

Procedure for College of Liberal Arts and Sciences Curriculum Changes

2011-2012 version

A. Department level

1. Obtain a **yellow** Curriculum Proposal Cover Sheet from your department secretary.
2. Check appropriate Action Items (Table 1).
3. Produce the required supplementary documentation (Table 3).
4. Get approval of your department for the changes (department vote).
5. Obtain an LAS-CC Identification Number from the LAS-CC Secretary Julie Fiorini *by email* (fiorini@kutztown.edu). Please indicate this is LASCC business in the subject line.
You must indicate the following in your email request to the LAS-CC Secretary:
 - exact title of your proposal
 - point of contact with their email address and/or phone number
 - type of proposal (e.g., new course, change in syllabus, etc.)
6. Neatly type or write your LAS-CC Identification Number in ink in the appropriate box on your yellow Curriculum Proposal Cover Sheet.
7. Make **three original yellow Curriculum Proposal Cover Sheets**, each with an **original signature** by your department head in blue ink¹, plus three copies of the accompanying supplementary documentation - together, these constitute your "THREE ORIGINALS."
8. Make **nineteen (19) copies** of the **yellow** Curriculum Proposal Cover Sheet on **yellow** paper using one of your originals, plus 19 copies of any additional supplementary documentation on white paper. These 19 copies constitute your "LAS-CC COPIES."
9. Deliver the THREE ORIGINALS plus 19 LAS-CC COPIES to the **LAS Dean's Office** (Graduate Center 206) by the appropriate deadline indicated in the schedule. Using **blue** ink will help demonstrate they are originals and not photocopies.

B. College of Liberal Arts and Sciences (LAS) level

IMPORTANT NOTE: The following types of proposals are special in that they require LAS Identification Numbers, but should be sent directly to the UCC and not to the LAS-CC (*please send one courtesy copy to LAS-CC*):

- One-time only classes
- Selected topics (if the department already has a general selected topics course on the books)
- **Distance Education (Online)**

All other proposals must proceed according to the following protocol.

10. Your department representative, accompanied by optional backup faculty, will present your proposal during the meeting following your submittal date.
 - A) If your proposal passes with no corrections or amendments then:
 - i. The LAS-CC Chairperson will sign your THREE ORIGINALS in the presence of your department representative **immediately following the LAS-CC meeting**.
 - ii. You must then make **eighteen (18) new copies** using one of your THREE ORIGINALS (containing the LAS-CC Chair's signature) for the University Curriculum Committee (U-CC) - these 18 copies constitute your "U-CC COPIES."
 - iii. Submit your THREE ORIGINALS and your 18 "U-CC COPIES" to the University-CC Secretary (Bethany French, Provost Office, 309 Stratton Administration Center, french@kutztown.edu) by the deadline indicated in the schedule.
 - B) If your proposal passes, pending minor changes or amendments, then:
 - i. Make the recommended changes.
 - ii. If the recommended changes require modification of your Curriculum Proposal Cover Sheet, then make three new originals with signatures from your Department Chair.

- iii. Make eighteen (18) new copies using one of your THREE ORIGINALS for the University Curriculum Committee (U-CC) - these 18 copies constitute your "U-CC COPIES."
- iv. Submit your THREE ORIGINALS and your 18 U-CC COPIES to the University-CC Secretary (Bethany French, Provost Office, 309 Stratton Administration Center, french@kutztown.edu) by the deadline indicated in the schedule.

C) If your proposal does not pass or requires major changes or amendments, then keep your chin up and please begin the process again starting at step 1.

Note: Because incomplete packages will be rejected by the U-CC, they will not be processed by the LAS-CC.

C. University (U-CC) level

11. It is your responsibility to make sure your proposal(s) and all copies are at the U-CC office for the next meeting. You can verify this by calling Bethany French (3-1312), Provost Office, 309 Stratton Administration Center, french@kutztown.edu. It is important that you or someone from your department represent your proposal(s) at the U-CC. The U-CC generally meets the fourth Thursday of each month. Schedules were sent to each department chair.

Once again,

IMPORTANT NOTE: It is the responsibility of your representative to make copies, get department approval, and provide the appropriate materials by the designated deadlines. The LAS-CC Dean's office is merely a drop-off site and coordinator working with the LAS-CC Chairperson.

Please note the time between approval in LAS-CC and the UCC deadline is very short (usually two days after the LAS-CC meeting, so act expeditiously!

Updated 4/8/11 Julie Fiorini