**COPPIN STATE UNIVERSITY**

**ACADEMIC CURRICULUM STANDARDS, POLICIES & PROCEDURES COMMITTEE**

**PROPOSAL TYPE (Check One):\_\_\_\_\_\_Program \_\_\_\_\_Course \_\_\_\_\_Policy \_\_\_\_\_Informational**

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Please email proposals as an ***MSWord attachment*** to CSPC, Chairperson

CSPC LOG # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNAL USE ONLY**

two (2) weeks before CS&PC Agenda Committee meeting. Provide one original

of each proposal with full documentation, i.e., course syllabus, ***department***

***minority opinion***, where appropriate, on day of scheduled presentation.

**Academic Year:** Department**:** **Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Action (choose one): Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Curriculum change (including informal specializations)  Rename Concentration

* Rename course for current degree program  Add/delete Concentration
* Rename degree program  Deactivate Program
* New Minor  New course for current program
* Renumber active course  Deactivate Course
* New Major  Academic Policy
* Deactivate Minor  Add to GER Program
* New Certificate  Deactivate Program or Certificate
* New academic degree/award program  Reactivate Suspended Program or Minor
* Deactivate minor  Online Course or program
* Catalogue, syllabus, GER checklist updates  Any other, specify:

for information dissemination and Registrar’s update

**Proposed Action Requested in a *few* words (Please attach Summary & Rationale):**

**Date of Department Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(See Attached Department Minutes)*

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**APPROVAL SIGNATURES** - *Please* ***print*** *name,* ***sign****, and* ***date****. Use individual sheets for multi-unit programs.*

***Prior to signature, please read the endorsement instructions as a quick guide.***

1. Department Chair

Print Name Signature Date

2. Program Coordinator/Chair GER

Print Name Signature Date

3. Dean, College

Print Name Signature Date

4. Chair-Sub Committee, CS&PC

(if required) Print Name Signature Date

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Provide Name of Sub-Committee:

**Final Approval**

Chair, CS&PC

Print Name Signature Date

VPAA/Provost

Print Name Signature Date

**DISTRIBUTION**

Dean Office of Records and Registration

Date Date

Chair, CSP&PC Academic Affairs

Date Date  
Revised FALL 2019 (File: CSPC \_A. SAHU)

**ENDORSEMENT INSTRUCTIONS: PROGRAM CHAIRS AND DEANS**  
Please remember the following as you participate in the curriculum review process  
(Notation: CSPC-Curriculum Standards and Policy Committee)

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**REVIEWERS (CHAIRS AND DEANS)**

Please carefully review curriculum documents; do not “rubber stamp” your approval, and be prompt with feedback so faculty have an opportunity to make revisions. Check if “all” the members in the department have been consulted. Review minority votes reasoning, if any.

Use CSPC guidelines documents effectively by reading and posting comments; pay attention to substantive issues rather than minor technical errors.

**PARTICULAR CHECK POINTS**

1. Course Title
2. Faculty Qualifications and Experience (Capacity Resource) appropriate to the department
3. Funding Resources/USM Agency Category
4. Coppin State University Catalog Description
5. Prerequisites
6. Co-requisites & Recommended Prep
7. Course Objectives-SLOs, Professional area standards
8. Course Content newness and exceptionality (minor or major changes)
9. Methods of Instruction (e.g., Hybrid or online)
10. Learning Activities: Design and delivery method (Bb and other systems) and scope
11. Assessment Tasks--Formative and summative testing—continuous improvement plan going forward
12. CONTINIUS PROGRAM/COURSE IMPROVEMENT NICHE: Grading Standard and alignment rubric with Course Learning Outcomes (State/MHEC AND professional society both). Faculty authors, chair and deans MUST provide sufficient feedback on data collections and analysis for accreditation agency, USM and program R&D reports dissemination. Consult with the Dean, Institutional Research Director, or Provost as to the best data needs at the Institution.
13. Repeatability/Replication
14. Degree Applicability (Major, Undergrad, Grad, Internships and R&D Jobs)
15. Instructional Materials Fee, Appropriate Texts etc.
16. Course Content (significant changes—uncommon)
17. Coop. Work Experience Status
18. Course Classification Chancellor/Registrar office
19. Program Applicability and advancement.

**FACULTY WRITERS**

Seek state, sister institutions and district-wide collegial collaboration, feedback, and endorsement.

Use only the most recent forms, available in the provost office/CSPC chair.

Pay attention to the curriculum “ripple effect”: how changes in one course outline can impact other courses and degrees/certificates (e.g., degree completion credit count, enrollment and infrastructure capacity needs).

Do not ***bring last minute” revision” printouts*** to the CSPC meeting, ***strictly prohibited***.

Faculty author may invite a departmental representative to attend the meeting, who can answer questions from an “institutional” perspective.

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File: CSPC \_A. SAHU (Revised FALL 2019)