**Guidelines for Committee Proposals: Timeline and Process**

(8-25-14)

1. The approval of the Curriculum Committee is the mechanism by which curriculum changes are communicated to other departments, including the Registrar’s Office (data changes to Banner and programming changes to DegreeWorks), the Business Office (course fees), and other academic departments.

2.  Proposal templates are located on the COE site in Canvas, under files.

3. Origination and approvals

a. Proposals for new programs follow the process outlined in **Developing and Processing New Ideas for Educational Programs** and go to the Provost, Associate Provost, and Assistant Director of Curriculum and Assessment. All proposals for new programs must be official departmental actions.

b. Proposals to revise existing programs or courses must be official departmental actions. Items that need curriculum committee approval include:

* Revising course titles, descriptions, attributes, credits, fees, pre- or co-requisites
* Creating courses, minors, concentrations or majors
* Deleting courses, minors, concentrations or majors
* Revising requirements for minors, concentrations or majors.
* Changes to course fees.

c. All proposals must be approved by the respective School Dean.

1.) The School Dean reviews the proposal, ensuring completeness and that all impacted departments and offices on campus have been consulted and are aware of the potential impact (i.e. requiring courses from another department).

2.) Once the Dean’s review is complete and if the Dean approves the proposal, the proposal is emailed to the Assistant Director of Curriculum and Assessment.

3. The deadline for submitting proposals to the curriculum committee is **December 20** for the upcoming academic year.That date provides the necessary time for the proposal to go through the governance process and provides the Registrar’s Office time to code the changes into Banner and DegreeWorks to produce an accurate Fall schedule prior to advising week.

4. The Assistant Director vets the proposal, schedules the proposal for the Curriculum Committee, and shepherds the proposal through the governance process as outlined in the COE Handbook. Contact Susan Donat for assistance with drafting curriculum proposals or with questions on the governance process.