

CHHS Curriculum Guide for Proposers

Introduction

This guide has been prepared to provide guidance to department/school faculty that have been designated to submit various curriculum requests for review and approval. As the timeline for campus and system (if required) approvals can vary greatly, care must be taken to plan ahead of time to be sure that all College and University deadlines are met. Below are steps and guidelines that should be taken to ensure a smooth process.

Curriculum Proposals must be submitted via [Curriculog](#) (SJSU's paperless curriculum management system). It is recommended that **new** Curriculog users and those new to making curricular revisions attend a [Curriculum Process and Curriculog Training](#).

Please refer to the [CHHS Curriculum Calendar](#) for deadlines.

Proposers should be aware that curriculum proposals must be LAUNCHED in [Curriculog](#) by the set deadlines in the [Curriculum Calendar](#) column highlighted in **Yellow**. It is important to note that proposals take about 5 to 7 days to reach the College Curriculum step in Curriculog and therefore, submissions should be submitted in a timely manner. Proposals that do not make it to the College Curriculum step in Curriculog by the established and posted deadlines will need to wait for the subsequent meeting date for review (*which can result in missing college and university deadlines*). Proposers should plan accordingly to ensure that all deadlines at each level of approval are met.

If you have questions about the Curriculum Review Process, please refer [HERE](#).

CHHS Checklist for Departmental Curriculum Submissions

Step 1: Before beginning any curricular development, first consult the [SJSU curriculum website](#) for additional guidance on the [different levels of approval](#) that each type of proposal will go through as well as what documentation will be required for the specific curriculum proposal that will be submitted.

Step 2: Be sure that consultation, when warranted and in particular for new program proposals, new concentrations or significant program changes, has taken place with (in the following order):

1) The CHHS Associate Dean for Curriculum

NOTE: Please be prepared to provide an account of the resources required to support the proposed program, concentration or significant curriculum change.

2) Consult with any SJSU department(s) who may offer similar courses or for whom this may fall into their disciplinary expertise.

3) The campus Curriculum and Academic Program Analyst

4) A representative from either [Undergraduate Education](#) or the [College of Graduate Studies](#) before moving forward with any proposal

Step 3: Department approval (with documentation if required) has been obtained prior to submission in Curriculog through your respective department curriculum approval process. *Please see your Chair/Director if you are unfamiliar with this step in the process.*

- If this proposal affects other departments, are accompanying letters of support attached?

Step 4: Begin to develop your curriculum proposal by drafting the required attachments (proposal narrative, course syllabi, roadmaps, assessment plan, etc) . Please note each proposal will require different documentation, it is crucial that proposers have completed **Step 1** and consulted the SJSU curriculum website to see what they will need.

- **Important things to note for proposals that require a course syllabus:**
 - Syllabus must use the [accessible template](#) or your proposal may be subject to delays which can result in missing college and university deadlines
 - Analyze syllabus language to ensure that it is not discouraging or hostile for students-especially first generation students and historically underrepresented populations.
 - **NOTE: An updated syllabus should accompany ALL proposals**
 - The classroom has many opportunities to capitalize on the presence of representational diversity both in our community and particularly with our teaching. The following link has resources to create a healthy and as safe an environment possible for all student learners:
<https://www.sjsu.edu/diversity/resources/faculty/classroom>

Step 5: Proposals are submitted via Curriculog. If this is your first time using this system, it is recommended that **new** Curriculog users and those new to making curricular revisions attend a

[Curriculum Process and Curriculog Training](#). Complete the proposal in its entirety and ensure that all required attachments are attached in the system to avoid any delays.

Step 6: Launch and approve your proposal so it can begin its journey through the approval process.

You submitted your proposal in Curriculog, what's next?

Congratulations! You have now launched your proposal in Curriculog. It will begin to make its way through the approval process in the system. It is crucial that curriculum proposers launch their proposal in Curriculog by the set deadlines **highlighted in the yellow column** (see linked [calendar](#)) for proposals that need review and approval from the CHHS Curriculum Committee.

Once the proposal is at the College Curriculum step, the proposers from the requesting department will be asked to attend a curriculum meeting to present information and provide clarification on the proposal. This is an opportunity for committee members to ask questions and solicit additional information regarding the proposal. It also provides an open and transparent dialogue between departments and the committee. CHHS Curriculum Committee Dean's Support staff, Liliana Gomez (liliana.gomez@sjsu.edu) will contact you via email with access to your proposal and meeting invite. In this email, you will also receive access to see recommended edits and changes suggested by the committee prior to the meeting.

Proposals are voted upon after the requested department/unit leaves the meeting. Once a decision has been made by the CHHS Curriculum Committee regarding the proposal, the Dean's Support Staff will email the originating proposer within 2 business days with their decision and next steps. If revisions are requested, they must be emailed back to the Dean's Support Staff within the indicated deadline provided in the email.

Any questions you have about the process may be directed to:

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