

Greetings,

This year the Curriculum Committee will be meeting in the conference room on the second floor of the Olin **Life Sciences** Building. Please note the new location. I have scheduled meetings at 8 am on the following Fridays hoping that this time continues to provide the least conflict for everyone: October 3, October 24 and November 14. Several members have class at 9 am so we will start promptly and end business by 8:50. We may increase or decrease the number of meetings depending on the number of agenda items this fall.

If there are new courses that departments wish to offer in Spring 2004, they should be submitted for approval at the first two meetings since spring registration begins November 10.

There are several standard forms that are now required by the Registrar. "Adding a New Course to the Curriculum" is in PDF and fillable. In case you don't have this form, I have attached it below. The other two forms are not yet electronically available but they may be picked up from the Registration Center in hard copy form. The "Adding a New Major to the Curriculum" (2 part form) has been updated and the "Changing Graduation Requirements in a Major" is the old format, but can be used until the updated version is complete.

Please be certain that the appropriate forms are filled out with the approvals before submitting them to me for distribution to the committee. Please provide me with an electronic version of all forms and supporting documents (e.g., rationale and syllabus for a new course) to facilitate distribution. We will continue to follow the guidelines from last year regarding hard copies as listed below. Hopefully, Case 1 will apply except in rare situations so that committee members will have adequate time to review requests.

Case 1: When the request has been electronically announced to the committee via email at least one week prior to a scheduled meeting, the petitioner would be required to provide a minimum of six hard copies of all of the documentation.

Case 2: When a request has been added to the agenda during the week of a scheduled meeting, the petitioner would be required to provide eighteen hard copies of all of the documentation.

We have been asked to review the humanities core requirements for transfer students. I recall discussing this issue several years ago and I will try to reconstruct the recommendation of the committee then for consideration again. Another requested issue is a review of credit awarded to incoming students on the basis of external programs such as Advanced Placement, International Baccalaureate, CLEP, GCE A-levels. Please let me know if there are any outstanding issues or new items that you would like considered by the committee.

Have a nice weekend,
Clayton

Proposal: The Curriculum Committee recommends that transfer students having Humanities credits in excess of the number of Humanities Elective credits required for their major be allowed to apply those excess credits towards satisfying the HUM 2051, HUM 2052 core requirement. This statement does not need to be part of the catalog since each department is free to make the appropriate course substitution for their majors.