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For overview and information on curriculum processes throughout the university go to: http://www.jmu.edu/curriculum/

For information on the roles and responsibilities of university members throughout the curriculum development and planning process go to: http://www.jmu.edu/curriculum/roles.shtml

For training information on the new online curriculum system and for the training handout go to: http://www.jmu.edu/curric/training.shtml

For information on curriculum forms go to: http://www.jmu.edu/curriculum/forms.shtml

For self-help and frequently asked questions go to: http://www.jmu.edu/curriculum/SelfHelp.shtml
Overview of College Curriculum and Instruction Schedule
2014 - 2015

The College of Arts and Letters Curriculum and Instruction Committee schedule has been designed based on the University Catalog copy deadlines in an effort to provide an opportunity to complete as many proposals as possible for the 2015-2016 catalog.

All standard proposals [Program changes, significant course modifications, and new course proposals] that pass and are approved by Monday, January 26, 2015 should be assured of making the upcoming catalog. This allows a 3-week all-university posting period for all standard forms on the Approved Proposals website, as all program changes, new courses, and significant changes to courses are required to be posted such that any faculty or student at the university may review and comment. All additional short/brief form [minor course modifications] proposals that are approved as of the February 19th meeting should also make the upcoming catalog.

This year we will again use the program review process on the online system, such that the majority of the proposals this year will be in the same location. The former Secure Web Review system will still be in place as a back-up in the unanticipated event of problems with the new system. The directions for both systems are included in this handbook. In the event that we need to use the Secure Web Review system to review program modifications or new programs, before a program proposal can be placed on the College C & I agenda it must be posted to the CAL C & I Secure Web Review site, and a hardcopy of the proposal with appropriate signatures and acknowledgments must be forwarded to the chair of the committee (Jessica Adolino, MSC 2105). For all course proposals and any program proposals completed in the online system, signatures and votes are electronic. The posting deadlines for 2014-2015 academic year are listed on the meeting schedule on page 5.

Program and course proposals will be created, reviewed and approved entirely on the online curriculum system (called “Online Curriculum Review” in this document). To use the system, visit http://www.jmu.edu/curriculum/OCS.shtml. If you have problems accessing the site or questions, please email curric@jmu.edu or call 568-4064. Training is available for faculty and staff interested in learning more about the new system. For scheduled sessions, see http://www.jmu.edu/curric/training.shtml. If you are interested in scheduling a training session for your academic unit or college, please contact Kristi Shackelford (shackekl@jmu.edu).

Once the College C & I approves a proposal, all required revisions must be made to the web posting before the proposal can be forwarded to the Dean for approval.

All long/standard form proposals [Program Proposals/New Course Proposals] that fail to make the posting deadline of Monday, December 8th will be approved for the 2016-2017 catalog.

All short/brief form proposals [Course Modifications] that fail to make the posting deadline of Monday, February 9th for the February 19th meeting, and thus are taken up in subsequent meetings, will be approved for the 2016-2017 catalog.

These deadlines are firm.
Organizational Meeting: Thursday, 9/4/14 at 8:00 am in Harrison 1131.

*All meetings will be held in Harrison 1131.*

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<tr>
<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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<tr>
<td>Mon. 9/8 at 5 p.m.</td>
<td>Tues. 9/16 at noon</td>
<td>Thurs. 9/18 at 8 a.m.</td>
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<td>Mon. 9/22 at 5 p.m.</td>
<td>Tues. 9/30 at noon</td>
<td>Thurs. 10/2 at 8 a.m.</td>
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<td>Mon. 10/6 at 5 p.m.</td>
<td>Tues. 10/14 at noon</td>
<td>Thurs. 10/16 at 8 a.m.</td>
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<td>Mon. 10/20 at 5 p.m.</td>
<td>Tues. 10/28 at noon</td>
<td>Thurs. 10/30 at 8 a.m.</td>
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<td><strong>Mon. 11/3 at 5 p.m.</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Tues. 11/11 at noon&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Thurs. 11/13 at 8 a.m.</td>
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<td>Mon. 11/17 at 5 p.m.</td>
<td>Tues. 12/2 at noon</td>
<td>Thurs. 12/4 at 8 a.m.</td>
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<td><strong>Mon. 12/8 at 5 p.m.</strong>&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Tues. 1/6 at noon</td>
<td>Thurs. 1/8 at 8 a.m.</td>
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<sup>1</sup>The posting deadline for newly proposed courses to be offered Fall 2015 for priority entry into e-campus.

<sup>2</sup>If the agenda posted on November 3 is particularly large, the voting deadline and subsequent meeting may be rescheduled to allow the committee adequate time to review the materials posted.

<sup>3</sup>The last posting deadline for newly proposed courses and program changes to be included in the 2015-2016 catalog is Monday, December 8th at 5:00 pm. The College C & I Chair will schedule a cycle of review for all proposals posted as of December 8th - three consecutive meetings scheduled in January will be used for this purpose.

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<td>Thurs. 1/22 at 8 a.m.</td>
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<td>Mon. 1/26 at 5 p.m.</td>
<td>Tues. 2/3 at noon</td>
<td>Thurs. 2/5 at 8 a.m.</td>
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<td><strong>Mon. 2/9 at 5 p.m.</strong>&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Tues. 2/17 at noon</td>
<td>Thurs. 2/19 at 8 a.m.</td>
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<sup>4</sup>The Last posting deadline for minor course changes to be included in the 2015-2016 catalog is Monday, February 9th.

Regular schedule of meetings continues. All postings approved from this date forward are for the 2016-2017 catalog.

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<td>Mon. 2/23 at 5 p.m.</td>
<td>Tues. 3/3 at noon</td>
<td>Thurs. 3/5 at 8 a.m.</td>
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<td><strong>Mon. 3/16 at 5 p.m.</strong>&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Tues. 3/24 at noon</td>
<td>Thurs. 3/26 at 8 a.m.</td>
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<sup>5</sup>Last posting deadline to complete the university curriculum review cycle during the 2014-2015 academic year is Monday, March 16th. Approved changes at this meeting will be in the 2016-2017 catalog.

Meetings after March 26th are not planned. Actions after the March 16th posting deadline may be posted to the Curriculum web site. Such actions will be considered at College C & I meetings in the Fall of 2015.
Registrar Deadlines for E-campus/Registration

Because registration occurs early in the fall and spring semesters, the timelines for having curriculum modifications entered into the e-campus registration system are earlier than catalog deadlines. Therefore, in planning curriculum changes, please consider the following timelines in order to have your unit’s coursework entered into e-campus in time for Fall and Spring student registration.

Courses to be offered Summer and/or Fall 2015

Courses to be offered in the Summer and/or Fall 2015 must be approved and to the registrar by February 2, 2015.

Thus, all new courses to be offered in Fall 2015 must be approved by the CAL C&I committee no later than the November 13, 2014 meeting of the Fall semester. The posting deadline for that meeting is Monday, November 3, 2014.

All course modifications to be offered in the Fall 2015 must be approved by the CAL C&I no later than the January 22nd meeting of the Spring semester. The posting deadline for that meeting is Monday, December 8, 2014.

Courses to be offered Spring 2016

Courses to be offered in Spring 2016 must be approved and to the registrar by September 1, 2015. Thus, all course modifications and new courses to be offered in Spring 2016 must be approved by the CAL C&I committee no later than the final meeting of the Spring 2015 semester.

*While courses may still be offered if these deadlines are missed, they may not be entered into e-campus in time for student registration.*
**Instructions for Revising an Entire Curriculum**

Academic units that undertake an extensive revision to an existing major or minor program should do the following:

1. Prepare course actions and the program action request so that all proposals can be submitted for review at the same time or that course action requests precede the program proposal. Program action requests that include new courses cannot be approved until all the new course proposals have been approved.

2. Complete the approval process for all proposals at the academic unit level with adequate time for approval by the December 8\textsuperscript{th} deadline.

3. Send an email to the CAL C&I Chair (Jessica Adolino, adolinjr@jmu.edu) outlining the key changes proposed to the program that committee members should note during the review process. That email will be circulated to all members of the CAL C&I to assist in the review process.
Instructions for Proposing a New Program

1. Faculty who are preparing a new program (major or minor) should meet with the Associate Vice Provost of Cross-Disciplinary Studies (Dr. A.J. Morey) to coordinate the pre-proposal process.

2. Once the pre-proposal process has been completed and the Provost has given the proposers permission to move the proposal forward, the proposers should prepare course action and program action requests so that all proposals can be submitted at the same time.

3. Complete the approval process for all proposals at the academic unit level.

4. Immediately following posting to the CAL C&I website, submit 10 copies of all the proposals to the chair of the CAL C&I, Jessica Adolino (MSC 2105). The deadlines for posting are listed on page 5.

5. Attach a cover letter to the paper copies that summarizes the rational and objectives for the new program. All new programs will be reviewed in committee meeting prior to electronic voting.
Approval and Coordination of Multidisciplinary and Interdisciplinary Course and Program Action Requests

Cross College Curriculum Committee
2014 Policy Updates

Cross Disciplinary Studies will forward proposals to academic units or the CCCC on the first Monday of every month and assume a response by the first Monday of the following month.

For electronic votes at the college level, the vote of the College C&I Chair is sufficient. If the CCCC meets, the College C&I Chair is welcome to bring representatives for discussion. In the event of a vote, only the College C&I Chair will vote.

CCCC Summary and Overview
The Cross College Curriculum Committee was created in Spring 2008 and is chaired by the Associate Vice Provost for Cross Disciplinary Studies. The purpose of this committee is to streamline the approval process for cross-college proposals. Once a curriculum proposal has been approved at the academic unit level, it will proceed to this composite college group, rather than traversing every individual college committee.

What goes through the CCCC?
Any program whose curriculum involves multiple colleges.
Cross disciplinary courses without clear college affiliation.
New majors or minors.

Purpose
The Cross College Curriculum Committee (CCCC) will provide a cross disciplinary college-level approval body for programs with significant cross-college identity or without clear college affiliation. This process assures that cross disciplinary programs receive the same level of review as college-based programs, but do not go through a more burdensome administrative process. Faculty must adhere to the process currently used in their academic units to initiate and review proposals. After these proposals receive approval by their academic units, the CCCC would serve in place of multiple college approvals.

The CCCC assumes the absolute integrity and centrality of the academic unit review, as that is where issues of resources and territory will emerge with most urgency and clarity. The strength of the academic unit's C&I is essential to the cross disciplinary process. Decisions made by faculty members at this level will be the basis for review by the CCCC. Thus, involved academic units retain primary responsibility for curricular decisions.

Membership
Chair: Associate Vice Provost for Cross Disciplinary Studies and Planning
Membership: C&I Chairs from each involved college and The Graduate School, as needed.

See more at: [http://www.jmu.edu/cds/curriculum/index.shtml#sthash.8ylnRFzl.gaWfU3QL.dpuf](http://www.jmu.edu/cds/curriculum/index.shtml#sthash.8ylnRFzl.gaWfU3QL.dpuf)
1. The proposal originator contacts the Associate Vice Provost for Cross-Disciplinary Studies who will serve as the proposal manager.

2. The proposal originator consults with the AVP for Cross-Disciplinary Studies about the process for proposal design and review. If it is a new Interdisciplinary program, the AVP will also begin the pre-proposal process for the proposal. Only when the pre-proposal is approved by the Provost, will the college level curriculum approval process commence.

3. When the interdisciplinary proposal is completed and ready for review, the proposal manager will shepherd the approval from all participating academic unit C&I committees and heads/directors.

   If the College of Arts & Letters is involved in the Interdisciplinary program, the CAL C&I Chair will put the proposal on the meeting agenda during the time period in which academic units are reviewing the proposal to provide timely review and feedback to the proposal originators.

4. Once these approvals have been secured the proposal manager will authorize that the interdisciplinary proposal is ready for review by the Cross College Curriculum Committee via email.

5. The AVP for Cross-Disciplinary Studies will call a session of the ad hoc Cross College Curriculum Committee (CCCC) to review and approve the proposal. If there are no major objections to the proposal from the participating colleges, an electronic vote may be collected in the place of a meeting.

6. If the proposal is approved by the CCCC, the AVP for Cross-Disciplinary Studies will collect College C&I Chairs signatures of approval and forward the proposal to the Deans for their review and approval.

7. The approved proposal will be moved to the “Approved Proposals” Section of the curriculum website for the three-week all university comment period. The AVP for Cross-Disciplinary Studies will notify the chair of the Committee on Academic Programs (CAP) that the proposal is posted.

8. At the end of the three-week review period and following CAP approval (if required) the AVP for Cross-Disciplinary Studies will forward the hard copy of the proposal to the V.P.A.A.
I. Online Curriculum Review

To review course proposals and program proposals (all proposals listed on the CAL C&I agenda under “Online Curriculum Review”

a. To review proposals go to http://www.jmu.edu/curriculum/OCS.shtml

b. For courses proposals listed for review, click on Course Review Home. For program proposals listed for review, click on “Program Review Home.” On either site, then click on “College Level Review” on the left navigation menu to review documents. You will first be invited to select “CAL” from a scroll down menu asking you to select the college you wish to review. Use the handout found at http://www.jmu.edu/curric/training.shtml for instruction on how to navigate the online curriculum site.

c. Click on the course number to be reviewed during on the agenda to open the course proposal. To review the proposal with ease, click on the link “Printer Friendly Version” found at the top of the proposal. Use the back space button to return to the voting window. Scroll to the bottom of the webpage to cast your vote for the proposal. If you have any objections to the proposal, please refrain from voting and communicate your objections to the proposers and the committee via email so that discussion about the proposal can proceed and revisions may be made before you cast your final vote.

II. Back-up Review System - Secureweb Review

To review program proposals (or any proposals listed on the CAL C&I agenda under “Secureweb Review”

a. All faculty at the university have access to the Curriculum website at the following address:

For PC users: https://secureweb.jmu.edu/curric
For MAC users: https://secureweb.jmu.edu:443/curric

b. Open your web browser and input the URL for the website and press return. Once at the website click on College of Arts and Letters to read proposals currently under review by the College C&I. Faculty may also review postings in other colleges by following the same procedure.

c. To review postings that have been approved at the College level, select Approved Proposals. After the College C&I and the Dean approve a proposal, the C&I Chair moves the proposal from the College curriculum listing to the Approved Proposals listing on the website. The College C&I Chair will notify the University Committee on Academic Programs (CAP of any program proposal that need to be reviewed by the University community. At the end of this review period and following CAP approval of program proposals, the electronic version of the proposal is deleted from the Approved Proposals list and the hardcopy of the proposal is forwarded to the V.P.A.A. for final review.
College Curriculum and Instruction Review Procedures

1. Program and course proposals will be created on the online curriculum site and will be automatically forwarded for College review once they have been approved by both the unit head and the departmental C&I chair. All proposals posted by the Monday nine class days prior to a regularly scheduled meeting will be considered at the regular meeting. (The exception to this is the last posting deadline for long form proposals. See Meeting Schedule on p. 5).

2. The chair will notify committee members of the proposals to be considered prior to each regular meeting (typically, on Tuesday, the day after the posting deadline). In the event that the committee needs to review proposals on the Secure Web Review system, the chair will create two lists on the agenda to indicate the location of the proposals. CAL C&I members may need to review proposals on both sites. Sometimes items for review are attached to the agenda email as well.

3. Committee members will read proposals as indicated by the chair and respond according to the procedure outlined below. Votes of approval or objection should be sent no later than noon on the Tuesday in the week of a regular meeting when the proposals are to be discussed:
   a. If a committee member has no objection or question, he/she will send an email to the entire committee (hitting “reply all” to the agenda email) stating approval on behalf of his/her academic unit for all items on the agenda.
   b. If a committee member has a question or concern, he/she should discuss it with the C&I member representing the department/school that originated the proposal, including the entire CAL C&I committee in that email correspondence (hitting “reply all” to the agenda email).
      1. If the committee member is satisfied as a result of the discussion, and has no further objection, he/she will send an email to the entire committee stating approval.
      2. If the committee member’s objection or concern is not satisfied, he/she should send an email to the entire committee stating the objection.
      3. A committee member with an objection may request that the proposal in question be considered at the meeting rather than being voted on via email. The committee member must notify the chair no later than 5:00 pm on Monday in the week of the regular meeting to suspend electronic voting. The chair will invite the proposal originator to attend the upcoming meeting. The chair will notify the committee that e-mail voting on the proposal has been suspended. Discussion of the proposal and voting will take place at the meeting.

**Note: Even though the online curriculum system will allow you to indicate your approval of a proposal immediately following your review, only the C&I chair will see your vote. Therefore, it is important that you also send an email to the entire committee indicating your voting on the online system so that the voting process is completely transparent to all committee members. It is also important that you do cast your vote on the online system; this will be the only long term record of your academic unit’s participation in the review process.

4. On the Tuesday of the week of a regular meeting, the chair will determine, based on e-mail response, whether or not a meeting is necessary.
   a. If no objections have been raised and email received states approval to the level of more than 50% of the membership (5 or more votes of approval), the committee members will be notified that all proposals under discussion have passed and the meeting will be cancelled if there is no further business.
   b. If any proposal receives objections at the level of more than 50% or if a member requests that the proposal be considered at a meeting, members will be notified and the meeting will be held as
5. Posting to the Secureweb Curriculum Review site is the responsibility of the designated faculty member and/or secretary of each department/school. Posting to the new online curriculum website can be originated by any faculty member, those proposals created by faculty members will only be moved forward in the system once approved by both the department C&I chair and the head/director. Any revisions contingent for approval by the College C&I must be made to either website before they will be moved forward to the university review board and the Dean.

6. When a posting is made on the Secureweb Curriculum Review site a complete paper copy of the proposal with appropriate signatures must be delivered to the chair of the College C&I (Jessica Adolino, MSC 2105). If any revisions are made, updated paper copy must be forwarded to the chair.

7. Proposals that are approved by the committee will be posted for a 3-week university review period (Course modifications and deletions are not posted for all university review). If there are no objections during the university review period, the proposal is reviewed by the Dean for approval. After receiving the Dean’s approval, the proposal moves to either the Committee on Academic Programs (CAP) or the Vice Provost of Academic Affairs for approval.

8. The College C&I Chair will notify the Committee on Academic Programs (CAP) if there are any proposals to be reviewed prior to the Vice Provost’s approval.

9. Following a program proposal’s approval by the CAP, the proposal(s) will be forwarded to the Vice Provost for Academic Affairs for final approval.

10. The timeline for actions is as follows in this example of the first proposal review cycle:

All proposals posted to the website by Monday, September 8th will be considered at the September 18th meeting. Committee members will receive an e-mail on September 9th listing the items to review and where they are located (either the Online Curriculum System or Secureweb Curriculum Review System). The deadline for requesting that a proposal be discussed at the meeting rather than being voted on via email is 5:00 pm on Monday, September 15th. The deadline for voting is noon on Tuesday, September 16th. In the afternoon on Tuesday, September 16th committee members will receive notification of the status of the September 18th meeting.

Subsequent meetings will follow the same timeline.

11. Monday, December 8th is the last long form posting deadline for the 2015-2016 Undergraduate Catalog. The chair of the College C&I will schedule a cycle of review that equitably divides the proposal review across three January meeting dates as listed on the meeting schedule on page 5.