UCC Proposal Requirements

- **Heading**
  - List Department, date, contact name, email, and phone number.
  - Contact person should be the one who initiated and is knowledgeable about the proposal and will be called to present to the UCC if a full review proposal.

- **Nature of Change**
  - Use the following terms:
    - “Create” – new course is created
    - “Add” – course is added to a degree box and/or to a program admission requirement
    - “Delete” – course is deleted
    - “Remove” – course is removed from a degree and/or program admission requirement
    - “Change” – any other curricula that is being modified. Examples (not an exhaustive list) are:
      - course title and/or number
      - course description
      - credit/contact/lab hours
      - semester offered
      - pre/co-requisite
      - change to Foundational Studies course

- **Current Catalog Statement**
  - Current catalog statements must be requested from the Catalog Coordinator in the Office of the Registrar.
  - If the proposal changes the degree box, include the ENTIRE degree box(es).
  - Use strikethrough and highlight changes.

- **Proposed Catalog Statement**
  - If the proposal changes the degree box, include the ENTIRE degree box(es).
  - Highlight the new changes (no strikethroughs)

- **Foundational Studies Course**
  - Include the following information:
    - Syllabus statement
    - Design for accessibility
    - Justification for FSP category (DL, CID, FF)
    - Course design table

- **Justification of Change**
  - Rationales for changes to be made must be as clear and specific as possible. Describe what is happening in terms of students, programs, accreditation, workload issues, etc.
  - If the proposed changes affect a course number, then a statement about checking on the availability of that course number must be included. Check with the Catalog Coordinator in the Office of the Registrar.

- **Projected Enrollment**
  - For a new course, please provide anticipated enrollment and the BASIS or RATIONALE for such projection.
  - For other curriculum changes, please provide CHANGES in enrollment that are likely to result.

- **Resources Required**
  - Include any non-curricular resources required to implement the proposed changes.
  - Examples of resources that might be required
    - New faculty lines (full-time or part-time)
    - Classroom/lab space
    - Equipment
    - Administrative support (usually pertains to admission/retention requirements)

- **Library Resources Verification**
  - Include any resources from the library that may be required to implement the proposed changes.
  - If resources ARE required, then it should be articulated that the department/program will coordinate with the library. However, if there are no foreseen changes to library resources needed, it is allowable to say as such. The default language should use the following:
“Current resources are adequate; department will continue to review relevant new resources and collaborate with library representative on updating holdings”

- **Semester Offered**
  - The meanings of the descriptions currently in use are, for example:
    - F = Fall semester only
    - S = Spring semester only
    - F,S = Both fall and spring semesters
    - F/S = Fall or spring semesters or both
    - F,SU = Fall semester and summer session
    - F,S,SU = Fall and spring semester and summer session
    - F Odd Years = Fall semester in odd years
    - Intermittently = Offered intermittently

- **Implementation Date**
  - Semester (i.e., Fall, Spring, or Summer) and year must be included (e.g., Fall 2012)

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**Example — Creating a course that is NOT a degree requirement**

*note the highlights*

**CURRICULUM CHANGE REQUEST**
Department of Basketry
November 6, 2010
Contact person—John Doe, Ext. 5555

**Nature of Change:**
Creating BSKW 474 BASKET WEAVING AND POPULAR CULTURE

**Current Catalog Statement:**
N/A

**Proposed Catalog Statement:**
BSKW 474 BASKET WEAVING AND POPULAR CULTURE (3-0-3) (F/S) Examines how basket weaving is portrayed in a multitude of popular media outlets including movies, magazines, and television. Explores cultural, artistic, and political views on basket weaving. PREREQ: upper-division standing.

**Justification for Change:**
With the additional attention to fashion-inspired basketry, the course was created based on student demand. It is an ever-growing method of art and personal expression; so, the demand is there. Additionally, this course has been a special topics course for three times and must be offered as a regular course. (Confirm with the Office of the Registrar that the course number is available.)

**Projected Enrollments:**
This course is projected to enroll about 20 students per term. This course needs to be hands-on and requires a smaller class. The major has approximately 60-80 students at various stages of completion.

**Resources Required:**
No additional resources are required. Current teaching assignments cover these courses.

**Library Resources Verification:**
Current resources are adequate. The department will continue to review relevant new resources and collaborate with library representative on updating holdings.

**Semester Offered:**
Fall/Spring

**Implementation Date:**
Fall 2011

*For more examples, see UCC Curriculum Examples.

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1 All references to “The Department of Basketry” or “Basket Weaving” courses and/or majors/emphases or contact names/numbers associated to this department and/or major/emphases are fictitious for example purposes only. Any similarities created are unintended.