

UNDERGRADUATE CURRICULUM GUIDELINES 2020-2021
College of Arts & Sciences

Curriculum is reviewed by the CAS undergraduate council during the October and November council meeting. All proposals must be submitted via *curriculog* at <https://memphis.curriculog.com> by September 1, 2020 at 4:30 p.m.

For access to curriculog please contact: Tori Tardugno at vcrynlds@memphis.edu

2020-2021 Undergraduate Curriculum Council Meetings Schedule:

All meetings will take place via Zoom until further notice, 2:30-4:30 p.m.

Thursday, September 17, 2020
Thursday, October 15, 2020
Thursday, November 19, 2020
Thursday, December 17, 2020
Thursday, February 18, 2021
Thursday, March 18, 2021
Thursday, April 15, 2021

The following provides guidance on various types of curriculum proposals. Any substantive change or addition to your curriculum requires approval by your Chair, the CAS undergraduate curriculum committee, the University Undergraduate Council, and the Provost.

PROGRAM CHANGES

If you are proposing to change the number of credit hrs in your major or minor by adding or deleting course requirements or in any way changing the requirements of your program(s), this is a *program change* and you need to use a *curriculog program revision form*.

The form asks that you provide a summary of the changes you are proposing. Provide a detailed but concise summary in which you explain what element or elements of your program you are proposing to change and how this differs from the current curriculum.

The form also contains a box for reasons/justification. In the justification box, provide the reasons why your department has decided to make a program change. You will need to convince the curriculum committees that this change is needed and that it benefits not just the faculty but the students.

Please keep in mind that your audience are colleagues who do not know your discipline or your curriculum. Be clear and concise, spell out acronyms, avoid jargon, do not presume background knowledge.

Attach a copy of your current program requirements from the catalog and use track changes to show how the program will be changed and what the catalog should look like after the change. The track changes document is for use by the registrar's staff to make sure that when they implement the changes in the catalog they are capturing exactly what you would like. Track changes documents do not replace the need for a clear and concise summary of the changes and justification.

THEC requires that they be notified regarding some program changes. Please see the CAS undergraduate council website <https://www.memphis.edu/cas/council-ug/ug-curriculum-guidelines.php> for information about THEC notification and be sure to attach (via the upload option at the end of the curriculog form) any notification forms necessary with your program changes.

COURSE REVISIONS

If you are revising courses you must use the *curriculog course revision form*. Submit one for each course revised.

The form provides you with a list of revision options. Check the boxes that are relevant. Provide a clear and concise reason why you are making these changes and why they are necessary.

If additions or revisions are made to a 4000 level course that has a 6000 level cognate, you must submit revision forms for both. The 4000 level will go through undergraduate approval. The 6000 level will go through graduate approval.

The course description must be the same for both the 4000 and 6000 levels.

COURSE CLOSE OUT

In the past, “close out” was a box you could check on the course revision form. We now have a separate curriculog form for closing out courses. Usually departments close out courses because they no longer have faculty who can teach the course or because the course content has changed so significantly that it has been replaced by another course. Please be sure you don’t need a course before you close it out. Once a course is closed, it cannot be opened again.

REQUEST FOR NEW COURSE

Before you submit a new course form you need to receive the new course number from the Registrar. Please contact Alletha Davis at adavis46@memphis.edu to request new course numbers. You can propose a number and she will check to make sure it has not been used before.

No new course will be approved unless the course numbers have been issued by the Registrar’s office.

If the new course you are proposing overlaps with an existing course in another department or college, you should discuss the possible overlap and reach a consensus in advance of submitting the new course. If there is overlap, then contact the undergraduate coordinator or undergraduate representative of the department in which the overlap occurs and discuss the course and potential overlap. Conflicts need to be resolved prior to curriculum approval. This includes units outside of the college.

If you are proposing a 4/6000 level course you must submit a new undergraduate course form and a new graduate course form. The 4000 level will be reviewed by the undergraduate curriculum council and the 6000 level will be reviewed by the graduate council.

Be sure to upload a course syllabus.

Standard Form for Submission of Course Syllabi to Accompany Curricular Changes:

- Course Title
- Catalog Description, including prerequisites and lecture/laboratory hours (can be followed by further elaboration)
- Required Texts and other materials
- Course Objectives

- Nature of Students to be served (lower division, upper division, majors or non-majors, etc.
- Description of course methods (please note any unusual features)
- Course Outline (course calendar subdivided by weeks is acceptable)
- Clearly articulated course requirements (all requirements - including additional requirements for the 6000 level of 4000/6000 course)
- Grading Policy and any other policies (such as required attendance)

If your new course has a course fee or lab fee attached to it you must receive approval for this new fee prior to submitting your new course request and you must attach the new fee form with appropriate signatures to the curriculog form. The form can be found here:

<https://www.memphis.edu/usbs/pdf/feereq.pdf>

NEW GENERAL EDUCATION COURSE

If you would like to submit a proposal for a new general education course, you must submit a proposal to the University General Education Review Committee. Please see the CAS Undergraduate Council Website for the correct forms and for more information about the University General Education Program. <https://www.memphis.edu/cas/council-ug/index.php>

The forms are currently being converted to Curriculog and will be available by August 2020.

The University General Education Review Committee meets in November each year to consider proposals.

Only courses that are currently part of the curriculum, have a track record of student success, and are able to be regularly scheduled without increasing additional instructional costs can be considered for the general education curriculum.

NEW CONCENTRATION

If you are proposing a new concentration you should submit a new concentration curriculog form.

Concentrations that are more than 24hrs are treated liked new programs by THEC and must go through a lengthy approval process that includes a feasibility study. For this reason, the CAS has limited concentrations to 24hrs or less. If you have a compelling reason for proposing a concentration that is over 24 credit hours, please receive approval from the Dean and work with the Associate Dean and Dr. Carol Danehower, Chair of the UUC, in order to follow the THEC process. This process generally takes two years.

Your reasons for adding a concentration should be substantive. You will need to provide evidence of student demand and reasons why students need to have this as a concentration rather than simply advising students to take a set of courses or “track.” You will also need to explain how this will impact scheduling and instructional needs in your department. Be sure to

indicate how the concentration impacts the rest of your program, if at all, and upload a track changes document that shows exactly how you would like the concentration to appear on your catalog page and any other changes.

If in order to add a concentration you must change elements of the core or other requirements of your program, you will need to submit an undergraduate program revision form as well.

Make sure you contact and discuss with other relevant units your proposed concentration.

NEW MINOR

If you are proposing a new minor you must use the undergraduate new minor form. Minors must be 18 credit hrs or less. At least 9 hours must be upper division courses.

Your summary should be concise. You will need to specify exactly which courses are required for the minor and provide some information about electives. Identify which student population is likely to be interested in pursuing your minor.

Again, your justification will have to be substantive. You need to provide an argument for why this minor is needed. Evidence of student demand/need either broadly within higher education or on campus, data regarding enrollment in minor courses, evidence of employer demand for this area of expertise, etc. are some examples of information that the committees (and Deans and Provosts) will want to see in a justification for a new minor.

Make sure you contact and discuss with other relevant units your proposed concentration.

NEW MAJOR/NEW PROGRAM

Please see the Dean to discuss any new programs over 24 credit hrs.

NEW UNDERGRADUATE CERTIFICATE

At the current time, we are not accepting proposals for new undergraduate certificates.

NEW ACCELERATED BA/MA

If you are proposing a new accelerated BA/MA program you must use the BA/MA curriculum form. You must submit a proposal at both the graduate and the undergraduate level. Upload a copy of the catalog page details (how you would like your program to appear in the catalog) and a typical five year sequence. Include in your proposal a discussion of admission requirements. Up to 12 credit hours of graduate course work can count toward the BA.

UNDERGRADUATE POLICY REVISION

If you believe there is an undergraduate policy that should be revised, please contact dtollfsn@memphis.edu and she can assist in developing a proposal if deemed necessary by our Dean.

EDITORIAL CORRECTIONS

If you want to fix typos on your program pages and/or course descriptions you can submit those directly to Debra Turner dmturner@memphis.edu.

Please be aware that what you may think is editorial may be a change that requires approval. Deb Turner will be checking with the Associate Deans to make sure edits are just edits.

MISCELLANEOUS

If changes affect both Graduate and Undergraduate courses, then forms must be submitted to both college committees via curriculog. This means you must fill out two distinct forms in curriculog. The graduate and the undergraduate form.

Departments should not make changes to their departmental website until the changes appear in the online catalog.

Curriculum changes approved by the college council during October and November will be forwarded to the UUC for approval in December. The catalog will be updated in February and March with all approved changes. You will be notified when approval is received from the UUC.

SPECIAL TOPICS (Rolling Submission)

“Special Topics” (ST) are courses a department/unit would like to offer that are not currently part of their curriculum (i.e. they are not courses that have gone through committee approval and listed in the catalog under courses). A department might like to try out a new course, for instance, and will submit a proposal for a SPECIAL TOPICS course to be run in a particular semester. If the course is successful they might submit a new course proposal for the course to be approved during the regular curriculum proposal process. Departments also often use ST courses when a new faculty member with a new research area joins the department. This allows them to offer new content areas in a timelier manner.

To submit a ST proposal, you must use a Special Topics Undergraduate curriculog form. Each department has a special topics course number range (please see your course catalog page for number ranges or contact catalog@memphis.edu if you do not have a special topics course range).

ST proposals do not go through CAS and UUC committee approval. They are reviewed and approved by the Associate Dean of the College of Arts and Sciences and then routed to the

Chair of the University Undergraduate Council for approval and then sent to the registrar for submitted outside the curriculum proposal process.

ST proposals are made outside the usual curriculum schedule. They are submitted for approval at different times of the year depending on which semester you would like to run the course.

CAS Special Topics Deadlines:

Feb 1: deadline for submission of ST courses for summer and fall semesters.

Oct 1: deadline for submission of ST courses for spring semester.

Please be sure to use the correct ST course proposal form in curriculog. If you are uncertain which form to use, please contact Tori Tardugno at vcrynlds@memphis.edu

The ST proposal must include a syllabus with all of the elements specified above for new courses.

ST 4000/6000 level courses can be submitted on one form (Undergraduate Special Topics Form) and will be routed to the graduate school for approval. Make sure that your syllabus specifies the different requirements for undergraduate and graduate students.