

Guidelines for Core Curriculum Course Review

The Core Curriculum Course Review form is located on the Core Curriculum Committee web page at <http://www.shepherd.edu/core-curriculum/> under “Forms and Instructions.” The form is available as a fillable PDF document. This form may be completed electronically, or it may be printed out, filled in by hand, and then scanned into an electronic document. All materials must be submitted to the chair **electronically** by the due date listed below. *As of the academic year 2018 – 2019:* Only the original signed Core Curriculum Course Review form and course catalog description must additionally be submitted in **hardcopy** at or prior to the final reading.

Please consult with your department’s representative to the Core Curriculum Committee while preparing your materials to ensure correctness and completeness. A complete Core Curriculum course review submission consists of the following:

All submissions

- A completed Core Curriculum Course Review **form** with appropriate **signatures**
- A copy of the department meeting **minutes** where this proposal was approved

Course addition or change

Along with the signed form and minutes, submit . . .

- An **explanation** of how the course meets the appropriate core curriculum competencies
- A course **syllabus**
- A copy of the course catalog **description**
- An **assessment plan** for the core curriculum components of the course
- For course changes (new as of March 2019), a brief **summary** of what’s being changed.

Course deletion

Application for deletion of a course from the Core Curriculum is only necessary for courses that are not being removed from the catalog. Fill out only sections 1 and 3 of the Core Curriculum Course Review form and obtain all of the required signatures. Submit this along with department meeting minutes where this deletion was approved. For courses that are being deleted from the catalog, please notify the Core Curriculum chair after the deletion is approved in C&I so that the course can be removed from the Core Curriculum Worksheet.

Submission instructions

Submit all materials electronically to the Chair of the Core Curriculum Committee, Dr. Jacquelyn Cole (jcole@shepherd.edu) prior to 5:00 p.m. on the deadline listed below.

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. This individual may be the Department’s representative to this committee.

The Core Curriculum Committee meets on the third Wednesday of each month that classes are in session. For the 2022-2023 academic year, meetings will be at 4:10 p.m. by zoom until further notice.

Submission Deadlines, 5:00 p.m.	Core Curriculum Meeting Dates
September 14, 2022	September 21, 2022
October 12, 2022	October 19, 2022
November 9, 2022	November 16, 2022
January 11, 2023	January 18, 2023
February 8, 2023	February 15, 2023
March 8*, 2023 (due to Spring Break)	March 22*, 2023
April 12, 2023	April 19, 2023