

Curriculum and Instruction Proposals

Guidelines for Submissions

The source for Curriculum and Instruction Proposal forms is at the C&I link on the Faculty Senate webpage @ <http://www.shepherd.edu/employees/senate/C&I/>. Forms are available in Microsoft Word and in PDF format; forms must not be altered and all appropriate portions must be completed.

Print one copy of forms on colored paper as indicated: **blue for Program Change**; **goldenrod for Course Addition, Deletion, or Change**. On the original, color-coded form, fill in all pertinent information and obtain appropriate signatures. **Attach a copy of any departmental minutes and school approvals** for the proposal, along with any other documentation required by the proposal form. **For all Program Changes, attach a xeroxed copy of the current catalog page with **curricular changes marked in red**; this hardcopy must be turned in with the original forms and appropriate minutes, and an electronic copy must be sent to the C&I chair for posting on Sakai.**

Submit the original, signed curricular form to the chair of the Curriculum and Instruction Committee (Dr. Sylvia Bailey Shurbutt, Department of English and Modern Languages). **A representative of the department or school must be present at first and second readings of the proposal to explain the curricular issue(s) and answer questions.**

To be placed on the C&I meeting agenda, an email to the C&I Chair with electronic forms attached must also be sent to SShurbut@shepherd.edu. These electronic copies of proposals will be placed on Sakai for Committee Members to access. No proposal will be brought before the committee until **both the original hardcopy with signatures and the electronic versions** are submitted to the C&I Chair, following the submission deadlines below. See the submission and meeting dates below.

All Curriculum & Instruction meetings will be in Scarborough 256 for the 2011-2012 academic year, 3:10 until 5:00 p.m.

Fall 2011 C&I Meeting Dates:

Monday, September 12, 2011

Monday, October 10, 2011

Monday, November 14, 2011

*December 5, 2011 meeting if necessary

*Curricular Submission Deadlines:

September 8, 2011

October 3, 2011

November 7, 2011

Spring 2012 C&I Meeting Dates:

Monday, January 9, 2012

Monday, February 13, 2012

Monday, March 26, 2012

Monday, April 9, 2012

*Curricular Submission Deadlines:

February 6, 2012

March 19, 2012

April 2, 2012