

# Guidelines for Core Curriculum Course Review

The Core Curriculum Course Review form is located on the Core Curriculum Committee webpage 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, **in an electronic form**, must be uploaded to the Core Curriculum Committee’s Microsoft Teams site by the due date listed below. *As of the academic year 2018 – 2019:* Additionally, only the original signed Core Curriculum Course Review form and course catalog description must 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** or narrative of how the course meets the appropriate Core Curriculum competencies
- A course **syllabus**
- A copy of the course **catalog description**
- An **assessment plan** (two measures for each of the competencies required for a course in that tier and in that area according to [The Core Curriculum Framework](#))
- For course changes (new as of March 2019), a brief **summary** of what is being changed.

## Course Deletion

Deletion of a course through the Core Curriculum Committee is only necessary for courses that are *not* being removed from the University Catalog. Fill out only sections 1 and 3 of the Core Curriculum Course Review form and obtain all of the required signatures. Upload an electronic version of this, along with department meeting minutes where this deletion was approved, to the Core Curriculum Committee’s Microsoft Teams site by the due date listed below. For courses that are being deleted from the catalog, please notify the Core Curriculum chair after the deletion is approved in by the Curriculum and Instruction Committee so that the course can be removed from the Core Curriculum Worksheet.

## **SUBMISSION INSTRUCTIONS**

Have the departmental or program representative on the Core Curriculum Committee upload the electronic versions of all materials electronically to the Core Curriculum Committee’s Microsoft Teams site prior to 5:00 p.m. on the deadline listed below. Follow up with an email to Dr. Timothy K. Nixon ([tnixon@shepherd.edu](mailto:tnixon@shepherd.edu)), Chair of the Core Curriculum Committee, notifying him that a proposal has been uploaded.

A representative of the department or school must be present at both the first and second readings of the proposal to explain the curricular issue(s) and answer questions. This individual may be the department or program’s representative to the Core Curriculum Committee.

**The Core Curriculum Committee meets on the third Wednesday of each month when classes are in session. For the 2023-2024 academic year, meetings will be held at 4:10 p.m. and will be conducted over Zoom. The schedule of meetings is**

- September 20, 2023 (submissions due by 5:00 p.m. September 13)
- October 18, 2023 (submissions due by 5:00 p.m. on October 11)
- November 15, 2023 (submissions due by 5:00 p.m. on November 8)
- January 17, 2024 (submissions due by 5:00 p.m. on January 10)
- February 21, 2024 (submissions due by 5:00 p.m. on February 14)
- March 20, 2024 (submissions due by 5:00 p.m. on March 6 due to Spring Break)—**last meeting for first reads**
- April 17, 2024 (submissions due by 5:00 p.m. on April 10)