COLLEGE OF LIBERAL ARTS CURRICULUM COMMITTEE
By-Laws
(Approved by CLA Council October 2, 2007)

General Procedures and Policies

1) The CLA Curriculum Committee (CLACC) is composed of faculty representatives from each department within the college, one representative from Interdisciplinary Studies, the Dean ex officio, and two student representatives. Tenure of office is three years and is limited to two consecutive terms. For policies pertaining to the election of members, see the College of Liberal Arts By-Laws.

2) The CLACC’s major responsibilities, as outlined in the Faculty Handbook, Appendix D (found online) are:

- to evaluate for approval proposed courses and programs, both undergraduate and graduate.

- to evaluate for approval changes to existing courses and programs, both undergraduate and graduate.

- to forward approved proposals to the appropriate oversight committee (e.g., the University Curriculum Committee (UCC), the UCC Course Approval Reporting Committee, the UCC General Education Reporting Committee, the Graduate Studies Committee) for evaluation and approval.

Additionally, the CLACC is responsible for seeing that departments and programs are informed about current guidelines and requirements for submitted proposals and about the procedures for Curriculum Change outlined in the Faculty Handbook Appendix D (online) on the UCC’s Web page.

3) The CLACC elects its chair by majority vote at the first meeting of the academic year. The chair collects submissions and distributes agenda items, conducts committee meetings, and communicates on behalf of the committee with college departments/programs and with other curriculum committees.

4) The CLACC meets once a month, ordinarily on the first Thursday. Occasionally, it may need to meet more than once. Also, with the agreement of its members, it may consider proposals (especially those resubmitted after revision) by e-discussion and e-ballot.

5) Departments and programs are asked to submit proposals at least ten days in advance of scheduled meetings. The chair distributes agenda items to committee members at least a week in advance of meetings, to give members time to examine the proposals and to prepare for discussion.
6) Representatives of departments and programs are encouraged to attend meetings at which their proposals are to be discussed, in order to provide background and context, address questions, and/or offer clarifications.

7) All committee decisions are determined by majority vote.

Responsibilities of Departments and Chairs

1) Course proposal forms submitted to the CLACC must be signed by the chair of the proposing department. When the course is not proposed by a department and will not bear a departmental label, the form may be signed by the appointed director of an interdisciplinary program with a major functioning under its own HEGIS code, the director of interdisciplinary programs for all programs functioning under the IDIS code and for other interdisciplinary programs with independent codes that do not include a major, or the appointed director of a graduate program using its own HEGIS codes.

2) The signature of the chair (or director when appropriate) reflects the chair’s affirmation that the course proposal has been reviewed and approved by the departmental (or program) curriculum committee, that the required elements indicated on the proposal form have been provided, and that the department has the resources to offer the course proposed.

3) Because the CLACC is charged with reviewing whether a course reflects appropriate distinctions between lower division and upper division work, submission of an undergraduate course and the chair’s signature indicate that the department has provided, or stands ready to provide when requested, an explanation of the different expectations for lower and upper division courses within the department (or program).

4) Normally the department has primary responsibility for judgments about the appropriateness, quality, and consequence of the intellectual content of specific courses in relation to the majors or minors in which those courses will be included. The CLACC will raise as appropriate questions about overlap between courses or departments, and the CLACC may facilitate discussion between departments/programs over curricular matters as needed to clarify issues that arise through proposals.

5) The department has primary responsibility for selecting or assigning specific faculty to teach the course, and such matters should not normally be part of a curriculum committee review.

6) Chairs, or members of departments preparing course proposals, may wish to consult the member of the department serving on the CLACC as a resource in preparing materials for the committee.
Actions taken by the CLACC

Once the CLACC has evaluated a proposal, it may take one of the following actions:

1) Approve the proposal and forward it to the appropriate university oversight committee.

2) Conditionally Approve the proposal and return it to the appropriate faculty member(s) for revisions. Upon the satisfactory completion of the revisions specified by the committee, the committee chair may forward the proposal to the appropriate university oversight committee without further CLACC review, may distribute the revised proposal to committee members and ask for a vote of approval over e-mail before forwarding the proposal to the appropriate university oversight committee, or may take other similar actions.

3) Decline to Approve the proposal, and return the proposal to the appropriate faculty member(s) with recommendations for revision.

4) Decline to Approve the proposal, stating the reasons for disapproval.
College of Liberal Arts Curriculum Committee
Guidelines for Proposals

The University Curriculum Committee provides a repository of forms, information about proposals, policies, and guidelines, and a link to Appendix D of the Faculty Handbook at http://wwwnew.towson.edu/curriculum.

I. Approval of New Courses

For a New Course Proposal, the UCC requires the following contents: Form A, Rationale Statement, Syllabus, Bibliography, Statement of Overlap, and Grading Policy. Usually the grading policy and bibliography are included in the syllabus. The CLACC will evaluate the completeness of the New Course Proposal per the UCC requirements. Departments are to submit 14 copies of the proposal.

1) Form A

The CLACC will evaluate the UCC Form to ensure its accuracy and completeness. All parts of the form must be filled in. The maximum number of units a student can earn if the course is repeated is filled in IF the course can be repeated. If the course cannot be repeated for credit, the number of credits is filled in as 0. The University clearly identifies how course descriptions should be written. Please read and follow these guidelines:

- Course Descriptions should describe the content of the course and not class activities. If a complete sentence is used, there is a tendency for repetition in such a statement as “…is studied”, “…is discussed”, “…is covered.” Therefore, verbs should be omitted. Such phrases as “the purpose of this course is to…” and “an advanced study of the…” are superfluous.

- Repetition of the course title is not to be included in the description whenever possible. If “seminar” is part of the course title, the description should not repeat the word "seminar." Use adjectives sparingly. "A basic introduction to..." can be stated "an introduction to...”

- Course descriptions are to be written in the present tense if the use of a verb is necessary.

- Class activities and requirements are not to be included in the description. Statements such "a research paper is required" are inappropriate.

- The word "prerequisite" should precede any statement of all course admission requirements.

- Use the word “unit” instead of “semester hours” since the Undergraduate Catalog states that TU is on the semester system. Explanatory prerequisites
such as "senior standing" or "major standing" or "may be taken concurrently with" are acceptable. If approval has been granted, then list "may be repeated more than once." If the course does not carry major credit, the statement is "not for major credit."

- The official statement concerning permission to take courses is “consent of instructor” “consent of Chairperson” or “consent of coordinator.” Terms such as “permission” or “approval” are not to be used.

- Any variation from regular grading (A-F) is to be noted; for example, "S/U grading only."

Examples: PSYC 405 THE PSYCHOLOGY OF AGING (3) The changes in learning, emotions, personality, and social behavior, and the impact of culture and attitude on the aging process. Prerequisite: PSYC 203 or PSYC 204.

ENGL 232 AMERICAN LITERATURE SINCE 1865 (3) Literary movements and major writers since the Civil War, such as Dickinson, Twain, James, Frost, Hemingway, Fitzgerald, and Faulkner. Prerequisite: ENGL 102. GenEd. II.B.1.

2) Rationale Statement

A statement of evidence supporting the program’s and University’s need for the course and relating the proposed course to the goals of the program.

The CLACC will evaluate the reasonableness and completeness of this statement.

3) Statement of Overlap

A statement about the possible overlap between the proposed course and other courses, either within or between programs. If potential overlap exists, a statement describing its extent must be included. If the proposed course overlaps courses in other program(s), evidence of consultation with the other program(s) is needed.

The CLACC will evaluate the reasonableness and completeness of this statement, including determining if appropriate evidence of consultation has been provided.

4) Syllabus

New expectations and requirements have developed regarding the content of course syllabi. In order to meet these guidelines and expedite the approval
process for new course proposals, the CLACC has prepared the following checklist for the accompanying syllabi. Each syllabus must include:

- Course Title.
- Faculty Information: name, office location, office hours, phone number and/or e-mail address.
- Course Objectives.
- Prerequisites (if any): required for 300 level and above, may be used for 200 level (not required).
- Required materials.
- Clear Statement of Requirements: Indication of all class assignments (e.g. readings, tests, papers projects, presentations, etc.) and the evaluation of the assignments (particularly, specific information regarding the evaluation of class participation, if applicable); indication of the maximum number of points or proportional weighting of each in determining the final grade.
- Clearly Stated Grading Policy: plus/minus grading is required for undergraduate courses; the final grade of C- has been discontinued until further notice.
- Topical Outline: provide an understanding of what will be taught week-by-week in class and readings to accompany if appropriate.
- Bibliography: required for 300 level and above.
- Course Policy on Attendance: a clear statement of the attendance policy, as well as an penalties for excessive absences or lateness, and assessment of make-up work.
- Course Policy on Late Work: a clear statement of penalties for late assignments.
- Course Policy on Academic Dishonesty: specific cheating and plagiarism policies, including penalties for academic dishonesty; may refer to the Student Academic Dishonesty Policy.
- Course Policy on Students with Disabilities: the University recommends the following language: If you need accommodation due to a disability, see me during office hours. Please bring with you a statement from Disability Support Services authorizing your accommodation.
- A statement of how much and what type of work is required of graduate students if the course is offered for graduate as well as undergraduate credit.
- A statement that students may not repeat a course more than once without prior permission of the Academic Standards Committee.

The CLACC will evaluate the clarity of the syllabus from the perspective of a potential student and the conformity of the syllabus to UCC guidelines.

II. Changes to an Existing Course Proposal

For a Changes to an Existing Course Proposal, the UCC requires the following contents: Form B, and Impact Statement. The CLACC will evaluate the completeness of the
Changes to an Existing Course Proposal per the UCC requirements. Departments are to submit 14 copies of the proposal.

1) Form B

The CLACC will evaluate the UCC Form to ensure its accuracy and completeness. All parts of the form must be filled in.

2) Impact Statement (if applicable)

Evidence that chairs of potentially affected programs have received and have had an opportunity to respond regarding the proposed changes.

III. Approval of New Programs

Approved new program proposals move from the CLACC to the appropriate oversight committee (the UCC for undergraduate programs, Graduate Studies for graduate programs), to the University Senate, then to the Provost and from there to system and state agencies before returning to the University Senate for final approval and forwarding to the Registrar for catalog inclusion. This process normally requires 4 to 6 months.

Documents required and procedures to be followed in proposing new programs are available at the Provost Office. After the Provost has preliminarily approved the proposal, departments are to submit 20 copies of the proposal, with the signed Declaration of Intent form and the Program Approval cover sheet (Form C) to the CLACC.

In evaluating the proposal, the committee will consider

- the program objectives and their consonance with the college’s mission;
- the clarity and completeness of the proposal;
- the impact of the program on other college programs and departments;
- and the ease or difficulty of students completing the program in a timely manner.

If the program will affect other departments, we recommend that the proposing department include written memos of support from those affected.

IV. Approval of Changes in Existing Programs

Approved changes to existing programs move from the CLACC to the appropriate oversight committee (the UCC for undergraduate programs, Graduate Studies for graduate programs), and then to the Registrar. This process normally takes 3 months.

To initiate changes in existing programs, send 20 copies of the proposed changes with
Form C: Changes to Existing Programs cover sheet (available on the UCC’s Web page) to the CLACC. Submissions must include a copy of the current catalog description along with the proposed new catalog description (a table with parallel versions is recommended) followed by justification for the proposed changes. In evaluating the proposed changes, the CLACC will consider:

- the justification for the changes;
- the clarity of the catalog description of the revised program;
- the impact of program changes on other college programs and departments;
- and the ease or difficulty of students in completing the program in a timely manner.

If program changes will affect other departments, it is recommended that the proposing department include written memos of support from those affected.

*Note that any new courses or changes in existing courses that are part of the program change are submitted according to the policies for new course and existing course approval. Course proposals may be submitted simultaneously with the program proposal, but the CLACC may wait to consider them until the program as a whole has been approved.*

V. Combined Undergraduate/Graduate Programs

Programs that would permit students to take graduate courses for undergraduate credit as part of an accelerated program in which students receive both a baccalaureate degree and a master’s degree follow the procedures for a new program (that is, they are accompanied by a signed Declaration of Intent and Form C), but they do not require a five-page proposal. Depending on the financial implications of the program (its projected size, need for new faculty etc.), the Declaration of Intent might need to be accompanied by Tables 1 & 2 (Resources and Expenditures). In evaluating such proposals, the CLACC will consider:

- the clarity and completeness of the proposal;
- the rationale for the program;
- and the difficulty or ease of students successfully completing the program in a timely manner.

Following CLACC approval, combined program proposals are sent to both the UCC and Graduate Studies for consideration.