Preparing Changes for Curriculum Committee

Overview of Curriculum Changes
• Is the curriculum change request inclusive of all proposed additions/deletions/changes for a program/school/department for the upcoming bulletin?
• Does the presentation clearly outline where the additions/deletions/changes should occur in bulletin-ready format?
• If requesting a new program, what research has been done to justify the program addition?
• How will the course/program affect other courses and programs already offered?
• What is the expected enrollment and what population will it be from?

Quality and Consistency of Program
• What is the rationale for the change?
• What is the net effect a requested change will make (i.e., hours within the program, quality of the program, addition/deletion of a program, etc.)?
• What effect will this change have on other programs/schools/departments?
• Have all campus stakeholders been conferred with? (Other schools or departments with cross listed courses or service cognates including undergraduate/graduate courses)
• Should the grade type be A-F or S/NC? If S/NC, is it stated in the course description?
• Should prerequisites be listed? If so, are they relevant? Have hidden prerequisites been made visible?
• Are the course description and other bulletin statements well worded? Is the course numbering unique and correctly applied?
• If it is a topics course request, is it appropriate?
• Are the contact/credit hours realistic and defendable?

Bulletin Maintenance
• What is the life expectancy of a course?
• Are all courses listed in the bulletin active? If not, when was the course most recently offered? Should classes in question be deleted or placed on Injured Reserve?
• When should courses be cross listed? If cross listing is approved, is there notation to ensure that a student can receive credit for only one? (i.e., HIST 357 and ENGL 357).
• Is the course an appropriate upper/lower division course?
• Have changes guarded against a proliferation of courses within and among schools/departments?
• Is there sufficient rationale to support unusual requests such as double counting of courses or allowing national exams for academic credit?

Academic Calendar
• Monitor start and end dates for each quarter
• Monitor days of instruction

Curriculum Request Process
1. New courses, new programs, or modifications to existing courses and programs generally begin with the faculty of a department. The first step in the process is for the proposal to be approved by the department offering the course/program.
2. Curriculum proposals are reviewed by the curriculum committee and forwarded to the following for approval:
   a. New degree requests are sent to Master Planning and the WWU Board
   b. New major requests are sent to Master Planning
   c. New courses being requested for general studies are sent to General Studies Committee
3. Approved degrees, majors, minors, courses approved by curriculum committee (and others as listed above) are sent to University Senate
4. Approved degrees, majors, minors, courses approved by University Senate are entered into new bulletin copy, degree audit, and the academic guidebook.