

College of Liberal Arts and Sciences Curriculum Committee
Digital Curriculum Review Process

Directions for Proposal Submission

The College of Liberal Arts and Sciences Curriculum Committee (CLASCC) is following the lead of the Academic Affairs Committee (AAC) and initiating a digital/paperless curriculum review process for the College of Liberal Arts and Sciences effective October 1. The process is similar to the one put forth by AAC except for the location where proposals will be submitted and the submission deadline.

Directions:

1. Retrieve relevant forms from [file://fsunas1/Campus\\$/AAC/Forms/](file://fsunas1/Campus$/AAC/Forms/).
If this link does not work, open "My Computer" and under Network Drives select Campus\$ on "fsunas1" (U:), then select the AAC folder, then the Forms folder.

FSU-P.07: Course and Program Development Sheet

FSU-Q.02: New Course Approval Form

FSU-V.02: Proposal for a New Program

Additional: FSU-V.02: Table 1 Resources Table

FSU-V.02: Table 2 Expenditure Table

FSU-V.02: Alternative Cover Sheet

FSU-W.02: Proposal to Discontinue an Existing Program

FSU-X.02: Certificate APPROVAL Form

FSU-Y.02: Change of Program Title Form

Be sure to consult the relevant instructions:

FSU New Program Approval Process.902.doc

FSU USM V.02 Instructions.902.doc

FSU V-02 MHEC Finance Instructions.902.doc

For questions regarding curricular policies and procedures, contact Mary Gartner, Associate Provost, mgartner@frostburg.edu x4212

These forms are read only templates. Save them to your local drive or H: drive; follow the colon (as in P.07:) with text to identify your proposal.

2. Start with FSU-P.07. This will indicate the documentation and signatures required. The various signatories can check off their approval on the electronic version of this form (this will record their login username). Also, print one paper copy of this form and use this to collect physical signatures.
3. Create a folder name using in order the academic year, your program name, and a digit.
E.G.; 2007History1 (first history program package of AY 2007).
Assemble all forms and documentation in this folder.

We encourage departments to submit single packages containing all curricular changes for that year. Include only one FSU-P.07 referencing all parts of the package.

4. Copy this folder to <U:\CLASCC\Pending Proposals> by noon of the due date for the next CLASCC meeting.
5. You will be notified of the date, time, and place when you or your appointed representative should be present to discuss the proposal with the committee. During the pilot period of this process it will be necessary for you to bring a paper copy of FSU-P.07 with all the necessary signatures to this meeting.