

THE COLLEGE OF INTEGRATED SCIENCE AND TECHNOLOGY UNDERGRADUATE CURRICULUM COMMITTEE

The Undergraduate Curriculum Committee is comprised of two representatives from each of the academic units within the College and the Associate Dean. The Associate Dean serves as chair of the committee. The selection of the two representatives is the prerogative of the academic unit and may or may not include the unit's head. The Dean serves as an ex-officio member of the Committee.

In providing oversight of curricular matters, the Undergraduate Curriculum Committee is responsible to:

- Review and take action on all course and program changes within and across programs and departments within the College of Integrated Science and Technology.

Action taken on College proposals may include approval or disapproval of course and program changes, or may involve returning proposals to the originating department/program for further work and/or information (this might include asking for a reworking of resource issues).

- Review inter-disciplinary proposals that involve programs within CISAT.
- Review course and program proposals submitted through other colleges and identify those that might have impact on departments/programs within the college. Individuals should bring these to the attention of the committee chair prior to a meeting so they can be placed on the agenda for committee discussion and possible action.

Action on proposals from other colleges might include making informal suggestions or formally challenging a proposal that has been put forward.

- Review and take action on General Education proposals, particularly as they might have impact on departments or programs within the college.
- Proposals are to be reviewed with a focus on the quality and substance of the proposal, the appropriateness of resources requested or not requested, and the fit of the proposal with the mission of the college and university. The committee should do this with the knowledge that the Dean(s) and the Provost will make decisions about proposal approval where resources are involved. While the curriculum committee may choose to make comments about the priority of a given proposal, decisions should be based upon the proposal substance and adequacy.
- Respond, as requested, to other curriculum matters that might arise or that might be directed to the committee by the dean or Provost/VPAA.

In addition to overseeing general curricular matters of the undergraduate programs, the committee is charged with being proactive in working with faculty early in the conceptualization stage for new programs.

- Programs are encouraged to bring proposals informally to the curriculum committee for discussion and feedback.
- The committee is asked to give consideration in the discussion to issues of potential contribution, university priorities, college goals, and budgetary implications and to be analytic in addressing the long-range benefits and costs involved in proposed course and program development.
- The Committee is asked to encourage and support curricular development that is congruent with the university's Defining Characteristics and the Goals of the College.
- The Committee will accomplish its work by maintaining good communication with faculty regarding proposals, considerations and decisions and is expected to facilitate discussion and sharing among all program coordinators.
- Recommendations are reported through the Associate Dean to the Dean, the Leadership Council, and to the Dean's Faculty Advisory Council.

COMMITTEE MEMBERSHIP 07-08

Communication Sciences & Disorders	Brenda Seal (Fall); Dan Halling (Spring)
Computer Science	Chris Fox
Health Sciences	Paula Maxwell, Terri Prodoehl
ISAT	Mo Zarrugh
Kinesiology	Larry Ham
Nursing	Melody Eaton, Vicki Martin
Psychology	Charles Huffman, Tracy Zinn
Social Work	Ann Myers
Associate Dean	Sharon Lovell (Chair)
IIHHS Representative	Emily Akerson
SGA Representative	

COMMITTEE MEETING SCHEDULE 07-08

- The meeting schedule has been designed to comply with deadlines related to the production of the University Catalog and to permit curriculum changes to be reflected in the 2008-09 catalog.

- Meetings are scheduled for the full year and will be cancelled if there is no agenda or proposals to be reviewed. Additional meetings may be called if necessary to complete the work of the committee.
- Electronic transactions may replace a physical meeting if the committee deems this to be appropriate.
- All meetings will be at 4:00 p.m. in ISAT/CS 373 on the following dates unless notified otherwise

September 3
 October 1
 November 5
 December 3
 January 14
 February 11
 March 10
 April 14
 May 5

- Members are asked to inform Louise White when they are unable to attend a scheduled meeting. Designated substitutes are welcomed.

DEADLINES FOR INCLUSION IN THE 2008-2009 CATALOG

- The curriculum deadlines are based on the University Catalog copy deadlines in an effort to facilitate as many curriculum decisions being included in the 2008-09 catalog as possible.
- Curriculum revision and development is an ongoing process. It is important that adequate time be allowed for discussion and consideration of budget implications. Faculty are encouraged to begin consideration and development of curriculum changes during the spring semester so that program and course proposals can be considered in a timely manner by the undergraduate curriculum committee throughout the fall semester.

December 3: All proposals with budgetary implications must be submitted to the College Curriculum Chair if they are to be included in the next catalog.

January 14: Last Undergraduate Curriculum Committee meeting for approving proposals using the standard form for inclusion in the 2008-09 catalog. Standard form proposals not meeting this deadline will be processed for approval for the 2009-10 catalog.

February 11: Last Undergraduate Curriculum Committee meeting for approving proposals using the brief form for assuring inclusion in the 2008-09 catalog. Brief form proposals approved at meetings subsequent to this date will be processed for inclusion in the 2009-10 catalog.

March 3: Final catalog copy deadline. Inclusion in the 2008-09 catalog is dependent on approval forms having received all the appropriate signatures by this date.

DEADLINES FOR CONSIDERATION BY CURRICULUM COMMITTEE

- It is the intent that all parties involved be provided with ample opportunity for review and comment. This requires submission of proposals that meet designated deadlines. Posting deadlines for materials to be considered at each of the committee meetings are as follows. Please note and observe the deadlines carefully.

<u>Meeting Date</u>	<u>Electronic Copy of Proposal Due to Louise</u>
September 3	August 27
October 1	September 24
November 5	October 29
December 3	November 26
January 14	January 7
February 11	February 4
March 10	March 3
April 14	April 7
May 5	April 28

- **All proposals that have any budgetary implications must be submitted by the end of fall semester if they are to be considered for implementation the following year.**

PROCEDURES FOR PROPOSAL DEVELOPMENT, REVIEW AND ACTION

- The first step is to become familiar with program, department and college procedures. Information can be found at this web site and questions can be raised with the Associate Dean. A university-wide curriculum web site containing a lot of useful information about the course/program approval process and all necessary forms can be accessed via the web site of the Registrar (Click on Academic Programs, Registrar Office, "For Faculty - Course Approval") or <http://www.jmu.edu/registrar/Course%20Approval/index.html>.
- After having been processed within the department, proposals are ready to be submitted to the college undergraduate curriculum committee.

- Proposals involving or that might impact any other department or college are discussed with and approval secured from those units prior to proposal completion and submission to the curriculum committee.
- After forms are completed they are to be submitted to Louise White in the Dean's Office who will post them on the college section of the curriculum website. Proposals are submitted on disk or as an email attachment (white1la) by the deadlines outlined for consideration at a particular meeting of the curriculum committee. She will post course and program proposals on the WEB (<https://secureweb.jmu.edu/curric/>) ten days prior to the meeting of the curriculum committee.
- A hardcopy of the approved proposal with the signature page signed at the department level, and with any and all required signatures from other units, is to be submitted to the Dean's office prior to the college curriculum meeting at which it will be reviewed.
- A faculty member knowledgeable about the proposal is to be designated to present the proposal at the college curriculum committee and to respond to questions and issues that might be raised.
- Committee members are expected to read all proposals prior to a given meeting of the committee. Proposals are available at the university curriculum web site at <https://secureweb.jmu.edu/curric/>. Accessing the proposals requires use of your password.
- Proposals are discussed at the undergraduate curriculum committee meeting and action is taken. Proposals are either approved or rejected by the committee. Rejected proposals may be returned to the department for further work or to be discarded.
 - Approval of proposals is based on the substance of the proposal including the soundness of the proposal, viability, and fit with the university and college mission. Proposals should be reviewed to determine whether resources as requested are appropriate and whether there are budgetary implications that have not been addressed. Are there over or under resource projections? Are more resources requested than required for the program? Are statements that no new resources are requested realistic?
 - Committee approval is not to be construed to mean approving the funding of the proposal. If desired, a comment about the priority of the program from the committee perspective can be made.
 - Proposals that require any new resources need to be approved (up to and including the curriculum committee) by end of fall semester in order to be

considered for funding for the following year. After approval at this level, the proposal is posted for university-wide review.

- After receiving undergraduate curriculum committee approval, course and program proposals are moved to the “Approved Proposals” on the curriculum website where it remains for review by faculty across the university for the required 15 working days.
- The college-level decision on a course or program proposal stands unless it is contested within 15 working days after positing. Challenges are to be made through the Department and then to the respective College Committee. Challenges to the proposal can be made by anyone within the University.
- If a proposal is contested and cannot be resolved between college committees, the University Committee on Academic Programs (CAPS) becomes involved. They are also involved in reviewing proposals that involve significant addition, deletion or modification of programs.
- The Dean’s signature is required subsequent to Curriculum Committee approval. All proposals approved by the college curriculum committee by the end of fall semester will be considered at the same time and priorities will be established and decisions about approval made with consideration to both merit and resource availability. Proposals requiring no new resources may be approved by the Dean at this time and forwarded to the Vice President for Academic Affairs office for final approval. The Dean may confer with other college groups as deemed useful to allow for a broader perspective in making decisions with budgetary implications. These groups might include, but are not limited to Curriculum Committee, Leadership council, or the Faculty Advisory Group, and members of the Academic Council.
- The Vice President for Academic Affairs may collaborate and confer with the College Deans as a group before making final decisions regarding approval of curriculum proposals that have budgetary implications. Proposals not funded (and thus not given full approval) in a given year may be kept in a “hold” status for consideration as funding becomes available. Program information will not be released for inclusion in the catalog until the funding has been approved.
- After the Vice President approves proposals they are forwarded for inclusion in the catalog for the following year.

UNIVERSITY LEVEL INVOLVEMENT IN THE CURRICULUM PROCESS

- The JMU Faculty Handbook 2005 (Section IV.C, Curriculum, pages 76-78) describes basic responsibility for Course and Program Review Procedures. It also includes Information about the Committee on Academic Programs (CAPS).

- The chairs of each of the College Curriculum committees meet informally with the Associate Vice President for Academic Affairs on a regular basis to facilitate the sharing of information, the standardization of curriculum procedures, and the catalog development process.
- The Committee on Academic Programs (CAPS) is a university committee that serves as the final faculty and administrative body to make recommendations to the president and board of visitors on curricular matters. It is involved in review of major program changes and in dealing with conflicts that cannot otherwise be resolved.

DEPARTMENTS/PROGRAM RESPONSIBILITY

- Program/department faculty, individually or collectively, develop ideas for potential program change. Departmental approval of proposals is secured through the department curriculum committee and/or department faculty as a whole in keeping with identified department procedures.
- Program and course proposals are developed and submitted to the undergraduate curriculum committee in keeping with college procedures. Departments are responsible to see that appropriate Course and/or Program Action Request forms are completed and submitted. The Associate Dean is available for consultation and guidance at any point in preparing curriculum proposals.
- Academic units are expected to have clearly defined internal processes for review and approval of both new and revised program and course proposals. There should be written policies and procedures identifying mechanisms for program and course change, procedures for designating persons to serve as program or departmental curriculum chair, and methods for determining members to serve on the College Undergraduate Curriculum Committee.
- Program/departmental policies and procedures should be clearly communicated to all members of an academic unit and all new faculty should be oriented to the curriculum process.
- A program and/or departmental curriculum chair is to be designated annually and the name submitted to the Dean's Office. Members to serve on the College Undergraduate Curriculum Committee are to be identified annually and the names submitted to the Dean's Office.

RESPONSIBILITIES OF THE COLLEGE CURRICULUM CHAIR:

- Maintain and communicate updated procedures to program unit heads and faculty within the college.

- Serve as a resource to faculty and unit heads in regard to proposal development and process.
- Serve as a liaison on curricular issues and processes between the college and other units within the university.
- Establish agenda for meetings of the curriculum committee.
- Annually keep a running account of proposals approved by the committee with the approval date and all budgetary implications (new funding, no funding, decrease in required resources, etc.).
- Communicate curricular activities and provide information about approved proposals to the Dean for consideration and decision.

FORMS FOR USE WHEN REQUESTING COURSE AND/OR PROGRAM ACTION

Templates of all forms can be accessed via the web site of the Registrar (Click on Academic Programs, Registrar Office, "For Faculty - Course Approval") <http://www.jmu.edu/registrar/Course%20Approval/index.html> or at <http://secureweb.jmu.edu/curric/>. The forms are available as Word documents and instructions are included. You may choose to download the form to your computer to complete the form. Please make sure that you have current versions of all forms.

Curriculum forms involve either course or program action. For each there is a standard form that is used in most instances. A brief form can be used for specific, limited course actions. There is also a form for use with interdisciplinary/multidisciplinary proposals and one for experimental course proposals. Each of these is described below.

Undergraduate Course Action Request – Standard Form

The standard form is used for course additions, course deletions, and any modifications that significantly change the content of a course. This includes substantive changes in the level of the course, the content of the course, or the manner by which it is taught. The standard form must be used for any proposals having any budgetary implications. Action(s) desired typically include one of the following:

- Delete course
- New course
- Modify subject Identifier
- Modify course number
- Modify course title
- Modify credit hours
- Modify catalog description
- Modify prerequisite(s)
- Modify grading option(s)

The standard form is moved to the Approved Proposals website after receiving college level approval for the 15 working day period for university level review and possible contest.

Undergraduate Course Action Request – Brief Form

The brief form is intended for changes that are necessary to keep the catalog accurate and current but do not represent substantive changes in the content of a course or the manner by which it is taught. It can be used for a modification that DOES NOT change the content or the level of the course. Action(s) desired typically include one of the following:

- Modify subject identifier
- Modify course number
- Modify course title
- Modify catalog description, modify prerequisite(s)
- Modify grading option(s)

Brief forms are posted for review but are NOT moved to the Approved Proposals for university level review and contest. The curriculum committee or the committee chair may, upon review of a brief form, indicate that a standard form is more appropriate and request that the proposal be resubmitted using that format.

Undergraduate Program Action Request – Standard Form

This standard form is used for programs that are offered by a single academic unit. Such programs may affect other academic units but would not be considered interdisciplinary or multidisciplinary. It is used for adding new programs, deleting programs, or modifying existing programs, the level of the course, the content of the course, or the manner by which it is taught. The standard form must be used for any proposals having any budgetary implications. Action(s) typically requested using this form include the following:

- New program
- Delete program
- Modify program name
- Modify program description
- Modify program requirements

Undergraduate Program Action Request – Interdisciplinary/Multidisciplinary Form

This form is used for programs that are multidisciplinary or interdisciplinary in nature. A course, major or program is deemed to be interdisciplinary if the faculty who will teach it are expected to be from more than one department or program. Action(s) typically requested using this form include the following:

- New program
- Delete program
- Modify program name
- Modify program description
- Modify program requirements

When the prospective teaching faculty belong to the same college, approval is required by each department, or program curriculum committee before submission to the college undergraduate curriculum committee for approval.

When the prospective teaching faculty belong to more than one college, the originator contacts the Associate VPAA who designates a proposal manager, from among the college C&I chairs, to guide the proposal through the approval process. Approval must be secured from each department, program and college undergraduate curriculum involved. The originator secures signature approval from each curriculum committee and unit head involved. No posting "as approved" occurs until each college undergraduate curriculum committee involved has approved the proposal. The proposal manager coordinates the process of securing college level approval.

Undergraduate Experimental Course Approval Form

Faculty proposing an experimental course should submit a course proposal for review, identifying the experimental course with an E designation. Experimental courses are approved for two years only. At the end of the experimental phase, the course proposal must be resubmitted and approved before permanent inclusion in the curriculum.

FORMS

The forms listed below are accessible by either of the following two web links (password protected, must use JMU username and e-mail password to gain access):

<http://www.jmu.edu/registrar/Course%20Approval/index.html>

<http://secureweb.jmu.edu/curric/>

Undergraduate Course Action Request – Standard Form

Undergraduate Course Action Request – Brief Form

Undergraduate Program Action Request – Standard Form

Undergraduate Program Action Request – Interdisciplinary/Multidisciplinary Form

Undergraduate Experimental Course Approval Form

Course Action Request Signature Pages

Program Action Request Signature Pages

Signature pages are to be completed and submitted with all course and program proposals.

Sharon E. Lovell
Associate Dean
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