College of Arts & Letters

Curriculum and Instruction Committee

Academic Year 2013-2014
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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
2013 - 2014

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 2014-2015 catalog.

All **standard proposals** [Program changes, significant course modifications, and new course proposals] that pass and are approved by Monday, January 27, 2014 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 20th 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 2013-2014 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](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](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 9th will be approved for the 2015-2016 catalog.

All **short/brief form proposals** [Course Modifications] that fail to make the posting deadline of Monday, February 10th for the February 20th meeting, and thus are taken up in subsequent meetings, will be approved for the 2015-2016 catalog.

**These deadlines are firm.**
College of Arts and Letters  
Curriculum and Instruction Committee  
2013 - 2014 Schedule

Organizational Meeting: Thursday, 9/5/13 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. 9/9 at 5 p.m.</td>
<td>Tues. 9/17 at noon</td>
<td>Thurs. 9/19 at 8 a.m.</td>
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<tr>
<td>Mon. 9/23 at 5 p.m.</td>
<td>Tues. 10/1 at noon</td>
<td>Thurs. 10/3 at 8 a.m.</td>
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<td>Mon. 10/7 at 5 p.m.</td>
<td>Tues. 10/15 at noon</td>
<td>Thurs. 10/17 at 8 a.m.</td>
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<tr>
<td>Mon. 10/21 at 5 p.m.</td>
<td>Tues. 10/29 at noon</td>
<td>Thurs. 10/31 at 8 a.m.</td>
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<td><strong>Mon. 11/4 at 5 p.m.</strong></td>
<td><strong>Tues. 11/12 at noon</strong></td>
<td>Thurs. 11/14 at 8 a.m.</td>
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<tr>
<td>Mon. 11/25 at 5 p.m.</td>
<td>Tues. 12/3 at noon</td>
<td>Thurs. 12/5 at 8:00 a.m.</td>
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<td><strong>Mon. 12/9 at 5 p.m.</strong></td>
<td><strong>Tues. 1/7 at noon</strong></td>
<td>Thurs. 1/9 at 8 a.m.</td>
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1The posting deadline for newly proposed courses to be offered Fall 2014 for priority entry into ecampus.  
2If the agenda posted on November 4 is particularly large, the voting deadline and subsequent meeting may be rescheduled to allow committee members adequate time to review the materials posted.  
3The last posting deadline for newly proposed courses and program changes to be included in the 2014-2015 catalog is Monday, December 9th at 5:00 pm. The College C & I Chair will schedule a cycle of review for all proposals posted as of December 9th - three consecutive meetings scheduled in January will be used for this purpose.

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<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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<tr>
<td>Mon. 1/27 at 5 p.m.</td>
<td>Tues. 2/4 at noon</td>
<td>Thurs. 2/6 at 8 a.m.</td>
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<tr>
<td><strong>Mon. 2/10 at 5 p.m.</strong></td>
<td><strong>Tues. 2/18 at noon</strong></td>
<td>Thurs. 2/20 at 8 a.m.</td>
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4The Last posting deadline for minor course changes to be included in the 2014-2015 catalog is Monday, February 10th.

Regular schedule of meetings continues. All postings approved from this date forward are for the 2014-2015 catalog.

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<th>Posting Deadline</th>
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<tr>
<td>Mon. 2/24 at 5 p.m.</td>
<td>Tues. 3/11 at noon</td>
<td>Thurs. 3/13 at 8 a.m.</td>
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<tr>
<td><strong>Mon. 3/17 at 5 p.m.</strong></td>
<td><strong>Tues. 3/25 at noon</strong></td>
<td>Thurs. 3/27 at 8 a.m.</td>
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5Last posting deadline to complete the university curriculum review cycle during the 2013-2014 academic year is Monday, March 18th. Approved changes at this meeting will be in the 2015-2016 catalog.

Meetings after March 27th are not planned. Actions after the March 17th posting deadline may be posted to the Curriculum web site. Such actions will be considered at College C & I meetings in the Fall of 2014.
Registrar Deadlines for Ecampus/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 2014 and Fall 2014

Courses to be offered in the Summer and/or Fall 2014 must be approved and to the registrar by February 1, 2014.

Thus, all new courses to be offered in Fall 2014 must be approved by the CAL C&I committee no later than the November 14, 2013 meeting of the Fall semester. The posting deadline for that meeting is Monday, November 4, 2013.

All course modifications to be offered in the Fall 2014 must be approved by the CAL C&I no later than the January 23rd meeting of the Spring semester. The posting deadline for that meeting is Monday, December 9, 2013.

Courses to be offered Spring 2015

Courses to be offered in Spring 2015 must be approved and to the registrar by September 1, 2014. Thus, all course modifications and new courses to be offered in Spring 2015 must be approved by the CAL C&I committee no later than the final meeting of the Spring 2014 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 9th 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

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 (CCCC). 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. Program proposals are forwarded to the Committee on Academic Programs (CAP) and then to the V.P.A.A. for final approval.
   e. New majors also are presented to the Board of Visitors before being submitted to SCHEV. Minors are not required to be approved by the BOV or SCHEV.

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 in addition to the CAL C&I chair to the ad hoc CCCC for the proposal’s review.
   d. Approval by the CCCC, an ad hoc committee with the C&I chair acting as representative from each college impacted by the proposal.
   e. Approval by the Deans of participating colleges.
   f. Program Proposals are forwarded to the Committee on Academic Programs (CAP) and then to the V.P.A.A. for final approval.
   g. New majors also are presented to the Board of Visitors before being submitted to SCHEV. Minors are not required to be approved by the BOV or SCHEV.
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 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, and a CCCC representative will be elected to represent CAL.

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 and Planning 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 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.
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 e-mail. 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
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 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 9th will be considered at the September 19th meeting. Committee members will receive an e-mail on September 10th 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 16th. The deadline for voting is noon on Tuesday, September 17th. In the afternoon on Tuesday, September 17th committee members will receive notification of the status of the September 19th meeting.

   Subsequent meetings will follow the same timeline.

11. Monday, December 9th is the last long form posting deadline for the 2014-2015 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.