

Curriculum and Instruction: Proposal Submission Guidelines, Fall 2025 and Spring 2026

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 PDF.

Please be sure to use the updated forms posted on the C&I website.

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

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 the 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 and Course Proposals**, attach a copy of the **current online catalog page with all curricular changes marked in red.**
- Submit **original proposals and appropriate forms and documentation** as outlined above to Joan Evert, Secretary of the C&I Committee, in the Office of the Registrar. Submit **complete digital copies** to Dr. Craig Cline, Chair of the C&I Committee, ccline@shepherd.edu.
 - When possible, send **each proposal as a separate and complete single document** (i.e. the form, the minutes, and 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 November 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.

Dates and Deadlines

All meetings will be held in Scarborough Library room 256 unless otherwise indicated

Meeting Date	Meeting Time	Submission Deadline
September 8, 2025	3:10 – 4:00 pm	September 1, 2025
October 13, 2025 (Scarborough Library 309 WV Conference Room)	3:10 – 5:00 pm	October 6, 2025
November 10, 2025	3:10 – 5:00 pm	November 3, 2025
December 8, 2025	3:10 – 5:00 pm	December 1, 2025
January 12, 2025	3:10 – 5:00 pm	January 5, 2025
February 9, 2025	3:10 – 5:00 pm	February 2, 2025
March 9, 2025	3:10 – 5:00 pm	March 2, 2025
April 13, 2025	3:10 – 5:00 pm	April 6, 2025

*Meeting dates and times are subject to change.

*New courses or course changes you wish to include in the Fall 2026 Schedule of Classes should be presented to the university C&I Committee (approved by department/school and college C&I) no later than the November 10, 2025 meeting.

