

PROCEDURE FOR SUBMITTING LIBERAL ARTS & SCIENCES COURSE PROPOSALS August 2009

1. Please see the guidelines provided on the Liberal Arts & Sciences webpage (www.newpaltz.edu/collegelas).
 2. Please submit all undergraduate and graduate course proposals in one document along with your syllabi by e-mail attachment to Nancy Riley (rileyn@newpaltz.edu). One (1) hard copy of the appropriate cover sheet must be sent through intercampus mail to JFT #610 (*please sign in blue ink*). Also, only send one (1) hard copy of any minor course revisions forms to JFT #610 (*please sign in blue ink*).
 3. Associate Dean Lynn Spangler will review and either approve the submission or request revisions. Once approved, the proposal will be loaded onto our Blackboard site. We will then alert the members of the Liberal Arts and Sciences Senate, chairs and secretaries that materials are on our Blackboard site for their review. The Senate will proceed with its review, and either approve or seek revisions. After two (2) weeks the proposal will move forward with the LA&S Senate Presiding Officer Jo Mano's approval. Dean Schiffer will then review the submission. After Dean Schiffer's approval the Curriculum Committee or Graduate Council will be notified that there is a submission for their review (*at this time Nancy Riley will request that the department supply 15 copies*).
- * To review the materials that are listed go to Blackboard. Select the Course Proposal and Assessment site under the "My Community" heading on the lower left side. To review information you will need to go to either "Course Proposals", "Assessment" or "Online Proposals" on the upper left side of the screen. After Curriculum Committee or Graduate Council approval the packets are reviewed by the Provost.
- ✓ *Please remember that all departments should have a representative in the LA&S Senate who can answer any questions regarding status of the proposal.*