

Guidelines for College Curriculum Chairs

When a form from your college is submitted:

- Review the form for missing information that may hold up its progress
 - E.g. on a new course form, missing student learning outcomes or assessment methods
- If there is any missing information contact the person who submitted the form and ask them to supply the missing information
- UCC forms that have been submitted can be updated from the following link
- http://access.nku.edu/ucc/2006/forms/CurForm_update.asp
 - This is a pull down menu where the missing information can be added to the bottom of the original form
 - If a course is listed as a degree requirement, then a degree change form must accompany the proposal as a separate document.

At the agreed upon college curriculum committee meeting time

- Collect all curriculum forms from the departmental rep at the beginning of the meeting.
- Every submission should have a hard copy of the submission and a completed signature page
- If a new course is being discussed, a copy of the syllabus should be attached.
- For all new courses, the library must sign off on the signature page prior to the CCC voting on the item. If the signature is missing, the form must be forwarded to the departmental library rep for review. See <http://library.nku.edu/lia/personnel.html> for list of representatives.
- If any of the forms or pages is missing the item should not be voted on, and sent back to the department to collect the missing documents.
- After voting on the items, go to http://access.nku.edu/ucc/2006/forms/Form_update.asp and check that the item has passed the CCC.
- Send all paperwork to the next person on the signature page

After the CCC meeting, send an email to Ron Shaw shaw@nku.edu to let him know that there are voting items that should be placed on the UCC agenda.