CDSAs
  - (11-12) Submission format and Final Note
- II. Guidelines on the College's Minor Policy (pp. 5-6)
- III. College Guidelines for Proposal of new CDSAs (pp. 6-7)
- Addendum: "Standard Form of Catalog Submission" (p. 9)
- Addendum: Core Curriculum Course Proposal Submission Guidelines (p. 11)

# I. MATTERS REQUIRING CURRICULUM COMMITTEE APPROVAL

## 1. PROPOSAL FOR A NEW COURSE

According to Senate's guidelines new course proposals must be submitted to the Curriculum Committee in the following format:

**1.1 Cover Memorandum:** This memorandum must provide a brief introduction to the proposal and indication that it has been approved at the department level.

**1.2 Proposal:** Each proposal should include the following information:

**1.2.1 Course Title (limited to 24 characters, including spaces)**

**1.2.2 Frequency of offering and number of credits** (e.g. 4AS or 2E)

**1.2.3 Level** (e.g. MATH 3XX or EDUC 4XX)

**1.2.4 Catalog description**

Write the description of the course precisely as you would have it appear in the catalog. There is no official recommendation as to what style or form the description should take (e.g. passive voice, present tense). Consult other course listings in the same department for examples of the style used.

**NB:** Statements about prerequisites, cross-listings, etc., have specific forms. A selection of examples is included at the end of this guide.

**1.2.5 Statement of purpose for teaching the course**

**1.2.6 Syllabus outline**

If the course has been offered before, experimentally, for example, submit a syllabus from that course. Alternatively you can provide a copy of the type of syllabus you would expect to write for the course. Please make sure that the document outlines the main points to be covered, material to be used by student (e.g., texts, readings), any special materials students must purchase, and evaluation procedures.

**1.2.7 Rationale for adding this course to the catalog**

Include the relationship of this course to the major, or CDSA if appropriate, etc.

**1.2.8 Plans for staffing the course**

Comment on the staffing implications of this proposal for your department. Evaluate its impact on present course load, facilities and equipment. The Department has the responsibility to consult with the appropriate Committees regarding staffing and resources.

**1.2.9 Comments**

If the course has already been taught experimentally, please comment on its effectiveness, the degree to which it met its objectives, the knowledge gained by the instructor that aided in the decision to include the course in the college catalogue, and other information that may be useful to other faculty members in planning and implementing the new course.

## **2. CHANGING THE PREREQUISITES OF ANY COURSE**

To add, drop, or alter a course prerequisite, a request must be submitted to the committee, including a brief statement of rationale.

## **3. CHANGING THE FREQUENCY OF A COURSE OFFERING**

In order to assess the effect of changing a course frequency on other majors, please submit proposals for requests in change of frequency. Minor changes, such as changing “F” to “S” are likely to be acceptable without the committee’s review, as long as they don’t affect the time line of your or another department’s major.

## **4. CHANGING THE NATURE OF “REPEATING THE COURSE FOR CREDIT”**

Please submit a brief, formal request that includes a statement of rationale.

## **5. DELETING A COURSE**

- Deleting a course that is not part of **any** major (even subtly as a pre-requisite for another course) nor the Core Curriculum (or older GEC), and has not been taught for a number of years will be deemed an editorial change and need not go through the committee.
- A proposal to delete any course that has been offered frequently or is attached to another major should be submitted to the committee with a rationale. The Curriculum Committee advises departments to set a schedule for regular review of courses listed in the catalog—every 3-5 years is recommended.
- A proposal to delete any course that is part of a minor or CDSA should be submitted to the committee with the Rationale. If the course is part of the CDSA, the proposal must have the support of the Steering Committee of the CDSA.
- Deleting a course from the catalog that is part of the Core Curriculum must follow the guidelines outlined on p. 10

## **6. CHANGING CROSS-LISTINGS**

Please submit a proposal to the committee with a brief statement of rationale.

## **7. CHANGING CATALOG DESCRIPTION**

Please submit new catalog copy and a brief statement of rationale. Minor editorial changes do not need review.

## **8. CHANGING THE STRUCTURE OF A MAJOR**

Please submit a copy of the old catalog description and a copy of your new desired description. Please highlight all changes (deletions, additions, re-orderings) and provide detailed rationale about the reasons for your proposed changes. You should consider also including a list outlining courses students in the major would take over four years.

## **9. PROPOSAL OF MINORS**

Submit a proposal that follows the adopted Minor’s Policy of SMCM (Approved by the faculty senate on October 26, 2006; see below). Make sure you provide a rationale. Especially when requesting additional minors within one discipline and minors that majors in the same discipline can take, a department will have to argue strongly for these cases and provide all necessary materials that demonstrate that the fields of knowledge are sufficiently separated and clearly differentiated and that

enough elective courses are offered for a student to take the minor without significant overlap with the major.

#### **10. PROPOSAL OF A NEW CROSS-DISCIPLINARY STUDY AREA**

Submit a proposal that closely follows the guidelines outlined in the document approved by the Faculty Senate on February 22, 2007 (see below). The committee recommends that you meet with the coordinators of the other programs in order to review their proposals and obtain advice about what to submit.

#### **11. SUBMISSION FORMAT**

Submit documents electronically to the chair of the Curriculum Committee.

#### **12. OTHER THINGS**

- All changes to college curriculum must be reviewed by the Curriculum Committee.
  - Changes related to course offerings in the Core Curriculum will be reviewed by the Curriculum Committee, following a review by the Core Curriculum Committee
  
- Copies of previously submitted, successful proposals are available for review in the Provost's Office.

## **II. Policy Clarification for Minors at SMCM**

Approved by the Faculty Senate on April 19, 2006; further amended April 18, 2008

In addition to the current description of the minor as approved by the faculty in the fall of 2004, the Curriculum Committee and Academic Policy Committee recommend the adoption of the following clarifying language:

#### **CURRENT:**

##### **MINOR:**

Recognizing that many students may want to take a concentration of courses under a specific discipline but not with the intention of majoring in the subject matter, St. Mary's College allows students to pursue approved minors. Minors require students to take 18-24 semester-hours in prescribed course work.

#### **ADDITIONAL CLARIFICATION (Approved April 19, 2006):**

The "specific discipline" of the minor, as approved by St. Mary's College of Maryland in the fall of 2004, corresponds to an established and approved major, Cross-Disciplinary Study Areas (CDSA) at the college.

In special cases, a discipline can offer more than one minor when the fields of knowledge can be sufficiently separated and clearly differentiated. In such a case, each of the minors is meant for students who do not intend to major in the same discipline.

In exceptional circumstances, a discipline may propose a minor that can be pursued by students majoring in the same discipline. Primary criteria for such proposals are that the fields

of knowledge can be sufficiently separated and clearly differentiated and that enough elective courses are offered for a student to take the minor without significant overlap with the major.

ADDITIONAL CLARIFICATION (Approved April 18, 2008 by the Faculty Senate, upon the recommendation of the CC)

The first sentence of the afore-mentioned "Additional Clarification" was revised to say:

The "specific discipline" of the minor, as approved by St. Mary's College of Maryland in the fall of 2004, corresponds to an established and approved major, Cross-Disciplinary Study Area (CDSA), or program at the college.

### **III. CROSS-DISCIPLINARY STUDY AREAS**

Approved by the Faculty Senate on February 22, 2007

#### **Purpose**

St. Mary's College of Maryland offers a course of study in Cross-Disciplinary Study Areas (hereafter CDSA).

1. To promote increased understanding of the interrelationships among disciplinary fields of study, and the synthesis of specialized knowledge from different perspectives
2. To encourage faculty and students to work together across disciplinary lines in order to increase intellectual community across disciplines.
3. To foster curricular attention to geographical and thematic areas of study that may not be well represented by existing majors, and that, as newer intellectual fields, often promote diverse patterns of teaching and learning, and attention to contemporary concerns and to issues of diversity and equity

#### **Definition**

1. Cross-Disciplinary Study Areas involve faculty and/or curricular offerings in at least three disciplines.
2. CDSAs must offer students some formal course of study such as a major or minor.
3. CDSAs must include an integrative component such as an introductory course, upper-level seminar, or other group activity.
4. Students must declare their participation in a CDSA at least by the end of the first week of their senior year, and will be encouraged to apply by the end of the junior year.
5. Students who declare a minor in a CDSA before the senior year may, at the discretion of the CDSA steering committee, have the option of doing their St. Mary's Project in the CDSA, provided that they secure the approval of the department in which they are majoring.

6. Students who successfully complete the minimal requirements for CDSAs will have that achievement noted on their transcripts.

### **Submission of Cross-Disciplinary Study Area Proposals**

1. CDSAs will be proposed by a group of at least four faculty representing at least two disciplines.
2. A proposal should state
  - what the CDSA will add to the curriculum, why it is appropriate for the St. Mary's curriculum, and how its existence will benefit the College in co-curricular and other ways;
  - how the proposers have developed the sense of purpose, community, and identification necessary to propose a formal curricular entity, and what commitments they have for active faculty participants over the next several years. In the case of subject- or theme based CDSAs, successful development and teaching of a course can be especially helpful in demonstrating the necessary sense of community and identity;
  - a coherent multidisciplinary curriculum meeting the guidelines of the CDSA definition (see above) and the college guidelines for programs and courses of study such as majors and minors;
  - any details of aspects of the CDSA that go beyond the minimal definition above. CDSAs should be prepared to discuss any implicit prerequisites and how they might minimize them;
  - available resources for the CDSA, including courses already in the curriculum, interested faculty and administrators who may not be on the program committee, library resources, programmatic and administrative resources available to the program, and any co-curricular and area resources and opportunities;
  - additional resources that are required or desired, including courses, faculty expertise, course releases, library acquisitions, internship or co-curricular opportunities, and additional general program needs such as program funds and administrative resources;
  - (for a CDSA major) requirements for St. Mary's Projects or equivalent senior experiences as well as procedures for student applications to conduct a project in the CDSA.
  - a structure that reflects the particular administrative needs, resources, and goals of that Study Area.

3. The approval of proposed CDSAs must consider the level of faculty support and current and expected curricular resources available to the Study Area, the Study Area's significance to the curriculum in light of the College's mission, and available College resources.
4. CDSAs should be reviewed externally every five years, consistent with current practices toward departments.

### **Administrative Procedures**

1. When a CDSA is approved by the faculty, program participants shall propose faculty representatives for a Steering Committee and Coordinator to the Provost for approval. Service in these CDSA positions is considered a significant form of faculty service. Members of the committee may, with the agreement of CDSA participants, serve without term; Coordinators will serve for a two-year term, renewable twice.
2. Under the leadership of the Coordinators, Steering Committee members will share the advising, programmatic and other responsibilities of the program. The Provost, in consultation with the planning committee, will authorize course releases to replace faculty teaching in cross-disciplinary study courses, using funds from one faculty line reserved for this purpose.
3. The College will provide funds to support Cross-Disciplinary Study Areas, including programmatic costs such as visitors, workshops, and incidental expenses such as copying and stationery. The Provost will authorize any course releases for administration of the program.
4. All CDSAs must write an annual report, strategic plan, and/or budget to the Provost, as consistent with the requirements of all departments. This guarantees a regular accounting of the successes and needs of CDSA and a built-in review process. CDSA-Coordinators will submit their yearly budget requests for all support other than course releases to the Provost's office one month in advance of the deadline for budget initiatives for the following year. The Provost will place these budgets before the budget review committee, along with his or her recommendations.

## ADDENDUM I: STANDARD FORMS FOR CATALOG DESCRIPTIONS

A catalog course description should include, in the order shown:

1) **Course Number. Title. Number of Credits. Frequency.**

e.g. "CURR 101. Introduction to the Curriculum Committee (8E)"

2) **Description of the Course. See the catalog for examples.**

Include the following (in order) if appropriate:

3) **Repeating the course for credit.**

Write: "This course may be repeated for credit."

4) **Repeating the course for credit under certain conditions.**

Write: "This course may be repeated for credit..."

...with permission of instructor.

...with permission of the department chair.

...where the topic is not repetitive."

5) **Cross-Listed Courses**

Write: "Cross-listed as *Course Number*. Students may receive credit for either course but not both."

6) **Where the content of a course was previously covered in another course.**

Write: "Not open to students who have received credit for *Course Number*."

7) **Where a course has been renamed or renumbered.**

Write: "Formerly *Course Number* and/or *Title*. Not open to students who have received credit for *Course Number*."

8) **Where a course is a Core Curriculum Course.**

Write: "This course satisfies the core curriculum requirement in *Core Curriculum Area*,"

→ If this is part of new course proposal, the proposal must be submitted simultaneously to the Curriculum and Core Curriculum Committees

→ If this course exists in the catalog already and is being considered for inclusion in the Core Curriculum, the proposal first must go to the Core Curriculum Committee; see p. 10 for more information.

9) **Where a course has pre-requisite(s) or co-requisite(s).**

Write: "Pre-requisite(s): *Course Number(s)*"

Or "Co-requisite(s): *Course Number(s)*"

10) **Other conditions on enrollment not mentioned above.**

11) **Where a course is offered *credit/no credit* grading.**

Write: "Credit/No Credit grading."

## **ADDENDUM II: SUBMISSION PROTOCOL FOR COURSES THAT WILL BE INCLUDED IN THE CORE CURRICULUM**

As per the approvals of the Academic Policy Committee (March 25, 2008) and the Faculty Senate (April 17, 2008)), this is the protocol guiding the approval of courses for inclusion in the core Curriculum

In order to add or remove a course from the Core Curriculum, a letter of petition may be submitted to the Dean of the Core Curriculum by a Department Chair or Cross-Disciplinary Coordinator. Information required in the letter is as follows: Course number and title, Course catalog description, and rationale for requesting the addition or removal of the course from the Core.

For requested additions, the Core Curriculum Committee also requests the following supporting documentation: A syllabus, a written description of how the course addresses the learning outcomes of the section of the Core in which the course should be placed, and a staffing plan for when and how often the course will be taught.

Petitions must be submitted to the Dean of the Core Curriculum and First Year Experience by **October 1** to be considered by the Core Curriculum Committee for addition to the catalog in the following academic year. Faculty will be notified by the Dean when the Committee has reviewed the petition and will either be given the outcome of the Committee's deliberation in writing or will be asked to attend a future meeting to provide further clarification or supporting data. The decision of the Core Curriculum Committee will be sent on to the Curriculum Committee for ratification.