Dear CFA Curriculum Committee members:

Welcome (or welcome back) to the committee! I understand that serving on this committee is a significant service commitment and am sincerely grateful for your time and efforts.
This year's CFA Curriculum Committee participants are:

- Art & Art History – John O'Connell
- Dance – Satu Hummasti
- Film & Media Arts – Miriam Albert-Sobrino
- Music – Jared Rawlings
- Theatre – Chris DuVal
- Dean's Office – Melonie Murray, Associate Dean (ex officio)
- Dean's Office – Liz Leckie, Associate Dean (ex officio)
- Administrative Support – Sarah Reichel

Serving as the representative from your home unit is an important responsibility. This letter provides information and guidelines that will be valuable throughout your time on this committee and can help you stay organized. Please read it carefully, ask questions, and save it for later reference.

In this document, you will find:

- This committee's charge per the College Charter
- A list of your responsibilities
- Important contacts and links
- Instructions for proposing curriculum changes
- A table outlining the curriculum process & timeline

For now, please note that you are **required** to attend:
- *One* of the following orientation meetings:
    o Wed. Sep. 1, 11-12:30pm
    o Thurs. Sept. 2, 9-10:30am
- *One* of the Kuali trainings: Thurs. Sept. 9, 10-11am, Fri. Sept. 10, 2-3pm
- Fall Curriculum Committee Meeting: Fri. Dec. 3, 3-5pm
- Spring Curriculum Committee Meeting: Fri. April 1, 1-3pm
- Zoom link for all meetings: https://utah.zoom.us/j/94439448929?pwd=NXhoQWwwMjd1M2xzY0NtSU9sSDJ4Zz09

As always, please reach out if you have any question regarding the curriculum process. I look forward to working with you this year, and I'll see you at our first meeting.

Warmly,

Melonie

Melonie B. Murray, PhD, MFA
Associate Dean for Faculty & Academic Affairs

From the CFA College Charter:

Curriculum Committee. Membership on the Curriculum Committee shall consist of all chairs of curriculum committees of the College's academic units. The Associate Dean for Faculty & Academic Affairs and the Associate Dean for Undergraduate Student Affairs will serve as Ex-Officio members of the Curriculum Committee. Members of the committee will annually elect a committee member to serve as chair for a one-year term. The Committee reviews curriculum requests from academic units in the College, including new programs, program changes, degree offerings, course fees, minors, and certificate programs. The committee recommends for or against approval of requests. The committee may request additional clarification from the proposing unit before making such a recommendation, or alternatively recommend approval pending the proposing unit's response to certain specific conditions.

Your Responsibilities

1. Familiarize yourself with the curriculum process and college deadlines (this document)
2. Familiarize yourself with your home unit's curriculum (see university catalog)
3. Familiarize yourself with Kuali (trainings will be offered by the Dean's Office and committee members are required to attend)
4. Work with your home unit to set regular department/school curriculum meetings and discussions and set internal curriculum proposal deadlines
5. Support your department/school in submitting proposals
6. Serve as a liaison between your department/school and the Dean's Office on curricular matters and ensure that your unit's faculty members are aware of policies and deadlines
7. Review and approve (as appropriate) Kuali proposals that come from your department/school
8. Solicit and submit all required documents for your department/school's proposals (at minimum, this will include the CFA spreadsheet and letter of support from your Chair/Director)
9. Attend all CFA Curriculum Committee meetings prepared (meaning that you have reviewed all of the proposals and are prepared to discuss, including answering questions pertaining to your own department's proposals)
10. Work with your faculty and Associate Dean Murray on any necessary curriculum proposal revisions
11. Support your unit in cleaning-up old/obsolete Kuali proposals at the *end of each curriculum cycle*

Quick Contact information
Melonie B. Murray – melonie.murray@utah.edu
Sarah Reichel – sarah.reichel@utah.edu
Curriculum Administration – curriculum@utah.edu
Curriculum Administration Website – https://curriculum.utah.edu
CFA Curriculum Support – **https://www.finearts.utah.edu/faculty-staff/curriculum-teaching**

HOW TO PROPOSE CURRICULUM CHANGES

REQUIRED DOCUMENTS:

All required documents must be submitted to the Dean's Office via email (sarah.reichel@utah.edu)

1. **Overview Spreadsheet**
   o Each committee member must submit an overview spreadsheet that includes all of the proposals submitted by your department. This spreadsheet is critical in ensuring that the Dean's Office and the committee receive all submitted documents and review all proposals. You can find the spreadsheet on the CFA website under Curriculum & Teaching.
   o YOU are responsible for completing and submitting this document via email before the CFA curriculum deadline.
2. **Department Chair/Director Letter of Support**
   o One memo must be submitted by each department proposing changes. The memo should address all proposals coming from the department (including a list of course numbers for changes/additions/inactivations and any program changes/additions/inactivations).
   o This memo should be solicited by YOU, completed and signed by your Chair/Director, and submitted to the Dean's Office via email. We suggest drafting the letter for your Chair/Director to ensure accuracy. (If your department is proposing a new program, this will require an additional memo. See requirements below.)

COURSE PROPOSALS:

All course proposals (changes, additions, and inactivations) must be entered in **Kuali**. (See Kuali Tips & Tricks doc for guidance.) Once submitted, proposals must be approved at several levels (Department Admin -> Curriculum Administration -> Registrar -> CFA Curriculum Committee Member -> Department Chair/Director) BEFORE the CFA deadline. Be sure to plan ahead and allow time for completion of each step before the CFA deadline.

   o Note: Often making a small change to a course (such as change the course number or credit hours) will have consequences for a program or other courses. Be sure to check the "dependencies" section in Kuali, as you might need to also submit a program change proposal.
   o **Proposing New Courses**: When proposing a "new course", a sample syllabus is required. Upload the syllabus as a Word document in Kuali.
   o **Proposing Course Fee Requests/Changes**: When proposing to change or add course fees ("Propose Changes") in Kuali, note that Curriculum Administration requires a detailed course fee justification, itemized budget, and a rationale for how the proposed fees are necessary in supporting the course's learning outcomes. All of this information must be included in the Kuali proposal. Click here for details about course fees.

PROGRAM PROPOSALS

   o **Program Changes**: Revisions to programs (degree/emphasis/minor/certificate) must be reviewed by the CFA Curriculum Committee, but they do not go through Kuali. The CFA Program Change form can be found here.
   o **New Program**: New Program (degree/emphasis/minor/certificate) proposals must be reviewed and approved by the CFA Curriculum Committee. The processes are different depending on the type of program being proposed. Note: A consultation meeting with Associate Dean Murray is required prior to proposing a new program.

CURRICULUM PROCESS & TIMELINE

Required meetings & deadlines in RED

	FALL CYCLE	
August & September	Preparation	1) Familiarize yourself with the curriculum process, deadlines, and committee meeting dates for the year. Be sure to note all important dates on your calendar early! 2) Kuali trainings will be offered in the Fall (Dates TBD), and you are required to attend one of these sessions. 3) Schedule your department's internal meetings and set internal deadlines for faculty to submit proposals. We suggest you plan your departmental meetings prior to Oct. 1 (Fall) and Feb. 1 (Spring), and internal deadlines for submissions should be at least one week prior to the college's deadline. Ensure your faculty are aware of these deadlines. 4) Solicit curriculum proposals from your department, support your faculty and department in submitting proposals. (See responsibilities above.)
Sep. 1 & Sep. 2	CFA Curriculum Committee Meetings	**11-12:30pm (Sep 1) & 9-10:30am (Sep 2), via Zoom** These meetings serve as an orientation for the committee and are instrumental in the committee moving forward effectively and efficiently. All CFA Curriculum Committee members must attend one.
September 9 & September 10 (watch your email for Zoom link)	Kuali Trainings	10-11am (Sep 9) & 2-3pm (Sept 10), via Zoom Curriculum Administration will host 2 Kuali training sessions for the CFA. All CFA Curriculum Committee members must attend *one*. Chairs/Directors and admins will also be invited.
Oct. 22	CFA Deadline	All Kuali submissions and required documents are due to the Dean's Office by the end of the day. (See below for list of required documents.) *Late submissions will not be considered.*
Nov. 5	Revisions Requested	If the college requires any revisions for your department's proposals, we will be in contact by the end of the day. Associate Dean Murray will work with you on any requested revisions.
Nov. 19	Revisions Due	If the college requests revisions from your department, they are due by the end of the day.
Dec. 3	CFA Curriculum Committee Meeting	3-5pm, via Zoom All CFA Curriculum Committee members are required to attend this meeting having reviewed all curriculum proposals. Instructions for how to access curriculum proposals will be emailed approximately two weeks prior to the meeting.
Dec. 8	Revisions Requested	If the committee requires any revisions for your department's proposals, we will be in contact by the end of the day DATE. Associate Dean Murray will work with you on any requested revisions.
Dec. 13	Revisions Due	If the committee requests revisions from your department, they are due by the end of the day.
Jan. 20	Campus Submission	The Dean's Office will submit all approved curriculum proposals to Curriculum Administration and continue to work with departments if additional questions arise from Curriculum Administration.
January	Kuali Clean-up	You are responsible for deleting any old/obsolete proposals from your

		department.
SPRING CYCLE		
January	Preparation	1) If you have not done so already, schedule your department's internal meetings and set internal deadlines for faculty to submit proposals. We suggest you plan your departmental meeting prior to Feb. 1, and internal deadlines for submissions should be at least one week prior to the college's deadline. Ensure your faculty are aware of all deadlines. 2) Solicit curriculum proposals from your department, support your faculty and department in submitting proposals. (See responsibilities above.)
Feb. 18	CFA Deadline	All Kuali submissions and required documents are due to the Dean's Office by the end of the day. (See below for list of required documents.) *Late submissions will not be considered.*
Feb. 25	Revisions Requested	If the college requires any revisions for your department's proposals, we will be in contact by the end of the day. Associate Dean Murray will work with you on any requested revisions.
Mar. 18	Revisions Due	If the college requests revisions from your department, they are due by the end of the day.
Apr 1	CFA Curriculum Committee Meeting	3-5pm, via Zoom All CFA Curriculum Committee members are required to attend this meeting having reviewed all curriculum proposals. Instructions for how to access curriculum proposals will be emailed approximately two weeks prior to the meeting.
April 8	Revisions Requested	If the committee requires any revisions for your department's proposals, we will be in contact by the end of the day DATE. Associate Dean Murray will work with you on any requested revisions.
April 15	Revisions Due	If the committee requests revisions from your department, they are due by the end of the day.
April/May	Kuali Clean-up	You are responsible for deleting any old/obsolete proposals from your department.
August 25	Campus Submission	The Dean's Office will submit all approved curriculum proposals to Curriculum Administration and continue to work with departments if additional questions arise from Curriculum Administration.