

## Steps for Inputting Proposals for Modifying Cross-Disciplinary Programs in Curriculog

Program Director identifies a change needed to a cross-disciplinary program (major or minor). The Program Director should discuss the desired change with the academic unit head(s) (AUHs) from all academic areas affected **before** the proposal is started. (Discussion may also occur with faculty teaching the affected courses, but conversation must primarily occur with the AUHs).

Note: If the desired program is a NEW program, please follow the steps/flow chart for a new program proposal.



The proposer (e.g., Program Director or their designee) contacts the Curriculog staff at [curric@jmu.edu](mailto:curric@jmu.edu) for assistance before starting the proposal. This ensures the appropriate approvers are selected and speeds the approval process.



The proposer completes the proposal with help from the Curriculog staff. As part of the completion process, select the following approving units:

- 1) the cross-disciplinary program and the proposer's academic unit
- 2) all academic units and General Education clusters associated with all courses that are being added, deleted or modified in the current proposal. (If a course is included in the overall program, but not being changed in any way, the corresponding unit does not need to be included as an approver).

**Do not** select the college as an approving academic unit. The college should only be selected for course prefixes programmed at the college level (e.g., ARTS, COB, CISE, CSM). For interdisciplinary programs, the college approvers will automatically populate when the programs are selected.

The following approval steps will **automatically populate** when the correct approving academic units are selected.

### Academic Unit C&I Chair

The General Education Cluster Coordinators and cross-disciplinary minor coordinators also approve on this step. If there are two cross-disciplinary coordinators, the other coordinator will appear on the AUH step.

Academic Unit C&I Chair

Participants

- Sarah Brooks | 11/5/2021 10:18 AM | Cluster One Coordinator
- Kathryn Hobson | 11/4/2021 10:34 AM | Minor Co-coordinator
- Cathryn Molloy | 11/6/2021 1:30 PM | Academic Unit C&I Chair for Deleted Course

[Step Details](#)



### Academic Unit Head:

The AUH(s) and cross-disciplinary minor co-coordinator will appear on this step.

Academic Unit Head

Participants

- Mollie Godfrey | 11/16/2021 12:11 AM | Minor Co-coordinator
- Michael Smith | Academic Unit Head for Deleted Course



### College C&I Chair:

The college C&I chair committee(s) and, if relevant, General Education Council chair will appear on this step.

College C&I Chair

Participants

General Education Council

- Raymond Hyser \* | General Education

College of Arts and Letters C&I Committee

- Jessica Adolino \* | College of Arts and Letters



### College Dean:

The college deans, and if relevant, Senior Associate Vice Provost for Academic Programs and Equity (i.e. General Education approval) will appear on this step.

College Dean

Participants

- Robert Aguirre | College of Arts and Letters
- Margaret Mulrooney | General Education