

Policy Guiding Curriculum Modification Process Biomedical Curriculum Committee

In order to facilitate timely action on all curriculum modification requests, the Biomedical Curriculum Committee adopts the following procedures effective January 2006.

Meeting

The Biomedical Curriculum Committee shall meet monthly beginning in August and continuing through May of each academic year. Special action items not meeting this agenda may be circulated to the committee electronically. Special action for any item or deferral for any item until the next scheduled meeting will be on a case by case basis

Agenda

Action items must be submitted to the Dean's Office, W102 Anatomy Zoology. Action items must include all appropriate forms that have been signed and dated by responsible parties. Items must be submitted by 4:00 PM at least 7 days prior to the meeting in order to be included in the committee agenda. Items received after this time will be deferred to the next regularly scheduled meeting. An agenda of all action items along with supporting documentation will be distributed by the Dean's Office approximately one week in advance of all committee meetings. Items will be considered by the committee in the order in which they were received in the Dean's Office.

Action items will be reviewed by one of the Associate Deans who serve as ad hoc committee members with communication back to the submitting departments and faculty members, as needed. This preliminary review is intended to assure complete submissions to facilitate the process; it does not constitute an approval or disapproval. Items requiring further communication with the submitting department or faculty may, at the discretion of the Associate Dean, be deferred to the next regularly scheduled meeting.

Minutes

Minutes of all committee meetings and special action items will be posted on the college web under Administration, Faculty Resources, CVMBS Meeting Minutes.

Submitted Documents

The Committee recognizes that curriculum submissions are guided by the Curricular Policy and Procedures Handbook as administered by the University Curriculum Committee of the Faculty Council. A copy of the curriculum manual is available at: <http://www.colostate.edu/Orgs/ucc/handbook/handbook02.PDF> .

The Committee observes that timely review and consistent action are greatly aided by complete and standardized submission of material. Therefore, the following items will be required of any and **ALL** curriculum change requests

(major, minor or otherwise) reviewed by the Committee regardless of additional requirements as stipulated by the University Curriculum Committee.

1. A current and complete syllabus that shall include the following items. In the case of a course drop only, no syllabus need be included.
 - a. Learning objectives written from a student achievement perspective with measurable outcomes;
 - b. A current class schedule that shows weekly meetings and the major topics to be addressed during each meeting. Reading assignments from assigned texts should be shown in the schedule and correlated to topics. In the case of readings from the primary literature, a reference to the type of readings on the referenced topics would suffice (for example: 2 peer reviewed journal articles focusing on bioinformatics)
 - c. An evaluation plan that shall clearly show how students will be graded with a clear percentage allocation of points to each evaluation category (as an example: 4 unit exams of 15% each – 60% total; homework assignments amounting to 20% of all points; one semester project with a written component (15%) and an oral component (5%)).
 - i. Should any SINGLE evaluation component equal or exceed 50% of the points for a class, additional detail should be provided on the nature and scope of that exercise with an estimate of the student time/effort anticipated to successfully complete that component;
 - ii. Should take-home exams be used in the course, the instructor shall provide additional detail on the scope and nature of the exam with an estimate of the time/effort necessary to successfully complete the exam;
 - iii. Relative to courses that are graded on straight percentage break points for total point, the break points should be shown for grades of A,B,C,D,F, if appropriate. Percentage breaks between pass/fail should be shown, as appropriate. Instructors may also specify that letter grades are based on a curve and stipulate the basis of the curve. The instructor may propose the grading methodology in any fashion that he/she deems appropriate to the course/students/material, but this information must be clearly disclosed in the syllabus.
 - iv. Relative to plus/minus grading, the instructor has the prerogative to use or not use this system. It should be specified in the syllabus.

- d. A textbook or other reading materials required for the course;
 - e. A current listing of all instructors who will contribute substantively to the course. Each guest lecturer need not be noted in a course if those presentations are part of a component part delivered by a listed faculty member.
 2. If the course change requested is for a new regular course that was previously offered as an experimental course, a memo must be attached that stipulates:
 - a. Terms the course was offered as an experimental offering;
 - b. Course enrollment by term during experimental offering;
 - c. Predominant level of students enrolled in course (PhD, MS, Sr, Jr. etc.);
 - d. A summary of the class evaluations or attached copies of the summary evaluation sheets;
 - e. A brief description of changes that were made in response to class evaluations or experience gained during the experimental phase.
 3. Keep in mind that course proposals will be reviewed by scientists in disciplines other than your own as well as by non-scientists. It is important to remember that not everyone will know the jargon of your field nor be familiar with acronyms specific to your topics. Avoid using abbreviations or contractions that are discipline-specific. As with a funding proposal, failure to properly complete forms and spelling, grammatical and typographical errors in the text may result in an unfavorable response from reviewers.

Failure to secure signatures from departments with an interest in your course is one of the most common reasons for delay in approval at the UCC. Departments that may wish to recommend your course to their students should have the opportunity to review the proposal as a courtesy. The inclusion of courses from other departments as prerequisites will also necessitate a signature.

The Committee will review proposals lacking these signatures. Following Committee approval, the instructor must obtain the necessary signatures before the proposal will be signed by the committee chair and Dean.

Revised January, 2006