Dear CFA Curriculum Committee members:

Welcome 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 – Sarah Sinwell
- 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.**
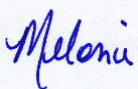
In this document, you will find:
- This committee's charge per the College Charter
- A list of your responsibilities
- Important contacts and links
- Instructions for proposing curriculum changes
- A table outlining the curriculum process & timeline

As always, please reach out if you have any question regarding the curriculum process. I look forward to working with you this year. See you at our first meeting on **Wednesday, September 9, 1:00-2:15pm (**Join Zoom Meeting https://utah.zoom.us/j/91384778419?pwd=TXF3OHZYSUp2aHVOSWVmejEzRFp1UT09; Meeting ID: 913 8477 8419; Passcode: 12345).

Warmly,

Melonie B. Murray, PhD, MFA
Associate Dean for Faculty & Academic Affairs
College of Fine Arts

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 one.)
4. Work with your home unit to set regular department/school curriculum meetings and discussions and set internal curriculum proposal deadlines
5. Support your colleagues who are submitting proposals
6. Serve as a liaison between your department/school and the Dean's Office on curricular matters and ensuring 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://finearts.utah.edu/faculty-staff/faculty/teaching-support/curriculum-support

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.
   o _YOU are responsible for completing and submitting this document via email._
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 change/addition/inactivation and any program change/addition/inactivation).
   o _This memo should be solicited by YOU,_ completed and signed by your Chair/Director, and submitted to the Dean's Office via email. (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._
> _Note_: Often making a minor 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.
1. _Proposing New Courses_: When proposing a "new course", a sample syllabus is required. Upload the syllabus as a Word document in Kuali.
2. _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:
3. _Program Changes_: Revisions to program (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.
4. _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

FALL 2020 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 (September 10, September 14), and you are required to attend one of the sessions. 3) Schedule your department's internal meetings and set internal deadlines for faculty to submit proposals. We suggest you plan your department/school meeting 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 all deadlines. 4) Solicit curriculum proposals from your department and assist your colleagues by providing information pertaining to Kuali and required documentation (see below for details on required documentation).
September 9	CFA Curriculum Committee Meeting	1:00-2:15pm, via Zoom This meeting serves as an orientation for the committee and is instrumental in the committee moving forward effectively and efficiently.
September 10: 10:30am-11:30am; September 14: 2:00pm-3:00pm	Kuali Training	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.
October 16	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.*
October 30	Revisions Requested	If the college requires any revisions for your department's proposals, we will be in contact by the end of the day Nov. 30. Associate Dean Murray will work with you on any requested revisions.
November 13	Revisions Due	If the college requests revisions from your department, they are due by the end of the day Nov. 13.
December 4	CFA Curriculum Committee Meeting	2-5pm, via Zoom All CFA Curriculum Committee members are required to attend this meeting having reviewed all curriculum proposals. Zoom invitation and instructions for how to access curriculum proposals will be emailed approximately two weeks prior to the meeting.
December 11	Revisions Requested	If the committee requires any revisions for your department's proposals, we will be in contact by the end of the day Dec. 11. Associate Dean Murray will work with the you on any requested revisions.
December 18	Revisions Due	If the committee requests revisions from your department, they are due by the end of the day Dec. 18.
January 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.
February 1	Kuali Clean-up	You are responsible for deleting any old/obsolete proposals from your department.

SPRING 2021 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 department/school 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 and assist your colleagues by providing information pertaining to Kuali and required documentation (see below for details on required documentation).
February 12	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.*
February 26	Revisions Requested	If the college requires any revisions for your department's proposals, we will be in contact by the end of the day Feb. 26. Associate Dean Murray will work with you on any requested revisions.
March 12	Revisions Due	If the college requests revisions from your department, they are due by the end of the day March 12.
April 2	CFA Curriculum Committee Meeting	**1-3pm, via Zoom** All CFA Curriculum Committee members are required to attend this meeting having reviewed all curriculum proposals. Zoom invitation and instructions for how to access curriculum proposals will be emailed approximately two weeks prior to the meeting.
April 16	Revisions Requested	If the committee requires any revisions for your department's proposals, we will be in contact by the end of the day April 16. Associate Dean Murray will work with the you on any requested revisions.
April 23	Revisions Due	If the committee requests revisions from your department, they are due by the end of the day April 23.
June 1	Kuali Clean-up	You are responsible for deleting any old/obsolete proposals from your department by June 1.
August 25	Campus Submission	The Dean's Office will submit all approved curriculum proposals to Curriculum Administration's deadline on August 25 and continue to work with departments if additional questions arise from Curriculum Administration.