

Course Proposal FAQ's:

1) What is the course approval process?

The accompanying flowchart (see Figure 1, below) provides an overview of the most common pathways by which the College's curriculum is expanded or modified. Briefly, the process begins with the faculty member and ends in Registrar's Office with the new or modified course being entered into Banner. The precise route taken by the proposal between these endpoints depends critically on the nature of the proposal, and the flowchart tracks several of the options from start to finish. The most common route is that for a new course and runs from the faculty member → Discipline → Department → Curriculum Committee → Provost → Registrar. If you cannot easily identify a pathway suitable to what you wish to propose as a curricular revision or have any questions about the nature and content of the flowchart itself, please contact your Curriculum Committee faculty representative or the Associate Dean for further assistance.

2) What has to be reviewed by the Curriculum Committee?

After receiving the appropriate approvals at discipline/CWP/department levels, all New Course Proposals, all second-time offerings of Topics Courses, and all major Course Changes must be reviewed by the Curriculum Committee. In addition, all requests to designate a course as satisfying the CASL Diversity Requirement must be reviewed by the Committee. The Curriculum Committee also reviews and makes recommendations to the CASL Executive Committee on all First-Year Seminar courses, all new program proposals, all proposed major changes to existing programs, and any other curriculum-related matters deemed appropriate by Executive Committee.

3) What can be approved by the Chair of the Committee on its behalf?

The Chair can approve minor course changes (e.g., small modifications to course titles and descriptions, number of credit hours, course type, repeat status, cross-listings, registration restrictions, etc.), and requests for course deactivations.

4) How often does the Committee meet during a term?

Starting in Fall 2008, the Committee will schedule meetings for the 2nd and 4th Mondays of each month at 3:00 PM. Meetings may be cancelled if there is no business for the Committee to consider.

5) Is there a submission deadline for Course Proposals?

The Provost has established that all new course proposals must complete the approval process at least six months prior to the term of first offering. To meet this timeline, the proposal review process must begin at least eight to ten weeks earlier in order to ensure that all required approvals up to and including that of the Provost have been secured by the deadline.

The typical consequence for missing the deadline is that a course may not be approved in time for the printed schedule for the term in which it will be offered. Please remember that no course can be entered into the schedule without approval. If a proposal is very late relative to the decision-making timeline, its first offering may have to be postponed.

6) When should I use a New Course Proposal Form?

This form is used for all courses being proposed for permanent addition to the College's curriculum for the first time. This would apply when establishing a new course in a discipline or program or when creating a new "shell" course (for example, URS 390) under which future topics courses will be offered. (Specific topics courses themselves would be proposed as changes to the existing shell; see Question 8. below for more.)

7) How do I select a course number for my new course?

The CASL Procedures (see the link on the Curriculum Committee webpage) provide broad guidelines for the assignment of course numbers, but within the ranges specified, the faculty member has some latitude in picking the precise number for the course. Care must be taken to avoid duplicating numbers that have already been assigned to approved courses, however. There are several ways to establish whether a particular course number has been used previously: (1) The existing list of courses for a given course code (e.g., COMP, HIST, or CHEM) can be checked by department staff using ImageNow. (2) The staff support person for the Curriculum Committee may be contacted for assistance using the e-mail link on the Curriculum Committee webpage. Or, (3) Associate Registrar Bill Romej may be contacted by phone (3-5689) or e-mail (bromej@umd.umich.edu) and asked for the information. In most cases, new course numbers should be limited to three digits, although four digits may be needed in certain discipline/program codes where suitable three-digit numbers have been exhausted.

8) When should I use a Course Change Form?

This form is used when making changes (e.g., title, description, credit hours, course type, repeat status, cross-listing, fees, registration restrictions, etc) to pre-existing courses. It is also used for topics courses to change the term of offering if the title/topic is the same, or to create a new topics course under a pre-existing 390, 490, or 590 shell. For all topics courses, a completed Supporting Statement

and Rationale Page, plus a draft of the course syllabus, must be included with the properly prepared change form. As indicated on the Rationale Page, for second offerings of a topics course, the proposal must include an evaluation of the success of the prior offering by the department/program with relevant supporting documentation provided.

9) How many times can I offer a particular topics course?

A given topic can be offered twice under an existing shell course within five years. Usually, after a second successful offering, the course will be proposed as a new course for permanent addition to the CASL curriculum. Those occurring more than five years after the first offering will be treated as if they were an initial offering.

10) Where do I get the required forms?

All the most up-to-date forms needed for creating, modifying, and/or deactivating courses may be downloaded from the Curriculum Committee website. Also available are forms for requesting approval of courses to satisfy the CASL Diversity Requirement.

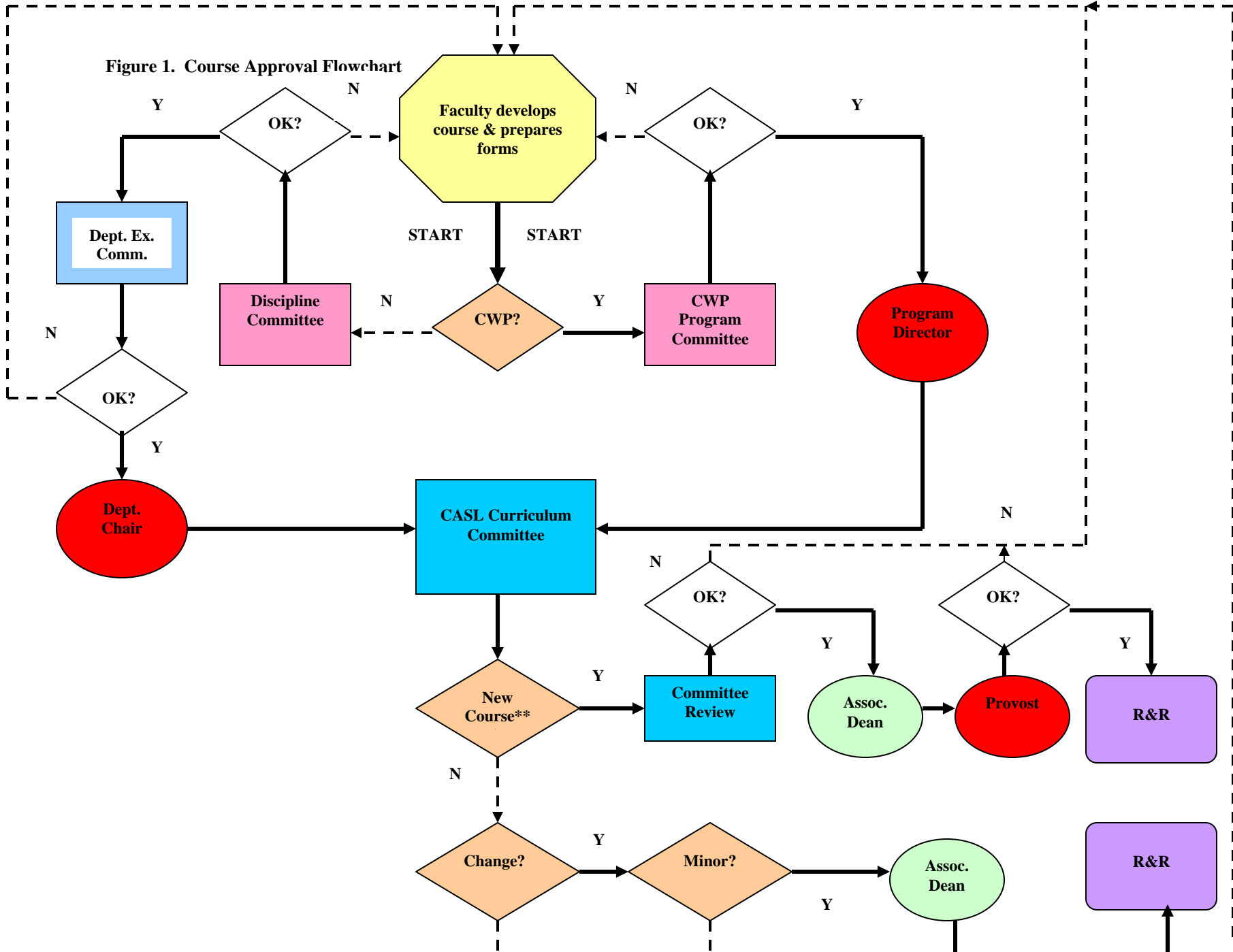
11) Who fills out the forms?

The faculty member who is responsible for developing or modifying the course is also responsible for completing the course proposal forms. Of course, your colleagues, Department Administrative Specialist, CC Rep, the Associate Dean, and/or the CC staff support person can all provide advice and assistance in this process. If the course is to be offered for a CWP, your colleagues in the Program, the Program Director and CWP staff support, and your CWP CC rep are also available to advise and assist you.

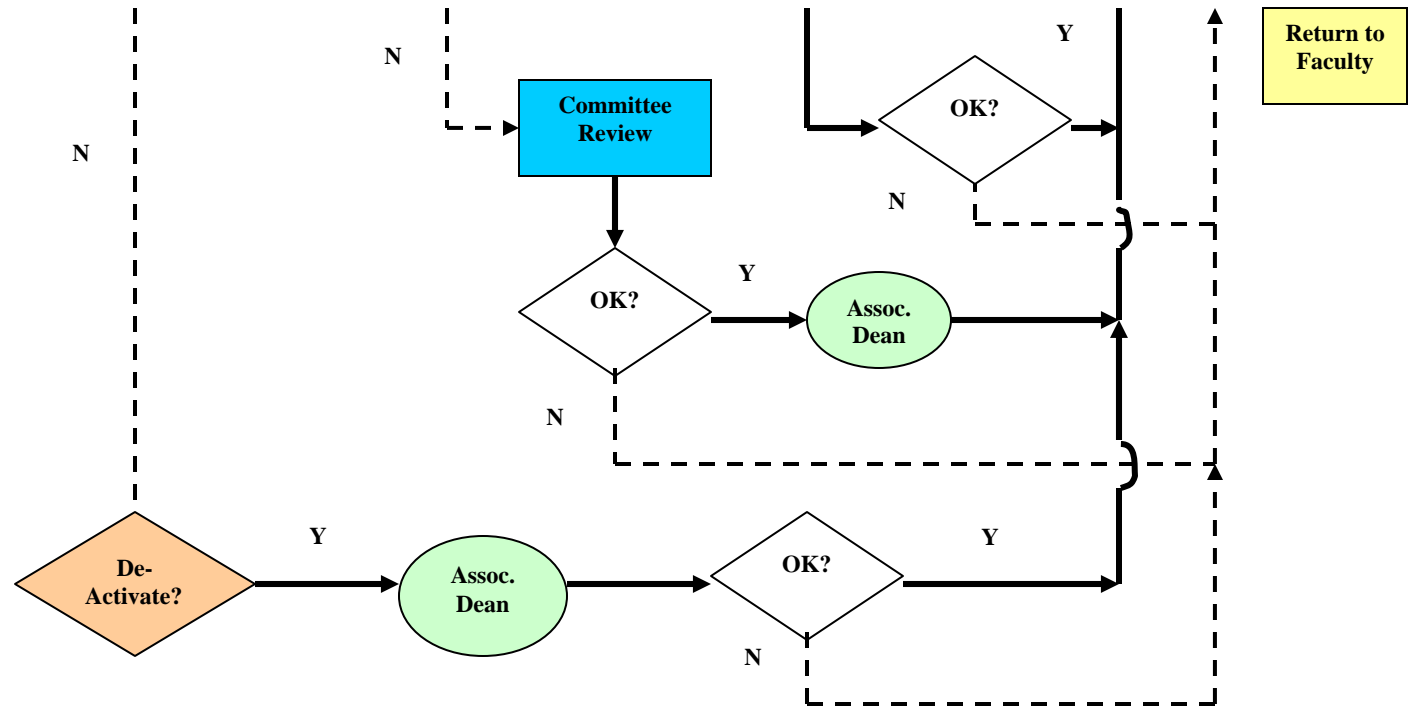
12) What do I do if I want a course to be cross-listed in another discipline or program?

Each cross-listing must have its own unique set of forms and must be reviewed and endorsed by the appropriate discipline/department/CWP before being submitted to the Curriculum Committee. In particular, responses to all questions included on the Rationale Page should reflect the specific circumstances of the cross-listing unit and explicitly address the relationship of the course to the needs and goals of that unit. Simply repeating the information contained on the originating department's/program's form is not acceptable when preparing the cross-listings form(s). Additional lead-time should be allotted for the completion of the approval process when cross-listings are included to accommodate the extra complexity of preparing and circulating the necessary forms.

Figure 1. Course Approval Flowchart



- College-wide Programs (CWPs):**
- African-African American Studies
 - American Studies
 - Arab-American Studies
 - Criminal Justice Studies
 - General Studies
 - International Studies
 - Law and Society
 - Liberal Studies
 - Medieval and Renaissance Studies
 - Religious Studies
 - Science and Technology Studies
 - Women's and Gender Studies



** New Courses include 1st offering of Topics Courses. Topics courses are approved for two offerings within five years. After the second offering or after five years have expired from its initial approval, a Topics Course is treated as a “new course” to be authorized again as a Topics Course or made into a Permanent Course.