Curriculum and Instruction: Proposal Submission Guidelines, Fall 20201

Curriculum and Instruction proposal forms can be found on the C&I page on the Faculty Senate webpage: <http://www.shepherd.edu/senate/curriculum-and-instruction>. Forms are available in Microsoft Word and in PDF format.

**Please be sure to use the updated forms posted on the C&I website, dated August 2019.**

**We will not accept the old forms. Forms must be complete.**

**For Fall 2020, only digital submissions are required.**

To be placed on the C&I meeting agenda, by the Curricular Submission Deadlines outlined below, please:

* On the appropriate form, fill in all pertinent information and obtain appropriate signatures. Digital signatures are acceptable.
	+ Feel free to include more substantial responses on additional pages. Do not feel restricted by the size of text boxes on the forms.
	+ Attach a copy of any departmental minutes and school approvals for the proposal, along with any other documentation required by the proposal form.
* For **all Program Changes**, attach a copy of the **current online catalog** page with all curricular changes marked in red.
* Submit a **compete digital copy of each proposal and appropriate forms and documentation** as outlined above to Donna Semler, Secretary of the C&I Committee, in the Registrar’s Office.
	+ When possible, send **each proposal as a separate and complete single document** (i.e. the form, the minutes, any documentation, etc.).
	+ Above all, make sure submissions are clear and complete. Consider attaching a memo explaining what you are sending as the committee finds those quite useful.
* A representative of the department or school must be present at first and second readings of the proposal to explain the curricular issue(s) and answer questions.
* Proposals received after the deadline will be on the following month’s agenda.
* To have **course** changes appear in the next academic year’s Fall schedule, departments should have (at minimum) first readings completed by the December C&I meeting.
* To meet catalog publication deadlines for the next academic year, **program** proposals should have (at minimum) first readings completed by the February C&I meeting (date to be announced).

**Curriculum and Instruction Deadlines and Meeting Schedule, Fall 20201**

**All meetings will be held via Zoom.**

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| **Meeting Date** | **Time** | **Submission Deadline** |
| September 14, 2020 | 3:10-5:00 | September 7, 2020 |
| October 12, 2020 | 3:10-5:00 | October 5, 2020 |
| November 9, 2020 | 3:10-5:00 | November 2, 20202 |
| December 7, 2020 | 2:10-4:00 | November 30, 20203 |

1 Given potential changes to the Spring 2021 Academic Calendar, dates and submission deadlines for Spring 2021 meetings (January, February, March, and April) will be announced at a later date.

2 New courses or course changes you wish to include in the Fall 2021 Schedule of Classes should be presented to the university C&I Committee (approved through dept./college C&I) no later than the November 9, 2020, meeting.

3 Exam week; note different meeting time.