College Curriculum and Academic Program Committee Checklist

1. During the fall college convocation meetings, new representatives to the College Curriculum and Academic Programs Committee (**CAPC**) (one representative from each department) should be selected and a chair of the CAPC appointed from the pool of chosen representatives.

    a. Each representative will serve a two-year term.

    b. The list of membership, committee chair, and CAP-Board representative should be forwarded to the Chair of the University Curriculum and Academic Programs (CAP) Board *no later than September 1*.

    c. At least one person from the College Curriculum Committee (CAPC) must be a representative to the University CAP Board.

2. The CAPC Chair should contact all department chairs in his/her college to remind them of curriculum proposal due dates to the CAPC.

    a. Dates may be determined within each CAPC, but should be no later than TWO WEEKS before the University CAP Board deadline (*last Friday in September*).

    b. All course changes should be entered into CourseLeaf Curriculum (CIM) for each program.
    For course changes: https://nextcatalog.csupueblo.edu/courseadmin/

        For program changes: https://nextcatalog.csupueblo.edu/programadmin/

    c. Changes to existing programs are also entered into CourseLeaf Curriculum (CIM) for each program as above.

3. New Program proposals (degrees or certificates) follow a separate information sheet found on the CAPB website with details of the proposal and additional pages uploaded into CourseLeaf.

4. After items 1-3 are completed, the CAPC chair should call a face-to-face meeting in which a representative from each department is present in order to review curriculum proposals from all departments in the college.

    a. Dates may be determined within each CAPC but should be no later than ONE WEEK before the University CAP-Board deadline (2nd Friday in September). See other dates for new programs (2nd Friday in October).

    b. Agenda for meeting should be determined following the "duties" outlined below.

The duties of the CAPCs include:

1. Ensure that all proposed course and program changes in CourseLeaf CIM and the summary sheets or new program proposal forms on the I: drive are complete and accurate.

2. Discuss whether any of the new courses that are being proposed are duplicates of courses presently offered – with the appropriate department(s) AND the college(s). Letters of support from other affected departments/programs should be included.

3. Ensure that student learning objectives and assessment, as well as other required content appear in new syllabi. (See syllabus template on Provost website https://www.csupueblo.edu/provosts- office/syllabus-resources or faculty handbook Appendix B.)

4. Discuss whether any course hiatus or inactivation affects other department's program requirements and how that has been addressed.

5. Any changes in major requirements should stay within the 120 credit hour limit for bachelor's degrees (or more for those programs state-approved for a higher cap).

6. New programs should identify whether application for HLC approval will be required as this will affect the timeline of program start.

7. CAPC chair must mark approved (in CourseLeaf CIM) or send back to department chair with reason for rollback and what needs to be done for approval.

8. These materials will go forward to the dean for approval (or the dean could attend the meeting to expedite the dean's approval/signature). Dean will be notified electronically by CourseLeaf of course and program changes awaiting approval. CAPC chair is to notify Dean of program summaries or proposal information awaiting review in I: drive.

9. Course and program approvals are all maintained in CourseLeaf CIM.

10. Deadline for curriculum proposals to be approved by Dean and available to CAP Board Chair is the *2nd Friday in October.* It is earlier (*2nd Friday in September*) for new program proposals.

11. Provost will be notified electronically of new program proposals present in CourseLeaf when it goes to CAPB.

12. Incomplete proposals will not advance to CAPB. While CAPB makes every effort to process all proposals, late proposals may not meet required due dates for BoG, etc. and will move to next cycle

13. Graduate program changes submitted to CAP Board, including 3+2, will also require review and approval by the Graduate Studies Board and approval by Director of Graduate Studies.

14. Changes to a course's general education status are reviewed and approved by the Gen Ed Board.

15. New programs (major or certificate) or program title changes will be approved by the Provost after Faculty Senate. These then move to Board of Governors and CCHE approval steps.