

**MEMORANDUM**

**TO:** COH Heads/Directors

**FROM:** Judith Nantell  
Vice Dean

**DATE:** May 11, 2007

**RE:** COH Curriculum Review Committee's Curricular Review of New Course Proposals  
First Offering Fall 2009-Spring 2010 and Fall 2010-Spring 2011: call for proposals

**ATTENTION: Please notify interested faculty. Please advise faculty of September 15 deadline.**

As in past years I ask that you bring to the attention of interested faculty in your unit that the College of Humanities Curriculum Review Committee (COH CRC) will be considering new course proposals in the Fall 2007 semester for first offerings in Academic Years 2009-10 and 2010-11.

Interested faculty should first follow the curricular process established by the department/program and then submit the unit-approved course proposal(s) for college-level review. All course proposals that are to be considered by the COH CRC must include the following:

- Weekly syllabus
- List of required readings
- Examination schedule
- An explanation of how evaluation takes place for the course and how the grade is determined
- *Recommendation to Establish a New or Temporary Course* form
- University-wide General Education Structure Course Proposal Cover Sheet (needed only if a proposal is for a Tier One or Tier Two course)

I have attached the *Recommendation to Establish a New or Temporary Course* form and the new University-wide General Education Structure Course Proposal Cover Sheet Tier One and Tier Two, respectively, for your convenience. They may also be accessed at the URLs referenced below. These forms should not be submitted online until after the course has been reviewed/approved by the department/program, the COH CRC and, when applicable, the University-wide General Education Committee.

Relevant web addresses that may be helpful for faculty to review before submitting proposals to the department/program, COH CRC and the UWGEC are:

- College of Humanities AIA site:  
[http://w3.coh.arizona.edu/coh/aia/faculty/curr\\_review\\_process.cfm](http://w3.coh.arizona.edu/coh/aia/faculty/curr_review_process.cfm)
- The Office of Curriculum and Registration course approval process  
<http://web.arizona.edu/~curric/homepage/flhelp.htm>
- University-wide General Education Committee information for submitting a new course (New)  
<http://gened.arizona.edu/gened/faculty/propose/>

Finally, please keep in mind that all graduate-level courses including 500 level courses offered in conjunction with 400 level courses must undergo the established Graduate College approval process after unit- and college-level approval. Please have interested faculty consult the Graduate College for its requirements. Associate Dean Dianne Horgan at [dhorgan@email.arizona.edu](mailto:dhorgan@email.arizona.edu) should be of help to you.

Please forward eight (8) hardcopies of complete course proposals to my office by **September 15, 2007**. Please also indicate departmental review and approval.

Thank you for your continuing cooperation in providing this information to your faculty. Should you have any questions please do not hesitate to contact myself or Ms. Lorenia Romero at 621-9293.

JN:lr

Attachments

Reference:

College of Humanities, Academic and Instructional Affairs:  
[http://w3.coh.arizona.edu/coh/aia/faculty/curr\\_review\\_process.cfm](http://w3.coh.arizona.edu/coh/aia/faculty/curr_review_process.cfm)

Recommendation to Establish a New or Temporary Course  
<http://web.arizona.edu/~curric/homepage/newtemp.htm>

University-wide General Education Structure Tier One Course Proposal Cover Sheet and University-Wide General Education Structure Tier Two Course Proposal Cover Sheet  
<http://gened.arizona.edu/gened/faculty/propose/formt1.htm>  
<http://gened.arizona.edu/gened/faculty/propose/formt2.htm>

Code of Academic Integrity  
<http://dos.web.arizona.edu/uapolicies/index.html>

xc: Departmental administrative assistants/associates/program coordinators