

## **Curriculum changes – Streamlining submission for School approval**

**In preparing documentation for approval by the Deans and Chairs (who serve as SC&I's curriculum committee), please pay attention to the following:**

- 1. Course title**
- 2. Course number**
- 3. Course learning objectives**
- 4. Course description**
- 5. One document per course**

### **1. Course title**

All courses need to be approved by a university wide committee. They are mainly looking for “turf” related issues.

Avoid titles that use other disciplines' names in the title, unless it is paired with a specific SC&I disciplinary term. For example, “Business” on its own, will flag the course for concern by the Rutgers Business School but “Business of Media Industries” will clearly mark it as relevant to SC&I.

Skills courses such as writing, editing, and web design that are relevant to many disciplines are taught elsewhere as well. If they are not open to non-majors, they are not competing with other schools and thus do not pose a concern.

### **2. Course number**

In proposing a new course, please check the Master Course List so you select only numbers that are not currently assigned to other courses. You cannot just switch a number from one course to another immediately because it will create problems for your students in registering for the same number even if it is a different course title. The only exception to this would be if the course has remained in the MCL but has not been offered in many years, such that no current student would have taken a course with that number.

It's preferable to have numbers within your curriculum be grouped meaningfully by level and/or topical area, although over time this sometimes becomes difficult to do. Certainly a prerequisite of another course should have a lower number than that other course.

Please confirm with Sharon Stoerger that the numbers you have chosen do not raise any issues.

### **3. Course learning objectives**

In an attempt to adhere to best practices and to standardize our learning objectives in the school, we ask that you use the following format:

An opening statement – followed by bullet points with action words such as the list below (but not limited to them). These words and statements help guide how you will assess students in the course.

“Upon successful completion of this course, students (*in the third person – not You*) will be able to:”

- Understand....
- Analyze....

Recognize, gain, demonstrate, assess, identify, document, explain....

Please confirm with Sharon that your learning objectives read well.

#### **4. Course description**

The formal course description should be relatively succinct and general. For example, rather than saying the course will cover use of Wordpress (specific technology), say it will cover the use of web development software. This way descriptions don't need to be changed as often. It is perfectly acceptable to include in a syllabus both the formal course description and a more expansive description from the faculty member teaching that section, but it is only the formal description that is recorded in university databases.

#### **5. One document**

Please submit your curriculum change document as one WORD document: the completed template + the syllabus.

Please name your WORD document in this way:

Course number Name of Course

For example:

04.547.321 Information Visualization

04.567.413 Literary Journalism

**Please consult with Sharon Stoerger, the Assistant Dean for Programs and Assessment, before holding the departmental vote on the curriculum change.**

**Submission:**

**Following the departmental vote, please submit the final template and syllabus to Sharon Stoerger for final review 10 days before the next Deans and Chairs meeting, to make sure it is ready for discussion in the meeting.**

**General timeline for approving new courses**

**It can take a full year to offer a new class, from the faculty member's idea to the start of the class.**

**Fall Semester:**

The deadline for putting fall classes into the scheduling system is generally in December the previous academic year.

The sample timeline is thus:

The department approves it in the first meeting of the year in September

Deans & Chairs approve it in October

The School approves it in the middle meeting of the fall term

The class can then be scheduled for the upcoming fall during the December scheduling period, and appear on the Schedule of Classes during the pre-registration period for the fall term, which is generally in April

**Spring Semester:**

The deadline for putting spring classes into the scheduling system is generally in June the previous academic year.

The sample timeline is thus:

The department approves it in February.

Deans & Chairs approve it in March.

The School approves it in the last meeting of the year

The class can then be scheduled for the upcoming spring during the May scheduling period, and appear on the schedule during the pre-registration period for the spring term, which is generally in late October

The above timeline assumes that there are no unusual issues and that the new course receives university approval as well.

Under rare special circumstances, some exceptions to this timeline can be worked out.

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