**Curriculum and Instruction: Proposal Submission Guidelines, Fall 2024 and Spring 2025**

Curriculum and Instruction proposal forms can be found on the C&I page on the Faculty Senate webpage:

<http://www.shepherd.edu/senate/curriculum-and-instruction>. Forms are available in Microsoft Word and PDF.

**Please be sure to use the updated forms posted on the C&I website.**

**We will not accept the old forms. Forms must be complete!**

To be placed on the C&I meeting agenda, by the Curricular Submission Deadlines outlined below, please:

* On the appropriate form, fill in all pertinent information and obtain appropriate signatures. Digital signatures are acceptable.
* Feel free to include more substantial responses on additional pages. Do not feel restricted by the

size of the text boxes on the forms.

* Attach a copy of any departmental minutes and school approvals for the proposal, along with any

other documentation required by the proposal form.

* For **all Program and Course Proposals**, attach a copy of the **current online catalog page** **with all curricular changes marked in** red.
* Submit **original proposals and appropriate forms and documentation** as outlined above to

Joan Evert, Secretary of the C&I Committee, in the Office of the Registrar. Submit **complete digital copies** to Dr. Craig Cline, Chair of the C&I Committee, [ccline@shepherd.edu](mailto:ccline@shepherd.edu).

* When possible, send **each proposal as a separate and complete single document** (i.e. the form, the

minutes, and documentation, etc.)

* Above all, make sure submissions are clear and complete. Consider attaching a memo explaining what you are sending as the committee finds those quite useful.
* A representative of the department or school must be present at first and second readings of the proposal to

explain the curricular issue(s) and answer questions.

* Proposals received after the deadline will be on the following month’s agenda.
* To have **course changes** appear in the next academic year’s fall schedule, departments should have (at minimum) first readings completed by the November C&I meeting.
* To meet catalog publication deadlines for the next academic year, **program proposals** should have (at minimum) first readings completed by the February C&I meeting.

**Dates and Deadlines**

**All meetings will be held in Scarborough Library, room 256**

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| **Meeting Date** | **Meeting Time** | **Submission Deadline** |
| September 9, 2024 | 3:10pm to 4:00pm | September 2, 2024 |
| October 14, 2024 | 3:10pm to 5:00pm | October 7, 2024 |
| November 11, 2024 | 3:10pm to 5:00pm | November 4, 2024 |
| December 9, 2024 | 3:10pm to 5:00pm | December 2, 2024 |
| January 13, 2025 | 3:10pm to 5:00pm | January 6, 2025 |
| February 10, 2025 | 3:10pm to 5:00pm | February 3, 2025 |
| March 2025 | No meeting |  |
| April 14, 2025 | 3:10pm to 5:00pm | April 7, 2025 |

\*Meeting dates and times are subject to change.

\*New courses or course changes you wish to include in the Fall 2025 Schedule of Classes should be presented to the university C&I Committee (approved by department/school and college C&I) no later than the November 11, 2024 meeting.

08/28/2024