GUIDE TO CURRICULUM CHANGES
(November 2024)

Introduction

Making changes to your undergraduate or graduate curriculum requires several steps involving committees of the College and the University. The following guidelines will help explain the process and will guide you in preparing your materials so your changes may be implemented as quickly as possible. The UCC and GCC require that proposals have been approved by the department or program (usually through the departmental curriculum committee or interdisciplinary program faculty advisory board as recorded in its minutes). Each department/program should have one contact person (usually the chair of the department's Curriculum Committee or program director) in the event the UCC or GCC has questions about the proposal.

Example Timeline

During the academic year, a proposal received in time for a UCC or GCC meeting in the second week of the month would likely be reviewed by the Academic Senate Executive Committee in the fourth week of the month. Proposals must be received one week prior to allow time to prepare the agenda in proper format and to share with the committee members. If the UCC or GCC has questions or concerns about the content of a proposal the committee may put the proposal on hold pending clarification with the department, and even invite representatives from the department to attend the next meeting of the committee for a face-to-face discussion.

The Senate's Executive Committee reviews the UCC and GCC minutes for form (but not content) and puts them on the agenda for the next meeting of the Academic Senate (generally the second Thursday of the next month). A member of the department who is familiar with the proposal should attend the Senate meeting in case any questions arise. The Senate may approve, amend, or return the proposal back to the curriculum committee if questions arise**.** Once the Senate approves curriculum changes, they are forwarded to the Board of Trustees on the Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Report Detail or the AUR (Academic University Report). Courses proposed for CUNY Pathways Required Core and Flexible Core must first be approved by the CCCRC (CUNY Common Core Course Review Committee) before being forwarded to the Board of Trustees. If the proposal for a Pathways course is not approved, it will be sent back to the originating department for revision.

New programs (e.g., new majors or tracks within a major) must be submitted on the University Report to the NYS Department of Higher Education. They will receive a "HEGIS" code and a "Program Code", at which time they will be given a "major code" by the Registrar at the college. New programs may not be advertised anywhere, including the college Bulletin, until they have received approval from the State Education Department without permission of the Office of the Provost. No changes may be implemented by a department until they are approved by the Board of Trustees. See the section titled **"Implementation Time Table"** for information about when changes may be made effective for students.

Types of Proposals

• New majors, minors and tracks.

   Consult the **Faculty Handbook for the Creation of New Programs** here:

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https://www.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/

A new program proposal should be submitted along with the requisite State forms available at the link above. The Dean of the Division should be consulted prior to the creation of new programs, majors and minors.

• Changes to the Requirements for a Major or Minor

   Any changes to the requirements for a Degree Program (a "major"), such as required courses, required credits, lists of electives, minimum grade requirements (for individual courses or overall average in the major), and admissions criteria.

• New courses.

• Changes to Existing Courses (number, title, hours, credits, prerequisites, description)

• Withdrawal of a Course

   Courses that will not be offered again should be removed from the College's inventory of classes (in the Bulletin and in CUNYfirst).

• Courses added to or removed from the reserve list.

   The reserve list contains courses that are not included in the main section of the Bulletin and are not schedulable via CUNYfirst. Courses are put on this list if they will not be offered in the near future. This avoids confusion on the part of the students who may see courses in the bulletin that are never scheduled. The restoration of a course from the reserve list is much simpler than the approval process for a new course: all it needs is UCC approval. Courses on reserve are listed in the back of the bulletin.

• Courses for General Education (Pathways).

   Proposals for new or existing courses to satisfy the CUNY Pathways General Education Requirements (Common Core, Flexible Core, or Queens College Option) should be submitted using the proper template and following the guidelines provided on the CUNY website. Any questions regarding the suitability of courses for Pathways should be directed to Maria DeLongoria, Interim Associate Provost for Academic and Faculty Affairs.

   If you are developing a new course or submitting an existing course for the Required Core or the Flexible Core areas, we strongly recommend consulting with Yan Sun (yan.sun@qc.cuny.edu), the 2023-2025 Queens College representative on the CCCRC. We also recommend consulting some examples of recently successful Pathways submissions, which can be found here and here.

   Submission templates can be found here:

   https://www.qc.cuny.edu/academics/academic-senate/curriculum-changes/

   Finalized proposals should be submitted to Ken Lord, Chair of the Undergraduate Curriculum Committee for consideration by the UCC, with a CC to Kat Zajac, Administrative Coordinator of the Academic Senate (contact info below).

• Writing-Intensive Courses

   Departments that would like to have an *existing* course added to the official list of writing-intensive courses should send proposals to the Writing Intensive Subcommittee (WSC) of the Academic

Senate. The criteria for approval of courses as writing-intensive and other important information may be found on the WSC webpage: https://www.qc.cuny.edu/academics/gened/writing/

Departments that would like to propose a *new* course and also have it approved as a writing-intensive course should first submit the course for approval as a new course to the UCC. Once it is approved by the UCC, a proposal may be sent to the Writing Intensive Subcommittee for approval as a W course or section.

• Changes that affect other Departments

If your curriculum changes will have an effect on another department (for example, requiring another department's course as a prerequisite, or including or removing other department's courses in your own major) you must include a letter from the affected department approving of the changes.

• Changes to Descriptive Text in the Bulletin.

Changes to descriptive text in the bulletin for a department do not need UCC approval if there is no change to any of the curricular requirements. Departments may mark up their bulletin pages when the proofs are distributed by the Office of the Associate Provost for Academic Affairs. Examples of changes which do not need approval are those in staffing, rooms, phone numbers, web pages, general description of your discipline and advising issues for majors. Any program changes, such as those associated with the introduction of a new required or elective course, should be accompanied by the needed changes to the descriptive material (including the grey box descriptions in the bulletin).

Justifications

Each individual proposal submitted requires a short justification that explains the pedagogical need for the change. These justifications are sent to the Senate and the Board of Trustees. In addition, for new programs, changes to programs or new courses, the Academic Dean must be consulted. The Dean should provide a short statement or email in support. This "Dean's Justification" should provide a short assessment of the impact on budget. This Dean's Justification should be submitted along with the proposal.

Format for Describing Changes

Each change should be preceded with a line that states what type of change you are making (such as "change in hours and credits", "change in prerequisite", "new course"). For new courses, list all information about the course (number, title, hours, credits, prerequisites and description). For changes to a course, list all information about the course (number, title, hours, credits, prerequisites and description) twice. The first listing should be preceded by the word "From:" and should show the complete current wording as stated in the College bulletin, and use ~~strikethrough~~ to mark any text that is to be deleted. The second listing should be preceded with a line that says "To Read:", and any new text should be underlined.

EXAMPLES

I. Change to a Major or minor:

Any changes to the requirements for a Degree Program (a major or minor), such as required courses, required credits, lists of electives, minimum grade requirements (for individual courses or overall average in the major), and admissions criteria.

Example:

Change to a Major: Basket Weaving

From:

Basket Weaving majors are required to take ~~six~~ courses in Basket Weaving at the 300-level. In addition, two semesters of physics is required, as well as Mathematics 130, ~~233~~ and 241.

To Read:

Basket weaving majors are required to take <u>seven</u> courses in Basket weaving at the 300-level. In addition, two semesters of physics <u>or chemistry</u> are required, as well as Mathematics 130 and 241.

Justification:....

Dean's Justification (See "Justifications," above.):…

II. New courses.

Each new course proposal requires a department name, number, title, hours, credits, prerequisites and bulletin description. Course hours are presumed to be classroom hours; lecture or recitation hours should be stated separately. If the number of classroom hours is not equal to the number of credits a justification is required. Recitation and laboratory credits are usually equated to credits on a two- or three-to-one basis. Course numbers should follow the guidelines stated in the Undergraduate Bulletin. New course proposals also require a syllabus which includes texts and exam formats, and a justification is required. This justification should be curricular or pedagogical, not "administrative," such as the addition of a new faculty member. The justification should also position the course within the major: is it required? An elective? A service course?

Example:

New course:
BSKTW 101. Introduction to Basket Weaving.
3 hours, 3 credits. Prerequisite: Math 201.
Introduction to basic baskets. No previous knowledge of baskets is required.

Justification: . . .

Dean's Justification (See "Justifications," above.):…

III. Changes to existing courses.

Change in title, hours, credits, prerequisite or description. Each change should have a heading indicating the type of change. The first listing should be preceded by the word "From:" and should show the complete current wording as stated in the College bulletin, and use ~~strikethrough~~ to mark any text that is to be deleted. The second listing should be preceded with a line that says "To Read:", and any new text should be <u>underlined</u>.

Example:

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Change in title:

From:
    BSKTW 204. ~~Easter~~.
    3 hr., 3 cr. Prerequisite: BSKTW 101.

To read:
    BSKTW 204. <u>Non-traditional Springtime Baskets</u>.
    3 hr., 3 cr. Prerequisite: BSKTW 101.

Justification:

IV. Courses withdrawn.

You need only give the department, number and title. Justification is not necessary.

    Example:

Courses withdrawn:
BSKTW 206: History of Sombreros.
BSKTW 310: Underwater Basket Weaving.

Proposal Submission

The dean of the division should be copied on all submissions. <u>New program proposals should be sent to the dean well in advance of submission for review.</u>

Proposals should be sent as Word documents via e-mail to the appropriate person as listed under contact information table at the end of this document.

Implementation Time Table

The Academic Senate approved the following table to determine when changes are to be effective in the Bulletin, CUNYFirst and when they may be effective for students.

For any semester Fall 20XX and Spring 20YY, YY=XX+1

Changes to	Bulletin/DegreeWorks FA 20XX-SP 20YY Academic Year	Effective for Students Entering	Activated in CUNYfirst
General Education	Changes approved by BoT up to June 20XX	Whenever they can be scheduled	Changes approved by BoT up to Oct 20XX may be scheduled Spring 20YY
New Majors/Minors	Changes approved by BoT up to June 20XX	Fall 20XX	Fall 20XX
Changes to Majors/Minors	Changes approved by BoT up to June 20XX	Fall 20XX	

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New Courses	All new courses approved by BoT up to June 20XX	Whenever they can be scheduled.	Changes approved by BoT up to Oct 20XX; may be scheduled for Spring 20YY
Changes to Courses	Changes approved by BoT up to June 20XX	Fall 20XX	Fall 20XX

Contact Information

Send Undergraduate proposals to	Dr. Kenneth Lord, Chair of the Undergraduate Curriculum Committee AND Ms. Katarzyna Zajac, Administrative Coordinator, Academic Senate	kenneth.lord@qc.cuny.edu katarzyna.zajac@qc.cuny.edu
Send Graduate proposals to	Ms. Natashia Rhodes, Administrative Coordinator, Graduate Studies	natashia.rhodes@qc.cuny.edu
For guidance on developing a Required Core or Flexible Core Pathways proposal	Dr. Yan Sun, 2023-2025 Queens College Representative, CUNY Common Core Course Review Committee	yan.sun@qc.cuny.edu
For information on course numbers that may be used/reused	Ms. Joyce Kong, Registrar's Office	joyce.kong@qc.cuny.edu
For information on Writing Intensive Courses	Ms. Amy Wan, Special Assistant to the Provost on Writing	amy.wan@qc.cuny.edu