

# Curriculum and Instruction: Proposal Submission Guidelines, Fall 2020<sup>1</sup>

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 **complete 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 2020<sup>1</sup>

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

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, 2020 <sup>2</sup>
December 7, 2020	2:10-4:00	November 30, 2020 <sup>3</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> Exam week; note different meeting time.