

Draft

Directions for completing the Online MSUM Curriculum Proposal form

First, when is this form necessary?

1. New course proposals: All new courses, including all new general education courses, must go through the curricular approval process and must be submitted using this form.
2. New programs (majors, minors, new emphases or options)
3. Changes to courses (change in credit hours, change in name, number or designator)
4. Changes to programs (addition or deletion of required courses, addition or reduction in required credit hours, name change, CIP change, type of degree award change, relocation of program, replication of program)
5. Elimination of courses
6. Elimination of programs

When is this form not necessary?

1. Change in teaching style/teaching method
2. Minor change in course content

The Online Form: All submissions should use the online submission form. Currently, the form allows you to fill out the form on your computer and then print the form. A paper copy is then submitted. Academic Affairs is working on electronic submission of curricular proposals.

The form currently includes a drop-down menu for most common curricular proposals. The form also includes a signature page. Necessary attachments need to be physically included with the proposal at the current time.

When you click on the SAVE OR LOAD button the first time, whatever you have entered into the form is saved on the server. To go back to this material at a later date, click and hold on the SAVE OR LOAD button, and you will be given the option to select your saved work and reload it to continue work. The CLEAR button will delete all the information you have entered and will present you with a clean form.

If a Java Script box pops open (you'll know it when you see it) simply click CLOSE and it will go away.

FILLING OUT THE FORM

1. Using the drop-down menu, select the appropriate College (N/A is an option on all menus).
2. Using the drop-down menu, select the appropriate Department.
3. Manually enter the name of the program (or N/A) in the Program box.
4. Using the drop-down menu, select the type of curricular change.
5. Using the drop-down menu, select the type of proposal.
6. Manually enter the current title (if appropriate) of the course or program.
7. Manually enter the current course designator and number (if applicable), as well as the current number of credits—for example, EET 125 3 credits.
8. Manually enter the proposed title (if appropriate) of the changed course or program.
9. Manually enter the proposed course designator and number (if applicable), as well as the proposed number of credits.
10. Check the appropriate boxes (Undergraduate, Graduate, or both).
11. If submitting a new course or program proposal, or if submitting a program change that results in a change in the bulletin program description, manually enter a course or program description. Please follow the word limits.
12. Manually enter, if applicable, a rationale or justification for proposal.

GENERAL EDUCATION/CULTURAL DIVERSITY SECTION

1. Using the drop-down menus, select the appropriate category (ies) for general education. You can select up to two categories (three, if one of the categories is 1C Writing Intensive).
2. If a writing intensive course, attach material describing the kind and quantity of writing that will be required; If an upper-division course, attach material justifying an upper-division general education course. Please note, upper-division general education courses are acceptable, but a course cannot be both a general education course and a 4/500 course.
3. Attach copies of:
 - a. A course syllabus or course outline
 - b. Course student learning outcomes aligned with the appropriate Gen Ed Category Competency or CD designation
 - c. Assessment Strategies for measuring student learning outcomes associated with General Education/Cultural Diversity. Assessment strategies must address the outcomes; simply stating that you will use course grades, quizzes, exams, assignments, etc., is not sufficient.

PLEASE NOTE: Proposals will be returned to those submitting the proposals if 3a, 3b and/or 3c are missing or lack sufficient information

4. Check the appropriate boxes (if applicable) for Cultural Diversity Courses

NEW COURSE SECTION

1. Check the appropriate boxes for grading format
2. Check whether course is elective, required for program (then list the program(s) in the adjacent section, has pre- or co-requisites (then list them in the adjacent section)
3. If other courses are being changed or eliminated because of the new course(s) you are proposing, describe these changes. PLEASE NOTE: Listing course that will be changed or eliminated IS NOT sufficient to have these course changes made. If you are eliminating or significantly modifying courses or program, you will need to go through the curricular approval process for those changes as well.
4. If course content or title is similar to other courses in other departments (not just in your college, but across the university), check the appropriate box and attach material indicating that you have discussed this proposal with the affected department.
5. Attach copies of:
 - a. Course syllabus or course outline
 - b. Course student learning outcomes
 - c. A list of resources required to offer and support this course
 - d. A description of the impact teaching this course will have on department staffing.
 - e. If 4/500, describe the added expectations for graduate students
6. Check the appropriate box(es) for when the course will be offered.

PROGRAM PROPOSAL SECTION

1. If a new program:
 - a. Attach student learning outcomes for the program.
 - b. Attach minutes from the department and college curriculum meetings indicating that the program has been approved at these levels.
 - c. Attach a program assessment plan
 - d. Attach a list of program requirements

PLEASE NOTE: Proposals will be returned to those submitting the proposals if 1a, 1b, 1c, or 1d are not attached or contain insufficient information.

2. If a redesigned program:
 - a. Attach student learning outcomes for the redesigned program.
 - b. Attach minutes from the department and college curriculum meetings indicating that the program has been approved at these levels.
 - c. Attach the redesigned program assessment plan
 - d. Attach:
 - i. Current Program Requirements
 - ii. Proposed Program Requirements
 - iii. A rationale for proposed changes in credit requirements (PLEASE NOTE: Credit requirements for new and redesigned programs must fit within the 128 credit hour limit for 4-year degrees.)

PLEASE NOTE: Proposals will be returned to those submitting the proposals if 2a, 2b, 2c, or 2d are not attached or contain insufficient information.

3. For new and redesigned programs:
 - a. Attach a list of resources required to offer and support this program.
 - b. Attach a description of how this new or redesigned program will affect staffing.
 - c. Attach a list of additional library holdings (if applicable) required for the new or redesigned program.

MNSCU APPROVAL SECTION

First, when do you need MnSCU approval (and to fill out MnSCU forms):

1. New Program (major or graduate—not minor)
2. Program Closure
3. Suspension or Reinstatement of a Program
4. Program Redesign (Name Change, CIP Code change, award type change, addition or deletion of an emphasis or option in the program, change in name of an emphasis or option in the program)
5. Program Relocation or Replication

When do you NOT need MnSCU approval (or forms):

1. New courses within an existing program
2. Change in credit distribution within a program (so long as the total credit hours remain within MnSCU limits)
3. New minors
4. Articulation Agreements

Relevant MnSCU Forms can be found at: <http://www.mnsu.edu/acadaf/html/currformsprocesses.htm> Please contact the Office of Academic Affairs (1333) if you have additional questions on what MnSCU forms are needed, or when MnSCU forms are needed.