CAS CURRICULUM COMMITTEE
updated October 8, 2015

CONTACTS
Kathy Floyd
CAS Student Services
Nicole Phelps
chair, Humanities/History, 2014-17
Joel Goldberg
Associate Dean

KEY DATES
OCTOBER 12
submit new or substantially altered majors, minors, programs, certificates to the CAS Curriculum Committee

DECEMBER 1
submit smaller changes to the CAS Curriculum Committee

FEBRUARY 9
last day for CAS to approve changes that will appear in the 2016-17 catalog

INSTRUCTIONS
NEW COURSES
propose a new course for inclusion in the catalog
apply for a special designation:
 D1 or University D2
 Non-European Cultures (CAS D2)
 Sustainability
 Writing & Information Literacy
 CAS distribution requirement

INTERDISCIPLINARY (AS), CROSSLISTED, AND “SEE ALSO” COURSES

MAJORS, MINORS, PROGRAMS, & CERTIFICATES
small changes (<40 percent)
new or significantly altered termination
Individually Designed majors and minors

SPECIAL TOPICS COURSES
(including TAP and HCOL)
A reminder: Special Topics courses can be taught 3 times before they must be considered for inclusion in the catalog.
apply for a special designation:
 D1 or University D2
 Non-European Cultures (CAS D2)
 Sustainability
 Writing & Information Literacy
 CAS distribution requirement
 CAS credit (for non-CAS HCOL courses)

EXISTING COURSES
make changes
delete
deactivate
reactivate

GOVERNANCE
BYLAWS
MEMBERS
2013-16
Lutz Kaelber
Social Sciences/Sociology
Gregory Ramos
Fine Arts/Theatre

2014-17
Angeline Chiu
At Large/Classics
Nicole Phelps
Humanities/History
Paolo Pucci
At Large/Romance Languages

2015-18
Jose Madalengoitia
Natural Sciences/Chemistry
Kevin McKenna
Languages/German & Russian

Ex Officio
Joel Goldberg
Associate Dean
Patricia Corcoran
Assistant Dean
Kathy Floyd
Academic & Student Services Advisor
NEW COURSES

New courses should be proposed by December 1 for inclusion in next year’s catalog.

Use CourseLeaf in a browser other than Internet Explorer to propose a new course. CourseLeaf is accessible from the Provost’s webpage: http://www.uvm.edu/~facrsrscs/?Page=coursechangeform.html To propose a new course, follow the first link on that page.

You will need:

- A 3-digit course number. Check with your chair or departmental administrator before choosing a number.
- A course title. Limited to 30 characters, including spaces.
- The number of credit hours. Be sure to check the box that indicates “This course meets the University’s definition of a credit hour.”
- Any prerequisites or co-requisites. Pre/co-requisites should generally be expressed in a manner that can be enforced via Banner. A reminder that students can register for all classes with instructor permission; it is therefore only necessary to include “instructor permission” in the prerequisites if such permission is the only way into the course.
- A course description. Limited to 40 words. For clarity and stylistic consistency, please use an Oxford comma for lists of three or more items (i.e., apples, pears, and bananas) and conclude your description with a period.
- A syllabus/course design aimed at faculty members. This should be a .doc or .docx file. The syllabus is requested so that the faculty on the curriculum committee can understand the intellectual content and pedagogical structure of the course and consider it for distribution and diversity requirements, as appropriate. You may wish to provide more of a narrative about the course’s design and intent and/or information about the content of readings when it is not crystal clear from the titles; policies aimed at students can be omitted.
- Any “companion documents.” These are not required, but if there are materials that would help the curriculum committee better understand the intent, content, and/or structure of the course, feel free to include them here.
- A rationale. Sentence- or paragraph-length statements on the proposed course’s academic merit, potential overlap with other courses, the types of students likely to register, and the course’s place in the curriculum as either required or elective.
- The number of seats and sections to be offered.
- Information on the effects of the proposed course on teaching loads and other departments. In addition to sentence- or paragraph-length statements on these issues, you need evidence that potentially affected departments have been consulted. Letters of support from chairs/directors of potentially affected departments should be attached as .doc, .docx, or .pdf files.
- Information on any additional fees, facilities needs, and library resources.

Please follow the links to additional instructions if the course is going to be crosslisted or if you are seeking designation of the course as meeting the D1 or University D2, Non-European Cultures (CAS D2), Sustainability, Writing & Information Literacy, or CAS distribution requirements.

After you have entered the required information into CourseLeaf and saved it, your chair should review the material and approve it in CourseLeaf. To access the approval side of CourseLeaf, follow the second link on the Provost’s CourseLeaf page.

A reminder that the chair or another representative from the department or program must be in attendance at the CAS faculty meeting when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.
D1 AND UNIVERSITY D2 DESIGNATIONS

For new courses to be included in the catalog, include your diversity application materials as part of your new course proposal in CourseLeaf. (For Special Topics courses, follow the directions here.)

Please consult the website of the university’s Diversity Curriculum Review Committee (DCRC) for detailed information about deadlines and criteria.

Some additional information to bear in mind:

- The diversity requirements were changed at the end of the spring 2015 semester, so please be sure you are consulting the most up-to-date information.

- In addition to the diversity-related questions that are part of a proposal in CourseLeaf, the DCRC is particularly interested in making sure that diversity objectives and instructors’ methods of meeting them are directly evident on the syllabus submitted for consideration. Please keep in mind that the audience for your proposal syllabus consists of faculty members from a variety of disciplines, rather than students.

- D2 requirements for the university and the College of Arts & Sciences are different. At the university level, a D2 course deals broadly with “the diversity of human experience,” while a CAS D2 course is focused on “non-European cultures” (NEC). All NEC courses meet the university’s D2 requirements, but not all university D2 courses meet the CAS D2 requirement. For instructions on how to apply for a NEC designation, click here.
NON-EUROPEAN CULTURES (CAS D2) DESIGNATIONS

D2 requirements for the university and the College of Arts & Sciences are different. At the university level, a D2 course deals broadly with “the diversity of human experience,” while a CAS D2 course is focused on “non-European cultures” (NEC). All NEC courses meet the university’s D2 requirements, but not all university D2 courses meet the CAS D2 requirement.

For new courses to be included in the catalog, include your diversity application materials as part of your new course proposal in CourseLeaf. (For Special Topics courses, follow the directions here.)

In CourseLeaf, when providing information about how the proposed course addresses the diversity competencies, please include the following for potential NEC courses:

- An explicit statement that the course is being proposed to satisfy the Non-European Cultures requirement. That statement should appear in the box next to “Fosters an understanding of global and international issues...”, which appears after selecting Category 2 – The Diversity of Human Experience.
- An explicit statement of what percentage of the course material covers Non-European content; it should be at least 50 percent. The statement should appear in the same box (“Fosters an understanding...”).
- A syllabus/course design aimed at faculty members. This should be a .doc or .docx file. If the proposed course takes a comparative approach, the faculty member should annotate the syllabus to show which components of the course (readings, lectures, assignments, etc.) focus on a non-European culture. At least 50 percent of the material covered in class must center on societies and cultures beyond Europe, Canada, and the United States.
- When preparing the syllabus for the proposal, please bear in mind that, in addition to the diversity-related questions that are part of a proposal in CourseLeaf, the DCRC is particularly interested in making sure that diversity objectives and instructors’ methods of meeting them are directly evident on the syllabus submitted for consideration.
- If applicable, the faculty member should explicitly indicate how the course satisfies the third competency listed on the D2 form: “Global or international issues, including the flow of people, cultures, labor, capital, diseases, or resources past or present, across or within all international/multinational geographical borders.”

Please consult the website of the university’s Diversity Curriculum Review Committee (DCRC) for detailed information about deadlines and criteria. The diversity requirements were changed at the end of the spring 2015 semester, so please be sure you are consulting the most up-to-date information.

These directions were updated on October 7, 2015.
D1 AND UNIVERSITY D2 DESIGNATIONS: SPECIAL TOPICS COURSES

Please consult the website of the university’s Diversity Curriculum Review Committee (DCRC) for detailed information about deadlines and criteria.

When you are ready to submit your materials, use CourseLeaf in a browser other than Internet Explorer. CourseLeaf is accessible from the Provost’s webpage: http://www.uvm.edu/~facsrcs/?Page=coursechangeform.html Follow the first link on that page.

In the Search box, enter the prefix and number of the Special Topics course you are teaching. (For example, POLS 095 or HST 196.) Then click on “search.”

Select the course from the search results, then scroll down the page until you see information about the course and a green Edit/Deactivate Course button. Click on that green button. That will open a new window in which you can edit information about the course.

DO NOT CHANGE any of the basic information about the generic Special Topics course, such as the title, number of credit hours, or catalog description.

In the “Justification for proposed change” box, explain that the form is being submitted for DCRC review and indicate whether you are seeking a D1 or a University D2 designation.

Attach a syllabus and any other relevant documentation, and select “Yes” for the question “Are you seeking diversity credit approval as part of this action?” That will open the section of the application in which you should enter the diversity application information. (See below for more information.)

After you have completed entering the requested information, click the “Save & Submit” button.

Some additional information to bear in mind:

- The diversity requirements were changed at the end of the spring 2015 semester, so please be sure you are consulting the most up-to-date information.
- In addition to the diversity-related questions that are part of a proposal in CourseLeaf, the DCRC is particularly interested in making sure that diversity objectives and instructors’ methods of meeting them are directly evident on the syllabus submitted for consideration. Please keep in mind that the audience for your proposal syllabus consists of faculty members from a variety of disciplines, rather than students.
- D2 requirements for the university and the College of Arts & Sciences are different. At the university level, a D2 course deals broadly with “the diversity of human experience,” while a CAS D2 course is focused on “non-European cultures” (NEC). All NEC courses meet the university’s D2 requirements, but not all university D2 courses meet the CAS D2 requirement. For instructions on how to apply for a NEC designation, click here.
NON-EUROPEAN CULTURES (CAS D2) DESIGNATIONS: SPECIAL TOPICS COURSES

D2 requirements for the university and the College of Arts & Sciences are different. At the university level, a D2 course deals broadly with “the diversity of human experience,” while a CAS D2 course is focused on “non-European cultures” (NEC). All NEC courses meet the university’s D2 requirements, but not all university D2 courses meet the CAS D2 requirement.

Use CourseLeaf in a browser other than Internet Explorer. CourseLeaf is accessible from the Provost’s webpage: http://www.uvm.edu/~facrsrcs/?Page=coursechangeform.html Follow the first link on that page.

In the Search box, enter the prefix and number of the Special Topics course you are teaching. (For example, POLS 095 or HST 196.) Then click on “search.”

Select the course from the search results, then scroll down the page until you see information about the course and a green Edit/Deactivate Course button. Click on that green button. That will open a new window in which you can edit information about the course.

DO NOT CHANGE any of the basic information about the generic Special Topics course, such as the title, number of credit hours, or catalog description.

In the “Justification for proposed change” box, explain that the form is being submitted for DCRC review and indicate that you are seeking a NEC D2 designation.

Attach a syllabus and any other relevant documentation, and select “Yes” for the question “Are you seeking diversity credit approval as part of this action?” That will open the section of the application in which you should enter the diversity application information.

When providing information about how the proposed course addresses the diversity competencies, please include the following for potential NEC courses:

- An explicit statement that the course is being proposed to satisfy the Non-European Cultures requirement. That statement should appear in the box next to “Fosters an understanding of global and international issues...”, which appears after selecting Category 2 – The Diversity of Human Experience.
- An explicit statement of what percentage of the course material covers Non-European content; it should be at least 50 percent. The statement should appear in the same box (“Fosters an understanding...“).
- A syllabus/course design aimed at faculty members. This should be a .doc or .docx file. If the proposed course takes a comparative approach, the faculty member should annotate the syllabus to show which components of the course (readings, lectures, assignments, etc.) focus on a non-European culture. At least 50 percent of the material covered in class must center on societies and cultures beyond Europe, Canada, and the United States.
- When preparing the syllabus for the proposal, please bear in mind that, in addition to the diversity-related questions that are part of a proposal in CourseLeaf, the DCRC is particularly interested in making sure that diversity objectives and instructors’ methods of meeting them are directly evident on the syllabus submitted for consideration.
- If applicable, the faculty member should explicitly indicate how the course satisfies the third competency listed on the D2 form: “Global or international issues, including the flow of people, cultures, labor, capital, diseases, or resources past or present, across or within all international/ multinational geographical borders.”

Please consult the website of the university’s Diversity Curriculum Review Committee (DCRC) for detailed information about deadlines and criteria. The diversity requirements were changed at the end of the spring 2015 semester, so please be sure you are consulting the most up-to-date information.

After you have completed entering the requested information in CourseLeaf, click the “Save & Submit” button.

These directions were updated on October 7, 2015.
SUSTAINABILITY (SLO/SU) DESIGNATIONS

For new courses to be included in the catalog, include your sustainability application materials as part of your new course proposal in CourseLeaf.

Please consult the current website/wiki of the university’s Sustainability Curriculum Review Committee (SCRC) for detailed information about deadlines and criteria. At the time of this writing, both the website and the process for submitting proposals are in development, so faculty proposing sustainability courses may wish to contact a member of the SCRC to confirm the current process before beginning a proposal. The 2015-16 co-chairs are Deane Wang of RSENR and Laura Hill of CALS, and the administrative assistant is Lisa Natkin.

SUSTAINABILITY (SLO/SU) DESIGNATIONS: SPECIAL TOPICS COURSES

Please consult the current website/wiki of the university’s Sustainability Curriculum Review Committee (SCRC) for detailed information about deadlines and criteria. At the time of this writing, both the website and the process for submitting proposals are in development, so faculty proposing sustainability courses may wish to contact a member of the SCRC to confirm the current process before beginning a proposal. The 2015-16 co-chairs are Deane Wang of RSENR and Laura Hill of CALS, and the administrative assistant is Lisa Natkin.

To submit a Special Topics course for consideration by the SCRC:

Use CourseLeaf in a browser other than Internet Explorer. CourseLeaf is accessible from the Provost’s webpage: http://www.uvm.edu/~facsrscs/?Page=coursechangeform.html Follow the first link on that page.

In the Search box, enter the prefix and number of the Special Topics course you are teaching. (For example, POLS 095 or HST 196.) Then click on “search.”

Select the course from the search results, then scroll down the page until you see information about the course and a green Edit/Deactivate Course button. Click on that green button. That will open a new window in which you can edit information about the course.

DO NOT CHANGE any of the basic information about the generic Special Topics course, such as the title, number of credit hours, or catalog description.

In the “Justification for proposed change” box, explain that the form is being submitted for SCRC review.

Attach a syllabus and any other relevant documentation, and select “Yes” for the question “Are you seeking sustainability learning outcome (SLO) approval as part of this action?” That will open the section of the application in which you should enter the sustainability application information.

After you have completed entering the requested information in CourseLeaf, click the “Save & Submit” button. These directions were updated on October 7, 2015.
WRITING & INFORMATION LITERACY (FWIL) DESIGNATIONS

Students fulfill the Foundational Writing & Information Literacy (FWIL) requirement by taking a TAP or integrated program seminar, HCOL 085, or ENGS 001. (Transfer students take ENGS 050.) For information on the criteria and assistance in constructing syllabi, consult the FWIL website. At present, the CAS Curriculum Committee does not review courses for FWIL designations.

TAP SEMINARS

The CAS Curriculum Committee reviews TAP seminars to determine which CAS distribution requirement(s), if any, the courses can satisfy. Many courses are very clear cut: they are in a single discipline, consistent with the department the instructor is a member of. In those cases, the brief descriptions included in the TAP orientation booklet are sufficient for the committee’s purposes, and materials do not need to be submitted via CourseLeaf.

Interdisciplinary courses are more complex and usually require a draft syllabus that demonstrates how the course meets a particular CAS distribution requirement. For information on preparing such a syllabus, click here. The committee reviews TAP courses in late March; contact Kathy Floyd for details about submitting materials.

TAP faculty seeking D1 or University D2, Non-European Cultures (CAS D2), or Sustainability designations need to submit those applications considerably earlier. These applications are done via CourseLeaf.

TAP seminars must fulfill the requirements for a Foundational Writing & Information Literacy designation.

CAS CREDIT

HCOL courses are forwarded by the Honors College to the CAS Curriculum Committee so the committee can determine if the courses can be counted for credit in the College of Arts & Sciences. (They are not submitted via CourseLeaf.) Courses taught by CAS faculty almost always count for CAS credit.

Courses taught by non-CAS faculty can count if they emphasize critical study of a topic, rather than the acquisition of practical or vocational skills (about v. how to). Syllabi and/or supporting documentation for proposed CAS courses should convey that emphasis clearly to a faculty audience.

Those courses that can be counted for CAS credit are also evaluated to determine if they fulfill any of the CAS distribution requirements.
CAS DISTRIBUTION REQUIREMENTS

The Committee voted in April 2011 to approve the following guidelines for courses fulfilling CAS distribution requirements (Fine Arts, Foreign Language, Humanities, Literature, Mathematics, Natural Science, Social Science).

A list of courses that currently fulfill distribution requirements is available in the UVM catalog. If the course you are proposing is not covered by the existing system, please include a statement in the “Academic Merit” box in CourseLeaf that indicates which distribution designation you are seeking. HCOL faculty should indicate the distribution designation sought on their syllabus, which will automatically be forwarded to the CAS Curriculum Committee.

Faculty seeking CAS distribution designations should make sure that their course proposals clearly reflect engagement with the questions listed here. That might be done on a syllabus constructed and/or annotated for a faculty audience or as a “companion document” in CourseLeaf.

For interdisciplinary courses, the committee has agreed that at least 50 percent of the course content must meet these guidelines for a specific requirement in order to be considered as a course fulfilling a specific distribution requirement. (The sections on Arts & Sciences Interdisciplinary, crosslisted, and see also courses may be useful in the preparation of interdisciplinary course proposals.)

FINE ARTS

By "Fine Arts," we mean disciplines that seek to understand and explore the visual and performing arts as means of expression. A course fulfills the Fine Arts requirement if it meets the following criteria:

- Does this course address (through discussion and practice) formal elements and principles specific to the discipline?
- Does this course implement models of critical analysis relevant to the discipline?
- Does this course address historical models and/or contemporary practice specific to the discipline?
- Does this course promote artistic expression through study of history, theory, studio production, or performance?

FOREIGN LANGUAGE

(The Curriculum Committee does not have articulated guidelines for this category. Any questions should be referred initially to Joel Goldberg.)

HUMANITIES

The Humanities typically involve the study of human thought and culture, including individual expressions and the subjectivities that underlie them. The central disciplines of the Humanities are: history of the arts*, classics, history, philosophy, political thought and theory, and religion. Foreign language and literature are also generally considered Humanities, but these courses are used to satisfy separate distribution requirements. Because human thought and culture are so diverse and dependent upon contextual factors, and because the Humanities focus on contingent and specific phenomena, much critical attention is paid to questions of theory and methodology. Courses in the Humanities promote the ability to read, interpret, and evaluate primary documents and/or materials using the methodology of the discipline.

*History of the arts courses that satisfy Fine Arts guidelines can count for either Humanities or Fine Arts.
LITERATURE
A course that studies the literature of any culture in any language shall fulfill the Literature requirement if it meets all of the following criteria:

- At least 50 percent of the course readings consists of literary texts (e.g., novels, poetry, drama, memoirs, graphic novels) and/or readings in literary theory.
- The course has as a primary purpose understanding and appreciation of this literary content.
- The course employs techniques of literary analysis to achieve this understanding and appreciation.

MATHEMATICS
(The Curriculum Committee does not have articulated guidelines for this category. Any questions should be referred initially to Joel Goldberg.)

NATURAL SCIENCE
A course that fulfills the CAS distribution requirement in Natural Sciences must be consistent with the scientific method and must share the characteristics that all courses in a Natural Science discipline have in common.

Within the framework of the discipline,

- How does this course promote observation of Nature as a way of knowing? To what extent are complex systems analyzed by isolating and studying their components under controlled conditions?
- To what extent does this course emphasize the process of generating working hypotheses based on quantifiable observations? To what extent does this course present the evolution of hypotheses into theories and/or models that account for classes of natural phenomena?
- To what extent does this course illustrate the use of appropriate theories and models to predict the evolution of natural systems over time?

SOCIAL SCIENCE
A course that fulfills the CAS distribution in Social Sciences must be consistent with the scientific method and must share the characteristics that all courses in a Social Science discipline have in common:

- How does this course promote observation of human social phenomena as a way of knowing? To what extent are social systems analyzed by studying either their components or their entirety?
- To what extent does this course emphasize the process of generating working hypotheses based on quantitative and/or qualitative observations? To what extent does this course present the evolution of hypotheses into theories and/or models that account for classes of social phenomena?
- To what extent does this course illustrate the use of appropriate theories and models to predict or explain change in social systems over time?
INTERDISCIPLINARY (AS), CROSSLISTED, AND “SEE ALSO” COURSES

There are multiple options for proposing courses that do not fit squarely into a single discipline, including offering them under the Arts & Sciences Interdisciplinary (AS) prefix, crosslisting, and designating them as “see also” courses. In most cases, “see also” designations have become preferable to crosslisting.

ARTS & SCIENCES INTERDISCIPLINARY COURSES (offered under the AS prefix) are those that clearly meet the criteria for CAS credit, but are sufficiently interdisciplinary to be outside the scope of established departments or programs. AS courses begin review directly with the CAS Curriculum Committee, rather than with a department chair or program director.

Faculty proposing AS courses should contact Kathy Floyd as soon as possible for the timetable and other information about the process. As this is a newly created category of courses, the approval process is still under construction.

It is possible for AS courses to be counted toward CAS distribution requirements.

CROSSLISTED courses have the same title but two (or more) different prefixes and course numbers, one for each department or program to which the class pertains. Banner, our Student Information System, does not handle crosslisted courses particularly well, usually presenting crosslisted courses as having an inaccurate number of available seats, which in turn creates confusion and frustration among students, faculty, and staff. In addition, the degree auditing system and the move under IBB to allocate student credit hours to instructors, rather than course prefixes, have removed most of the incentives to crosslist courses. In general, listing courses as “see also” during the scheduling process is preferable to crosslisting.

At present, the main reason to crosslist a course is to implement an enrollment management strategy that ensures access of a particular cohort (e.g., students with a specific declared major or minor) to a course. This is especially helpful when a program needs to ensure that they have - for their majors or minors - seats reserved in a course offered in another department.

If crosslisting is the best option in your specific circumstances, CourseLeaf includes a place to enter crosslist information in a new course proposal. After the course(s) are entered into CourseLeaf, the chair or director for each relevant department or program will be prompted to approve the version of the course that is listed with their department or program. Consult Kathy Floyd regarding crosslisted Special Topics courses.

“SEE ALSO” courses are courses outside a department or program that can count toward a particular major or minor without being crosslisted. (For example, EC 110: American Economic History might count toward a History major, even if it is not crosslisted as HST 110.)

Special Topics “see also” courses can be determined by a department or program without the approval of the CAS Curriculum Committee. Chairs and directors should confer with Lise Larose during the scheduling process to make sure the courses are listed appropriately in the Schedule of Courses, and “see also” courses should be included in any department- or program-specific lists of courses. Consult with Mark Hall to make sure the CATS Report system applies the courses properly.
MAKE CHANGES TO AN EXISTING COURSE

Changes to existing courses should be proposed by **December 1** for inclusion in next year’s catalog.

Use **CourseLeaf** in a browser other than Internet Explorer to make changes to an existing course. CourseLeaf is accessible from the Provost’s webpage: [http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) To make changes to an existing course, follow the [first link](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) on that page.

Directions from the Provost about changing existing courses in CourseLeaf are available [here](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html).

Please note:

- Pre/co-requisites should generally be expressed in a manner that can be enforced via Banner. A reminder that students can register for all classes with instructor permission; it is therefore only necessary to include “instructor permission” in the prerequisites if such permission is the only way into the course.

- Course descriptions are limited to 40 words. For clarity and stylistic consistency, please use an Oxford comma for lists of three or more items (i.e., apples, pears, and bananas) and conclude your description with a period.

Please follow the links to additional instructions if the course is going to be [crosslisted](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) or if you are seeking designation of the course as meeting the [D1 or University D2](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html), [Non-European Cultures (CAS D2)](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html), [Sustainability](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html), [Writing & Information Literacy](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html), or [CAS distribution requirements](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html).

After you have entered the required information into CourseLeaf and saved it, your chair should review the material and approve it in CourseLeaf. To access the approval side of CourseLeaf, follow the [second link](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) on the Provost’s CourseLeaf page.

A reminder that the chair or another representative from the department or program must be in attendance at the **CAS faculty meeting** when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.

DELETE A COURSE

Course deletions should be completed by **December 1**.

Deletion is a drastic measure and should be carefully considered. The course number and prefix of a deleted course cannot be re-used. In general, **deactivation** is preferable to deletion. (If you have created a new course in error, contact Kathy Floyd for assistance in removing it from CourseLeaf.)

Use **CourseLeaf** in a browser other than Internet Explorer to delete a course. CourseLeaf is accessible from the Provost’s webpage: [http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) To delete a course, follow the [first link](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) on that page.

Directions from the Provost about deleting courses in CourseLeaf are available [here](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html).

After you have entered the required information into CourseLeaf and saved it, your chair should review the material and approve it in CourseLeaf. To access the approval side of CourseLeaf, follow the [second link](http://www.uvm.edu/~facrsrsc/?Page=coursechangeform.html) on the Provost’s CourseLeaf page.

A reminder that the chair or another representative from the department or program must be in attendance at the **CAS faculty meeting** when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.
DEACTIVATE A COURSE

Course deactivations should be completed by December 1.

Courses that should remain in the catalog but which have not been taught in some time and/or will not be taught for the foreseeable future should be deactivated. Deactivated courses can be reactivated. In general, deactivation is preferable to deletion.

Use CourseLeaf in a browser other than Internet Explorer to deactivate a course. CourseLeaf is accessible from the Provost’s webpage: http://www.uvm.edu/~facsrcs/?Page=coursechangeform.html To deactivate a course, follow the first link on that page.

Directions from the Provost about changing existing courses in CourseLeaf are available here.

After you have entered the required information into CourseLeaf and saved it, your chair should review the material and approve it in CourseLeaf. To access the approval side of CourseLeaf, follow the second link on the Provost’s CourseLeaf page.

A reminder that the chair or another representative from the department or program must be in attendance at the CAS faculty meeting when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.

REACTIVATE A COURSE

Course reactivations should be completed by December 1.

Use CourseLeaf in a browser other than Internet Explorer to reactivate a course. CourseLeaf is accessible from the Provost’s webpage: http://www.uvm.edu/~facsrcs/?Page=coursechangeform.html To reactivate a course, follow the first link on that page.

Directions from the Provost about reactivating courses in CourseLeaf are available here.

Please note:

- A syllabus/course design aimed at faculty members must be included. This should be a .doc or .docx file. The syllabus is requested so that the faculty on the curriculum committee can understand the intellectual content and pedagogical structure of the course and consider it for distribution and diversity requirements, as appropriate. You may wish to provide more of a narrative about the course’s design and intent, or information about the content of readings when it is not crystal clear from the titles; policies aimed at students can be omitted.

Please follow the links to additional instructions if the course is going to be crosslisted or if you are seeking designation of the course as meeting the D1 or University D2, Non-European Cultures (CAS D2), Sustainability, Writing & Information Literacy, or CAS distribution requirements.

After you have entered the required information into CourseLeaf and saved it, your chair should review the material and approve it in CourseLeaf. To access the approval side of CourseLeaf, follow the second link on the Provost’s CourseLeaf page.

A reminder that the chair or another representative from the department or program must be in attendance at the CAS faculty meeting when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.
INDIVIDUALLY DESIGNED MAJORS & MINORS

Information about the requirements is available [here](#). Questions should be directed to [Joel Goldberg](#), who advises students in consultation with the CAS Curriculum Committee.

SMALL CHANGES TO MAJORS, MINORS, PROGRAMS, OR CERTIFICATES

“Small changes” are defined as less than 40 percent, and they should be completed by [December 1](#).

Chairs/directors should use SharePoint to submit these curricular changes.

Submit a memo that includes:

- the existing catalog description
- the proposed catalog description, formatted as it will appear in the catalog
- the rationale for the change
- evidence of consultation with other departments or programs that may be affected by the proposed changes

The memo describing these changes must be submitted electronically using the following naming protocol:

```
<Dept/Prog> - <IDENTIFIER>.docx
```

where `<identifier>` is a multiple-word descriptor indicating the nature of the changes identified in the file. A change in the Asian Studies major, for example, would be submitted as:

```
Asian Studies – CHANGE IN MAJOR.docx
```

A letter submitted by the History Department chair in support of this change in major would be submitted as:

```
Asian Studies – CHANGE IN MAJOR – SUPPORT LETTER – HISTORY.docx
```

SUBMITTING TO SHAREPOINT

SharePoint works best with Internet Explorer. Upload files to the submission drop box on the CAS Curriculum Committee SharePoint site: [https://sharepoint.uvm.edu/sites/casdean/default.aspx](https://sharepoint.uvm.edu/sites/casdean/default.aspx)

Click on the CAS Committees link (at the top or on the left side) and then on the Curriculum Committee link (on the left side).

Click on Submission Drop Box, and then select the Upload dropdown menu and select either the Upload Document option (to upload a single file) or the Upload Multiple Documents option (to upload more than one file at one time). NOTE: the Upload Multiple Documents option is only available when using Internet Explorer to access the SharePoint site.

“Check-in” your documents. After you press the upload button, a confirmation screen appears indicating if the upload was successful. You are then instructed to check-in the document. The committee cannot view the documents unless they are checked-in.

Email [Kathy Floyd](#) after you have checked-in your documents to let her know they are there.

A reminder that the chair or another representative from the department or program must be in attendance at the [CAS faculty meeting](#) when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.
NEW OR SIGNIFICANTLY ALTERED MAJORS, MINORS, PROGRAMS, OR CERTIFICATES

“Significantly altered” is defined as 40 percent or more. Proposals for new or significantly altered majors, etc. should be completed by October 12.

Chairs/directors should use SharePoint to submit these curricular changes.

Proposals must follow the instructions set by the Faculty Senate:

- **New Curriculum, Academic Program, Research or Service Endeavor (formerly Appendix A)**
- **Substantial Revision of Academic Unit, Curriculum, Research or Service Endeavors (Appendix B)** and Updated Appendix B Process (5.17.12)
- **Standards for Academic Minors**
- **Web Format for Content of New Minors**
- **Standards for Undergraduate Certificate Programs**

Please use the following naming protocol for the file:

```
<Dept/Program> - <Name of Changed/New Major or Minor> - <NEW/CHANGE/DELETE>.docx
```

For example, a new major in Classical Archaeology jointly offered by Classics and Anthropology would be submitted as:

```
Classics and Anthropology – Classical Archaeology BA – NEW.docx
```

SUBMITTING TO SHAREPOINT

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Click on the CAS Committees link (at the top or on the left side) and then on the Curriculum Committee link (on the left side).

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Email Kathy Floyd after you have checked-in your documents to let her know they are there.

A reminder that the chair or another representative from the department or program must be in attendance at the CAS faculty meeting when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.
TERMINATION OF A MAJOR, MINOR, PROGRAM, OR CERTIFICATE

Terminations should be completed by October 12.

Chairs/directors should use SharePoint to submit these curricular changes.

Proposals must follow the instructions set by the Faculty Senate:

Terminate an Academic Unit, Curriculum, Research or Service Endeavor (Appendix C)

SUBMITTING TO SHAREPOINT

SharePoint works best with Internet Explorer. Upload files to the submission drop box on the CAS Curriculum Committee SharePoint site: https://sharepoint.uvm.edu/sites/casdean/default.aspx

Click on the CAS Committees link (at the top or on the left side) and then on the Curriculum Committee link (on the left side).

Click on Submission Drop Box, and then select the Upload dropdown menu and select either the Upload Document option (to upload a single file) or the Upload Multiple Documents option (to upload more than one file at one time).

NOTE: the Upload Multiple Documents option is only available when using Internet Explorer to access the SharePoint site.

“Check-in” your documents. After you press the upload button, a confirmation screen appears indicating if the upload was successful. You are then instructed to check-in the document. The committee cannot view the documents unless they are checked-in.

Email Kathy Floyd after you have checked-in your documents to let her know they are there.

A reminder that the chair or another representative from the department or program must be in attendance at the CAS faculty meeting when the new course is being considered by the faculty to answer questions from the floor. If no departmental representative is present, the course will be tabled until the next meeting.

BYLAWS

The Curriculum Committee is a standing committee of the College of Arts & Sciences. According to the bylaws approved in May 2015:

This Committee shall be responsible for the evaluation and maintenance of the College curriculum and shall administer the Individually Designed Major and Minor programs. The Committee shall consider for approval all new courses and curricula as well as all changes in, or deletion of, existing courses, curricula, general and distribution requirements, in the context of the overall needs and direction of the College. The Committee shall present its recommendations to the Faculty.

The Committee shall consist of seven Faculty members, with at least one representative from each of the following five areas: Fine Arts, Humanities (except Languages), Languages, Natural Sciences, and Social Sciences. The terms of membership shall be staggered, with two members elected in each of two consecutive years and three in the third year. The Committee shall also include the Dean, an Associate Dean, and a member of the Dean’s staff, all without privilege of vote.