

Division Curriculum Procedures

Faculty members may wish to propose revising the curriculum – such as by creating a new course, adding an existing course to the General Education Core, modifying a degree requirement or prerequisite, etc. If so, the general steps to follow are as follows.

- Ideas for curriculum changes first should be discussed among faculty members in the relevant program(s). Unanimous consent among program members is not required, but the discussion should identify any concerns that may exist.
- Next, proposals should be emailed to the Division Chair, who will forward them to the Division's Curriculum Review Committee for examination. That body includes a representative from each program, the Division's representative on the campus Curriculum Committee, and the Division Chair. The committee may request that proposal authors provide clarification and/or make revisions. Committee discussions of proposals may take place via email or face-to-face, as determined by the members of the committee.
 - Curriculum changes intended to appear in the next year's catalog should be submitted to the Chair at least 30 days prior to the deadline set by the Registrar's Office for such proposals, in order to allow for sufficient time to review. Exceptions can be made at the discretion of the Division Chair.
- After consideration by the Curriculum Review Committee, proposals go to the full Division for review and vote. Votes may be taken via email or at a Division meeting, at the discretion of the Division Chair. Face-to-face discussion and voting is preferable, however, especially for complex and/or controversial proposals. Proxy votes are allowed for faculty members unable to attend a meeting at which a proposal is being considered.
 - If a proposal is to be discussed at a Division meeting, proposals are to be forwarded to the faculty members at least three business days in advance of the meeting.
- If approved by the Division, proposals should be entered by the Division Chair or designee(s) into the online submission system for review by the relevant Dean and the campus Curriculum Committee.