

## Submitting proposals for catalog changes to the Curriculum Committee

### THE ROLE OF THE CURRICULUM COMMITTEE WITH REGARD TO MATTERS OF THE CATALOG

On December 7, 1994 the faculty senate approved updated curricular procedures with regard to the role of the Curriculum Committee and its charges. A list of curricular matters that should be put before the committee is included below. Please note, according to the faculty senate's guidelines, **all** curricular changes must be submitted to the committee by **a date set by the Curriculum Committee in early November** to be inserted into the next year's catalog.

One consequence of this deadline is that all changes in prerequisites to courses must be submitted to the committee by this date. The registrar's office cannot make these alterations at the time of registration for example.

If you have any questions about the above, or the list below, please do not hesitate to contact the chair of the curriculum committee, for clarification. Some catalogue changes of a minor editorial nature (such as dropping a non-existent course, not part of a core curriculum requirement nor part of the major requirement) probably would not need to go through the committee (instead, directly to the Office of the Registrar), but feel free to call to check.

### MATTERS REQUIRING CURRICULUM COMMITTEE APPROVAL

#### 1. PROPOSAL FOR A NEW COURSE

Any new course proposal should come to the curriculum committee with:

a. Department approval

b. Title

Frequency of Offering and Number of Credits (e.g. 4AS or 2E)

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

c. Catalog description

Write the description of the course precisely as how you would have it appear in the catalogue. There is no official recommendation as to what style or form the description should take (e.g. passive voice, present tense) but you would probably want a description in a style consistent with the other course listings of your department.

Statements about *prerequisites*, *cross-listings* and the like have specific forms. They are outlined at the end of this document for your pleasure and convenience.

d. Statement of purpose for teaching the course

e. Syllabus outline

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

f. Rationale for adding this course to the catalogue

Include the relationship of this course to the major, the course qualifications for inclusion into the GEC, if appropriate.

g. Plans for staffing the course.

Convince us that your department has the means to staff this course. Comment on its effect on present course load, facilities and equipment.

#### h. Further 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/or other information that may be useful to other faculty members in planning and implementing the new course.

### 2. CHANGING THE PREREQUISITES OF ANY COURSE

Whether you want to add, drop, or alter a prerequisite to a course a brief request should come through the Curriculum Committee with a one or two line statement of rationale.

The dropping of a non-existent course as a pre-requisite, for example, would probably be deemed an editorial change and would not need to come through us.

### 3. CHANGING THE FREQUENCY A COURSE IS OFFERED

Someone (us) needs to double check that this can be done smoothly without affecting other majors or programs. Minor changes, such as changing “F” to “S” would probably be okay without our review, as long as it doesn’t affect the time line of your or another department’s major.

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

A one or two line statement of rationale.

### 5. DELETING A COURSE IF PART OF THE GEC OR PART OF A MAJOR OR MINOR

Probably deleting a course that is not part of any major or minor (even subtly as a pre-requisite for another course) nor the core curriculum, and has not been taught for a number of years will be deemed an editorial change and need not go through our committee. Most everything else probably would.

### 6. CHANGING CROSS LISTINGS

A brief statement of rationale.

### 7. CHANGING CATALOGUE DESCRIPTION

A new catalogue description and a brief statement of rationale is all that is needed. (Minor editorial changes do not need the committee’s review.)

### 8. CHANGING THE STRUCTURE OF A MAJOR, DEPARTMENTAL MINOR, OR CROSS DISCIPLINARY MINOR

Please submit a copy of the old catalog description and a copy of your new desired description. Please highlight all changes (deletions, additions, reorderings) and include a rationale. Make clear what is going on and why. The committee will double check on how these changes will sit with the curriculum as a whole.

### 9. PROPOSAL OF A NEW CROSS-DISCIPLINARY MINOR

One must submit a proposal that very closely follows the guidelines as outlined in the *Honors College Curriculum Faculty Actions, Spring 1996* document, pages 4 – 7. The best thing to do would be to meet with the coordinators of other cross-disciplinary minors to get a feel for the process.

### 10. OTHER THINGS

Any change that could possibly affect the St. Mary's curriculum should come through the curriculum committee. Check with the committee chair if in doubt.

## FINAL COMMENTS

Feel free to e-mail the chair of the curriculum committee simple little requests rather than writing up a formal memo—nothing fancy is needed. For the more complicated requests, hard copy is probably best.

### STANDARD FORMS OF THINGS (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**

Plus the following (in order) as 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*.”

**9. Where a course has pre-requisites or co-requisites.**

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.”