

Campus Curriculum Committee (CCC) Procedures

Submitting a new undergraduate course proposal for review by the CCC

- Every new course proposal must be submitted in [ECAS](#). As of March 31, 2013, all new undergraduate course proposals pause at the Provost level queue for review by the CCC.
- In addition to ECAS submission, each new undergraduate course proposal must also provide the following supplemental information:
 - Copy of proposed syllabus in PDF or Word document
 - Evidence of consultation, as appropriate
 - Any other supporting materials
- All supplemental materials should be sent directly via email to Rachel Weber at webe0354@umn.edu. Proposals will not be reviewed by the CCC until all relevant materials have been received.

CCC Review Process for new course proposals

- New course proposals that have entered the Provost level queue in ECAS and provided the necessary supplemental materials will be reviewed weekly.

The CCC will typically make a recommendation for each proposal within one week. Course proposer(s) will be notified via email of the recommendation.

- New course proposals that have been approved by the CCC on behalf of the Provost will be approved immediately at the Provost level in ECAS.

Submitting a curricular issue for discussion to the CCC

- Issues should be submitted in writing (via email or mail) to the appropriate vice provost. Undergraduate requests, to Robert McMaster and graduate requests to Henning Schroeder. Requests should outline the nature of the issue and why it is being brought to the CCC for consideration.
- An issue may be submitted to the CCC by the Senate Committee on Educational Policy (SCEP) or by a collegiate dean.