

Princeton University

Office of the Dean of the College

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TO: Chairs of Departments
Directors of Programs
Departmental Representatives

FROM: Nancy Weiss Malkiel and Peter Quimby

SUBJECT: Procedures and Deadlines: Departmental Changes in Curriculum for Spring Term 2009 and Academic Year 2009-2010

DATE: September 2008

As we do each year, we are writing about the process for submitting proposals for new undergraduate courses and other changes in the curriculum of your department or program for the spring of 2009 and the academic year 2009-10.

The following grid summarizes course proposal procedures and deadlines for spring 2009 and for the 2009-2010 academic year. The outline and attached guidelines fully describe the procedures. Key information and changes appear in bold type.

SUMMARY OF PROCESSES AND DEADLINES:

| Type of Proposal | Reviewed by | Deadline for submission | Method of Submission |
|---|---------------------------------|--|--|
| New one-time only courses and topics courses* | Dean/Deputy Dean of the College | September 29, 2008 (for spring 2009); and February 16, 2009 (for fall term 2009) | Electronically via the CAP/CUP Program in PeopleSoft |
| Permanent courses—additions and deletions** | COCS/Faculty | December 5 | Electronically for Deans' review , then 24 additional copies for the COCS |
| Proposals for changes in title, number, distribution area, cross-listing, course description, or components | Dean/Deputy Dean | February 16 | Electronically via the CAP/CUP Program in PeopleSoft |
| Proposal for major changes in requirements | Dean/Deputy Dean | February 9 | 1 |

*Once approved, such courses can be offered up to three times without further approval.

Permanent courses offered for the first time in the spring of 2009 will be approved first as one-time-only courses. The deadline for such courses is September 29, 2008. **Please submit all information electronically via the Course Approval Process (CAP) application under the Curriculum Management tab in PeopleSoft for initial review. Later we will ask for 24 hard copies which we will submit to the Committee on the Course of Study (COCS).

I. PERMANENT COURSES—ADDITIONS AND DELETIONS:

1. **For the spring of 2009:** Permanent courses to be offered for the first time in the spring of 2009 must be approved initially as one-time-only courses to allow their inclusion in the spring term *Course Offerings* booklet. Due to the time required to review the large number of new courses submitted each term, we cannot guarantee that any courses for which we do not have all of the required information by Monday, September 29, 2008 will be included in *Course Offerings*. **All information must be entered via the new Course Approval Process (CAP) under the Curriculum Management tab in PeopleSoft** and submitted electronically to the Dean's Office, thereby changing the course's status to "Pending" in CAP, by that date. **All supporting materials (the *Course Offerings* proof, syllabus, and Chair or Dep Rep's letter) should be submitted in CAP.** The Dean's Office will review the proposal and work with you to ensure that the materials are complete and ready for consideration by the Committee on the Course of Study. Once the preliminary review has been completed, we will ask you to submit 24 hard copies of the course proposal materials, since the proposal will also be distributed to the full Committee on the Course of Study for approval as a permanent course. After the Committee has reviewed the proposal, the Dean's Office will change the course status to either "Approved" or "In Progress," and notify the department or program. "In Progress" typically means that some information is missing or requires clarification.

2. **For the 2009-10 academic year:** Proposals must be received by us no later than **Friday, December 5, 2008**. Earlier submissions are welcome. **All information must be entered via the new Course Approval Process (CAP)** and submitted electronically to the Dean's Office, thereby changing the course's status to "Pending" in CAP, by that date. For permanent courses that will not be offered immediately, you should select TBA for the scheduling information. **All supporting materials (the *Course Offerings* proof, syllabus, and Chair or Dep Rep's letter) should be submitted in CAP.** Enrollment and evaluation information, if available, should be submitted to the Dean's Office in hard copy. This deadline is dictated by the scheduled meetings of the Committee on the Course of Study and the faculty, as well as by the publication schedule for the *Undergraduate Announcement*. We will do our best to have the curricular changes in your department or program included in the *Undergraduate Announcement* and in other relevant publications, but we need your help in submitting your proposals in a timely fashion. The Committee on the Course of Study meets regularly throughout the year and is prepared to review course proposals at any time. Once again, **submit the information via CAP** for preliminary Dean's Office review. We will then ask for 24 copies to share with the full Committee.

3. **Deletions:** Please send a note to Peter Quimby (either via email or hard copy) indicating which courses (if any) should be removed from your list of permanent offerings and the reasons for the changes. You will continue to be notified of approvals of permanent course additions or deletions by the Committee on the Course of Study by hard copy memo.

II. PROPOSALS FOR NEW "ONE-TIME-ONLY" COURSES AND "TOPICS" COURSES:

If you would like a course included in the Spring 2009 *Course Offerings* booklet, the deadline for new one-time-only and topics courses is **Monday, September 29, 2008**. For one-time-only and topics courses to be included in the Fall 2009 *Course Offerings* booklet, the deadline is **Monday, February 16, 2009**. **All information must be entered via the new Course Approval Process (CAP)** and submitted electronically to the Dean's Office, thereby changing the course's status to "Pending" in CAP, by that date. **Due to the time required to review the large number of new courses submitted each term, we cannot guarantee that any courses for which we do not have all of the required information by the stated deadline will be included in the *Course Offerings* booklet.**

Note that any term topic offered for the first time under the rubric of a permanent topics course must be entered via the new Course Update Process (CUP) under the Curriculum Management

tab in PeopleSoft, and the supporting materials (syllabus, departmental memo, etc.) must be submitted to Vicky Glosson, Curriculum Management Coordinator in the Dean's Office (404 West College) in hard copy. The Dean's Office will review the proposal, change the course status to either "Approved" or "In Progress," and notify the department or program. "In Progress" typically means that some information is missing or requires clarification.

Once approved, one-time-only and term topics courses can be offered up to three times without further approval. If the department or program plans to continue offering the course, it must be submitted to the Committee on the Course of Study for permanent approval. For all new one-time-only and term topic courses, notice of approval will be sent to all parties by email.

III. PROPOSALS FOR CHANGES IN THE TITLE, NUMBER, DESCRIPTION, DISTRIBUTION AREA, CROSS-LISTING, OR COMPONENTS OF COURSES

Because changes to a course's title, number, catalog description, schedule description, distribution area, cross-listing, or course components require Dean's approval, all requests for such changes must be submitted **via the new Course Update Process (CUP)**. Upon approval, the Dean's Office will update the appropriate fields in PeopleSoft and notify you. **In order for such changes to appear in the 2009-10 Undergraduate Announcement, requests should be received by February 16, 2009.** Due to the volume of work in the Dean's Office during the one-time-only and term topics course proposals period, requests for changes to a permanent course should not be made during that period unless absolutely necessary.

IV. PROPOSALS FOR MAJOR CHANGES IN REQUIREMENTS

Proposals for changes in departmental or certificate program requirements, or changes in tracks or programs within the major, are ordinarily reviewed by the Dean and the Deputy Dean. The Deans are happy to discuss planned changes in advance and to review drafts of such proposals. We need one copy of hard copy materials. There is no need to enter any information in CAP or CUP. The deadline is Monday, **February 9, 2009**, in order to guarantee inclusion of new information in the *Undergraduate Announcement*.

We hope you will find the attached guidelines for new course proposals helpful. A new course is often offset by an equivalent reduction (i.e. by dropping or alternating with an existing course). Departments may want to undertake a periodic and systematic review of all permanent courses to see if any should be dropped. We want to emphasize that approval of a new course by the Committee on the Course of Study will not in itself be considered a justification for an increase in FTEs or AI hours.

If you would like to have preliminary discussions with us about any curricular matters, we would be pleased to talk with you. Peter Quimby can be reached by email at pquimby@princeton.edu or by phone (ext. 8-3040).

Vicky Glosson serves as the Curriculum Management coordinator in the Dean's Office and works closely with Peter Quimby. She is always willing to answer your questions or provide assistance. Her email is vtgt@princeton.edu and her phone is ext. 8-7379. Please send any hard copy course proposal materials to Vicky at 404 West College.

cc: Department Managers
Undergraduate Coordinators
Registrar's Office

GUIDELINES FOR NEW COURSE PROPOSALS

A. PEOPLESOFT CURRICULUM MANAGEMENT

All information for new permanent, one-time-only, and topics courses must be entered into PeopleSoft **via the new Course Approval Process (CAP) under the Curriculum Management tab** in order for the Dean's Office to review the proposed course. A new term topic for an existing topics course must also be reviewed and approved. Again, **new term topics should be submitted via the Course Update Process (CUP)**. Reports of new proposed courses reach the Dean's Office **only if the course has been entered in CAP/CUP and submitted**. *Submitting a course via the CAP/CUP system does not change the status of the course in PeopleSoft to pending*. All scheduling information for one-time-only and topics courses to be offered in the subsequent term must be entered in **CUP**. New permanent courses that are not going to be offered immediately should be entered via CAP as new one-time-only courses with a schedule of TBA.

The Dean's Office will review the proposed changes and accompanying material (see below) as quickly as possible, change the course status to either "Approved" or "In Progress," and notify the department or program. Returning a course to "In Progress" typically means that some information is missing or requires clarification.

Most changes to courses require Dean's Office approval—including number, title, description, distribution area, cross-listing, and components—**and must therefore be submitted via CUP**. Upon approval, the Dean's Office will make the appropriate change in PeopleSoft and notify you via email.

B. ACCOMPANYING MATERIALS

1. **Cover letter:** All course proposals **submitted in CAP must have an attached cover memo** from the chair, departmental representative, or program director stating:
 - a. that the course comes with departmental/program approval;
 - b. the relation of this course to other courses in the department or program or to similar courses in other fields;
 - c. the distribution area, if any, that the course will fulfill;
 - d. the long-range plans for the course and its impact on the curriculum. If it is a permanent course, what role will it play in your undergraduate offerings; if it is a one-time-only course, is it proposed on a trial basis before inclusion in the permanent curriculum, or is it just a one-time opportunity?
 - e. the staffing resources available for the course. Normally, the addition of a new course is offset by an equivalent reduction—either dropping or alternating an existing course. Approval of a new course by the Committee on the Course of Study will not in itself be considered a justification for an increase in FTEs or AI hours.
2. **Enrollment and Evaluation Data:** If a proposed permanent course has been offered previously as a one-time-only or topics course, you should submit summary information about the numerical course evaluations and enrollments for each term it was offered in hard copy to the Dean's Office.

3. **Syllabus:** The syllabus for the proposed course must be attached in CAP for the course to be considered for approval. Please be sure that dates listed in syllabi are consistent with the Princeton academic calendar, and that deadlines are in compliance with the relevant academic regulations governing the submission of work (*e.g.*, Dean's Date, junior independent work and senior thesis deadlines, *etc.*)
4. **Course Offerings Proof—please attach this in CAP**

C. CROSS-LISTING CONFIRMATION

If the proposed course will be cross-listed with another department or program, please include confirmation from the other unit(s) of their willingness to cross-list and of the course number they have assigned to the cross-listing. A copy of email correspondence is sufficient and may be submitted via CAP.