

Guidelines for Submitting Curricular Proposals

General Information

Ordinarily, proposals for curricular change are initiated by departments, although any member of the university community (faculty member, student, or administrator) may begin the process.

In most instances, a proposal pertains to a program of instruction within a particular college. If that is the case, the proposal is submitted to the respective college curriculum committee or other advisory body which screens curricular proposals to examine the proposal and make a recommendation. It is then forwarded to the Dean of the college. If the Dean approves the proposal, he/she will forward it on the curricular proposal forms or in the appropriate format if no form exists, along with a cover memorandum outlining his/her approval and commitment to the needed resources, to the Assistant Vice President, Academic Services.* Proposals of an interdisciplinary nature will require approval by the deans of all colleges involved.

Whenever a department other than the one in which the proposal was initiated has a legitimate concern with the subject of the proposal, concurrence by that department should be obtained **before** the proposal is forwarded to the Assistant Vice President, Academic Services. The college screening committee bears a major responsibility to make sure that potential interdepartmental conflicts are resolved as early in the process as possible. The department which initiates the proposal can facilitate matters by negotiating directly with other concerned departments in the process of writing the proposal. The sooner this is done, the better.

In some cases, the possible conflicts referred to above involve more than one college. Preliminary negotiations between departments and between colleges are highly recommended. Final responsibility, however, rests with the Graduate Council for graduate level proposals or the Undergraduate Curriculum Committee for undergraduate proposals and with the Senate.

It is only prudent to be aware that over many years, the Undergraduate Curriculum Committee has been extremely reluctant to approve proposals to which there are strong and unresolved objections by any department or college. In some instances of such conflict, the Undergraduate Curriculum Committee has acted to resolve the matter. In other instances, the problem has been resolved by the Senate.

Deadlines for proposals from the colleges are scheduled over the period from March to May each year in order to prevent the bunching of proposals and thus to arrange, on a more rational basis, the work of the Undergraduate Curriculum Committee, the Graduate Council, etc. There is a regular system of rotation among the colleges so that the first shall be last and vice versa (at least eventually).

After receiving a curricular proposal, the Assistant Vice President, Academic Services is responsible for the proposal until its final disposition. If it is approved, the Assistant Vice President, Academic Services has the responsibility for placing it in the catalog in the form in which it has been finally approved. Each proposal is given an initial perusal keeping the following in mind:

1. Is the language clear and grammatical?
2. If the proposal is for a new degree, is the degree on the Master Plan?
3. Are the justifications advanced for the proposal persuasive and in accord with university policy?
4. Is the form of the proposal consistent with the form of present catalog material?
5. The Undergraduate and Graduate Council Curriculum Committees do not require departments to fill out items on the curricular proposal forms that are not being changed and do not relate to the change.

Certain formulas recur in the catalog, e.g., "Maximum credit six units." If the proposal reads: "This course may be repeated with new content up to a maximum of six units credit," the Assistant Vice President will replace the sentence with the standard phrase without consulting the department which initiated the proposal. The Assistant Vice President's editorial discretion includes the practice of eliminating from proposed course descriptions such phrases as "A study of..." "Analysis of..." etc. In general, unnecessary articles (both definite and indefinite) will be removed from course descriptions whenever this can be done without changing meaning. More drastic changes will be made only upon consultation with those who initiated the proposal.

* Proposals for certificate programs, new degree programs or emphases, options or concentrations, or credentials should be submitted in *triplicate*. Forms are not available for these requests.

From the Assistant Vice President, Academic Services, proposals are forwarded to all of the academic Deans. After review by Deans, General Education proposals are sent to the General Education Committee for review; proposals dealing with graduate level programs will be forwarded to the Graduate Council for action. Upper division courses (500-599) acceptable for advanced degrees are reviewed by the Undergraduate Curriculum Committee and, if approved, are sent to the Graduate Council.

Ordinarily, proposals dealing exclusively with the graduate program need no further processing and will be incorporated into the San Diego State University program of instruction. There is one important exception to this. Proposals for new degree programs which require off-campus approval will be submitted to the Committees on Academic Policy and Planning and Academic Resources and Planning for their evaluation and recommendation. These programs also need approval of the Senate, the President, and the Chancellor's Office.

Reports outlining curricular proposals once approved by the Deans are forwarded to the Undergraduate Curriculum Committee. However, if the proposal is for a new degree program, a new minor, or a new option, emphasis or concentration, the proposal will be reported to the Committees on Academic Policy and Planning and Academic Resources and Planning for their evaluation and recommendation. Only then will such a proposal be forwarded to the Undergraduate Curriculum Committee. Some proposals for new degree programs, new minors, and new options, emphases or concentrations, must be forwarded to the Chancellor's Office for approval after being approved locally. Instructions from the Chancellor's Office are included in this Guide.

Executive Order 283 delegates authority to the President of San Diego State University to approve options, concentrations, special emphases, and minors in designated academic subject categories. A list of areas which can and cannot be approved locally is included in the appendix of this booklet.

For many undergraduate curricular proposals, approval by the Undergraduate Curriculum Committee is the final step toward their being incorporated into the San Diego State University program of instruction. All such proposals are included in the committee's regular Information report to the Senate. If, however, four members of the committee so request, a given proposal will be submitted to the Senate as an "action" item. Ordinarily, proposals pertaining to individual courses and minor revisions of existing programs are part of the information report and proposed new degree programs, minors, options, etc., as well as revisions of graduation requirements, are incorporated in the report intended by the committee for action by the Senate.

Role of the Undergraduate Curriculum Committee **Policy adopted by the Senate, May 8, 1979 and revised May 17, 1994**

1. Undergraduate proposals reviewed by the Deans, and Undergraduate Council (when appropriate) will be forwarded by the Office of the Provost to the Undergraduate Curriculum Committee. This committee shall be composed of the Provost, the Assistant Vice President for Academic Services, the Dean of the Division of Undergraduate Studies, one representative from each college and the Imperial Valley Campus selected by the Committee on Committees, and two students named in accordance with procedures approved by the Associated Students Council.
2. The Undergraduate Curriculum Committee shall be responsible for the review of undergraduate curricula to include additions, deletions, and changes in curricula, giving special consideration to those items which are of an interdepartmental and/or university-wide interest. The committee shall report all approved changes to the Senate. Ordinarily, approval by the committee shall be the final step at the local level required for including any undergraduate curriculum proposal in the San Diego State University *General Catalog*, except for approval of the use of courses in the graduate program. Proposals for new programs and deletion of programs shall be forwarded to the Senate as action items. Also, if as many as four members of the Undergraduate Curriculum Committee so request, a proposal shall be placed on the agenda of the Senate for final action.
3. Any individual, department, Dean, or college curriculum committee may request the Undergraduate Curriculum Committee to review any decision on any curriculum proposal. The committee may agree to review the matter and inform all interested parties of the decision to review and of the date set for the review, or the committee may decide not to review and promptly inform the appellant of its decision.