*Processes & Procedures for Curriculum*

*Review & Approval*

*College of Media, Communication & Information*

*(Updated 9/7/21)*

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 requests for changes must align with campus deadlines for changes to catalog and registrar systems. In most cases review of new courses proposals or changes to majors/minors must be reviewed in the fall one year in advance of the change. (For instance, submission and review in Fall 2021 would be the time for changes that take effect in Fall 2022.)***

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

1. Submit the course title, description of the course, and an explanation of the CMCI Core category the course is to fulfill to the CMCI Curriculum Committee for review and approval. To do this, send the materials to the Curriculum Committee Chair as well as the Associate Dean of Undergraduate Curriculum. Supporting material such as a syllabus are 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 the department chair about the course and CMCI degree coordinator (Grace Johnson) will be copied on the email.
3. If the course was approved, the CMCI degree audit coordinator will submit the course to the Registrar for inclusion in the degree audit. The date the course is available to fulfill the degree requirements is dependent on when it is submitted and the time needed for the Registrar to process it. Typically, it can be available to fulfill requirements starting the next semester.

**Process for New Course Proposal and Approval:**

1. New courses require a Course Proposal form. The workflow for course approval is managed online. An appropriate member of your department must create and submit the online course (associate chair, chair, or designated administrative assistant): <https://www.colorado.edu/registrar/faculty-staff/curriculum/courses>

\*Please note that typically new courses should be proposed one year in advance of when they will be offered in order to ensure that they meet university deadlines for processing and inclusion in the catalog.

1. The proposal should have been reviewed/approved by faculty in your department before sending to the college.
2. The impact and implementation of the new course should have been discussed with the Associate Dean for Curriculum and Advising before submission.
3. Submit the Course Proposal Form online, along with any other useful information, for review and approval. When you submit the proposal, please contact the Associate Dean for Undergraduate Curriculum and the Curriculum Committee Chair to request that the proposal be considered by the Curriculum Committee.
4. After the department creates the course proposal, the workflow 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 the department about the committee’s decision.
6. An approved course is then created by the Registrar’s office, but will not appear as available until the “effective date.”

**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 Advising and Assistant for Student Experience 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 an 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 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. \*Campus has developed a new online form and workflow for submission of proposals. Contact the Associate Dean for Undergraduate Curriculum about this online process.
7. A notification of the outcome of review will be provided to the department via email.

\*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 change, including structure of curriculum, faculty engagement, enrollment implications, and student interest.
2. Meet with Advising and Assistant Dean for Student Experience to discuss student registration and enrollment implications.
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.
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 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. \*Campus has developed a new online form and workflow for submission of proposals. Contact the Associate Dean for Undergraduate Curriculum about this online process.
7. Send a request for Curriculum Committee review of the change to the Associate Dean for Curriculum and the Curriculum Committee Chair.
8. A notification of the outcome of review will be provided to the department via email.

**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/curriculum/courses>

1. The course revisions will be routed to Associate Dean for Curriculum 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 Timelines and 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 typically 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 2021 for implementation in Fall 2022) to meet university/catalogue deadlines. Remember that changes to curriculum result in changes to the catalogue, degree audit system, and advising/website materials.

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

Advising plays a key role in communicating curricular expectations to students. The Associate Dean for Curriculum will work with 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 Advising/Assistant Dean of Student Experience after changes have been approved to create a plan for communicating changes to students.

**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 the course is interdisciplinary or cannot be offered under their current course codes.