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Guidelines for Written Rationales

The Request for Curriculum Council Action Form can be found here:

<https://www.iwu.edu/thorpe-center/cc-action-request-2024.pdf>

The written rationale is the major part of the proposal. You should use the following guidelines when writing your rationale. You may also wish to consult the online Faculty Handbook or the University Catalog for applicable policies and regulations. CC approval is not needed for department/programs to clarify language that does not affect the program content in any significant way (e.g., correcting typos, grammar, syntax, and/or minor inconsistencies). The Dean of Curricular & Faculty Development, the Chair of the CC, the Vice Chair of the CC, and the Registrar are also available for consultation about any aspect of proposal development.

An editable (non-scanned) Word or .pdf document version of the rationale, as well as the current and proposed catalog course descriptions, should be emailed separately to the Thorpe Center,

2. Provide a brief description for the University Catalog.
3. In your written rationale:
 - a. Please briefly describe the Academic Certificate and the intended student learning outcomes (150 words maximum).
 - b. List all the required

- (high school junior and senior)
- d. matriculated IWU students, non-degree seeking students (both post-baccalaureate and high school)
- If c and/or d, are you planning on offering dual credit for high school students?

How do you intend to assess the effectiveness of the Academic Certificate?

Proposing New Curricular Programs or Revising Majors or Minors

Preliminary Proposals for New or Revised Majors or Minors

Please note: For such as adjustments to course numbers or codes or minor clarifications in language, provide the current catalog description for the major/minor/concentration from the [University Catalog](#)* and mark the changes using strikethrough font to indicate language that has been deleted and bold font to indicate the new language. Provide a brief rationale for the changes. Once approved by CC, small revisions will go on the CC Consent Agenda for faculty approval.

For substantial revisions or for new programs, please submit a preliminary proposal of 250-500 words clearly and concisely addressing the following questions:

- How does the proposed program contribute to the IWU liberal arts mission?
- How does the proposed program meet IWU's academic standards?
- How does the proposed program afford new opportunities for IWU students in their liberal arts education?

CC will determine whether or not to move the proposal forward for data gathering with Academic Affairs and the Office of Institutional Effectiveness; or, to recommend the proposer follow the usual CC procedures, consulting with Academic Affairs about modest finan

Revisions: Write the motion you request for the CC to approve and put before the full faculty, such as “The Curriculum Council moves that the faculty approve a revised _____ major.”

New programs: Write the motion you request for the CC to approve and put before the full faculty, such as “The Curriculum Council moves that the faculty approve a new _____ major.”

For New Programs (Majors or Minors):

Provide a full description for the [University Catalog](#).^{*} If your major is part of a larger program or school Catalog description, include the full description with your sections added. (Consult the Catalog for the maximum and minimum for your college or school.)

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Requirements:

Please list the major, minor, interdisciplinary program, or Shared Curriculum requirements fulfilled by the revised program, noting if any requirements have been changed or lost in the revision.

Required Cour,

Holistic Resource Implications: Overall, what do we need to stop doing in order to build capacity for

Please remember that a faculty member can apply for a Course Development grant or Instructional Development grant to update IWU courses.

Normally, consortial courses will

Changes in Degree Requirements

Please check “Other” on the [request form](#) and answer the following:

What are your current requirements and what are the proposed changes?

Explain any requested exemptions from the Shared Curriculum.

Upon what are your new program requirements based? (Are they supported by a survey of similar programs, recommended by external evaluators, externally mandated?)

How does the proposed change affect staffing?

Explain how the library, computer, media or other resources are or are not adequate. (If resources are not adequate, please indicate how they will be acquired.)

Changes in Frequency of Course Offering

Any changes to the frequency of course offering (Each Semester, Annually, Every other Year, etc.) can be made each May when department chairs/deans/program directors review catalog copy for the following academic year.

Clarifying Language: Shared Curriculum Assessment in CC Action Forms

When the CC requests assessment information on the “[Request for Curriculum Council Action](#)” form, the CC?

that fosters intellectual independence, critical thinking, imagination, social awareness, and sensitivity to others. These qualities of mind and character are

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program,

the criteria in both the category and flag. Applicants should also show how 300- or 400-level courses proposed for Shared Curriculum meet the additional requirements stated in the Course Criteria column for some categories.

4. The approval process may include a revise-and-resubmit stage. Accordingly, the Dean of Curricular & Faculty Development or the Chair of the CC may return incomplete proposals to the faculty member, indicating where necessary

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information is lacking.

3 / 5: Because each Shared Curriculum course must address faculty-approved

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goals for the Shared Curriculum program, each proposal for the Shared Curriculum category unit or flag credit must include methods to assess the extent to which goals appropriate to the proposal have been met by the course (for example, additional questions to be added to the course evaluation form). As part of the initial proposal review, the Chair of the f

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permanent courses. In this case the proposer should request a course number change

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Does the syllabus clearly indicate that the course will introduce students to the methods of creating and acquiring knowledge in the university environment through assignments that require critical thinking, i.e., investigation, speculation, analysis, and synthesis?

Does the syllabus clearly indicate that the course will introduce students to the ethical values of the academic community, i.e., sharing knowledge and crediting intellectual achievement through appropriate methods of documentation?

Does the syllabus clearly indicate that the course will provide active learning opportunities that encourage students to analyze, synthesize, make inferences, argue logically, and think independently?

As the syllabus is a fuzzy genre, not all syllabi will supply the information needed to answer all these questions. If this is the case with your syllabus, feel free to submit supporting documents (such as assignments) or brief written explanations/clarifications. This will expedite the review process.

If you are teaâ

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Shallue	Computer Science	1 every even year
Nillas	Educational Studies	1 every even year
Theune	English	0
A. Schultz	History	2
Drici	Mathematics	1 every odd year
Engen	Philosophy	2
Jaggi	Physics	1
Munro	Political Science	2
Vicary	Psychology	1
Fuist	Sociology	1 every odd year
Dixon	World Languages, Literatures & Cultures	1
Staff / Retirees / Adjuncts		8-12
TOTAL GW per year		28-32

Students exercising the option must do so no earlier than the fall semester of the sophomore year and no later than March 1 of the junior year. Specific course requirements for a Special Interdisciplinary Major/Minor must be submitted to the Dean of Curricular & Faculty Development on forms the student obtains from the Registrar's Office here: <https://www.iwu.edu/registrar/forms.html>. Proposals for special interdisciplinary majors/minors must be signed by the Chairs of at least two departments or programs involved in the proposed program. So that advisors can play a key role in making sure a proposal is complete, the student's faculty advisor's signature must be obtained before the completed proposal is submitted by the student

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membership or recommend to the President appointment of committees consisting of members of the Council, the general faculty, the administration, the student body, or any combination thereof, to perform special tasks or projects. Recommendations concerning subjects within the Council's jurisdiction may be made by any member of the faculty, student body, by departments or schools, or by the President or Provost. The Council shall consider such recommendations and make a final report or recommendation to the faculty.

. The Chair of the Council shall be elected at

All curricular proposals and student proposals for special interdisciplinary or contract majors and minors must be submitted to the Thorpe Center on forms provided by the Curriculum Council and published in the Curriculum Council Handbook. Curricular proposals submitted by academic units must be signed by the appropriate administrator of all academic units affected by the proposal. Summer Term proposals shall be submitted to the Thorpe Center for the same review process as applies to fall and spring courses. Summer Term courses that are exempt from the review process procedure include special topics courses (typically numbered 170, 270, or 370) that are not requesting Shared Curriculum credit. Proposals for special interdisciplinary majors/minors must be signed by the chairs of at least two departments or programs involved in the proposed program.

Changes to be included in the Spring Semester and Summer Term Program of Classes must be submitted by the second week in September since the last opportunity for approval by the faculty is the October faculty meeting.

Changes proposed to be included in the next year's University Catalog must be submitted by the first week of November since the last opportunity for approval by the faculty is the December Faculty Meeting.

Changes proposed to be included in the Fall Programs of Classes must be submitted by the third week of February of

Always list date, location, members present, and time the meeting was called to order.

The focus of the minutes should be on substantive actions taken by the council. Council deliberations and debates about broader curricular issues (not individual proposals) may be included in the minutes if there was substantive discussion. Only proposals the council took action on should be included in the minutes (proposals that are

strategic and financial perspective.

Associate Provost: provide advice on the proposing program's adjunct use (past and future) and permanent equipment/technology as well as assist the Provost in their duties.

Admissions staff member: assess short-range interest from applicants and prospective students in the proposed program, as well as Slate info and national trends.

Office of Institutional Effectiveness: gathers UQ data to provide data-driven program outlook

Invited contributor for proposal presentation only: A knowledgeable representative of the proposing group to address questions and clarify as necessary regarding the proposed curriculum and field.

REG Process

1. The faculty member/academic unit develops a preliminary proposal of 250-500 words clearly and concisely addressing the following questions:
 - a. How does the proposed program contribute to the IWU mission?
 - b. How does the proposed program meet IWU's academic standards?
 - c. How does the proposed program afford new opportunities for IWU students in their liberal arts education?

2. The preliminary proposal is sent to CC, who recommends whether or not to move the proposal forward for data gathering with Academic Affairs and the Office of Institutional Effectiveness; or, to recommend the proposer follow the usual CC procedures, consulting with Academic Affairs about modest financial expenses.

3. Once the faculty member develops a full proposal, the Office of Institutional Effectiveness generates a report using data from external sources (e.g., outside vendors, federal agency data, etc.) about the proposed

the Provost on whether or not to take the proposal to Cabinet for review. CC can reconvene REG if necessary.

6. The Provost takes the proposal to Cabinet for review and if successful, refers back to CC for full consideration by the faculty.

Please note:

Funds cannot be accessed until after the last day