*Processes & Procedures for Curriculum*

*Review & Approval*

*College of Media, Communication & Information*

*(Updated 5/13/19)*

The Curriculum Committee is responsible for review and approval of undergraduate curricular matters within the college, including the Core curriculum and new course/program review. In terms of the Core curriculum, this means the committee oversees the process of ensuring the Core provides a meaningful foundation for student learning, it reviews and approves courses within the Core, and it reviews the impact of the Core curriculum on student learning within the college. Additionally, because significant curricular changes within one unit of the college have implications for the rest of the college, the curriculum committee oversees curricular matters within the college. In practice, this means that the committee reviews and approves proposals for new courses within the college, proposals for substantial changes to any major with the college, proposals for minors within the college or certificates affiliated with the college, and any other credit-granting undergraduate programs within the college. The committee should also be involved in considering curriculum across departments to understand potential curricular duplication and to support coordination between units with shared curricular interests.

*It is important to note that changes to curriculum need to be implemented in ways that provide staff and students clarity about when the change is to take effect. Typically, it is necessary for changes to take effect at the beginning of an academic year, and request for changes must align with campus deadlines for changes to catalog and registrar systems.*

**Process for Review of Existing Courses for Inclusion in Core:**

1. Submit the course title, description of the course, and an explanation of the Core category the course is to fulfill to the Curriculum Committee for review and approval. To do this, send the form to Curriculum Committee Chair as well as the Associate Dean of Undergraduate Curriculum, Cindy White ([cindy.white@colorado.edu](mailto:cindy.white@colorado.edu) ) and the Assistant Dean for Student Success, Stephen Jones ([stephen.jones@colorado.edu](mailto:stephen.jones@colorado.edu) ). Supporting material such as a syllabus can be very helpful to the committee in assessing the appropriateness of the course for the core category.
2. After the course has been reviewed by the Curriculum Committee, an email will be sent to you about the course and Steve Jones will be copied on the email.
3. If the course was approved, Cindy White will add the course to the documentation for the Core, but as a practical matter, it is likely the course will not be available to students as a Core option until the next semester. This delay occurs because after approval, the course must be added to the university Degree Audit system, which is managed by the Registrar’s office.

**Process for Course Proposal and Approval:**

1. New courses require a Course Proposal Form. The workflow for course approved is managed online. An appropriate member of your department must create and submit the online course (associate chair, chair, or designated administrative assistant).
2. The proposal should have been reviewed/approved by faculty in your department before sending to the college.
3. The impact and implementation of the new course should have been discussed with the Associate Dean for Curriculum and the Director of Advising before submission.
4. Submit the Course Proposal Form online, along with any other useful information, to the Curriculum Committee for review and approval. The workflow first sends the form to the Associate Dean for UG curriculum, and then it is passed to the Chair of the CMCI curriculum committee for review by the committee.
5. After the course has been reviewed by the Curriculum Committee, an email will be sent to you about the course and Steve Jones will be copied on the email. If approved, the curriculum committee chair will approve online and the course will then be routed through the campus workflow.

**Process for Approval of Minor or Certificate:**

1. Meet with the Associate Dean for Undergraduate Curriculum and Program to discuss the nature of the minor or certificate, including structure of curriculum, faculty engagement, enrollment implications, and student interest.
2. Meet with director of advising and Assistant Dean of Student Success to discuss student registration and enrollment processes.
3. Create proposal. A proposal for the minor or certificate should include (1) a rationale, (2) description of course and hour requirements, (3) explanation of anticipated student interest, and (4) anticipated resources needed to deliver the minor. Anticipated beginning date should be identified.
4. All programs involved in the minor or certificate should have reviewed and approved the proposal. Faculty approval within the unit must be secured by appropriate processes, as outlined in departmental bylaws.
5. Develop implementation plan in coordination with the Associate Dean for Undergraduate Curriculum and Programs. This plan will outline course offerings within the certificate across the next 3 years, with information about enrollment capacity for each course. Approval of implementation plan (by ASD) is required before the proposal can be submitted to the CMCI Curriculum Committee.
6. Submit the proposal to the CMCI Curriculum Committee for review and approval. To do this, send the document to Curriculum Committee Chair as well as the Associate Dean of Undergraduate Curriculum.
7. Certificates require review beyond the college; Associate Dean for Undergraduate Curriculum can assist with this process.

**Process for Approval of Curriculum Changes to CMCI Major or Minor:**

1. Meet with the Associate Dean for Undergraduate Curriculum and Program to discuss the nature of the minor or certificate, including structure of curriculum, faculty engagement, enrollment implications, and student interest.
2. Meet with director of advising and Assistant Dean of Student Success to discuss student registration and enrollment processes.
3. Create proposal. A proposal for curriculum change should include (1) a rationale, (2) description of course and hour requirements changes, (3) explanation of anticipated student interest, and (4) anticipated resources needed to deliver the curriculum changes. Anticipated beginning date should be identified (see information below about University catalogue timelines for revision of curriculum).
4. Faculty approval within the unit must be secured by appropriate processes, as outlined in departmental bylaws.
5. Develop implementation plan in coordination with the Associate Dean for Undergraduate Curriculum and Programs. This plan will outline course offerings within the certificate across the next 3 years, with information about enrollment capacity for each course. Approval of implementation plan (by AD) is required before the proposal can be submitted to the CMCI Curriculum Committee.
6. Submit the proposal to the CMCI Curriculum Committee for review and approval. To do this, send the documents to Curriculum Committee Chair as well as the Associate Dean of Undergraduate Curriculum.

**Process for Course Revision:**

\*Substantial revisions should be sent to the curriculum committee for review; minor revisions in course title or wording of description do not require full committee review.

1. Complete the Course Revision Form. This form can be found here:

<https://www.colorado.edu/registrar/faculty-staff/academic-requests>

1. The course revisions will be routed to Associate Dean Cindy White and then through the campus workflow.
2. Be sure to notify any other programs within the college who need to know about the change

**Important Reminder about Advising and Communication with Students:**

Advising plays a key role in communicating to students curricular expectations. The Associate and Assistant Dean for Undergraduate Programs will work with the Director of Advising to try to ensure that changes to Core or to programs within the college are clear and the implications of implementation are understood. However, Chairs can help with this process by checking in with the Director of Advising after changes have been approved to create a plan for communicating changes to students.

**Important Reminder about University Catalog Copy:**

The University Catalog is consider by the institution a document of “contract” that students may rely on in determine requirements for their degree. As a result, it is essential that Chairs carefully review all catalog copy sent to them and complete changes in a timely manner.

Remember that review of courses by the committee and processing through the registrar’s office after review can take a bit of time. For instance, courses that departments want approved, in the registration system, and in the catalog for the next Fall would need to be submitted to the Curriculum Committee by the end of September for review.

Curriculum changes need to be proposed and approved one year prior to implementation (e.g., Fall 2019 for implementation in Fall 2020) to meet university/catalogue deadlines. Remember that changes to curriculum result in changes to the catalogue, degree audit system, and advising/website materials.

**Special course numbers:**

Departments are responsible for determining appropriate use of special course numbers (such as independent study courses) within their own curriculum. Courses offered under the CMCI course pre-fix are managed by the Associate Dean for Undergraduate Curriculum & Programs. Departments may request to offer a course under the CMCI pre-fix if they wish to offer a course that is interdisciplinary or that cannot be offered under their current course codes.