Curriculum & Academic Programs Board (CAPB)
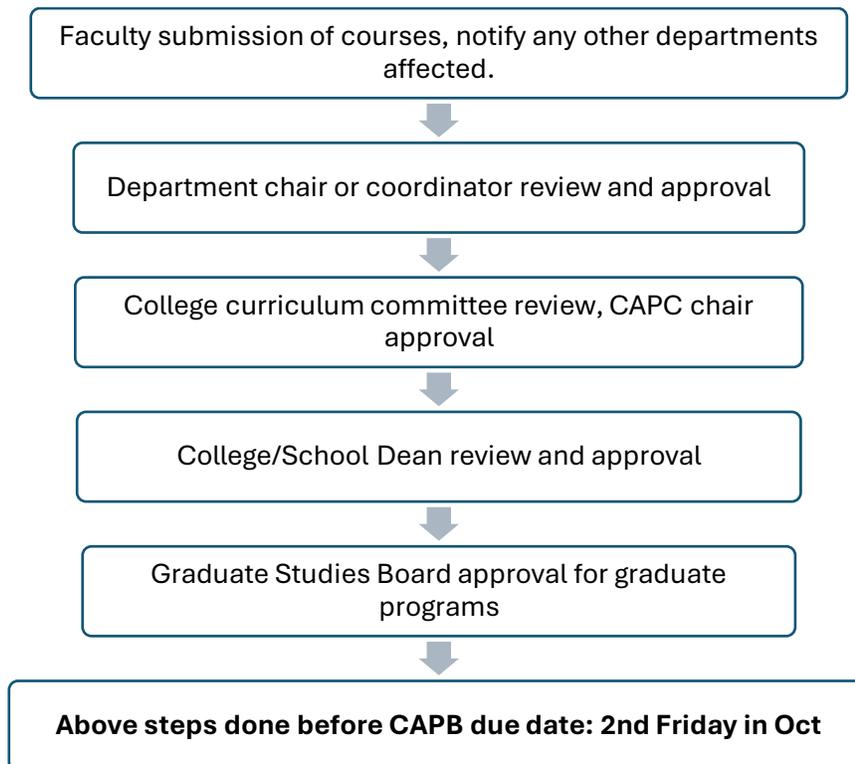
Course Proposal Instructions & Due Dates

All COURSE changes must be entered into CourseLeaf Curriculum Management (*course* additions, changes or inactivation): **https://nextcatalog.csupueblo.edu/courseadmin/**

Please address any questions to your CAPB college representative.

Review & Approval steps prior to CAPB:

Allow sufficient time for all review steps by affected departments, committees, and individuals, or your proposal **will not be reviewed for the upcoming catalog**. The approval workflow can be tracked within CourseLeaf.

Faculty submission of courses, notify any other departments affected.

⬇

Department chair or coordinator review and approval

⬇

College curriculum committee review, CAPC chair approval

⬇

College/School Dean review and approval

⬇

Graduate Studies Board approval for graduate programs

⬇

Above steps done before CAPB due date: 2nd Friday in Oct

CAPB Due date is 2nd Friday in October each year:

Changes **submitted to CAPB review by due date** each year will be considered for inclusion in the next academic year's catalog. Incomplete submissions will not move to CAPB agenda and may not have met the CAPB submission deadline. Those will be moved to the next annual CAPB submission cycle. Please address any questions to your CAPB college representative. New courses required for **new program** will be due with the program on **2nd Friday in September**.

CAPB program change instructions and dates

For all **NEW Programs** (degrees or certificate) please see alternate pages of instructions with earlier due dates. For **changes** to existing programs, or new concentration and new minors, see alternate page of instructions.

CAPB course review process

CAPB curriculum review steps	Due Dates (for next fall catalog)
CourseLeaf approved entries ready for CAPB	**2nd Friday in Oct**
Graduate Studies Board review and approval	As received prior to **2nd Friday in Oct**
CAPB review and Chair approval – meetings on Wednesdays	Jan-Apr & Sept to **mid-Nov**
CAPB Senate rep submits curriculum report to Senate Exec	As received through **mid-Nov**
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr & Sept-**Dec**)
Banner upload of courses for subsequent fall schedule building	**Dec-early Jan**
Catalog finalize date for subsequent fall semester	Mar 31

Course CAPB Proposals: Required Items

Proposal Justification (ALL Proposals) – Summary written in terms that are clear and persuasive to others outside the department and college.

New Courses

1. Fill out all sections completely.
2. New courses must submit a syllabus which includes the following items, at a minimum
   a. Course description
   b. Course objectives and/or SLOs
   c. Content illustrated by schedule or list of topics
   d. Text, readings, and/or resources, etc.
   e. Components of the grade with distribution
3. Ensure lecture and lab contact hours are correct
4. New courses must have a course description. No placeholders.
5. Stacked courses require two syllabi with different SLOs.

Note: When placing a course on hiatus, it **does not** automatically remove it from associated programs.

Please review the programs and courses listed under "Catalog Pages Referencing This Course." This can be found at the top of the course proposal. You will **manually need to remove** the hiatus course from associated courses and programs within your department. Department Chairs outside of your department will be notified automatically via CourseLeaf that they need to make changes.

Course Changes

1. Fill out all sections completely.
2. Updated courses only require a syllabus when there are substantive changes to the course. When in doubt, include a syllabus.
3. Ensure that lecture and lab contact hours are correct.

Note: If course prefixes are changed in an active program, **DARS exceptions** will be required to ensure the previous prefixes remain applicable in the catalog year that the new prefixes take effect.