

## Faculty Handbook, Section 7, C, 2

### **PROPOSING CHANGES IN THE CURRICULUM**

Curricular review and revision are essential to maintain the quality of the College's educational program, and departments and interdepartmental programs should regularly reflect on how well their curriculum serves the needs of students.

The Educational Policy Committee (EPC) will review all new courses and other major changes to existing curriculum. Proposals to change the curriculum should come from the chair or have a chair's letter of support and be submitted to the Dean of Curriculum and Academic Engagement. EPC typically asks four questions of any proposed change:

1. Does the course or curricular proposal contain a coherent and consistent set of educational goals?
2. Are the methodologies (and pedagogical techniques) of the course or curricular proposal appropriate to those educational goals?
3. Are the assignments and requirements of the course appropriate given the educational goals?
4. How does the course or curricular proposal contribute to Wooster's graduate qualities?

If you determine changes should be made, please follow these procedures. (For sample proposals, email the Dean of Curriculum and Academic Engagement.)

#### To change title and course description

Chairs should indicate minor changes when reviewing and revising *Catalogue* copy. Minor changes to title and course description do not need to be reviewed. However, significant changes to course content and pedagogy should be treated as new course proposals.

#### To add general education credit to an existing course

Criteria determining whether any given course meets a liberal arts core requirement are designated in *A Wooster Education*. Faculty members can ask for their course to fulfill a core requirement by filling out the appropriate form, which can be found either in Section 8 of this Handbook or on the Academic Affairs website.

#### To propose a new course

To propose a new course, faculty members and department chairs should jointly submit a proposal to the Educational Policy Committee. Proposals for new courses should be submitted in time to allow for review and presentation to the Faculty so that changes can be included in the Course Schedule for the upcoming semester. Specific deadlines for proposals can be found in the "Annual Schedule of Department/Program Chair Responsibilities."

Proposals should include:

1. The *title and number* of the course and the description exactly as it should appear in the *Catalogue*.
2. A proposed *syllabus*, including learning objectives for the course and typical readings, assignments, and method for calculating final grades.
3. A *rationale* for how the course aligns with the program's or department's objectives, helps to fulfill the College's mission, and works toward one or more of the College's five identified graduate qualities. (If the course fulfills a liberal arts core requirement, please submit the appropriate form as an appendix.)
4. A description of the proposed course *demographics*. Is it intended for majors or non-majors? If for majors, is it required or elective? Indicate any prerequisites for the course.
5. A description of any effect the course may have on *other departments and interdepartmental programs*. Have appropriate department and program chairpersons been advised of the proposal? Include statements of support from any relevant chairpersons.
6. A note indicating the College's existing *resources* (library, software, lab, etc.) support the course.
7. A *Chair's support letter*, which should include: (1) a schedule indicating how frequently the course is to be taught and whether it will replace any of the current offerings in the department or program; and, if this course is not replacing an existing course, (2) a model of department or program staffing for a three-year period indicating any effect the changes will have on course rotation, teaching load, and the ability of the department or program to meet its responsibilities to majors, non-majors, and the College's interdepartmental programs.

To substantially revise existing curriculum

Chairs should submit proposals to the Educational Policy Committee no later than February 1<sup>st</sup> of the academic year before the change will take effect.

Proposals should include:

1. An *overview* that succinctly describes the proposed changes.
2. A description of the department or program's *student learning goals*.

3. A *rationale* for the proposed changes, including a description of common practices in the field, a history of the major, a description of shortcomings in the existing curriculum, and an explanation for how the proposed changes will address these shortcomings.
4. A *chart* that lists current and suggested curriculum.
5. An *explanation of resources*: Will the proposed changes require any additional faculty or make the department less able to participate in interdepartmental teaching, such as FYS? Will the proposed changes require any additional material resources, such as lab equipment or space?
6. An *explanation of new or revised courses*, including each course's goals, prerequisites, and position vis-à-vis the proposed curriculum. You should also include sample syllabi as an appendix to the proposal.
7. *Revised catalogue copy*.