

## Curriculum Committee Policies and Procedures

Have an idea for a new course? Want to modify an existing course? Here's what you do:

1. **Brainstorm: “How does this course fit into your degree program?”**
  - a. If you realize you are discussing a new program proposal or an existing program modification, your first step should be to talk with either the Director of Undergraduate Studies (DUS) or Director of Graduate Studies (DGS).
  - b. If you are simply proposing a new course or a change to an existing course, determine where the course fits into your degree program (i.e., lower-level course (100- or 200-), upper-level course (300- or 400-), or graduate course (5000-))
2. **Create a syllabus**
  - a. UMKC syllabus guidelines can be found [here](#)
  - b. UMKC syllabus generator can be found [in Canvas](#)
3. **Talk with your colleagues**
  - a. At a minimum, all proposals should be discussed within your area.
4. **Create a CourseLeaf proposal**
  - a. As early in the semester as possible, work with your area's CourseLeaf representative to submit a CourseLeaf proposal. You will need:
    - i. Syllabus
    - ii. Rationale
    - iii. Curriculum map – only for undergraduate courses; contact DUS
    - iv. Course number from Helen Perry
5. **Your proposal will be sent to the DUS or DGS.**
  - a. The DUS or DGS will review your proposal and provide any necessary feedback/revisions. Once these revisions are finalized, they will then send it to the Division Chair for inclusion on the next Division meeting. **This must happen no later than your area's October division meeting for inclusion in the following year's catalogue.**
6. **Your proposal will be sent to Curriculum Committee for review**
  - a. All undergraduate proposals must arrive in the Curriculum Committee queue no later than **November 1** in order to be considered for inclusion in the following year's catalogue.  
  
**Note:** Proposals that affect multiple divisions will first be voted on by the originating division. The Curriculum Committee chair will then decide whether to forward the proposal to additional divisions and/or the full faculty before taking it up at Curriculum Committee. If timing prevents waiting until the next division meeting, discussion and voting may occur via email.
7. **Curriculum Committee Votes**
  - a. If Curriculum Committee has questions or concerns, either the chair or your division's Curriculum Committee representative will contact you.
  - b. If Curriculum Committee approves the proposal, the chair will hit “approve” on CourseLeaf.
8. **Proposal moves “up the ladder”**

- a. Once Curriculum Committee approves your proposal, the next stop in the workflow is the Associate Dean. There, it is reviewed to make sure it follows all policy guidelines and any budgetary issues. After approval by the Associate Dean, the proposal goes to either the University Undergraduate Curriculum Committee or the Graduate Council.