



Curriculum Procedure Guide – September 2005 version 1
Procedure for the College of Visual and Performing Arts Curriculum Proposals

Please also refer to the link: http://www.kutztown.edu/committees/ucc/mech_pro.html

A. Department level

1. Obtain a white 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 VPA-CC Identification Number from the VPA-CC Secretary by email, indicating to the VPA-CC Secretary the exact title of your proposal. Neatly write your CVPA-CC Identification. Number in ink the appropriate box on your white Curriculum Proposal Cover Sheet.
6. Make three original white Curriculum Proposal Cover Sheets, each with an original signature by your department head in blue ink, plus three copies of the accompanying supplementary documentation – together, these constitute your “THREE ORIGINALS.”
7. Make twenty-three (23) of the white Curriculum Proposal Cover Sheet on white paper using one of your originals, plus 23 copies of any additional supplementary documentation on white paper. These 23 copies constitute your “CVPA-CC COPIES.”
8. Deliver the THREE ORIGINALS plus 23 CVPA-CC COPIES to the CVPA Curriculum Committee Secretary, Dean’s office, CVPA) by the appropriate deadline.

B. College Visual and Performing Arts (CVPA) level

IMPORTANT NOTE: The following types of proposals are special in that they require CVPA Identification Numbers, but should be sent directly to the UCC and not to the CVPA-CC. One copy should be forwarded to the CVPA CCC Secretary for record keeping.

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

All other proposals must proceed according to the following protocol.

Using blue ink will help demonstrate they are originals and not photocopies.

Procedure for CVPA Curriculum Changes

9. 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 CVPA-CC Chairperson will sign your THREE ORIGINALS in the presence of your department representative immediately following the CVPA-CC meeting.
 - ii) The three signed original proposals and 17 copies will be forwarded to the UCC secretary for the next UCC meeting.
 - 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 seventeen (17) copies using one of your THREE ORIGINALS for the University Curriculum Committee (U-CC) – these 17 copies constitute your “U-CC COPIES.”
 - iv) Submit your THREE ORIGINALS and your 17 U-CC COPIES to the University-CC Secretary, College of Graduate Studies, Old Main 110) by the deadline.
 - C) If your proposal does not pass or require 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 CVPA-CCC

C. University (UCC) level

10.If changes were required from the CCC level, it is your responsibility to make sure your proposal(s) and all copies are at the UCC office for the next meeting. It is important that you or someone from your department represent your proposal(s) at the UCC meeting. **The UCC generally meets the fourth Thursday of each month.** Schedules will be sent to all College faculty and staff when the UCC determines dates for the 2005/2006 year.

*New courses need to be approved by UCC by March 1 for the Fall term and by October 1 for the Spring term. New program and program versions are effective the corresponding semester of the following academic year after they are passed by the UCC. The UCC has the right to grant exceptions in unique circumstances.