COMMON ERRORS IN CURRICULUM PROPOSALS

Proposals can be unnecessarily delayed by any of the following problems.

• **Incorrect Curriculum Submission Form or incorrect formatting guidelines.** Proposals need to follow the outline format and provide the required content as specified in proposal guidelines. While sponsors are expected to follow the guidelines provided for curriculum proposals, sometimes deviation is needed to address the specifics of an individual proposal. Sponsors should think about how to present their proposal logically and clearly to readers/reviewers who are not familiar with their program and those who need to understand, approve and/or implement the proposal.

• **Incorrect information about current courses and programs.** Sponsors and department curriculum committees are responsible for insuring the information about programs and courses is correct. This includes current program requirements, hours, courses, and catalog descriptions.

• **Inconsistency in referring to courses, course numbers.** For clarity, any time a course is mentioned in a proposal, the correct course prefix, number and title should be provided.

• **Library Resource Form incomplete or not included.** All proposals for new courses and new degree and non-degree programs require a Library Resource Form.

• **Catalog description missing or not on a separate page.** For any proposal for a new course, or for a changes to an existing course (e.g., title, course number, prerequisites, hours or catalog description) the last page of the proposal should provide the new catalog description, complete with title, course number, credit hours, prerequisites, and a complete catalog description (regardless of whether the description is being changed). The catalog description page should have NOTHING ELSE on it. (This page is removed from the proposal and used by the Registrar’s office to update Banner.)

Catalog Format:

**ANTH 02321: Cultural Ecology**

*Prerequisite: ANTH 02202*

This course examines the relation of human groups to their environments as mediated by culture. It emphasizes the interaction of significant variables in the natural habitat, technology, and social institutions. This course might not be offered annually.

Faculty Workload Hours: *Info for Registrar only.*

• **Incorrect curricular designation.** Proposals need to follow current curricular definitions and appropriately use curricular terms. Common problems often involve the misuse and/or confusing the naming of tracks, specializations, concentrations. See curricular definitions.
• **Consultation letters not requested or not included in the proposal.** Consult letters need to be written by program/department chairs/coordinators and email responses are acceptable. Consult letters are to be sought from any department/program that is directly, or could be indirectly, impacted by the proposal. This includes departments who offer courses or programs with related subject matter. It also includes proposals where course prereqs are being changed and those prereqs are courses from other departments.

While sponsors have the responsibility to request the necessary consults, the consulted also have the responsibility to respond to consult requests. Sponsors need to demonstrate due diligence in seeking consults. If due diligence is demonstrated then proposals can in some cases move through the approval process even without the consult letter (unless the consult letter is considered critical for the proposal).

• **Consultation results (if negative or questioning) are not addressed in the proposal.** Should a consult letter include critique or questions about the proposal, the sponsors are expected to address these issues in a response to the critique or to resolve the issue to receive a positive consult.

• **Curricular Effect not adequately explained:** Curriculum proposals obviously have a curricular effect on the program, the students, or the department. Curricular effect should be briefly explained. Program sheets should also be included to detail/explain how new courses or program changes affect the program as a whole (when possible). Sponsors especially need to anticipate questions about student progress through their programs and an increase or decrease in program hours.

• **Inadequate support for WI or MC/G Designation:** Proposals must specifically address how the course meets the university criteria for these designations in the appropriate section of the proposal.

• **Inadequate support for General Education Bank Designation:** Proposals must specifically address how the course meets the goals for the requested General Education bank designation.