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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
Overview of College Curriculum and Instruction Schedule
2009 - 2010

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 2010-2011 catalog.

All standard proposals [Program changes, significant course modifications, and new course proposals] that pass and are approved by the Dean by Monday, February 1, 2008 should be assured of making the upcoming catalog. This allows a 3-week posting period for all standard forms on the Approved Proposals website. All additional short/brief form [minor course modifications] proposals that are approved as of the February 26th meeting should also make the upcoming catalog.

This year we are using two different secure web-based systems for posting and reviewing curriculum proposals. All program proposals and modifications will be posted to the existing CAL C&I website for review and approval (called “Secure Web Review” in this document). 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 (Melissa Aleman, MSC 2106). The posting deadlines for 2009-2010 academic year are listed on the meeting schedule on page 5.

Course proposals will be created, reviewed and approved entirely on the new 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 (on either website) 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 7th will be approved for the 2011-2012 catalog.

All short/brief form proposals [Course Modifications] that fail to make the posting deadline of Monday, February 15th for the February 25th meeting and thus are taken up in subsequent meetings will be approved for the 2011-2012 catalog.

These deadlines are firm.
## College of Arts and Letters
### Curriculum and Instruction Committee
#### 2009 - 2010 Schedule

Organizational Meeting: Thursday, 9/10/09 at 8:00 am in Harrison 2131.
*All meetings will be held in Harrison 2131.*

<table>
<thead>
<tr>
<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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<tbody>
<tr>
<td>Mon. 9/14 at 5 p.m.</td>
<td>Tues. 9/22 at noon</td>
<td>Thurs. 9/24 at 8 a.m.</td>
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<tr>
<td>Mon. 9/28 at 5 p.m.</td>
<td>Tues. 10/6 at noon</td>
<td>Thurs. 10/8 at 8 a.m.</td>
</tr>
<tr>
<td>Mon. 10/12 at 5 p.m.</td>
<td>Tues. 10/20 at noon</td>
<td>Thurs. 10/22 at 8 a.m.</td>
</tr>
<tr>
<td>Mon. 10/26 at 5 p.m.</td>
<td>Tues. 11/3 at noon</td>
<td>Thurs. 11/5 at 8 a.m.</td>
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<tr>
<td>Mon. 11/9 at 5 p.m.</td>
<td>Tues. 11/17 at noon</td>
<td>Thurs. 11/19 at 8 a.m.</td>
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<tr>
<td>*Mon. 12/7 at 5 p.m.</td>
<td>Tuesday, 1/12 at noon</td>
<td>Thurs. 1/14 at 8 a.m.</td>
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*The last posting deadline for newly proposed courses and program changes to be included in the 2010-2011 catalog is Monday, December 7th at 5:00 pm. The College C & I Chair will schedule a cycle of review for all proposals posted as of December 7th - three consecutive meetings scheduled in January will be used for this purpose.*

<table>
<thead>
<tr>
<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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</thead>
<tbody>
<tr>
<td>Mon. 2/1 at 5 p.m.</td>
<td>Tues. 2/9 at noon</td>
<td>Thurs. 2/11 at 8 a.m.</td>
</tr>
<tr>
<td>** Mon. 2/15 at 5 p.m.</td>
<td>Tues. 2/23 at noon</td>
<td>Thurs. 2/25 at 8 a.m.</td>
</tr>
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**The Last posting deadline for minor course changes to be included in the 2010-2011 catalog is Monday, February 15th.**

Regular schedule of meetings continues. All postings approved from this date forward are for the 2011-2012 catalog.

<table>
<thead>
<tr>
<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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<tbody>
<tr>
<td>Mon. 3/1 at 5 p.m.</td>
<td>Tues. 3/16 at noon</td>
<td>Thurs. 3/18 at 8 a.m.</td>
</tr>
<tr>
<td>*** Mon. 3/22 at 5 p.m.</td>
<td>Tues. 3/30 at noon</td>
<td>Thurs. 4/1 at 8 a.m.</td>
</tr>
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</table>

*** Last posting deadline for standard form proposals to complete the university curriculum review cycle during the 2009-2010 academic year is Monday, March 22nd. Approved changes at this meeting will be in the 2011-2012 catalog.

Meetings after April 1st are not planned. Actions after the March 22nd posting deadline may be posted to the Curriculum web site. Such actions will be considered at College C & I meetings in the fall of 2010.
Registrar Deadlines for Ecampus/Registration

Because registration occurs early in the fall and spring semesters, the timelines for having curriculum modifications entered into the ecampus 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 ecampus in time for Fall and Spring student registration.

Courses to be offered Summer 2010 and Fall 2010

Courses to be offered in the Fall 2010 must be approved and to the registrar by February 1, 2010. Thus, all new courses to be offered in Fall 2010 must be approved by the CAL C&I committee no later than the November 19, 2009 meeting of the Fall semester. The posting deadline for that meeting is Monday, November 9, 2009.

All course modifications to be offered in the Fall 2010 must be approved by the CAL C&I no later than the January 21st meeting of the Spring semester. The posting deadline for that meeting is Monday, December 7, 2009.

Courses to be offered Spring 2011

Courses to be offered in Spring 2011 must be approved and to the registrar by September 1, 2010. Thus, all course modifications and new courses to be offered in Spring 2011 must be approved by the CAL C&I committee no later than the final meeting of the Spring 2010 semester.

*While courses may still be offered if these deadlines are missed, they may not be entered into ecampus 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.

2. Complete the approval process for all proposals at the academic unit level before posting to the CAL C&I website(s).

3. Immediately following posting to the CAL C&I website, submit the original and 10 copies of all the proposals to the chair of the CAL C&I, Melissa Aleman (MSC 2106). The deadlines for posting are listed on page 5.

4. Attach a cover letter to the paper copies that summarizes the purpose of the revisions or the reason for the new program. The document should also highlight key changes that committee members should note during the review process.
Instructions for Proposing a New Program

1. Faculty who are preparing a new program should meet with the Associate Vice Provost of Cross-Disciplinary Studies 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 actions and program action request so that all proposals can be submitted at the same time.

3. Complete the approval process for all proposals at the academic unit level before posting to the CAL C&I website(s).

4. Immediately following posting to the CAL C&I website, submit the original and 10 copies of all the proposals to the chair of the CAL C&I, Melissa Aleman (MSC 2106). The deadlines for posting are listed on page 5.

5. Attach a cover letter to the paper copies that summarizes the purpose of the revisions or the reason for the new program. The document should also highlight key changes that committee members should note during the review process.
Approval and Coordination of Multidisciplinary and Interdisciplinary Course and Program Action Requests

The number of cross-disciplinary courses and programs has been increasing. These offerings present unique challenges in the management of the approval process. In Spring of 2008 a new governance system was created to manage the approval process for such proposals, the Cross College Curriculum Committee (CCCD). The College of Arts & Letters Curriculum Committee also agreed, Spring 2008, that it would like to maintain an approval process prior to the review that takes place at the CCCC. Therefore, for proposals with coursework in the College of Arts & Letters, there is a two-step review process that is described in Part II below. Interdisciplinary proposals in which all coursework resides in one college follow normal college review procedures as described in Part I below.

Steps for approval are differentiated into two cases as follows:

I. Prospective teaching faculty belong to the same college:
   a. Approval by each department, program or area C&I.
   b. Approval by the College C&I
   c. Approval by the Dean
   d. Course proposals are forwarded to the V.P.A.A. for final approval.
   e. Program proposals are forwarded to the Committee on Academic Programs (CAP) and then to the V.P.A.A.

II. Prospective teaching faculty belong to more than one college.
   a. The Vice-Provost of Cross-Disciplinary Studies will act as the proposal manager and will assist the proposer in the moving through the approval process.
   b. Approval by each department or program C&I.
   c. If courses from the College of Arts & Letters are involved, the CAL C&I will meet face-to-face to review the proposal, provide feedback to the proposer and nominate a CAL C&I representative to the ad hoc CCCC for the proposal’s review.
   d. Approval by the CCCC, an ad hoc committee with two representatives from each college impacted by the proposal.
   e. Approval by the Deans.
   f. Course proposals are forwarded to the V.P.A.A. for final approval.
   g. Program Proposals are forwarded to the Committee on Academic Programs (CAP) and then to the V.P.A.A.
1. The proposal originator contacts the Associate Vice Provost for Cross-Disciplinary Studies and Planning who will serve as the proposal manager.

2. The proposal originator consults with the AVP for Cross-Disciplinary Studies and Planning 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 originator is responsible for securing signature approval from all participating academic unit C&I committees and heads/directors.

4. Once these approvals have been secured the originator/originating unit will authorize that the interdisciplinary proposal is ready for posting to the Curriculum website. The posting will be made to all participating College Sections. The proposal manager will email all participating College C&I chairs to notify them of the posting.

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 following the posting deadline for review and feedback to the originators, and a CCCC representative will be elected to represent CAL.

5. The AVP for Cross-Disciplinary Studies and Planning will call a session of the ad hoc Cross College Curriculum Committee (CCCC) to review and approve the proposal.

6. If the proposal is approved by the CCCC, the AVP for Cross-Disciplinary Studies and Planning 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 and Planning 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 and Planning will forward the hard copy of the proposal to the V.P.A.A.
Procedures for Reviewing Postings on the Curriculum Websites

I. 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 Dena’s secretary 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 Dean’s secretary deletes the electronic version of the proposal from the Approved Proposals list and forwards the hardcopy of the proposal to the V.P.A.A. for final review.

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

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

b. Click on “College Level Review” on the left navigation menu to review documents. Use the handout found at http://www.jmu.edu/curric/training.shtml for instruction on how to navigate the new online curriculum site.
College Curriculum and Instruction Review Procedures

1. All course proposals and program changes that have been approved by an academic unit’s C&I committee and the head/director must be posted on the College Curriculum Site. New course proposals will be created on the new 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). The chair will create two lists on the agenda to indicate the location of the proposals. CAL C&I members will often need to review proposals on both sites.

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.
   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 correspondence.
      1. If the committee member is satisfied and has not further objection, he/she will send an email 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 e-mail. The committee member must notify the chair no later than 5:00 pm on Monday in the week of the regular meeting. 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 new 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.

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 scheduled. The originator of any proposal under discussion may be invited to attend the meeting in order to respond to questions.
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 will only be moved forward in the system once approved by the department C&I chair and the head/director. Any revisions passed by the College C&I must be made to either website by the originator before the Dean’s staff can move the proposal to the Approved Proposals listing.

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

7. Proposals that are approved will be signed by the chair (or approved electronically in the case of the new online proposals) and reviewed by the Dean. After receiving the Dean’s approval a staff member in the Dean’s office will move the proposal from the College listing to the Approved Proposals list.

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

9. If there is not objection during the three weeks on the Approved Proposals list, and following approval by the CAP of any program additions or modifications, 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 14th will be considered at the September 24th meeting. Committee members will receive an e-mail on September 15th 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 21st. The deadline for voting is noon on Tuesday, September 22nd. In the afternoon on Tuesday, September 22nd, committee members will receive notification of the status of the September 24th meeting.

   Subsequent meetings will follow the same timeline.

11. Monday, December 7th is the last long form posting deadline for the 2010-2011 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.