Guidelines for Preparing and Submitting
Undergraduate Curriculum Changes
(Prepared and Adopted by the University Curriculum Committee, October, 1998)
(Revised by the University Curriculum Committee, December, 2010)
1. Types of Change Requests

a. Undergraduate Minor Curriculum Change Requests:
   a. changes seeking to modify courses and requirements within existing majors and programs.
   i. Examples of minor curriculum changes:
      1. Creating, adding, deleting, or removing a course
      2. Changes to courses including: title, subject, number, credit/contact/lab hours, description, prerequisites/corequisites, semester offered, grading basis, repeatability.¹
   3. Changes in the requirement for a current major, minor, option, or emphasis
   4. Changing program admission requirements
   
      iii. Minor Curriculum requests that require a notice of intent (NOI hereafter) are the following:
      v. Definition: changes requiring additional documentation in the form of a NOI to be approved by the Executive Director and the State Board of Education.*
      iii. Examples of minor curriculum changes needing a NOI are:
         1. Creating a new or deleting a program, major, minor, option, or emphasis
         2. Changing the name of a program, major, minor, option, emphasis, or degree
         3. Adding a minor that is not associated with an existing major with fiscal impact less than $150,000
         4. Adding a program, major, option, or emphasis which fiscal impact is less than $150,000.
   
   iv. Examples that are NOT minor curriculum changes:
      1. Changes to departmental/program statement and/or contact information found in the catalog
      2. Changes that require NOI and need additional documentation (see 1.b. below)
      3. Changes that are determined to be Major (Principal) curriculum changes (see 1.c. below)
      4. Sole Changes to diversity and/or core status of a course (see 1.d. and 1.e. below)

   v. Minor requests that require a notice of intent (NOI hereafter)
      Definition: changes requiring additional documentation in the form of a NOI to be approved by the Executive Director and the State Board of Education.*
      vi. Examples of minor curriculum changes needing a NOI are:
         1. Creating a new or deleting a program, major, minor, option, or emphasis
         2. Changing the name of a program, major, minor, option, emphasis, or degree
         3. Adding a minor that is not associated with an existing major with fiscal impact less than $150,000

¹ The following departments/programs have “common core” courses (i.e., courses that are similarly defined at higher education institution in the State of Idaho) and require additional steps (please contact the Office of the Provost for further guidance). The following subjects may include “common core” courses: Anthropology, Art, Biology, Chemistry, Communication, Economics, English, French, German, Geology, History, Humanities, Japanese, Math, Music, Philosophy, Physics, Political Science, Psychology, Russian, Sociology, Spanish, Theater
4. **Adding a program, major, option, or emphasis which fiscal impact is less than $150,000.** *(Be aware that, at any time, the State Board of Education can request a full proposal be submitted for adding any of the above. Please see the Provost’s Office for direction before beginning the process to determine the appropriate procedure.)*

**b. Major (Principal) Curriculum Change Requests** changes to add a new program, major, minor, option, or emphasis with fiscal impact that is greater than $150,000 or whose addition is deemed sufficient enough by the State Board of Education to review more thoroughly and request the development of a Full Proposal. Please see the Provost’s Office for direction before beginning the process to determine the appropriate procedure.

**c.b. Additional Curriculum Change Requests**

i. **Diversity Course Curriculum Change Requests**

1. changes to present diversity course requirements or to add courses to or delete courses from the university’s list of approved diversity courses. This guideline document does not address the curriculum process for diversity courses,
ii. General Education Core Curriculum Change Requests
   1. changes to present core requirements or to add courses to or delete courses from the university's list of approved core courses. This guideline document does not address the curriculum process for core courses.

2. Undergraduate Minor Curriculum Change
   a. University Curriculum Process
      i. Department creates a formal proposal. (See 2.b. of this section of the document)
      ii. Department completes and attaches to the proposal the Minor Curriculum Change Request Form, and gets the appropriate signatures. (See “Minor Curriculum Request Form (Cover Sheet)” information in c.ii of this section of this document.)
      iii. Proposal is reviewed by the department’s college, division or school curriculum committee. Upon approval of that committee (indicated by signature of the committee chair or designee), the department submits one paper copy and one electronic copy of the proposal and the completed Request Form to administrative support staff of the University Curriculum Committee (UCC hereafter) as indicated on the cover sheet.
      iv. Proposal is reviewed by the UCC. There are two types of reviews:
         1. Full UCC Review
            a. Any changes that affect degree requirements (i.e., additions, removals, and changes to degree boxes except for course name/number changes only) and/or degree/program admission requirements
            b. requires department/program representative presence at the UCC meeting
            c. reviews will be discussed and voted on via face-to-face UCC meeting and requires a quorum to make a vote.

         2. UCC Subcommittee Review
            a. The following changes are considered for expedited review:
               i. Degree subject name change
               ii. Creating course only
                  1. Note: courses that are also added to degree box are “full review” items (not “exempt review” items)
               iii. Pre-requisite/co-requisite
               iv. Course description and/or title
               v. Other changes not mentioned as “full review” items (see 2-a-iv-1) or “exempt review” items (see 2-a-iv-3)
            b. Does not require department/program representative presence at the UCC meeting
            c. Reviews will be discussed and voted on by a three voting member sub-committee via email.

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2 The proposal is identified as a particular review type based on the priority of changes. For example, if one proposal includes 3 changes (2 of which would be classified as an “expedited review” and 1 of which would be classified as an “exempt review,” then the entire proposal will be reviewed as an “expedited review.”
i. The chair of the UCC will act as the chair of each sub-committee.

ii. The corresponding UCC College representative must be one of the members of the sub-committee.

iii. The third member will be assigned by the administrative support staff member among the remaining UCC College representatives.

iv. The following members are to act as ex-officio members of the sub-committee:

1. Library liaison (or designee)
2. Registrar’s office representative (or designee)
3. UCC administrative support staff (or designee)

3. UCC Chair Review

a. The following changes are considered for exempt review:

i. Course deleted only

1. Note: courses that are also removed from degree box are “full review” items (not “exempt review” items)

ii. Prefix (subject)

iii. Course title

iv. Semester offered

v. Credit/contact/lab hours that do not affect degree requirements

vi. Grading basis

vii. Cross-listing

viii. Course description changes for the following reasons:

1. Grammar grammatical changes to description
2. Repeatability (e.g., including/excluding language similar to “may be repeated for credit”)
3. Grading basis (e.g., from “graded” to “pass/fail”)

b. Does not require department/program representative presence at the UCC meeting.

c. Reviews will be disseminated to ex officio members but will be decided solely by the UCC chair based on the recommendations from ex officio members via email. Ex officio members include:

i. Library liaison (or designee)

ii. Registrar’s office representative (or designee)

iii. UCC administrative support staff (or designee)

2. Minor Review – does NOT require department/program representative presence at the UCC meeting.

a. Any changes that do NOT affect degree requirements and/or degree/program admission requirements

b. Does NOT require department/program representative’s presence at the UCC meeting

c. Reviews will be discussed and voted on via e-mail among UCC members.
v. Any changes to the submitted proposal will be made by the administrative support staff member of the UCC and/or designee. Upon approval after making any final changes requested by the committee (indicated by the signature of the committee chair or designee), the proposal is forwarded to the Office of the Provost and Vice President for Academic Affairs for review and approval.

b. Additional requirements for adding, deleting programs or program components

vi. Proposal is reviewed by the office of the Provost and Vice President for Academic Affairs. Upon curriculum approval (indicated by the signature of the designee of the Provost), the proposal is forwarded to State Board of Education of Idaho.

vii. Proposal is reviewed by the staff of the State Board of Education of Idaho which has 30 days during which they may raise questions or objections before they formally approve the changes.
vi. The curriculum change becomes effective 120 days after the end of the 30-day
approval period if no objections were raised. (The department or unit proposing the
curriculum change may request that the 120-day period be waived in order to make
a catalog or other deadline. Units should contact the Provost’s office to initiate such
a request.)

b.c. Proposal Requirements

The proposal requires sections which primarily name the change, illustrate the change,
and justify the change academically, practically and fiscally. Specifically, these sections
are guided by information on the “Request for Curriculum Action Form/Minor
Curriculum Request Form,” which must accompany the proposal and which designates
that the following be addressed in the body of the proposal (See Examples Attached at
the end of this guideline document):

i. Heading - include name of submitting department, date of submission, and
contact name, email, and phone number of the one who initiated proposal (e.g.
Art Department, November 6, 2010, Dr. Jane Doe, janedoe@boisestate.edu,
555-4260)

1. Contact person should be the one who initiated and knows the most
about the proposal. This person may be called to present to the UCC.

ii. Nature of Change - include a brief phrase identifying the general task to be
accomplished. Only specific phrases may be used to describe these general
tasks:

1. “CREATE” – new course is created (i.e., added to the course description
section of the catalog)
2. “ADD” – course and/or is added as a degree requirement (i.e., added to
the degree box section of the catalog)
   a. This phrase also applies to admission and/or retention
   requirements
3. “DELETE” – course is deleted (i.e., deleted from the course description
section of the catalog)
4. “REMOVE” – course is removed as a degree requirement (i.e., removed
from the degree box section of the catalog)
   a. This phrase also applies to admission and/or retention
   requirements
5. “CHANGE” – any requirement (admission/retention requirement,
degree requirement, or course description) that is being modified.
Examples (not an exhaustive list) are:
   a. Change course title and/or number
   b. Change course description
   c. Change credit/contact/lab hours
   d. Change semester offered
   e. Change pre/co-requisite
iii. Current Catalog Statement – include a previously approved catalog statement.
   1. Current catalog statements can be requested from the Catalog Coordinator in the Office of the Registrar.
   2. Provide a MSWord copy of ONLY that information that the proposal will change (e.g., only the designated course description or the requirement box to be affected).
      a. Electronic changes will be made at, or closely following, the UCC meeting.
      b. This guideline also applies to admission/retention requirements.
      c. If the proposal changes the degree box, include the ENTIRE degree box(es).
   3. Use strike through and highlight everything that is going to be changed.

iv. Proposed Catalog Statement – include changes to previously approved catalog statement.
   1. Copy and make changes to the catalog statement requested from the Office of the Registrar.
   2. Provide a MSWord copy of ONLY that information that the proposal will change (e.g., only the designated course description or the requirement box to be affected).
      a. Electronic changes will be made at, or closely following, the UCC meeting.
      b. This guideline also applies to admission/retention requirements.
      c. If the proposal changes the degree box, include the ENTIRE degree box(es).
   3. The proposal should be “camera ready.” In other words, do NOT use strikethroughs. The only exception is highlighting changes that are being made to existing descriptions and/or degree/admission/retention requirements.

v. Justification of Change – include rationale for why the changes are being made.
   1. Please be as clear and specific as possible. Describe what is happening in terms of students, programs, discipline, accreditation, budget (e.g. additions or cutbacks), workload issues, etc. that might be driving the change.
   2. If the proposed changes affect a course number (new course number or changed course number), then a statement about checking on the availability of that course number must be included.

vi. Projected Enrollment – include the anticipated enrollment per semester per course (course changes) or per year (i.e., degree/admission/retention requirements)
   1. For a new course, please provide anticipated enrollment and the BASIS or RATIONALE for such projection.
   2. For other curriculum changes, please concentrate on the CHANGES in enrollment that are likely to result—not only for new courses, but for courses where enrollment may be reduced as a result of the new course being offered.
vii. **Resources Required** – include any non-curricular resources that may be required to implement the proposed changes.

1. **Examples of resources that might be required**
   a. New faculty lines (full-time or part-time)
   b. Classroom/lab space
   c. Equipment
   d. Administrative support (usually pertains to admission/retention requirements)

2. **Outline the anticipated source of proposed resources.**
   a. Deletion of courses
   b. Streamlining courses and/or procedures
   c. College and/or Provost’s Office

viii. **Library Resources Verification** – include resources from the library that may be required to implement the proposed changes.

1. This statement should be clear and specific to the resources required so that the library can work with the department/program to fulfill these resource needs.

2. Boilerplate language: “Current resources are adequate; department will continue to review relevant new resources and collaborate with library representative on updating holdings”
   a. If resources ARE required, then it should be so stated. However, if there is no foreseen changes to library resources needed, then the above language should be used.
   b. If department/program is certain that NO resources are required, then the proposal should state as such.
   c. A proposal shall NEVER assert that library resources “will” be updated because the library has limited resources.

ix. **Semester Offered** – include semester offered for each course that has been added, deleted, and/or changed

1. Here are the meanings of the descriptions currently in use:
   a. (F) – “Fall semester only”
   b. (S) – “Spring semester only”
   c. (F,S) – “Both fall and spring semesters”
   d. (F/S) – “Fall or spring semesters or both”
   e. (F,SU) – “Fall semester and summer session”

2. If no semester is identified, then the offering of the course is every fall, spring AND summer sessions.

3. If the course is to be taught alternate years, the phrase “Alternate Years” is listed after the semester of offer and prior to the description.
Implementation Date – include semester and year for which the proposal is to take effect.

1. **Format**
   a. Semester (i.e., Fall, Spring, or Summer) and Year must be included
   b. Do NOT use catalog year (i.e., 2010-2011).

2. Deadlines (see also, 2.c.i. below)

### Guidelines

#### i. Catalog Deadline

1. **Degree Requirements** (i.e., changes to courses and credit allocation in the degree box)
   a. End of Fall Semester prior to catalog year (e.g., December 2010 for Fall 2011 implementation)
   b. “end of fall semester” will be determined by UCC chair and advertised on UCC website given timely notice

2. Admission/Retention Requirements
   a. End of Fall Semester prior to catalog year (e.g., December 2010 for Fall 2011 implementation)
   b. “end of fall semester” will be determined by UCC chair and advertised on UCC website given timely notice

3. Non-degree/non-admission/retention requirements (e.g., course description, semester offered, etc.)
   a. Deadlines are those defined and noted on the UCC website.
   b. Typically, to the UCC 1-2 weeks prior to the start of registration in the semester before changes are to take place.

#### ii. Request for Curriculum Action Minor Curriculum Request Form (Cover sheet)

- this form serves as a cover sheet accompanying proposals or sets of proposals coming from one department.

1. **Number of forms**
   Generally, one form is sufficient to accompany an entire set of curriculum changes proposed by a department even when the number of minor changes is large. However, in a few cases, it is necessary to provide an additional form for a particular set of changes that differ greatly from another set of changes simply to avoid confusion.

2. **Signatures**
   The Request Form assures the UCC that all affected departments\(^4\) have the option to indicate approval or disapproval (indicated by checking the appropriate box and signature) for the proposal. Any disapproving department will be given a chance to explain to the UCC their rationale for their disapproval. Examples of situations when signatures of other

\(^4\) The initiating department/program only needs to obtain the signature of the affected department(s). The initiating department does NOT have to include the changes to the degrees of other department(s)/program(s). The initiating department/program only needs to include changes to the courses housed in their department/program.
department chairs are required in order to prove knowledge and consent are:

a. If your department modifies or drops a course that is presently required by another department either as a major requirement or a prerequisite. (Contact the Catalog Coordinator to determine which other departments may require your course).

b. If your department adds or drops a major requirement to take a course from another department.

c. If your department starts to teach subject matter traditionally taught by a different department.

d. If the major includes information that is the responsibility of another department (e.g. Teacher Education).

iii. Committee Review. (Do we have this Online Administrative Handbook?)

The Online Administrative Handbook Faculty Senate Bylaws specifies that the University Curriculum Committee “supervise all undergraduate offerings of the University determining that curricular changes be compatible with existing programs, feasible under given circumstances, and consistent with the educational objectives of Boise State University under state and federal law.”

These duties are typical of those of most other types and levels of curriculum committees or councils as well. The goal of curriculum committees is not to dispatch proposals, but rather to expedite approval at higher levels, and to facilitate excellence in curricula.

iv. Attendance by Department/Program Representative

v. The contact name listed on the proposal might be asked to attend for a full review (see section 2-a-iv to determine what constitutes a “full review”).

1. Full Review — any proposal that includes, in full or in part, changes to the degree and/or admission/retention requirements requires the attendance of a department/program representative.

a. The contact name on the proposal will be requested to attend to give a brief summary and answer the UCC’s questions.

2. Minor Review — any proposal that includes ONLY changes to non-degree and non-admission/retention requirements

a. The department/program representative will NOT be asked to attend the meeting. Approval on these proposals will be completed via e-mail between UCC members.

3. Major (Principal) Curriculum Change

Adding a new major, a new program, or any component which fiscal impact is greater than $150,000 or whose addition is deemed sufficient enough by the State Board of Education of Idaho to wish to review more thoroughly by the development of a full proposal are considered "Major Curriculum Changes."

a. Forms

These changes require a Notice of Intent and a New Program form accompanied by a Full Proposal. (Please see the Provost’s Office for the appropriate State Board of
Education forms and the State Board of Education publication "Guidelines for Program Review and Approval," for complete instructions.)
b. Process

i. Once the department determines the need for the addition of a new major, a new program or any component, the department should discuss the need with the dean. The dean will bring the need forward to the Provost's office and the Provost's office will determine whether the change is considered as a minor or major curriculum change.

ii. If the addition is deemed a major curriculum change, the Provost’s office will give the dean and department the Notice of Intent form. Once the form is completed, the form is forwarded by the Provost’s Office to the Office of the State Board. After approval by the Council on Academic Affairs and Programs and the Academic Affairs and Program Committee, the Provost’s Office will notify the department to proceed with the completion of the Full Proposal.

iii. The completed Full Proposal is prepared and submitted with the approved Notice of Intent and the Major Curriculum Change form. The same process for approval of Minor Curriculum Changes is followed except that following approval of the University Curriculum Committee and/or Graduate Council, the proposal must next be submitted to the University Faculty Senate for approval. The Faculty Senate will forward the approved proposal to the Provost’s office. In preparation for the Senate’s review of the proposal, the proposing department must submit 50 copies of the proposal to the secretary of the Senate, and send a representative to the Senate meeting the day the Senate considers the proposal.

c. Criteria (for Review of New Programs)

i. The Full Proposal must include documentation that the new program will be offered at a high level of quality. For further information, see the Provost’s Office and the State Board of Education’s “Guidelines for Program Review and Approval.” To ensure quality programs the institution should address the following:

   1. curriculum (e.g., degree requirements, course descriptions, etc.)
   2. faculty (e.g., number of new or additional lines of instruction, faculty support, etc.)
   3. student expectations and support
   4. infrastructure support
   5. funding resources (current and expected)
   6. outcome/performance measures
   7. business and industry support/partnerships
   8. State Licensing Board acknowledgment
   9. other agency support where appropriate

ii. Encouraged items to include:

   1. Accreditation reviews
   2. self-study reports
   3. external peer-review evaluations
Example #1 – Creating a course that is NOT a degree requirement
(note the highlights)

MINOR 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.

According to the Office of the Registrar, the course number has been confirmed to be 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; department will continue to review relevant new resources and collaborate with library representative on updating holdings.

Semester Offered:
Fall/Spring

Implementation Date:
Fall 2011.

5 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.
Example #2 – Change course description; change semester offered
(note the cross-outs and highlights)

MINOR CURRICULUM CHANGE REQUEST

Department of Basketry
November 6, 2010
Contact person—John Doe, Ext. 5555

Nature of Change:
1. Change course description for BSKW 202 BASKET WEAVING DESIGN
2. Change semester offered for BSKW 202 BASKET WEAVING DESIGN

Current Catalog Statement:
BSKW 202 BASKET WEAVING DESIGN (2-2-4) (F) Introduction in basic basket weaving techniques including basework, lidwork, lattice, shell, plaster, cloth, reed, and twine. PREREQ: BSKW 101.

Proposed Catalog Statement:
BSKW 202 BASKET WEAVING DESIGN (2-2-4) (F/S) Introduction in basic basket weaving techniques including basework, lidwork, lattice, and shell. Exploration in computer applications of design. Computer proficiency strongly encouraged. PREREQ: BSKW 101.

Justification for Change:
1. With the recent addition of BSKW 301 (Basket Weaving Materials) and BSKW 302 (Basket Weaving Technique), some of the items listed in BSKW 202 were redundant to these new courses. Additionally, we wanted to update this course to what we have been doing for the past several years regarding computer applications of design. We also wanted to make it clear that students should have some computer proficiency before taking this class.
2. We wanted to allow for some flexibility in our scheduling to allow for this course to be taught either in the Fall or Spring.

Projected Enrollments:
This course is projected to enroll about 30-40 students per term spread over two sections. There are approximately 60-80 students in the major. This course is the basis of methodology for further instruction.

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

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

Semester Offered:
Fall/Spring

Implementation Date:
Fall 2011.
Example #3 – Creating and adding an emphasis; creating and adding courses to degree requirements; deleting course  
(note the cross-outs and highlights)

MINOR CURRICULUM CURRICULUM CHANGE REQUEST

Department of Basketry
November 6, 2010
Contact person—John Doe, Ext. 5555

Nature of Change:
1. Create and Add “Underwater Basket Weaving Emphasis”

2. Create Add “Cultural Basket Weaving Emphasis”

3. Create and Add the following courses:
   a. BSKW 361 THEORIES OF UNDERWATER BASKET WEAVING
   b. BSKW 452 ADVANCED UNDERWATER BASKET WEAVING TECHNIQUE
   c. BSKW 460 UNDERWATER BASKET WEAVING SURVEY

4. Delete and Remove BSKW 307 “Asian Basket Weaving”

Current Catalog Statement:
See Appendix A (degree box)

BSKW 361 ASIAN BASKET WEAVING (3-0-3) (F/S) Cultural perspectives of Asian influences on the art of basket weaving ranging from East Asia to Middle Eastern Asia to Central Asia to South Asia. PREREQ: BSKW 101 and basketry upper-division standing. PREREQ: BSKW 101 and BSKW 210.

Proposed Catalog Statement:
See Appendix B (degree box)

BSKW 361 THEORIES OF UNDERWATER BASKET WEAVING (3-0-3) (F/S) Illustrates different purposes and uses of underwater basket weaving. Identifies and examines rationales for underwater basket weaving techniques exploring cultural, artistic, political, and religious perspectives PREREQ: BSKW 101 and basketry upper-division standing.

BSKW 452 ADVANCED UNDERWATER BASKET WEAVING TECHNIQUE (1-2-2) (S) A continuation of BSKW 352 including deep-sea, lake, and river techniques. PREREQ: BSKW 352 and basketry upper-division standing.

BSKW 460 UNDERWATER BASKET WEAVING SURVEY (3-0-3) (S) Examines the cultural, artistic, political, and religious impact of and on underwater basket weaving, coordinating methods, materials and techniques. PREREQ/COREQ: BSKW 452 and basketry upper-division standing.
Justification for Change:
1. A new faculty has been added to the department with specialty in underwater basket weaving. Prior to this faculty member’s addition, the department could only offer electives in underwater basket weaving materials and technique. Now, the department can offer this emphasis to students with the appropriate coverage.
2. This emphasis serves the former degree requirements. It only adds a label to the emphasis area to serve the remainder students who do not emphasize in underwater basket weaving.
3. These courses are industry standards in underwater basket weaving. With the addition of new faculty member, coverage of these courses is now feasible.
4. The instructor that teaches this course has left the University and there is no longer any coverage of this material.

According to the Office of the Registrar, the course numbers have been confirmed to be available.

Projected Enrollments:
1. This emphasis will serve approximately 30 majors at any given time. Previous to the creation of the emphasis, there are 50-60 majors currently. With this inclusion, we anticipate an additional 10-15 new students and approximately 1/3 of our current students selecting this emphasis.
2. This emphasis will serve the remaining 40 majors at any given time. Currently, we serve 50-60 majors. The majority of our courses are focused on cultural basketry. So, we anticipate that the majority of our majors will remain in this emphasis.
3. These classes will be limited to about 10-15 students per section (especially BSKW 452 which has a lab component) based on additions and changes to the underwater basketweaving emphasis mentioned in #1 above.
4. N/A

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

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

Semester Offered:
1. N/A
2. N/A
3. Varies
   a. BSKW 361 – F/S
   b. BSKW 451 – S
   c. BSKW 460 - S
4. N/A

Implementation Date:
Fall 2011.
## Appendix A – Current Catalog Statement

### Basket Weaving Bachelor of Arts

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102 English Composition</td>
<td>6</td>
</tr>
<tr>
<td><strong>Area I</strong> — see page 44 for list of approved courses</td>
<td></td>
</tr>
<tr>
<td>ART 100 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>Area I core course in a second field</td>
<td>3</td>
</tr>
<tr>
<td>Area I core course in a third field</td>
<td>3</td>
</tr>
<tr>
<td>Area I core course in any field</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area II</strong> — see page 44 for list of approved courses</td>
<td></td>
</tr>
<tr>
<td>ANTH 102 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Area II core course in a third field</td>
<td>3</td>
</tr>
<tr>
<td>Area II core course in any field</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III</strong> — see page 45 for list of approved courses</td>
<td></td>
</tr>
<tr>
<td>Area III core course in mathematics</td>
<td>3.5</td>
</tr>
<tr>
<td>Area III core course in a second field</td>
<td>4</td>
</tr>
<tr>
<td>Area III core course in any field</td>
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<tr>
<td>BSKW 152 Rims</td>
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<td>BSKW 201 Basket Weaving Methods</td>
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<td>BSKW 202 Basket Weaving Design</td>
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<td>BSKW 210 History of Basket Weaving I</td>
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<tr>
<td>BSKW 211 History of Basket Weaving II</td>
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<tr>
<td>BSKW 240 Basket Weaving and Culture</td>
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<tr>
<td>BSKW 250 Basket Weaving as Tools</td>
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</tr>
<tr>
<td>BSKW 260 Basket Weaving as Art</td>
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<tr>
<td>BSKW 301 Basket Weaving Materials</td>
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<tr>
<td>BSKW 302 Basket Weaving Technique</td>
<td>4</td>
</tr>
<tr>
<td>BSKW 360 Theories of Basket Weaving</td>
<td>3</td>
</tr>
<tr>
<td>BSKW 402 Advanced Basket Weaving Technique</td>
<td>4</td>
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<tr>
<td>BSKW 498 Basket Weaving Seminar</td>
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**Courses chosen from:**

- BSKW 304 Basket Weaving of the Americas

---

*Basketweaving is a fictitious degree.*
<table>
<thead>
<tr>
<th>Course Options</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSKW 305 Mexican Basket Weaving</td>
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<tr>
<td>BSKW 306 European Basket Weaving</td>
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<tr>
<td>BSKW 307 Asian Basket Weaving</td>
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<tr>
<td>BSKW 308 Arctic and Subarctic Basket Weaving</td>
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<td>BSKW 310 Basket Weaving and Religion</td>
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<td>BSKW 320 Basket Weaving and the Secular World</td>
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Appendix B – Proposed Catalog Statement

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
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<td>ENGL 101-102 English Composition</td>
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**Area I** — see page 44 for list of approved courses

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**Area II** — see page 44 for list of approved courses

<table>
<thead>
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<th>Course</th>
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<td>ANTH 102 Cultural Anthropology</td>
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<td>GEOG 102 Cultural Geography</td>
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**Area III** — see page 45 for list of approved courses

<table>
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<tr>
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</tr>
<tr>
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<td>1</td>
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<tr>
<td>BSKW 151 Dyes and Colors</td>
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<td>BSKW 152 Rims</td>
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<td>BSKW 201 Basket Weaving Methods</td>
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<td>BSKW 202 Basket Weaving Design</td>
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<td>BSKW 210 History of Basket Weaving I</td>
<td>3</td>
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<tr>
<td>BSKW 211 History of Basket Weaving II</td>
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<td>BSKW 240 Basket Weaving and Culture</td>
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<td>BSKW 250 Basket Weaving as Tools</td>
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<td>BSKW 260 Basket Weaving as Art</td>
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<td>BSKW 302 Basket Weaving Technique</td>
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<td>BSKW 498 Basket Weaving Seminar</td>
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**Underwater Basket Weaving Emphasis**

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<tr>
<td>KINES 118 Aquatics</td>
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<td>GEOG 321 Sustainability of Natural Resources</td>
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7 Basketweaving is a fictitious degree.
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<tr>
<td>BSKW 352 Underwater Technique</td>
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<td>BSKW 361 Theories of Underwater Basket Weaving</td>
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<td>BSKW 452 Advanced Underwater Basket Weaving Technique</td>
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<td>BSKW 460 Underwater Basket Weaving Seminar</td>
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<tr>
<td>BSKW 304 Basket Weaving of the Americas</td>
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<td>BSKW 308 Arctic and Subarctic Basket Weaving</td>
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<td>BSKW 310 Basket Weaving and Religion</td>
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<tr>
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