From Proposal to Implementation in 7 Steps

**1. DEPARTMENT PLANNING—**The faculty members of a department recognize the need to make a major or minor change and develop a proposal in consultation with the department curriculum committee, the dean, and any affected departments. They prepare a Curriculum Modification Proposal Form. If the department votes to approve, the proposal is submitted to the College Council Curriculum Committee.

**2. PRE CURRICULUM COMMITTEE—**The Curriculum Committee Chair(s) and

Provost’s Office review proposals. They collaborate with the proposer to make any needed technical changes. Academically sound major proposals are assigned to sub-committees with recommendations.

**3. SUBCOMMITTEE (major proposals only)—**The subcommittee reviews the proposal, consults with all relevant parties, and in collaboration with the Provost’s Office, recommends changes, if necessary. They submit a report to the full Curriculum Committee about the strengths and weaknesses of the proposal, and any changes made.

**4. FULL COMMITTEE—**Both major and minor proposals are action items on the agenda. All attendees may ask questions. Minor proposals are announced as information items. The Curriculum Committee evaluates major proposals based on the subcommittee’s report. The committee votes to send the proposal forward.

**5. COLLEGE COUNCIL EXECUTIVE COMMITTEE—**The Executive Committee

votes on whether to add the proposed change to the agenda for the next College Council Meeting or send back to the Curriculum Committee.

**6. COLLEGE COUNCIL—**College Council votes. If approved, the proposal is included in the Academic Affairs section of the next Chancellor’s University Report (CUR) after approval by the Board of Trustees. When appropriate, required materials are submitted to the New York State Department of Education (SED) for approval through the CUNY Office of Academic Affairs.

**7. POST-APPROVAL—**Once the approved proposal appears in the CUR (and, where necessary, SED approves), it can be entered into the catalog, the Registrar can update the record, and the department can offer the new/ revised course or program.

**STEP-BY-STEP DETAILS**

1. **DEPARTMENT PLANNING**

o The faculty members of a department recognize the need to make a major or minor

change and develop a proposal in consultation with the department curriculum

committee, the dean, and any affected departments.

o The proposer(s) prepares a complete Curriculum Modification Proposal Form and

submits it for departmental approval.

o The department votes and records the result in its minutes.

o If the department approves, the department chair emails the completed proposal package (see **Curriculum\_ Modification\_Proposal\_Form** for required components) to the College Council Curriculum Committee Chairperson (CC Chair) as a single file in .doc or .rtf format.

1. **PRE CURRICULUM COMMITTEE**

o The CC Chair evaluates document for completeness, and if not complete, sends back to proposer with a list of issues.

o CC Chair assigns a number and uploads to Trello.

o CC Secretary uploads to CC proposal website, and cc’s the Provost’s Office as well as the department of the proposer, attaching a copy of the document to that email.

The Provost’s Office evaluates submission.

The Provost’s Office responds.

- If problems exist, then the Provost’s Office informs the proposer and ccs the CC

Chair;

- If no issues or only minor concerns then the Provost’s Office informs the CC

Chair that the proposal can move forward.

o CC Chair assigns proposal to a subcommittee.

1. **SUBCOMMITTEE** (major proposals only)

o Within 10 working days of the subcommittee’s receipt of the proposal, it meets with the proposer to discuss questions and concerns.

o Proposer makes necessary edits and submits to subcommittee and Provost’s Office.

o Subcommittee arranges interview with Dean, Provost and/or Associate Provost, and

proposer to discuss any additional questions and recommend modifications.

If modifications are desired, proposer submits an edited version of the proposal to

CC Chair and Subcommittee Chair;

CC Chair uploads to Trello;

CC secretary uploads to web site and ccs Provost’s Office and department.

o Subcommittee generates final written report and submits to CC Chair.

CC secretary uploads final report and ccs Provost’s Office and department.

1. **FULL COMMITTEE**

o At least one week before the Curriculum Committee Meeting, the Chair and Provost’s

Office meet to discuss agenda items, including minor proposals.

o **Minor proposals:** The CC Chair announces it at the meeting as an information item.

o **Major proposals:** The subcommittee presents the final written report to the full

Curriculum Committee, citing strengths and weaknesses of the proposal and making note of any modifications made. The proposer may be called upon to answer questions at the meeting.

*(****Note:*** *subcommittees do not make any recommendations on support or non-support of a proposal.)*

o The Curriculum Committee votes on the proposal.

If the proposal is approved, the chairperson brings it to the Executive Committee

of the College Council.

If not, the proposal is returned to the proposers with the recommendation of the

Curriculum Committee. The revised proposal must start again at step 3.

1. **COLLEGE COUNCIL EXECUTIVE COMMITTEE**

o The College Council votes whether to add the proposal to the agenda for the next College Council meeting.

If the Executive Committee votes not to include the proposal on the agenda, it is

returned to the Curriculum Committee with recommendations.

The second time a proposal is presented to the Executive Committee, it must be

added to the agenda for the next Council meeting.

1. **COLLEGE COUNCIL**

o The CC Chair presents the proposal to the College Council, submitting it as a motion.

If approved, the Provost’s Office will send the final draft of the proposal forms,

including any friendly amendments, to the department for review and signoff.

Once the department signs off, the Provost’s Office submits the Chancellor’s

University Report (CUR) form to the CUNY Office Academic Affairs for

inclusion on the Board or Trustees agenda. When appropriate, required materials

are also submitted for New York State Department of Education (SED) approval.

If not approved, the proposal is returned to the proposer for revisions.

1. **POST-APPROVAL**

o When the CUR form has been approved by the Board of Trustees, the Provost’s Office will oversee making changes to the catalog. The Provost’s Office will solicit feedback from the department to see if any other changes should be made in the narrative sections and cc the Registrar so they can make appropriate updates.