

Guidelines and Sample Copy for College Curriculum Committee Minutes and Attachments

10/11/96 Revised 8/14/07

1. Each page of the narrative portion of the college minutes should be paged using Roman numerals and have a heading in the following format.

College of [Name of College]
Curriculum Committee [Academic year] [# of meeting]
[Date of Meeting] Page [Roman numeral] of page [Roman numeral]

2. Each page of the attachments to the minutes should be paged using Arabic numbers and should have a heading following this format.

College of [Name of College]
Curriculum Committee [Academic year] [# of meeting]
[Date of Meeting] Page [Arabic numeral] of page [Arabic numeral]

3. Changes should be presented in the following categories in the following format.

All University Introductory Change
General Education Curricular Change
Interdisciplinary Curricular Change
College Curricular Change
Department/School Curricular Change

4. Department curricular items presented in the attachments should be in alphabetical order by department. They should not be done in the chronological order in which they were discussed at the meeting.
5. Within a department/school, curricular changes should be presented in the following order.

Course Deletions
New Courses
Course Revisions
Other Catalog Changes (i.e., other than course changes)

6. All changes should specify the page and year of the Undergraduate/Graduate Catalog(s) in which the affected material appears, for example: "Change to be made on page 11, column 2 of the 1996-97 Undergraduate Catalog." Be sure to specify Undergraduate and/or Graduate Catalog.
7. Revisions to general education courses should provide page number reference to both places in the Undergraduate Catalog where the course listing appears (i.e., in the front University Requirements section and in the department's course listing).
8. Curricular items that also need to be brought to the attention of the General Education Committee (GEC) or the Committee on Initial Teacher Certification (CITC) should be identified as such by placing the appropriate committee's initials in bold in the left margin of the material in question.

EXAMPLES

Department of Political Science

New course (underline text above) also submitted for approval in the general education distributive studies area of general education

CIP code: 45.10

[GEC] DEMOCRACY IN AMERICA (3). American democracy studied through the speeches and writings of political leaders involved in founding, preserving, democratic institutions and continuing problems of liberty and equality. *The Federalist Papers* and Tocqueville's *Democracy in America* are standard texts.

Department of Physics

Other catalog change (underline text above) Page 204, 1995-96 Undergraduate Catalog

[CITC] Retention

GPA of 2.50 in all **undergraduate** course work at NIU and **3.00 GPA in all graduate course work at NIU** (shade to add text)

Satisfactory review of progress with the physics education coordinator each semester after admission to the certification program

9. The type of revision (i.e., course deletion, new course, course revision, or other catalog change) should always be specified. In the case of a course revision, the nature of the change should be further specified, for example: Course revision -- change in description and prerequisite.
10. All graduate-level prerequisites must include the phrase "or consent of department" or "and consent of department."
11. For course deletions simply provide the number and title of the course to be deleted. If the course being deleted is to be replaced by either an existing course or a new course, that should also be specified.

EXAMPLE

Department of Accountancy

Course deletion (underline text above) Page 65 of the 1995-96 Undergraduate Catalog

457. GOVERNMENTAL AND NONPROFIT ACCOUNTING (2)

To be replaced by new course ACCY 480

12. Type new course descriptions as they are to appear in the catalog. Departments that subdivide their course listing into distinct subject areas should indicate the area under which a new course is to be listed. If a course is to be crosslisted, both courses must be submitted by each appropriate department simultaneously. Also, if a new course is being proposed to replace a course that is being deleted, that fact should be noted. For each new course or unit of instruction, the CIP code must be given; CIP codes can be obtained from the

Office of Finance and Planning. If the course title exceeds 30 characters (including spaces), a recommended abbreviation for use by Registration and Records should be included.

EXAMPLES

Department of Political Science

New course
(underline text above) 1995-96 Undergraduate Catalog, page 210 (Public Policy/Public Administration)

CIP code: 45.10

320. BIOPOLITICS AND HUMAN NATURE (3). Crosslisted as BIOS 320X. The moral and political debates provoked by Darwinian biology in explaining human nature. Possible topics include sex differences, crime, the IQ debate, the moral sense, and the neurology of social behavior.

Department of Accountancy *(underline text above)*

New course
(underline text above) **Replaces deleted course ACCY 457**
1995-96 Undergraduate Catalog, page 65

CIP code: 52.03

480. GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING (3). Basic introduction to state and local government accounting, federal government accounting, not-for-profit organization accounting; GAO audit standards and the single audit act, and not-for-profit tax issues. PRQ: ACCY 331.

13. When appropriate, new courses and new or revised units of instruction should be followed by a statement indicating the department(s) consulted to verify non-duplication of course content or the availability of resources and if such verification has been obtained or indicating other information pertaining to cooperative efforts with other academic units. (See example in 15. below.)
14. Revisions to existing catalog copy can be presented in various ways, including the following. Other formats may be acceptable as long as the changes being made are clearly identifiable. Check with the Catalog Editor/Curriculum Coordinator. Arrows or other indicators should be used to avoid the duplication of existing, unrevised copy.

EXAMPLES

Introductory section of Undergraduate Catalog

Other catalog change
(underline text above) Page 34, 1995-96 Undergraduate Catalog, Special Foreign Language Requirement

Candidates for the Bachelor of Arts degree must demonstrate competence in a foreign language equivalent to that attained in two years of college instruction. This requirement must be met by

1. Successful completion of one of the following sequences:

Burmese: FLBU 103, FLBU 104



~~Greek: FLCL 113, FLCL 104~~

~~Hebrew: FLHE 101, FLHE 102, FLHE 201, FLHE 202~~



~~Swahili: FLSW 101, FLSW 102, FLSW 201, FLSW 202~~

~~Thai: FLTH 103, FLTH 104~~

School of Family, Consumer, and Nutrition Sciences

Other catalog change (underline text above) Change in interdisciplinary major in early childhood studies, page 141, 1996-97 Undergraduate Catalog

CITC Interdisciplinary major in early childhood studies, page 141, 1996-97 Undergraduate Catalog

NO CHANGE

Requirements in Family, Consumer, and Nutrition Sciences (25)

FCNS 230, Child Development (3) FCNS 280, Human Development, the Family, and Society (3)

[FCNS 284, Introduction to Family Relationships \(3\)](#) (shade to add text)

FCNS 330, Principles of Guiding Young Children (3)

NO CHANGE

FCNS 439, Infant Development in the Family (3)

[FCNS 484, Advanced Family Relations \(3\)](#)

[This interdisciplinary major is also listed under the Department of Curriculum and Instruction. A corresponding change is forthcoming from the College of Education.]