College of Arts & Letters

Curriculum and Instruction Committee

Academic Year 2018-2019
# College of Arts & Letters
## Curriculum and Instruction Handbook
### 2018-2019

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Important Resource Information
Curriculum Development and Planning
Available Online

For an overview and information on curriculum processes throughout the university go to: https://www.jmu.edu/curriculum/index.shtml

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

For information on curriculum forms go to: https://www.jmu.edu/curriculum/process/proposal-forms.shtml

For self-help and frequently asked questions go to: https://www.jmu.edu/curriculum/faq.shtml
Overview of College Curriculum and Instruction Schedule
2018-2019

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 2019-2020 catalog.

All standard proposals (program changes, significant course modifications, and new course proposals) that pass and are approved by Monday, January 24, 2018 should be assured of making the 2019-2020 catalog. This allows a 3-week all-university posting period, as all program changes, new courses, and significant changes to courses are required to be posted such that any faculty member or student at the university may review and comment. All additional minor course modifications proposals that are approved as of the February 14th meeting should also make the 2019-2020 catalog.

Program and course proposals will be created, reviewed and approved entirely in the Curriculog system, available the online curriculum system (called “Online Curriculum Review” in this document). To use the system, visit https://jmu.curriculog.com/. 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. If you are interested in scheduling a training session for your academic unit or college, please contact Kimberly McGivern at mcgiverkm@jmu.edu.

Proposal forms can be found here: https://www.jmu.edu/curriculum/process/proposal-forms.shtml

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

All program proposals and new course proposals] that fail to make the posting deadline of Monday, December 3rd will be approved for the 2020-2021 catalog.

All course modifications that fail to make the posting deadline of Monday, February 4th for the February 14th meeting, and thus are taken up in subsequent meetings, will be approved for the 2020-2021 catalog.

These deadlines are firm.
College of Arts and Letters  
Curriculum and Instruction Committee  
2018 - 2019 Schedule

Organizational Meeting: Thursday, 9/6/17 at 8:00 am in Harrison 1131.  
All meetings will be held in Harrison 1131.

<table>
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<tr>
<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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<tbody>
<tr>
<td>Mon. 9/10 at 5 p.m.</td>
<td>Tues. 9/18 at noon</td>
<td>Thurs. 9/20 at 8 a.m.</td>
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<tr>
<td>Mon. 9/24 at 5 p.m.</td>
<td>Tues. 10/2 at noon</td>
<td>Thurs. 10/4 at 8 a.m.</td>
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<td>Mon. 10/8 at 5 p.m.</td>
<td>Tues. 10/16 at noon</td>
<td>Thurs. 10/18 at 8 a.m.</td>
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<td>Mon. 10/22 at 5 p.m.</td>
<td>Tues. 10/30 at noon</td>
<td>Thurs. 11/1 at 8 a.m.</td>
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<td><strong>Mon. 11/5 at 5 p.m.</strong></td>
<td>Tues. 11/13 at noon</td>
<td>Thurs. 11/15 at 8 a.m.</td>
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<tr>
<td>Mon. 11/19 at 5 p.m.</td>
<td>Tues. 11/27 at noon</td>
<td>Thurs. 11/29 at 8 a.m.</td>
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<td><strong>Mon. 12/3 at 5 p.m.</strong></td>
<td>Tues. 1/8 at noon</td>
<td>Thurs. 1/10 at 8 a.m.</td>
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1The posting deadline for newly proposed courses to be offered Fall 2019 for priority entry into e-campus.  
2If the agenda posted on November 5 is particularly large, the voting deadline and subsequent meeting may be rescheduled to allow the committee adequate time to review the materials posted.  
3The last posting deadline for newly proposed courses and program changes to be included in the 2019-2020 catalog is Monday, December 3rd at 5:00 pm. The College C & I Chair will schedule a cycle of review for all proposals posted as of December 3rd - three consecutive meetings scheduled in January will be used for this purpose.

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<tr>
<th>Posting Deadline</th>
<th>Vote Deadline</th>
<th>Meeting Date</th>
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<tr>
<td>Mon. 1/21 at 5 p.m.</td>
<td>Tues. 1/29 at noon</td>
<td>Thurs. 1/31 at 8 a.m.</td>
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<tr>
<td><strong>Mon. 2/4 at 5 p.m.</strong></td>
<td>Tues. 2/12 at noon</td>
<td>Thurs. 2/14 at 8 a.m.</td>
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4The Last posting deadline for minor course changes to be included in the 2019-2020 catalog is Monday, February 4th.

Regular schedule of meetings continues. All postings approved from this date forward are for the 2020-2021 catalog.

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<th>Posting Deadline</th>
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<th>Meeting Date</th>
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<tr>
<td>Mon. 2/18 at 5 p.m.</td>
<td>Tues. 2/26 at noon</td>
<td>Thurs. 2/28 at 8 a.m.</td>
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<tr>
<td><strong>Mon. 3/11 at 5 p.m.</strong></td>
<td>Tues. 3/19 at noon</td>
<td>Thurs. 3/21 at 8 a.m.</td>
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5Last posting deadline to complete the university curriculum review cycle during the 2018-2019 academic year is Monday, March 11th. Approved changes at this meeting will be in the 2020-2021 catalog.

Meetings after March 21st are not planned. Actions after the March 11th posting deadline may be posted to the curriculum web site. Such actions will be considered at College C & I meetings in the Fall of 2019.
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 3rd 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 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. Work with Kimberly McGivern for posting proposals for college and university level review.
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.8ylnRFz1.gaWfU3QL.dpuf
**College-Level Interdisciplinary Course/Program Approval**

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.
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.)

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).

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, they will vote on Curriculog in favor of the proposal on behalf of their academic unit.
   b. If a committee member has a question or concern, they 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 (using “reply all” to the agenda email).
   c. If the committee member is satisfied as a result of the discussion, and has no further objection, they will vote to approve in Curriculog.
   d. If the committee member’s objection or concern is not satisfied, they should send an email to the entire committee stating the objection.
   e. A committee member with an objection may request that the proposal in question be considered at a meeting rather than being voted on in Curriculog. 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 online voting on the proposal has been suspended. Discussion of the proposal and voting will take place at the meeting.

4. On the Tuesday of the week of a regular meeting, the chair will determine, based on the votes cast, whether or not a meeting is necessary.
   a. If no objections have been raised and votes indicate approval to the level of more than 50 percent 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 percent 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 to respond to questions.

5. 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.
6. 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.

7. 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.

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

   All proposals posted to Curriculog by Monday, September 12th will be considered at the September 22nd meeting. Committee members will receive an e-mail on September 13th listing the items to review. 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 19th. The deadline for voting is noon on Tuesday, September 20th. In the afternoon on Tuesday, September 20th committee members will receive notification of the status of the September 22nd meeting.

   Subsequent meetings will follow the same timeline.

9. Monday, December 3rd is the last long form posting deadline for the 2019-2020 Undergraduate Catalog.