

L&S Course Proposal Process

L&S Chairs & Administrators' Meeting, August 2007
Elaine Klein & Beth Quandt Hartzheim

Faculty member proposes course to department; course is approved per departmental process

Proposal sent to L&S Curriculum Committee

Revised proposal sent to Divisional Executive Committee Office

Additions, changes and deletions are forwarded to Registrar's Office for entry into *Timetable* and *Catalog* database.

Department processes vary; however, all proposals to add, change, or delete courses must include the appropriate course proposal form. See: <http://www.secfac.wisc.edu/divcomm/courses/CourseProposals.htm>

Depending on form used and nature of course proposed, proposals may include:

- Syllabus
- For Comm A/B, QR A/B, or Ethnic Studies, information about progress of (or request for) review
- Support from Cross-listing departments
- Discussion from affected departments (if any) regarding overlapping course content, if relevant and substantial

If cross-listing department is in a college other than L&S, those colleges must also approve the course. L&S can work with parallel routing of these requests; however, some colleges prefer sequential approval. Conflicts will be resolved at the divisional committee level.

Departments send:
3 Copies for Technical and Committee Review. *Please note:* these documents are reviewed as though they are "drafts", just in case they need revision prior to submission to college/campus committees.

Please include:
Cover letter from chair (one letter per set of proposals)

To:
L&S Curriculum Committee
c/o Beth Quandt Hartzheim
307 B South Hall

By:
Ten days prior to Curriculum Committee meeting that falls before Divisional Committee Deadline

- L&S CC staff & chair work with dept to resolve technical questions.
- L&S CC votes when questions are resolved (may vote "pending resolution" of minor questions).
- Notice of approval and revised proposals are sent to Dept. and to Divisional Executive Committee Office.

Departments send:
20 Copies of revised/final proposal

To:
Divisional Executive Committee Office
(134 Bascom Hall)

By:
Three weeks before Divisional Executive Committee meeting

L&S sends:
L&S CC Chair's notice of course approval to Divisional Executive Committee Office (e-mail and hard copy) *with* correspondence about revisions.

The Divisional Committee may have additional questions for department or for L&S Curriculum Committee.

For more information about the L&S Curriculum Committee, see section I.3 of the **L&S Handbook**
www.ls.wisc.edu/handbook