August 19, 2014

TO:       Department Chairs, Program Directors, and Undergraduate Program Contacts
          College of Arts and Sciences

FROM:     Janet B. Johnson, Chair
          College of Arts and Sciences Educational Affairs Committee

RE:       Schedule and Procedures for submission of materials to Arts and Sciences
          Educational Affairs Committee

Please find below guidelines for submitting during the 14-15 academic year curriculum and course proposals in three categories:

A) Program proposals
B) Course inventory changes
C) Breadth and second writing nominations

A) New programs and degrees and revisions or deletions of existing programs and degrees
In order to meet deadlines set by the Arts and Sciences College Senate as well as the University Faculty Senate for the 2015-2016 Undergraduate and Graduate Catalog, the Educational Affairs Committee must receive all academic program proposals in their entirety, including supporting materials, no later than Friday, October 31, 2014.

1) To submit a proposal to the committee, please complete the “Academic Program Approval” form, as well as the “Checklist for Curriculum Proposals” (required). The forms are available on the Faculty Senate website at http://www.facsen.udel.edu/sites/index.aspx under ‘Forms’. Please remember to include a side-by-side comparison for any and all revisions to existing programs and degrees (see format: side-by-side comparison).

2) Forward completed forms in both electronic and hardcopy format and include all supporting documentation. The hardcopy must be signed by the chairperson or program director.
   Complete hardcopies, including all documentation, may be sent via campus mail to: Cynthia Shenkle/Cathy Conrad, Educational Affairs Committee, College of Arts & Sciences, 109 Mitchell Hall.
   Complete electronic copies, including all documentation, may be emailed to: Cathy Conrad at ccmconrad@udel.edu.

Notes: The Faculty Senate has asked all units to be sure that the rationale and justification provided on the routing form are substantive and well-reasoned. Proposals that bear insufficient explanations or which are incomplete will be returned to the departments.

A flow chart outlining the routing of curriculum proposals may be found at the University Faculty Senate website at http://www.udel.edu/facsen/course/prov.html.
B) New courses, deletion or revision of existing courses
The approval of new courses or changes to existing courses requires evaluation by both the Arts and Sciences Educational Affairs Committee and the University Faculty Senate Undergraduate or Graduate Studies Committee.

New Course Proposals, Course Revisions, and Course Deletions must be submitted through the web at https://cas.nss.udel.edu/cas/login?renew=true&service=https://primus.nss.udel.edu/courseinventory/gateway.action. Follow the links to propose a new course, or, to revise or deactivate an existing course.

In order to meet the University Senate deadline of December 1, 2014 for courses to be offered in Fall Semester 2015, the Educational Affairs Committee must receive all electronic course forms no later than Thursday, October 31, 2014. Submitters should ensure that all department/program electronic approvals (including approval of the chairperson or director) are completed online by this date.

C) A&S Breadth Requirement and Second Writing Requests
The approval of courses to fulfill the College of Arts and Sciences Breadth requirements and/or Second Writing requirement requires evaluation by the Arts and Sciences Educational Affairs Committee. The Course Nomination Form also includes the option to request that breadth courses be forwarded for review as University breadth courses.

Procedures for requesting approval for courses to fulfill the Arts and Sciences Breadth or Second Writing are as follows:

1) For consideration of new courses, a link to the Arts and Sciences Group/Second Writing course nomination form will be provided from the standard New Course Approval Form at http://www.cas.udel.edu/faculty-senate/Pages/course-nomination-form.aspx. Please complete and submit both electronic forms (for proposing a new course and for nominating a course for breadth or second writing status).

2) For existing courses with revisions, please submit two separate electronic forms:
   - For the first form, visit https://cas.nss.udel.edu/cas/login?renew=true&service=https://primus.nss.udel.edu/courseinventory/gateway.action to browse the current course inventory and locate the course to be proposed for revisions. Then, select the option to “REVISE” the course to access the form that allows you to submit proposed revisions.
   - The second form is to nominate an existing course for Arts and Sciences Group/Second Writing and is found at http://www.cas.udel.edu/faculty-senate/Pages/course-nomination-form.aspx

There is no link to the Arts and Sciences breadth/second writing web form from the Faculty Senate’s Course Revision Form.

3) To nominate existing courses for breadth or second writing status with no revision to the courses, submit only the form at http://www.cas.udel.edu/faculty-senate/Pages/course-nomination-form.aspx

Do not submit a course revision form.

Additional Note - The University Faculty Senate Undergraduate Studies Committee reviews courses nominated for approval to fulfill the University First Year Experience (FYE) requirement, the Discovery Learning Experience (DLE), multicultural requirement, and also University breadth. Detailed instructions are at the Registrar’s site:
http://www.udel.edu/registrar/coursemanagement/instructions.html