

Moyes College of Education Curriculum Committee
Guidelines and Procedures
Fewer Hard Copies! Bravo!

New instructions for submission of curriculum proposals to the college curriculum committee, UCTE (if needed), the university curriculum committee and faculty senate.

Proposals for New Programs and for Program Changes

Program Proposal forms in Word Format are found at:

http://www.weber.edu/facultysenate/Curriculum_and_GenEdForms.html

- Open and fill in the form
- Save the form using the name of the program in Word Format include page numbers
- Print the proposal and the signature page and get the appropriate signatures
- Bring or send one hard copy to Geri Conlin, mail code 2801, Swenson 307K
- Send the proposal form, in Word Format include page numbers, via email attachment to gconlin@weber.edu
- After the college curriculum committee meeting and all revisions are made to the proposal, bring or send one final hard copy to Geri Conlin, mail code 2801, Swenson 307K
- **After** the college and UCTE committees and the Dean have given approval, send the Program proposal, in Word Format include page numbers, via email to bstockberger@weber.edu . **I will take the signature page to the faculty senate office myself.**

Proposals for New Courses and Substantive changes to existing courses

Course Proposal forms are available in the faculty portal or at

<https://portalapps.weber.edu/SmartLogin/altLogin.aspx?page=/courseproposal/default.aspx?RenderTeaser=false>

- Please note on the proposal form the box that says “Course description (exactly as it will appear in the catalog, including prerequisites):” An example of the online catalog format is shown below.

PEP 3520 - Curriculum and Assessment

Credits: (3)

Typically taught:

Fall [Full Sem]

Spring [Full Sem]

Course emphasis is on developing curriculum necessary to meet the needs of diverse learners. Emphasis is also on development of assessment strategies that correctly match objectives and instruction. The students are given a basic understanding of the statistical use of data for grade determination. Students will have hands on experience in designing and implementing various assessments and grading methods relating to physical education objectives. Students will also be provided the opportunity to learn how to design and implement lessons using up-to-date forms of technology that are currently being used in public schools. Prerequisite: PEP 3100 and 8 credits of PEP 3240-3290, program admission. Co-Requisite: PEP 3520L.

- Please note Credits, Typically taught, and prerequisites listed at the end of the course description, see other examples in the online catalog
- Don't forget to save the proposal before exiting
- Open the proposal again in the view mode
- Copy and paste the proposal into a MS Word file include page numbers and save it with the name of the course and the course number
- At the end of the proposal form, please note the message **"Please mail a signed approval page to the Faculty Senate Office, MA 210J, MC 1003."**

- Print the approval page from the link, [approval page](#), and get the appropriate signatures and **do not** send it to the faculty senate office. Bring or send it to Geri Conlin, mail code 2801, Swenson 307K
- Also note at the bottom of the proposal form the message “ 5. For course proposals, e-mail a syllabus to [Faculty Senate](#) which should be sufficiently detailed that the committees can determine that the course is at the appropriate level and matches the description. **There should be an indication of the amount and type of outside activity required in the course (projects, research papers, homework, etc.)**.”
- Send the syllabus and the proposal form, in Word Format, via email attachment to gconlin@weber.edu and **do not** send it to the faculty senate office **yet**.
- Bring or send one hard copy of the proposal and the syllabus, in Word Format include page numbers, and the signature page to Geri Conlin, mail code 2801, Swenson 307K
- After the college curriculum committee meeting, make revisions to the course proposal online and save it.
- After all revisions are made to the proposal and the syllabus, bring or send one final hard copy of the proposal and the syllabus to Geri Conlin, mail code 2801, Swenson 307K
- After the college and UCTE committees and the Dean have given approval, revise the course proposal online and send the syllabus, in Word Format, via email to bstockberger@weber.edu . **I will take the signature page to the faculty senate office myself.**

Please don't hesitate to ask Geri if you have questions. gconlin@weber.edu

In Short:

Word Format all documents include page numbers

Email with attachments all documents, Word Format include page numbers, to gconlin@weber.edu

Bring or send one hard copy including signature pages to Geri Conlin, mc 2801, Swenson 307K

After committees' and Dean's approval, Geri will deliver the signature pages to faculty senate

After committees' and Dean's approval, email Program Proposals and syllabi to bstockberger@weber.edu

Please note the submission dates for the College Curriculum Committee