

To: Muhlenberg Faculty
From: Curriculum Committee
Date: August 28th, 2020
Re: Information and deadlines for AY 20-21

The Curriculum Committee (CC) is a group of 7 elected faculty and two student representatives charged with overseeing changes to the college's curriculum. In particular, the committee approves requests for General Academic Requirement (GAR) designations, approves self-designed majors, vets and recommends new courses or significant changes to curricula to the faculty for vote, and disseminates changes to courses or programs for faculty information. Correspondence may be directed to either of the co-chairs for 2020-21: Melissa Dowd (melissadowd@muhlenberg.edu) or Tad Robinson (tadrobinson@muhlenberg.edu).

In order to ensure that proposed changes are approved by the time they are needed the committee has established the following deadlines for AY 20-21. The committee will certainly consider proposals submitted after these deadlines; however, we cannot guarantee their approval prior to the course schedule going live, and in cases requiring approval from the faculty, prior to registration.

Please note that since they are not added to the permanent catalog, "*special topics*" courses do not require CC or faculty approval. However, if you would like your special topics course to carry a GAR designation then you will need to apply to CC (see below). Also, the committee asks faculty to communicate *minor course changes* to the committee (e.g. tweaks to course name or description, adding or removing a pre-req, etc.) The committee does not approve minor changes, but asks faculty to submit them along with a brief rationale so that we may share these changes with the faculty via CC's monthly faculty meeting report.

Submission Deadlines: Fall 2020

Thurs. Sept. 17th: Proposals for new permanent courses and proposals for significant curricular changes that require approval of the faculty prior to registration for Spring 2021.

- *Process: For new courses please fill out and submit the "New Course Proposal" form available on CC's website: <https://www.muhlenberg.edu/academics/provost/committees/curriculum/>. For examples of past proposals for significant changes to major or minor programs please see the website. After reviewing proposals, the committee brings them to the faculty for vote (new courses and significant curricular changes can only be approved by the faculty as a whole).*

Thurs. Oct. 8th: Requests for General Academic Requirement (GAR) designations and new Culminating Undergraduate Experiences (CUEs) to be included in Spring 2021 registration materials.

- *Process: To request a GAR designation or new CUE please fill out the corresponding form posted in CC's site: <https://www.muhlenberg.edu/academics/provost/committees/curriculum/>. GAR designations require only CC approval. Note: 'W' designations are approved by the Writing Program Committee.*

Submission Deadlines: Spring 2021

Mon. Feb. 15th: Proposals for new permanent courses and proposals for significant curricular changes that require approval of the faculty prior to registration for Fall 2021.

- *Process: For new courses please fill out and submit the “New Course Proposal” form available on CC’s website: <https://www.muhlenberg.edu/academics/provost/committees/curriculum/>. For examples of past proposals for significant changes to major or minor programs please see the website. After reviewing proposals, the committee brings them to the faculty for vote (new courses and significant curricular changes can only be approved by the faculty as a whole).*

Mon. Mar. 15th: Requests for General Academic Requirement (GAR) designations and new Culminating Undergraduate Experiences (CUEs) to be included in Fall 2021 registration materials.

- *Process: To request a GAR designation or new CUE please fill out the corresponding form posted in CC’s site: <https://www.muhlenberg.edu/academics/provost/committees/curriculum/>. GAR designations require only CC approval. Note: ‘W’ designations are approved by the Writing Program Committee.*

Mon. Mar. 29th: Any other changes or additions to be included in the 2021-22 Course Catalog.

Self-Designed Majors

CC is also responsible for vetting and approving Self-Designed Majors. Two members of the committee are ‘Self-Designed Major Liaisons’ who work with students and their faculty advisors. For AY 20-21 they are Karen Tuerk and Mark Stein. Information for faculty about Self Designed Majors is available at <https://www.muhlenberg.edu/academics/provost/committees/curriculum/> under *Staff Tools* and on the Registrar’s site under ‘Forms’.

Who is on CC this Year?

Curriculum Committee faculty members for AY 2020-21 include Melissa Dowd (co-chair), Mark Emerick, Tad Robinson (co-chair), Randall Smith, Mark Stein, Alan Tjeltveit, and Karen Tuerk. Two members of Student Government will join the faculty above as voting members. Provost Bruce Anderson/Associate Provost Brooke Vick, Dean Michele Deegan, Registrar Debbie Tamte-Horan, and Library Director Tina Hertel are *ex officio members*. Last, IL coordinators Sharon Albert and Kimberly Heiman attend meetings when IL issues are on the agenda.