

Undergraduate Curriculum Committee AY 2025-2026

Welcome to the UG Curriculum Committee's homepage! Please click on the resources below according to the materials/tasks you're interested in:

Resources for EVERYONE:

- 2025/26 Course syllabus template: [UG Course Syllabus Template](#)
 - 2025/26 Endicott College Catalog: [EC Catalog](#)
 - Course syllabus database (please read instructions): [Syllabus Database](#)
 - Advising sheet database (please read instructions): [Advising Sheet Database](#) **NEW!**
 - The schedule of UG CC meetings for this year is here: [CC Meetings](#)
 - All proposals and FYIs approved by Faculty Assembly: [FA Approvals 2025/26](#)
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Resources for creating PROPOSALS:

EXAMPLES

- NEW Course proposals:
 - [New Catalog Course Template](#) [EGR 335 - Heat Transfer](#)
 - [New Travel Course Template](#) [ART 288 - Japan Art & Culture](#)
 - NEW Program of Study proposals:
 - [New Degree Program - Guide & Cover Sheet](#) [BS in Applied Math - Data Science](#)
 - [New Minor Proposal Template](#) [Minor in Data Science](#)
 - [New Microcredential Template](#) [MC in EGR Fabrication](#)
 - Significant UPDATES to an existing program
 - [Program Updates Template](#) [Revisions to PHT major](#)
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Resources for creating FYI UPDATES:

EXAMPLES

- UPDATE an existing course/program
 - [FYI Template for Small Updates](#) [STEM Program FYIs](#) [Revisions to PHL245](#)
- Other FYI/UPDATES
 - [New Special Topics Course Template](#) [ENV 277 - Special Topics in ENV](#)
 - [Topical Course Proposal Template](#) [Contemporary Topics in BUS for SP 24](#)
 - [Reapproval of Travel Course Template](#) [ART 288 - Athens: Dances of the Mind](#)

Undergraduate Curriculum Committee - Governance Plan

AY 2025-2026

UG Curriculum Committee

Mike Diehl (**chair**) - Professor of Math & Computer Science

Jim Perry - Associate Professor of Hospitality

Linda Robson (**minutes secretary**) - Professor of Hospitality

Cindy Caruso (**records secretary**) - Professor of Accounting

Cindy Mitsakis - Associate Professor of Nursing

Gene Wong - Dean of Science & Technology

Sam Alexander - Associate Dean of SSCH

Michael Miller - Chair of Visual Communication

Karen Loomer - Registrar

Sarah Bailes - Director of Van Loan

Non-Voting Members/Guests

Sara Quay - Provost, Donny Femino - AVP of Research and Planning, Amy Smith - Dean of Nursing, Paige Williams - Dean of VPA

Katie Kilty - Chair of DEIB CC, Kelsey McNiff - Chair of WD, Michael Ocean - Chair of Gen Ed Committee, Lisa Tereshko - Chair of Grad CC

I. Curriculum Meetings and Timelines

1. The committee will meet every few weeks, or as needed. [Click here for the schedule of meetings.](#)
2. Complete proposals (as described below) should be submitted to the Chair of the committee at least **10 days** prior to the meeting at which the proposal will be considered. The Chair will give a preliminary review of the proposal to make sure it is complete and contains all the information needed.
 - a. If no updates are needed, the proposal will be added to the agenda of the first-available meeting.
 - b. If updates are requested, they must be completed at least **one week** in advance of the committee meeting to ensure committee members have enough time to review it.
3. The committee does not meet over the summer, so the final Faculty Assembly in the spring is the final opportunity to include courses/programs in the new catalog. Proposals may be submitted over the summer for consideration at the September Faculty Assembly.
4. Deadlines for Submission (Fall 2025 - Spring 2026)
 - **September 15:** Deadline for submitting new course and travel course proposals that will run in Spring/Summer 2026.
 - **November 15:** Final deadline for any changes reflected in the Spring 2026 course of study
 - **February 15:** Deadline for submitting new course and travel course proposals that will run in Fall/Winter 2026/27. This is to ensure they make it in time for pre-reg sessions.
 - **April 15:** Final deadline for any changes reflected in the Fall 2026 course of study and **final call for any curricular changes to be reflected in the 2026/27 Academic Catalog**
 - **April 15:** Final review of advising sheets that will be used to build next year's catalog and degree audits.

II. Curriculum Proposal Workflow

Proposal Development

1. The **author/initiator** reaches out to their school/department leaders for (informal) approval to begin developing a proposal, and to get some initial logistic/curricular advice. These leaders should keep the School Dean informed.
2. As the author and department/school colleagues develop the proposal, **they should use the resources, templates and cover sheets above on the homepage.**
3. If the **author** has any questions during the development of the proposal, they should **contact their dean for advice** before contacting the Chair of the Curriculum Committee.

Proposal Vetting

Once the proposal is fully-developed, it should follow this workflow:

1. Proposal may be (informally) vetted and approved at a **department/school meeting**
2. Proposal is formally vetted and approved by all members of the school, who should indicate their approval formally or informally.
3. **The dean of the school** gives a final vetting and authorization before they submit the proposal to the Chair of the Curriculum Committee. **No one else may submit a proposal on their behalf.**
4. **The Chair of the Curriculum Committee** reviews the proposal and if it's ready, schedules a time to present it to the committee. The **dean and the author** of the proposal should be present for this meeting, and they may invite any other colleagues as well.

Proposal Approval

1. The Curriculum Committee will review the proposal and do one of 4 actions:
 - a) **Approve** the proposal as written
 - b) Approve the proposal, **pending small requested edits**. These edits must be completed before the proposal can be advanced to the Faculty Assembly.
 - c) **Table the proposal**, pending requested edits. Once edits are completed, the committee will review it again and vote (at their next meeting, or electronically) to approve or reject it.
 - d) **Reject** the proposal, which will include the reasons for rejecting the proposal.
2. Once approved by the CC, it will automatically be forwarded to the next **Faculty Assembly** for an approval vote from the entire faculty. If applying for **Gen Ed, WD or DEI** approval, this can happen as soon as it's approved by the CC so that the Faculty Assembly vote can approve both the proposal and any designation.
3. Once approved by vote of the Faculty Assembly, the final proposal and a record of the vote are included in the meeting minutes, which are sent to:
 - a) The **Registrar's Office** for inclusion in the next Academic Catalog and Workday
 - b) The **Provost and President** of the college for their approval

NOTE: Curriculum FYIs will be reviewed by the committee, approved by the Chair of the committee, and included with curriculum proposals at Faculty Assembly, but they will not be voted on at the committee or Faculty Assembly levels.

- updated July 2025

Committee Email List

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