College Curriculum Committee Checklist*

1. During the fall college convocation meetings, new representatives to the College Curriculum Committee (CCC), one representative from each department, should be selected and a chair of the CCC 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 *by September 1*.

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

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

   a. Dates may be determined within each CCC, 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 kuali student curriculum management (kuali CM) as a **proposal group** for each program in fall.
   https://www.csupueblo.edu/kuali-student-curriculum-management/index.html

   c. Changes to existing programs and new programs are submitted using the CAPB II forms and following directions available on CAPB website:
   https://www.csupueblo.edu/curriculum-and-academic-programs-board/forms.html

   These are submitted by upload in the appropriate CAPB folder:

   I:\University Common\Curriculum & Academic Programs Board\CAPB 2018 2019\Curriculum Proposals

3. After items 1-2 are completed, the CCC 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 CCC, but should be no later than ONE WEEK before the University CAP-Board deadline (last Friday in September).

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

The duties of the CCCs include:

1. Ensure that all proposed course changes in kuali CM and both the program proposal forms and the summary sheets 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)

4. Discuss whether any course deletions affect other department's program requirements

5. Any changes in major requirements should stay within the 120 credit hour limit (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 timeline of program start.

7. CCC chair must mark approved (in kuali CM or on CAPB II summary) or send back to department chair with reason 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 kuali CM of course changes awaiting his approval. CCC chair is to notify Dean of program proposals awaiting approval in I: drive.

9. Course approvals are all maintained in kuali CM. For programs the signed (Department Chair, CCC Chair, Dean) summary sheets should be scanned and put in the appropriate folders on the I-drive along with the curriculum program proposals. (I:\University Common\Curriculum & Academic Programs Board\CAPB 2018 2019\Curriculum Proposals)

10. Deadline for curriculum proposals to be approved by Dean and forwarded to CAP Board Chair is the *last Friday in September*.

11. Late or incomplete proposals may not be reviewed or may be sent back to department chairs for changes.

12. Graduate program changes submitted to CAP Board will also require review by the Graduate Studies Board. Changes to a course's general education status are reviewed and approved by Gen Ed Board.