

College of Technology CURRICULUM CHANGE CHECKLIST

Revised: September 14, 2007

- _____ 1. First, discuss any curriculum changes needed with your Center/Department Chair, the Associate Dean for Student Learning and faculty in your program and/or center. Also discuss changes with your Program Advisory Committee.

- _____ 2. Complete the appropriate curriculum change proposal forms. As needed, make use of the following documents located on the MSU Billings Academic Senate and COT Curriculum Committee's web sites.
<http://www.msubillings.edu/senate/Forms/formshome.htm>
<http://www.msubillings.edu/COTfaculty/curric/currpage.htm>

- _____ 3. Contact any COT Curriculum Committee (COT CC) member as necessary for assistance.

- _____ 4. Fill out the **appropriate curriculum** forms, available on the MSU-B web site. <http://www.msubillings.edu/senate/Forms/formshome.htm>

Submit the fully-developed curriculum change proposal and all forms (on white paper) to your Center/Department Chair and then to the Associate Dean for Student Learning for review and signature.

If your proposal affects courses delivered by another program or department, you also have to obtain necessary initials on the "Affected Departments Initial" form line.

- _____ 5. Submit signed copies and soft (electronic) copies of your proposal to the Dean's Administrative Assistant. E-mail (spates@msubillings.edu). The Administrative Assistant will scan the documents and send them to the COT Curriculum Committee Secretary.

- _____ 6. You and your Center/Department Chair will be invited to meet with the COT Curriculum Committee.

- _____ 7. During the meeting, the ex officio members and the COT Curriculum Committee will discuss the proposal and recommend changes. Minor changes may be made during first reading. Major rewrites or unresolved issues will require a second reading for committee review.

- _____ 8. The committee will vote on the proposal.
 - If the proposal is approved, proceed to the next step.
 - If the proposal is not approved, the committee will make recommendations for further action.

- _____ 9. Once approved, the Dean's Administrative Assistant will print the course proposal forms on the appropriate color paper and obtain signatures:
- a. Submitting Faculty
 - b. Center/Department Chair
 - c. Associate Dean for Student Learning
 - d. COT Curriculum Chair
 - e. Dean of the College
- _____ 10. The Dean's Administrative Assistant will send the *original signed* packet and soft (electronic) copies of your proposal to:
Undergraduate Curriculum Committee
Rita RabeMeduna
Administrative Support Academic Senate
McMullen Hall, Room 214
657-1676
- _____ 11. Your proposal will be reviewed for first reading at an Undergraduate Curriculum Committee (UCC) meeting. You are **required** to attend.
- _____ 12. If approved by the UCC, the proposal will be sent to the Academic Senate for review/approval. You are not **required** to attend; however, it might prove helpful. When you receive notification of this approval, proceed to the next step.
- _____ 13. If necessary, notify the MSU-Billings Bookstore (Beezer's West) if your curriculum change alters your book order for the upcoming semester.
- _____ 14. Update your program's advising sheet and provide a copy to New Student Services and the Academic Advising Office.

Congratulations! You made it!