

## **2007-2008 University-Wide Curriculum Committee Dates**

<u><b>Meetings</b></u>	<u><b>Proposals Due No Later Than</b></u>
<b>Fall</b>	
Thursday, October 4, 2007	Friday, September 14, 2007
Thursday, November 15, 2007	Friday, October 26, 2007
Thursday, December 13, 2007	<b>Fall Closeout Meeting</b>
<b>Spring</b>	
Thursday, February 21, 2008	Friday, January 25, 2008
Thursday, April 3, 2008	Friday, March 7, 2008
Thursday, April 24, 2008	<b>Spring Closeout Meeting</b>

- ❖ Curriculum Committee Meetings are held in the L. Douglas Wilder Performing Arts Center at 2:30 p.m. on the scheduled dates listed above.
- ❖ Curriculum Changes request and supporting documentation are now being scanned and put on the University-Wide Curriculum Committee SharePoint site \*(<http://sps.nsu.edu/sites/SACSDemo/ucc/default.aspx>). Two **(2)** copies of the Curriculum Change Request Form(s) with appropriate signatures and supporting documents (if required) are due in the Office of Academic Affairs no later than the "proposals due" deadlines. If you wish to scan and email your forms, please send to curriculum [committee@nsu.edu](mailto:committee@nsu.edu) and place originals in interoffice mail (Attn: S. Bell, Academic Affairs, 460 Wilson Hall)
- ❖ A syllabus must be attached for a new course or a course revision proposal. See Course Syllabus Format. *Please remember to have learning outcomes and course objectives included in your course syllabus. Changes in a curriculum must include a revised curriculum sheet.*
- ❖ All proposals must be reviewed, approved and signed by the appropriate Department or Program curriculum committee, School curriculum committee, Graduate Council or General Education Council as appropriate, **before** presentation to the University-Wide Curriculum Committee.

For more information, please contact Ms. Stacie Bell, Office of Academic Affairs, extension 3-2142. To obtain a copy of the Curriculum Change Request Form go to <http://www.nsu.edu/academicaffairs/> for a fill-able version.

**NOTES: 1. Submissions not meeting the above specifications will not be added to the agenda or Curriculum Management SharePoint site.**

- \* **Only members of the University-Wide Curriculum Committee have access to the Curriculum Management SharePoint site.**