



# CALIFORNIA STATE UNIVERSITY, FULLERTON

College of Humanities and Social Sciences

Office of the Dean

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September 1, 2011

TO: HSS Department Chairs and Program Coordinators

CC: HSS Curriculum Committee Chair

FROM: Mitch Avila, Associate Dean

RE: Fall 2011 Curriculum Proposals

New Course Proposals, Variable Topics, Request to Offer Courses Online, Program Changes, and New Program Proposals should be submitted to the Dean's Office by October 3<sup>rd</sup>, 2011 in order to facilitate timely review by the H&SS Curriculum Committee during the Fall semester. *If approved*, they will be forwarded to Academic Programs by the end of the semester. Any proposals received after the deadline or proposals *pending revisions* by the end of the semester may be held over to the next cycle.

In order to facilitate this process, a workshop will be held on September 16<sup>th</sup> at 10 am (place TBA). We will discuss best practices and how to avoid unnecessary delays.

Beginning this year, the Dean's office will circulate a memo at the end of the semester detailing the current status of all proposals. This memo will also be posted to the College website and will serve as the official record of actions taken by the committee, providing definitive information about the status of each proposal. N.B.: the Dean's office cannot track the status of proposals once they leave the College.

The goal of both the Dean's Office and the Curriculum Committee is to facilitate the success of your curriculum proposal in a timely manner in order to advance the teaching mission of Cal State Fullerton. Your feedback about how we can improve this process is always welcome.

*Instructions follow . . .*

## INSTRUCTIONS:

### 1. New Course Proposals:

Please consult UPS 300.004, UPS 411.201 (for GE courses), and UPS 411.104 (for online courses) concerning required content for course syllabi. Courses approved by the HSS Curriculum Committee will be forwarded to Academic Programs and typically can be offered as a regular course no earlier than Spring 2013. Submit to the Dean's Office the following by October 3<sup>rd</sup>:

- A) Electronic copy of NCP form and 16-week syllabus (emailed to Tarrigon VanDenburg). Form can be found on Academic Programs website.
- B) One original copy with original signatures, along with copy of 16-week syllabus.
- C) Any additional relevant documentation, especially correspondence with other programs.

### 2. Variable Topics Proposals:

For *new* variable topic proposals, please submit one signed, original form and a 16-week syllabus. Form can be found on Academic Programs website. Approved variable topic proposals may be offered Fall 2012.

### 3. Requests to Offer Entire Course Online:

Please submit 1 original, signed Course Change Form and a 16-week syllabus after reviewing carefully §B.6 of UPS 411.104. Be certain to address all 11 criteria outlined in the UPS. Typically, these proposals must be completed one year in advance of offering the course.

### 4. Specials:

Before submitting, please consider if this course has been offered as a "Special" for a third time. Specials may only be offered for a fourth time if the course is in the New Course Proposal cycle. Please submit an original Special Course Proposal form and a 16-week syllabus. After review and any necessary revisions, Specials are signed and forwarded to Academic Programs. They may then be offered Fall 2012.

### 5. Program Changes:

Please follow the instructions found on the Academic Programs website. You may wish to ask Mitch Avila to review the change proposal prior to submitting it. Submit an original signed memo to the Dean's Office by October 3. Approval time depends on complexity of proposed change.

### 6. New Program Proposals:

Although faculty may propose new programs directly to the College Curriculum Committee, because new programs involved resource allocations, you are advised to consult with the Dean's Office prior to submitting a new program proposal. Please consult the Academic Programs website for additional information. Although there is a 1-year fast track process, new program proposals often take several years to be approved.