Memo

TO: College of Liberal Arts Department Heads, Interdisciplinary Chairs, and Curriculum Chairs

FROM: Josh Boyd Chair, Liberal Arts Curriculum Committee
Joel Ebarb, Associate Dean for Undergraduate Education, College of Liberal Arts

DATE: August 1, 2016

SUBJECT: Liberal Arts Curriculum Committee Procedures for 2016-17

Reminder for 2016-2017
We now only accept electronic submissions of materials for consideration by the CLA Curriculum Committee. Please send the CLA Course/Program Summary Sheet, Registrar’s Form 40, and any additional materials as an e-mail attachment to Holly Tittle-Hudson at httittleh@purdue.edu. Please include electronic signatures on the Form 40 and the Course/Program Proposal Summary Sheets.

Effective Date for Undergraduate Programs
Changes made this academic year in undergraduate programs ( Majors, Minors, Areas, Certificates) will go into effect fall semester of 2017-2018 if they are submitted to the CLA Curriculum Committee by January 30, 2017, and approved by the CLA senate at their February 21, 2017 meeting.

Reminder from the Registrar’s Office:
The Registrar’s Office will now require Learning Outcomes for all course proposals, unless they were included during the original approval process. This is in effect for courses undergoing revision, in addition to new course proposals.

If you have questions pertaining to these changes, please contact:
Joel Ebarb at 4-0934 or jebarb@purdue.edu
Enclosed is a copy of procedures which will be in effect for 2016-17 for adding, revising, or deleting courses and programs, together with a schedule of deadlines for submission of departmental requests during the coming year. This information can also be accessed on the CLA curriculum website.

The Course Proposal Summary Sheet and Program Proposal Summary Sheet will serve as cover sheets for course proposals and program proposals, respectively. These forms are designed to be filled in electronically and then e-mailed for submission. See the website, (http://www.cla.purdue.edu/facstaff/curriculum/) for copies of these forms.

Submit a Form 40 (if it is required) electronically. **PERTINENT INFORMATION:** In order to provide more expedient service in processing Form 40’s, the Registrar’s Office has two separate versions of the form: 1) one for undergraduate courses numbered 001-499; and 2) one for graduate/(dual) level courses numbered 500-699. The CLA curriculum website contains a link to the Registrar’s Office website where you can obtain the forms and instructions.

Departments develop their own internal curriculum procedures; the dean’s office does not prescribe department procedures. It is expected that each department will follow whatever internal procedures it establishes. The signature of the chair of the department curriculum committee (or other department committee that deals with curriculum) or of the department head (or assistant head) is a certification that all appropriate departmental procedures have been followed before submission to the college curriculum committee.

Questions, comments and suggestions about submissions, groupings, and curriculum committee operating procedures can be directed to one of the following:

Josh Boyd  
Brian Lamb School of Communication  
BRNG 2274 Phone: 494-3333  
Email: boyd@purdue.edu

Joel Ebarb  
Liberal Arts Administration  
BRNG 1290  
Phone: 494-0934  
Email: jebarb@purdue.edu

Enclosures
COLLEGE OF LIBERAL ARTS
Curriculum Committee
Procedures 2016-2017

I. GENERAL INFORMATION ABOUT SUBMISSIONS

A. Course and Program Proposals

The information and materials necessary for a complete submission and the required approvals vary according to the type and level of the proposal. Proposals can be divided into six types:

- Course Additions (New Courses)
- Course Revisions (Course Changes)
- Course Deletions
- Program Additions (New Programs)
- Program Revisions (Program Changes)
- Program Deletions

Course proposals are divided by level into 100- to 400-level, 500-level, and 600-level.

Course proposals of all three types at the 100- to 400-level must be approved by the CLA Curriculum Committee and then by the CLA Senate. Senate approval is the final approval for these proposals.

Course proposals at the 600-level are not considered by the CLA Curriculum Committee or senate. They must be approved by associate dean Joel Ebarb, and are then forwarded to the Graduate School; 600-level additions and substantive revisions must be approved by the Graduate Council; non-substantive revisions and deletions at the 600-level are approved by the dean of the Graduate School.

Course proposals at the 500-level must undergo both the 100- to 400-level (i.e., undergraduate) procedure and the 600-level (i.e., graduate) procedure. Please note that they must receive final approval from the CLA Senate before the Graduate School will consider them. These proposals will be forwarded to the Graduate School automatically by the dean’s office after approval by the senate.

Program proposals are divided by level into undergraduate and graduate.

Undergraduate program proposals must be approved by the CLA Curriculum Committee and then by the CLA Senate. Senate approval is final for non-teaching programs (majors, minors, and areas).*Teaching programs must, in addition, be approved by the Teacher Education Council after gaining CLA Senate approval, and new teaching programs or substantive revisions of existing ones may also need to be approved by the Indiana Department of Education in Indianapolis. The department is responsible for submitting proposals involving teaching programs to the Teacher Education Council. For information about requirements pertaining to teaching programs and submissions to the Teacher Education Council, contact Teresa J. Oakes, Director, Office of Professional Preparation and Licensure, in the College of Education or see the TEC program proposal guidelines at

* In some cases, a new program proposal may need to be submitted to the Indiana Commission on Higher Education.
Graduate program proposals are not considered by the CLA Curriculum Committee or senate, and are forwarded by the dean’s office to the Graduate School; they may also need to go to the Indiana Commission on Higher Education. Contact us for further information and requirements about these programs.

B. Consultation with other Departments, Colleges, and Campuses

A proposal to add a course covering subject matter which is also dealt with by another department in the college or the University, or to add such subject matter to an existing course, must be discussed with the other department before submitting the course addition/revision proposal.

A proposal to change or delete a course that is a prerequisite for a course or a requirement for a program of study in another department or college must be discussed with the department and/or college involved before submitting the course revision/deletion proposal.

A proposal to change or delete a course that is also given at another Purdue campus must be discussed with the other campus(es) involved before submitting the course revision proposal. (This is not necessary for course additions.)

In all three of these instances, documentation of consultation in these cases, showing the response (e.g., a letter or email from the appropriate department head, etc.) and making explicit any agreements between the units, must be included in the submission.

Program proposals must include only courses that are regularly offered at Purdue, West Lafayette campus. For required courses, this means offered annually, for optional courses, biannually. Proposals must include letters or emails from department heads or chairs of curriculum committees confirming that these courses are offered regularly and will be offered regularly in the foreseeable future.

C. Guidelines for Programs of Specialization

The following types of programs of specialization and the specifications relating to them have been established by the Liberal Arts Senate (2/2/65, amended 5/16/68, 10/20/09, and 12/10/13). The allotments of credit hours are beyond the Liberal Arts core requirements.

Major: 24-45 credit hours. Departments may require that the major be accompanied by a minor.

Minor: 12-15 credit hours.

Area: 36-45 credit hours, of which at least 12 must be outside the home department.

NEW Certificate: 12-18 credit hours, must be multidisciplinary in content

The credit minima and maxima and certain other requirements pertaining to education programs are set by the Teacher Education Council, and may vary according to discipline. Consult Ms. Oakes in the College of Education for information about the requirements for specific programs.
All courses included in a program proposal must have been approved by the CLA Curriculum Committee before the proposal can be acted on. Proposals for new courses at the 100- to 400-level included in the program may be submitted together with the program proposal. The course proposal(s) and the program proposal(s) should be indicated as “linked” with each other. 500-level courses must be approved by the CLA Senate and the Graduate School before they can be included in the program proposal. New programs or program revisions which include unapproved courses will not be approved.

II. WHAT TO SUBMIT

Please follow these instructions carefully. Incomplete or improper submissions will be returned to the department, delaying approval. What constitutes a complete submission and the number of copies required depends on the type and level of the proposal.

A. Course Proposals (Additions, Revisions and/or Deletions)

N.B.: If approval of a course proposal will result in a change to a program of study, a program revision must be submitted along with the course proposal.

Course proposals of all three types and all three levels require a fully completed and signed Office of the Registrar Form 40 (see the instructions accompanying the form for requirements from the Registrar’s Office). This should be sent electronically to Holly Tittle-Hudson at htittleh@purdue.edu in the CLA Dean’s Office. In addition, the following materials should accompany the Form 40:

Course Additions (New Courses), All Three Levels

1. Course Proposal Summary Sheet (Parts I & II) – The course description is limited to 100 words.

2. Justification (explanation/rationale for the proposed action) – Include a statement on staffing and whether additional staff will be needed. For 500 and 600 level courses, be sure to complete the “Supporting Document for a New Graduate Course” on the Registrar’s Website.

3. Syllabus – May be a narrative or in outline form; may be organized by topics, by weeks, or in any other appropriate way; the point is to give an accurate idea of how the course is to be organized and what it will contain. Syllabus must include a description of learning outcomes for the course. See a definition at http://www.purdue.edu/oirae/resources.html and a statement of emergency preparedness. [See a suggested statement on the Information Technology at Purdue website: https://www.purdue.edu/ehrs/emergency_preparedness/faculty/index.html]
4. Statement of course format – Examples:
   • Recitations; three times per week for one class hour
   • Lectures (2 class hours/week) and discussions (1 class hour/week)
   • Lecture (1 hour), recitation (1 hour) and lab (2 hours) each week
   • etc.

5. List of possible textbook(s) and other course materials (as appropriate)

6. A description of the course grading policy – Specific point breakdowns are not needed,
   but provide a summary of the proportions of the final grade associated with different
   types of activities.

7. Bibliography (mark items which are in the Purdue libraries or already on order there) –
   The bibliography should include both journals and books, as appropriate to the course.
   Do not limit bibliography to items that are required reading. Include all entries that might
   be used in the course (e.g., sources students might use for papers and projects).

8. Supporting documentation (if any) if other departments, programs, colleges, campuses,
   etc., are affected (e.g., statements of support from or evidence of consultation with other
   departments, programs, and/or campuses, or any other types of supporting material)

9. Anything else which may be relevant to the specific proposal

Course Revisions, All Three Levels

1. Course Proposal Summary Sheet (Parts I & II); the course description is limited to
   100 words
2. Justification (explanation/rationale for the proposed action); include a statement on
   staffing and whether additional staff will be needed
3. Substantive revisions are treated as new courses, and require a full new-course proposal as
   outlined above. Minor revisions require only information/material on the aspect(s) of the
   course being changed; for each item, show both existing (old) and proposed (new)
   specification.
4. Supporting documentation (if any) if other departments, programs, colleges, campuses,
   etc., are affected (e.g., statements of support from or evidence of consultation with other
   departments, programs, campuses, etc., or any other type of supporting material)
5. Course Learning Outcomes must be provided. (See a definition at
   http://www.purdue.edu/oirae/resources.html)
6. Anything else which may be relevant to the specific proposal

Course Deletions, All Three Levels

1. Course Proposal Summary Sheet (Part I only)
2. Justification (explanation/rationale for the proposed action)
3. Supporting documentation (if any) if other departments, programs, colleges, campuses,
   etc., are affected (e.g., statements of support from or evidence of consultation with other
   departments, programs, and/or campuses, or any other type of supporting material)
4. Anything else which may be relevant to the specific proposal
B. Program Proposals (Additions, Revisions and/or Deletions)

Undergraduate program proposals of all three types should include the items listed below and emailed to Holly Tittle-Hudson at htittleh@purdue.edu in the CLA Dean’s Office. For graduate program proposals, consult Joel Ebarb. Information about the format, materials and number of copies required for graduate program proposals can be obtained from Ms. Tina Payne in the Graduate School.

Program Additions (New Programs), Undergraduate

1. Program Proposal Summary Sheet (Parts I & II)
2. Justification (explanation/rationale for the proposed action); include a statement on staffing and whether additional staff will be needed
3. “Bingo sheet” for the proposed program, showing required courses and elective options (include course number, title and credit hours)
4. Program proposals must include only courses that are regularly offered at Purdue, West Lafayette campus. For required courses, this means offered annually, for optional courses, biannually. Proposal must include letters or emails from department heads or chairs of curriculum committees confirming that these courses are offered regularly and will be offered regularly in the foreseeable future.
5. Anything else which may be relevant to the specific proposal

Program Revisions, Undergraduate

1. Program Proposal Summary Sheet (Parts I, II & III)
2. Justification (explanation/rationale for the proposed action); include a statement on staffing and whether additional staff will be needed
3. “Bingo sheet” for the existing program, showing required courses and elective options
4. “Bingo sheet” for the proposed program, showing required courses and elective options (include course number, title and credit hours; bold those parts which represent changes)
5. Program proposals must include only courses that are regularly offered at Purdue, West Lafayette campus. For required courses, this means offered annually, for optional courses, biannually. Proposal must include letters or emails from department heads or chairs of curriculum committees confirming that these courses are offered regularly and will be offered regularly in the foreseeable future.
6. Anything else which may be relevant to the specific proposal

Program Deletions, Undergraduate

1. Program Proposal Summary Sheet (Part I only)
2. Justification (explanation/rationale for the proposed action)
3. “Bingo sheet” for the existing program, showing required courses and elective options
4. Program proposals must include only courses that are regularly offered at Purdue, West Lafayette campus. For required courses, this means offered annually, for optional courses, biannually. Proposal must include letters or emails from department heads or chairs of curriculum committees confirming that these courses are offered regularly and will be offered regularly in the foreseeable future.
5. Anything else which may be relevant to the specific proposal
C. **Number of Copies to Submit**

1. One copy of all materials submitted electronically is required for both graduate and undergraduate courses and program proposals revisions.

2. For submissions to the Teacher Education Council consult Ms. Oakes in the College of Education.

**IV. WHEN TO SUBMIT**

Proposals may be submitted at any time; however, the following timetable may be useful for planning purposes.

Complete proposals that reach the CLA Dean’s Office **by the dates listed below in the first column** will be considered at the indicated meeting of the curriculum committee. Changes approved by the committee will be acted on by the senate at its next meeting.

<table>
<thead>
<tr>
<th>Deadline for Submission of Materials to Dean’s Office</th>
<th>CLA Curriculum Committee Meeting</th>
<th>CLA Senate Meeting</th>
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<tbody>
<tr>
<td>August 29, 2016</td>
<td>Week of September 5, 2016</td>
<td>September 20, 2016</td>
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<td>September 26, 2016</td>
<td>Week of October 3, 2016</td>
<td>October 18, 2016</td>
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<td>October 31, 2016</td>
<td>Week of November 7, 2016</td>
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<td>January 2, 2017</td>
<td>Week of January 9, 2017</td>
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<td>Week of March 6, 2017</td>
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<tr>
<td>March 27, 2017</td>
<td>Week of April 3, 2017</td>
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**NOTE:** This schedule applies only to approval by the College of Liberal Arts. Courses and programs that must also be approved by the Graduate Council, the dean of the Graduate School, or the Teacher Education Council have a longer processing time than indicated here, since those bodies will act on a proposal only after it has been approved by the CLA Senate. Certificates must also be approved by the Undergraduate Educational Affairs Committee, the Provost, and the Indiana Commission on Higher Education, in addition to the approval within CLA.

Department heads, interdisciplinary chairs, and departmental curriculum committee chairs will receive notification of college curriculum committee meetings with descriptions of courses and programs to be considered. Faculty members may be invited to attend the meeting to answer questions or provide further information bearing on proposals with which they are concerned.

**Last date to submit program revisions for Fall 2017**

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