

Propose a New Course for the Liberal Arts Core!

The Liberal Arts Core Council (LACC) welcomes proposals for new Liberal Arts Core (LAC) courses. To set your sails, a few preliminary notes are in order:

- * Proposed courses first must be approved by the unit's curriculum committee, reviewed by the College Curriculum Committee, and approved by your unit's dean. Once these approvals have been secured, the proposed course may be submitted to the LACC.

- * Important Dates:

- (1) November 9, 2018, is the deadline for courses to be submitted to LACC for review. Contact LAC@unco.edu with any LAC-related questions.

- (2) December 31, 2018, is the deadline for curriculum to be submitted to the depository. All required approval signatures must be included (Chair/Director, Curriculum Committee Chair, & College Dean; if applicable, LACC Chair and/or PEC Chair). Check with your college's dean's office for college-specific deadlines.

- * Required Documents: find the required documents for proposing a new course here: <http://www.unco.edu/liberal-arts-council/curriculum-approval-process.aspx>

Submitting a New Course Proposal

STEP ONE: Identify the Appropriate Committee for a Core Curriculum Area

Applications for new LAC courses must be submitted to the appropriate committee for a Core Curriculum area in order to be considered as a Core course. Those committees and their chairs are listed on the LAC page under Council Members (or here: <http://www.unco.edu/liberal-arts-council/lac-ay2016-17-members.aspx>) Applicants would be well advised to contact the whatever area's committee chair for a complete list of content-area criteria.

STEP TWO: Submit a Complete Package

For each proposed course, the following materials must be submitted in appropriate electronic format. All forms are available on the Registrar's curriculum page (<http://www.unco.edu/registrar/faculty-staff/curriculum.aspx>) or on the LACC page (<http://www.unco.edu/liberal-arts-council/curriculum-approval-process.aspx>). The following are the highlights:

- * The LAC Course Nomination and Curriculum Review Form, including a statement showing in detail how the course meets each criterion specified for courses in the area of the Core for which it is being submitted.

- * A fully formulated syllabus of record, including a bibliography that should include, where appropriate, supplementary readings, new publications relevant to the course, readings

students might use for their assigned research, and, where relevant, readings that indicate the interdisciplinary or multicultural nature of the course.

* For gtPathways course, *Courses:* (i.e., for inclusion in any of Areas 1-6 of the Core), a completed nomination form for the relevant area of within the gtPathways and a sample instructional syllabus must also be submitted.

All materials must be sent to the Office of Academic Affairs, where they will be logged and dated before being sent directly to the Assistant Vice President for Undergraduate Studies for distribution to the chair of the appropriate Core Curriculum Committee (CCC).

The Application at the LAC

The CCC will review the submitted materials. (Note that faculty from the sponsoring unit may attend the meetings where their proposed course is under review.) Based on their review of materials, the CCC will act in one of three ways:

- * recommend that the course be approved for inclusion in the Core
- * recommend that the course *not* be approved for the Core
- * request additional information from the applicant/s

Approved Courses

For a course approved for inclusion in the Core by the CCC, the relevant materials will be forwarded for review and consideration to the entire LAC. If the LAC approves the CCC's recommendation, the course will be forwarded to the Assistant Vice President for Undergraduate Studies. This party will then review the course per specification in the University Regulations.

Courses Not Approved

If the CCC votes *not* to recommend a course for inclusion in the Core or requests more information, it will explain in writing to the originating unit's curriculum committee why the course has not been approved.

If either the Council or the Assistant Vice President for Undergraduate Studies *does not approve* the course, it will be returned to the CCC with a written explanation.

Resubmitting a Course

A unit's curriculum committee may resubmit a course with appropriate revisions and/or clarifications to the CCC for reconsideration. The unit's curriculum committee may send a representative to the CCC meeting to speak on behalf of the course in question.

If the CCC votes a second time *not* to recommend a course for inclusion in the Core, the unit's curriculum committee may appeal to the LAC. If the LAC upholds the CCC's recommendation

against approval, the unit's curriculum committee may appeal to the Assistant Vice President for Undergraduate Studies.

Helpful Sites

* Liberal Arts Council: Curriculum Approval Process: <http://www.unco.edu/liberal-arts-council/curriculum-approval-process.aspx>

* Liberal Arts Council: Core Committees: <http://www.unco.edu/liberal-arts-council/lac-ay2016-17-members.aspx>

* Office of the Registrar: Curriculum: <http://www.unco.edu/registrar/faculty-staff/curriculum.aspx>