

Directions for Writing and Submitting Curriculum Proposals

The CUE submission-feedback-approval procedure for AY2010-2011 involves three sequential stages: (1) submitting the proposal for catalog preview, (2) submitting it to the Dean for approval, and (3) submitting it to CUE for approval. This process was successfully implemented with an all-electronic system in AY2008-2009 and has been undergoing constant improvement to minimize preparation time and streamline submission and review. For example, this year, the Curriculum Action Form is fillable.

The directions below will walk you through the entire process, from form preparation to proposal approval.

Step 1: Know the deadlines.

- Fall submissions = **October 1 (Catalog Preview submission) and October 30 (CUE Action submission).**
- Spring submissions = **January 30 (Catalog Preview submission) and February 15 (CUE Action submission).**

Note: Review and approval of new majors/new degree programs are suspended in AY2010-2011 until PPTF completes its work and makes new program criteria available.

Step 2: Find the appropriate form(s).

- The forms, preparation and submission guides are available inside the "Forms" folder on the CUE Curriculum Proposal Portal hosted on the Blackboard (Note: Only chairs and program directors have access to the portal as they are authorized to submit proposals). The same documents are also available for general access on the CUE website: http://aaweb.gallaudet.edu/CUE/Curriculum_Action_Forms.html
- Most curriculum actions - such as adding or changing courses; adding, dropping, or revising majors or minors - are done using only the **Curriculum Action Form**. The only action that requires an additional form is adding a new degree program which is temporarily suspended this year pending PPTF direction.

Step 3: Identify your actions.

- This step coincides with Part I of the Action Item Form. Check all the actions that apply and proceed to Sections A, B, C, D, E, F, and G, as needed. **Note:** you must include all the actions in one file as the portal only allows single file submission. Do not use a separate Curriculum Action Form for each action.

- Notice that actions tend to multiply. For example, if you add a new course, you may also want to change your major requirements so that students can use this new course as an elective or as a required course.

Step 4: Fill in the details.

- Follow the directions under the relevant Sections: A, B, C, D, E, F, G.
- For each section, you must state exactly what change you want, written as you want it to appear in the catalog. You also need to say *why* you want this change: give a rationale that supports the change, showing how it benefits student learning.

Step 5: Communicate with other programs, if necessary.

- Part II of the Action Item Form addresses the impact of your proposed changes on other courses and programs. For example:
 - Dual-listed undergraduate courses (such as BUS 341/PHI 341: Business Ethics) should have the same course description and prerequisites. So check with the other department before proposing changes.
 - Proposals for dual-listed undergraduate/graduate courses and 500-level courses should be submitted to both CUE and CGE.
 - If you want to require a course from another department as a pre-major course, get the letter of support from that department.
 - If, say, the Art department is changing ART 218 to ART 118 and the Theatre Arts department requires ART 218 for their majors, the Art Department's proposal should include a letter of support from the Theatre Arts department. The proposal should also note the catalog language change in the Theatre Arts department listing to reflect the new number for ART 218.
 - If you propose a course that overlaps with an existing course, ask the chair of the relevant department to certify that the courses are sufficiently different to warrant offering your new course.
 - Proposals for Honors courses go to the director of the Honors Program; GSR courses go to the director of the GSR Program.
 - If your program is accredited by NCATE, get your proposal approved by the Professional Education Program Curriculum Committee (PEP C).
- Answer the questions in Part II. Save the Curriculum Action Form, completed through Part II, as **XXX_Catalog_V1** (XXX stands for your program prefix).

Step 6: Submit Action Item Form for catalog preview (chairs/directors only).

- Log on to the CUE Curriculum Proposal Portal; click on the "Catalog Preview" button, then the "Catalog Preview - First Attempt" link. Attach your **XXX_Catalog_V1** file and click "Submit." Follow up your submission with an email to CUE Chair to alert him/her of the pending action.
- Computer screenshots illustrating the entire submission process are provided in the Proposal Submission and Feedback Visual Guide available at the Proposal Portal and CUE website.
- The purpose of this step is to screen proposals for internal consistency and consistency with other parts of the catalog. While awaiting feedback, you can work on your supporting materials (see step 8, below).

Step 7: Check the status of your proposal (chairs/directors only)

- Go back to the CUE Curriculum Proposal Portal, click on the "Feedback" button and proceed to "My Grades". This will show you the status of your proposal (e.g. "Approved" or "Revise") and will let you access the feedback file **XXX_Catalog_Feedback**. Revise, rename the file to **XXX_Catalog_V2**, and re-submit (using the "Catalog Preview - Second Attempt" link), if necessary.
- Upon approval, the catalog editor (or the Chair of the CUE Curriculum Subcommittee) will attach an electronic signature page to your proposal and upload the file as **XXX_Catalog_Approved**, which you can download and use for the subsequent steps.

Step 8: Add supporting materials, if needed.

- In December 2010, the Senate adopted the university-wide syllabus template and mandated that all curriculum actions related to new courses or course revisions must include course syllabi in a proposal. Therefore, starting spring 2011, if you filled out Section A (adding a new course) and Section C (revising a course) of the form, you need to provide a syllabus for each course following the GU Syllabus Template, available at the Proposal Portal and CUE website.
- If necessary, gather letters of support, as noted in Step 5, above.
- Open your **XXX_Catalog_Approved** file and append (paste) these supporting materials to the end of the Curriculum Action Form. If applicable, extract course SLO chart from the syllabus and insert it in Section A or Section C of the form where indicated. Save the file as **XXX_Dean_Action**. See the Checklist, below, to make sure you've got everything.

Checklist for Proposals	
Electronic Signature Page	
Curriculum Action Form	
Syllabi (required for adding new courses and revising courses)	
Letters of support (if needed)	

Step 9: Submit proposal to the Dean (chairs/directors only).

Log on to the CUE Curriculum Proposal Portal; click on the "Deans' Action" button and "Dean's Approval" link. Attach your **XXX_Dean_Action** file and click "Submit." Follow up your submission with an email to the Dean to alert him/her of the pending action.

Step 10: Submit proposal to CUE (chairs/directors only).

- After the dean approves your proposal, he/she will add his/her digital signature and upload the **XXX_Dean_Approval** file to the portal. Download this file and rename it **XXX_CUE_Action**.
- At the portal, click on the "CUE Action" button and "CUE Review - First Attempt" link. Attach your **XXX_CUE_Action** file and click "Submit." Follow up your submission with an email to CUE Chair to alert him/her of the pending action.

You can use the "Feedback" button to check for approval file **XXX_CUE_Approval** or feedback file **XXX_CUE_Feedback** with recommended revisions. CUE will submit your final proposal to the Faculty Senate for approval; adding or dropping a major/program requires additional approval by the Board of Trustees. You are expected at the Senate meeting to answer questions when your proposal is on the agenda.

Congratulations - you've completed CUE proposal process!!!

