

Curriculum Committee 2014–2015
Tips and Pointers for a Smooth Curricular Process: Courses

Greetings! The Curriculum Committee looks forward to receiving your proposals for new and revised programs and courses. Realizing that the process is not always intuitive, we have put together this sheet with some tips for a smoother experience. If anything is unclear, if you have questions not addressed here, or if you would like guidance on any aspect of the process, feel free to reach out to any member of the Curriculum Committee: Jared Barton, Blake Gillespie, Karen Jensen, Alison Perchuk, Monica Pereira, and Jennifer Perry. For GE questions, contact Geoff Buhl. For questions regarding transfer students and articulation, contact Janet Rizzoli. For administrative, records-keeping, and other practical matters, contact Rosa Rodriguez.

Deadlines: **October 1** for new degree programs, including majors, minors, certificates, and graduate programs. **October 15** for modifications to existing degree programs, for new or revised courses, and for course reactivation/inactivation.

Resources: The Curriculum Committee is making available on its website, <http://senate.csuci.edu/comm/curriculum/index.htm>, resources to aid you in developing and writing course and program proposals and modifications. These will include current forms, links to CSU and CSUCI resources, copies of relevant Senate Policies, this list of tips, completed sample forms, and Camtasia videos providing step-by-step guidance to completing forms successfully.

General Education: If you are submitting paperwork pertaining to a course that currently has or for which you are requesting GE status, you must route the paperwork through the GE committee's submission website. This holds true even if you are not making any changes to the GE components of the course. (You might consider taking this opportunity to add one or more GE learning outcomes to your course; see the GE website for details.)

Completeness: Successful Curriculum Committee review is dependent on submissions that are complete and well prepared. Forms that are incomplete or contain an inordinate number of typographical, grammatical, or spelling errors simply cannot be processed efficiently and will be returned to the proposer for completion and correction prior to committee review.

Important components of course forms include:

1. **Course Changes:** We use this to guide review; please make sure that all applicable boxes are checked and provide a brief justification for all changes.
2. **Course Information:** Please check all boxes and complete all text areas. The most important area is the catalog description, as this text will be published verbatim in the course catalog. (See below for additional guidance.)
3. **Mode of Instruction:** These classifications are set by the CSU and have implications for classroom space and resource allocation. Please consult "CSU Course Classifications," on the Curriculum Committee website.
4. **Course Attributes:** If your course has a GE notation, please mark these notations but also submit through GE. For service learning courses, please attach approval from the CCE. If your course is always offered on line, check the relevant box.
5. **Justification and Requirements for Course:** This section is internal, explaining how the course fits within a Program and the University. Please take as your audience colleagues from outside your discipline.

6. **Student Learning Outcomes:** The committee reviews this section closely (as do WASC and program review). Effective learning outcomes are specific, measurable, and align with program and/or GE outcomes as appropriate. SLOs are written for both faculty and students, and must per CSU policy be included in syllabi. (See below for additional guidance.)
7. **Course Content in Outline Form:** Please check all boxes and complete all text areas. This section is internal, but it is also where faculty teaching this course will look for guidance as they build syllabi. Please be specific enough to provide this guidance, while also allowing for academic freedom.
8. **Cross-listed Courses:** Please be sure that you have consulted with other Programs prior to proposing cross-listings.
9. **References:** References can be possible textbooks or course readings, or texts important to your formulation of the course. If a reference is more than 10 years old, please add a sentence explaining its relevance; this will help committee members from other fields.
10. **Tenure-Track Faculty Qualified to Teach this Course:** Please identify at least one tenure-track faculty member. If no tenure-track faculty is available, please explain.
11. **Requested Effective Date:** Typically this will be the next fall term.
12. **New Resources Requested:** Please check all boxes and complete all text areas. This area is internal, but can affect resource allocation. (See below.)
13. **Program Modification?** Please check appropriate box. If this course will affect a degree, credential, certificate, minor, etc., you must submit the relevant program update or program modification form during the same curricular cycle. This holds true even if your course will simply be an elective within a major or minor.
14. **Name of Proposer:** Please be sure to put the proposer's name on the form; this is the person whom Curriculum Committee will contact with any questions or needed revisions and resubmissions.

Catalog Description: This is what our students will see! Please be clear, grammatical, and concise. Short, active descriptions written with students in mind are most effective. Unfortunately, PeopleSoft cannot handle question marks or other symbols in course descriptions.

Learning Outcomes: These should be 4 to 8 measurable outcomes that you anticipate for students who successfully complete your course; specificity helps. If your course is part of the GE program, please build in 1 to 3 appropriate GE outcomes. Please consult your program learning outcomes as you write course outcomes, both for alignment and also because you may find outcomes prewritten for you. Suggestions for measurable verbs can be found in the excerpt from Bloom's Taxonomy on the Curriculum Committee website.

Resources: If your course or program will require resources, please be honest about it. Will you need additional library holdings? A specific piece of equipment or software? A new digital subscription? The Curriculum Committee will not reject a course or program proposal on the basis of resource requirements.

Questions? Please contact the Committee Co-Chairs, Blake Gillespie and Alison Perchuk, or the Committee's administrative support, Rosa Rodriguez.

Note for New Faculty: A committee member will be happy to sit down with first-year faculty, or first-time submitters, to walk you through the relevant forms and processes.