**Curriculum and Instruction: Proposal Submission Guidelines, Fall 2021 and Spring 2022**

Curriculum and Instruction proposal forms can be found on the C&I page on the Faculty Senate webpage:

<http://www.shepherd.edu/senate/curriculum-and-instruction>. Forms are available in Microsoft Word and PDF.

**Please be sure to use the updated forms posted on the C&I website, dated August 2019.**

**We will not accept the old forms. Forms must be complete!**

To be placed on the C&I meeting agenda, by the Curricular Submission Deadlines outlined below, please:

* On the appropriate form, fill in all pertinent information and obtain appropriate signatures. Digital signatures are acceptable.
* Feel free to include more substantial responses on additional pages. Do not feel restricted by the

size of the text boxes on the forms.

* 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 copy of the **current online catalog page** with all curricular changes marked

in red.

* Submit **original proposals and appropriate forms and documentation** as outlined above to

Donna Semler, Secretary of the C&I Committee, in the Office of the Registrar. Submit **complete digital copies** to Dr. Michael Groves at mgroves@shepherd.edu.

* When possible, send **each proposal as a separate and complete single document** (i.e. the form, the

minutes, and documentation, etc.)

* Above all, make sure submissions are clear and complete. Consider attaching a memo explaining what you are sending as the committee finds those quite useful.
* 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.

* Proposals received after the deadline will be on the following month’s agenda.
* To have **course changes** appear in the next academic year’s fall schedule, departments should have (at minimum) first readings completed by the December C&I meeting.
* To meet catalog publication deadlines for the next academic year, **program proposals** should have (at minimum) first readings completed by the February C&I meeting.

**Dates and Deadlines**

**All meetings will be held in Scarborough Library, room 256**

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|  **Meeting Date** |  **Meeting Time** |  **Submission Deadline** |
| September 13, 2021 | 3:10pm to 5:00pm | September 7, 2021 |
| October 11, 2021 | 3:10pm to 5:00pm | October 4, 2021 |
| November 8, 2021 | 3:10pm to 5:00pm | November 1, 2021 |
| December 6, 2021 | 3:10pm to 5:00pm | November 29, 2021 |
| January 24, 2022 | 3:10pm to 5:00pm | January 18, 2022 |
| February 14, 2022 | 3:10pm to 5:00pm | February 7, 2022 |
| March 7, 2022 | 3:10pm to 5:00pm | February 28, 2022 |
| April 11, 2022 | 3:10pm to 5:00pm | April 4, 2022 |

\*Meeting dates and times are subject to change.

\*New courses or course changes you wish to include in the Fall 2022 Schedule of Classes should be presented to the university C&I Committee (approved by dept./school C&I) no later than the November 8, 2021 meeting.

08/19/2021