MEMORANDUM

TO: COH Department Heads and Directors

FROM: Kimberly Jepes
Associate Dean

DATE: December 2, 2014

RE: Call for New Curriculum and Course Proposals

ATTENTION: Please advise your faculty of the February 1, 2015 deadline for department heads to submit to our office COH courses that have been approved at the department/program level.

Old courses that are no longer in the catalog must be submitted as new course proposals.

As in past years, please let the faculty members in your unit know that in Spring 2015 the College of Humanities Curriculum Review Committee (COH CRC) will be considering curricular proposals, including proposals for new or revised majors or minors and new course proposals. Proposals approved at the college level in Spring 2015 may be available for initial implementation as early as Spring 2016.

Interested faculty should use the appropriate form(s) referenced in this memo and follow the curricular process established by the department/program. Department heads should then submit the unit-approved course proposal(s) for college-level review. Please submit the forms as Word Documents for each proposal coming from your unit by e-mail to Ms. Lorenia Romero (Lromero@email.arizona.edu).

Please do not enter courses on UAccess Student-Curriculum Management until they have college-level approval. After review by the COH Curriculum Review Committee, I will send a letter to the department/program approving or denying the course(s). If a course has been approved, I will ask you to initiate the course on UAccess Student-Curriculum Management.

All course proposals that are to be considered by the COH CRC must include the following:

NEW COURSE: A new course proposal must include the following three documents:

1. The form “Recommendation to Add a New or Temporary Course” (see the attached Microsoft Word version)
2. Syllabus   Please see the Undergraduate Course Syllabus Policy at http://policy.arizona.edu/sites/default/files/Undergraduate%20Course%20Syllabus%20Policy.pdf
   Each syllabus should contain all of the items required by this policy.

3. College of Humanities New Course Approval Form filled out by the department head/program director (see the attached, Microsoft Word version);

   **Note 1:** For a Tier One or Tier Two course proposal, please also follow the guidelines & instructions on the University-Wide General Education Committee website:
   http://www.gened.arizona.edu/content/general-education-course-guidelines-and-policies
   Instructions for submitting all General Education Course Proposals:
   http://www.gened.arizona.edu/content/instructions-all-general-education-course-proposals
   Please also fill out the COH Form for Tier 1 and 2 Course Proposals. (See the attached, Microsoft Word version);

   **Note 2:** Please keep in mind that all graduate-level courses, including 500-level courses offered in conjunction with 400-level courses, must undergo the established Graduate College approval process after unit- and college-level approval. Please have interested faculty consult the Graduate College for its requirements.

Please contact our office if you have questions on **Course Modifications** or **Course Deletions**.

**Other relevant web addresses** that may be helpful for faculty to review before submitting proposals to the department/program and COH CRC are:

- College of Humanities AIA site:
  http://humanities.arizona.edu/crc

- The Office of Curriculum and Registration course approval process
  http://registrar.arizona.edu/courseapproval/default.htm

- University-wide General Guidelines and Instructions
  http://www.gened.arizona.edu/content/general-education-course-guidelines-and-policies

Thank you for providing this information to your faculty. Should you have any questions, please do not hesitate to contact me or Ms. Romero at 621-9293.

KJ:lr

Attachment: Recommendation to Add a New or Temporary Course Form
COH Form - Tier 1 & Tier 2 Course Proposals
COH Form - New Course Approval

xc: Administrative Staff