

# Kutztown University Curriculum Proposal Cover Sheet

<b>Title:</b>	<b>College Curriculum Committee Number:</b>
<b>Contact Person:</b> <b>Contact Info:</b>	

Table 1: Action Items (please check all that apply)	Documents (see Table 3)
<input type="checkbox"/> a. Course: <input type="checkbox"/> New Course <input type="checkbox"/> Replaces another course <input type="checkbox"/> Linked for repeat purposes	2, 4, 8
<input type="checkbox"/> b. Course: <input type="checkbox"/> Selected Topics course <input type="checkbox"/> One-Time-Only course	2, 3
<input type="checkbox"/> c. Course: Request for use in General Education under category <input type="checkbox"/> First Year Seminar <input type="checkbox"/> A.1 <input type="checkbox"/> A.2 <input type="checkbox"/> A.3 <input type="checkbox"/> A.4 <input type="checkbox"/> B. <input type="checkbox"/> C.1. <input type="checkbox"/> C.2. <input type="checkbox"/> D.	3
<input type="checkbox"/> d. Course: Change in <input type="checkbox"/> number <input type="checkbox"/> title	3, 4, 8, 10
<input type="checkbox"/> e. Course: Change in <input type="checkbox"/> prefix <input type="checkbox"/> addition of cross-listing <input type="checkbox"/> deletion of cross-listing	4, 8
<input type="checkbox"/> f. Course: Change in <input type="checkbox"/> description <input type="checkbox"/> objectives <input type="checkbox"/> resources	1, 2, 8, 10
<input type="checkbox"/> g. Course: Change in <input type="checkbox"/> outline <input type="checkbox"/> assessment	1, 2, 8, 10
<input type="checkbox"/> h. Course: Change in <input type="checkbox"/> credit hours <input type="checkbox"/> clock hours <input type="checkbox"/> repeated for credit <input type="checkbox"/> grading pass/fail	2, 4, 8
<input type="checkbox"/> i. Course: Change in <input type="checkbox"/> prerequisites <input type="checkbox"/> co-requisites	3, 8, 10
<input type="checkbox"/> j. Course: Change in status <input type="checkbox"/> archive <input type="checkbox"/> retrieve from archive	3, 10
<input type="checkbox"/> k. Policy: <input type="checkbox"/> New policy <input type="checkbox"/> Change in policy	4
<input type="checkbox"/> l. Program: New program <input type="checkbox"/> Graduate <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration/Track <input type="checkbox"/> Certificate <input type="checkbox"/> Certification	4, 6, 8, 9
<input type="checkbox"/> m. Program: <input type="checkbox"/> Change in title	3, 8, 9
<input type="checkbox"/> n. Program: Change in requirements <input type="checkbox"/> General Education <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration/Track <input type="checkbox"/> Concomitant <input type="checkbox"/> Certification <input type="checkbox"/> Certificate <input type="checkbox"/> Graduate	4, 5, 6, 8, 9
<input type="checkbox"/> o. Program: <input type="checkbox"/> Change in credit hours	4, 5, 6, 8, 9
<input type="checkbox"/> p. Program: <input type="checkbox"/> Change in degree designation	4, 5, 6
<input type="checkbox"/> q. Program: <input type="checkbox"/> Change in certificate	4, 5, 6
<input type="checkbox"/> r. Program: <input type="checkbox"/> Change in status <input type="checkbox"/> place in moratorium <input type="checkbox"/> retrieve from moratorium	4

Table 2: Approval Sequence	Date Approved	Date Rejected	Chair's Signature
A. Initiating Department:			
B. Interdisciplinary Program Committee (if required—see back)			
C. Honors Committee (if required—see back)			
D. College Curriculum Committee			
E. General Education Committee (if required)			
F. University Curriculum Committee			
G. University President			

Table 3: Documents (attach this cover sheet to the specified documents from the following list)			
1. Old syllabus	4. Full descriptive rationale	7. Descriptive memo	10. Collaborating department(s) approval (if relevant)
2. New syllabus	5. Old program check sheet	8. Assessment memo	
3. Summary of request	6. New program check sheet	9. 8-Semester course plan	

Table 4: Effective Date
Session: <input type="checkbox"/> Fall, <input type="checkbox"/> Winter, <input type="checkbox"/> Spring, <input type="checkbox"/> Summer I, <input type="checkbox"/> Summer II
Year

## Instructions for Completing the Curriculum Proposal Cover Sheet

Title/Name	<p>If the proposal is for new course, policy, or program, this is the name it is <i>to be</i> called.</p> <p>If the proposal is for a change in name, use the <i>new</i> name.</p> <p>If the proposal is for a change to an existing course, policy, or program, use the <i>current</i> name.</p>
Contact Person/Phone	<p>This is the person to be contacted if any of the approving bodies have any questions.</p>
Identification Number	<p>This is a 3-letter, 5-number designation assigned by the chair of the College Curriculum Committee or the chair of the Interdisciplinary Program Committee for tracking purposes (e.g., LAS 08013).</p>
Table 1: Action Items	<p>Check as many boxes as are appropriate for the proposal.</p>
Table 2: Approval Sequence	<p>This list is an abbreviated version of the “Routing Procedures” for curriculum proposals, as fully detailed in the UCC’s Bylaws.</p> <ul style="list-style-type: none"> <li>A. Initiating Department: required of all course and program proposals.</li> <li>B. Interdisciplinary Program Committee: required only if the proposal impacts an interdisciplinary program (e.g., Women’s Studies).</li> <li>C. Honors Committee: required only if the proposal impacts the Honors Program (e.g., the course has an HON prefix).</li> <li>D. College Curriculum Committee: required of all course and program proposals, both undergraduate and graduate.</li> <li>E. General Education Committee: required only if the proposal impacts General Education.</li> <li>F. University Curriculum Committee: required for all proposals.</li> <li>G. University President: required for all proposals.</li> </ul> <p>If you are not sure exactly which approvals are necessary, contact your representative to the UCC. It is generally the responsibility of the contact person to obtain the approvals of all appropriate bodies.</p>
Routing notes	<p>Selected Topics course, One-Time Only course, and requests for Distance Education are sent directly to UCC after approval at the department level.</p> <p>If this proposal impacts other courses/programs, then consult with other departments <i>prior</i> to submission of the proposal to your College Curriculum Committee. Course with more than one prefix must be approved by all involved colleges.</p>
Table 3: Documents	<p>The 3<sup>rd</sup> column of Table 1, list supporting documents required for a proposal. If these documents are missing, the proposal may be tabled. Four of the categories require a short explanation:</p> <ul style="list-style-type: none"> <li>3. Summary of request: A statement that provides specific details to justify the proposal beyond the information on the cover sheet. For example, if the proposal is for a change in course title, then the summary of request would include both the old and new titles.</li> <li>4. Full descriptive rationale: The rationale enumerates the reason(s) for the proposal, why it is necessary, what its impact will be, etc.</li> <li>7. Descriptive memo: The APSCUF Collective Bargaining Agreement stipulates courses requesting Distance Education approval submit a memo demonstrating how the 6 contractual criteria in Article 41.E.1 are being met. <a href="https://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee/format-for-course-proposals.htm#distance">https://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee/format-for-course-proposals.htm#distance</a></li> <li>8. Assessment Memo: a) List the data that informed the decision-making for the proposal; b) Include a copy of the program-level curriculum map highlighting where the course fits; c) Explain how the course fits into the program’s assessment plan.</li> <li>10. If the proposal impacts other courses/programs, then consult with affected department and attach e-mail communication prior to submission of the proposal to your College Curriculum Committee. Courses with more than one prefix must be approved by all involved colleges.</li> </ul>
Table 4: Effective Date	<p>Check the appropriate box, and fill in the year.</p> <p>In order to guarantee that a course proposal is included on the Spring schedule the President must approve the proposal by October 1. In order to guarantee a course proposal is included on the Fall schedule, the President must approve the proposal by March 1.</p> <p>New program and program versions are effective the corresponding semester of the following academic year after they have been passed by the UCC. The UCC reserves the right to grant exceptions in unique circumstances.</p>
UCC website	<p><a href="https://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee.htm">https://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee.htm</a></p>