NSME Curriculum Committee

GUIDELINES FOR SUBMISSIONS

PROPOSAL FORMAT

For the Committee to respond to requests as expeditiously as possible, all proposals should include the following headings and information submitted electronically:

1. ***Approval.*** Include a memo from the Department Chair(s) indicating approval by department(s) affected by the change.

2. ***Proposed Changes.*** Indicate clearly what changes are being proposed, preferably by old copy and with strikethrough for deletions, and yellow highlighting for addition changes. Do not include sections or paragraphs that remain unchanged.

3. ***Resource Implications.*** Explain whether or not the department has sufficient resources (faculty time, library holdings, space, supplies and services, and so on) to implement the change(s); how often and when (semester, time of day, etc.) the department plans to offer the course (if applicable), and what changes (e.g., other courses offered less frequently) the department will need to make in its schedule to cover the proposed changes.

4. ***Curriculum Implications.*** Indicate where/how the proposal fits into the curriculum, such as requirement or elective for the major or general education service course and how enrollment patterns may change due to the proposal.

5. ***Rationale.*** Identify the intended audience and explain why the change is needed. Also indicate to what degree, if any, the proposed change duplicates current curriculum.

6. ***Request for Approval New Course/Course Changes.*** This form needs to be completed and included with the Proposal for the Committee to review if a new course/course change is proposed.

7. A complete and final version of the catalog copy as approved by the curriculum committee should be submitted electronically to the Dean's office immediately following the committee's approval.

Minor and Cosmetic Changes

Minor and cosmetic changes that require no course changes, no resources, and have no curriculum implications (e.g., changing faculty listings to reflect faculty actually present, minor changes in descriptive passages, etc.) need not go through approval by the entire committee but require the approval of the chair before being forwarded to the Dean's office electronically.