



Curriculog Proposal Procedures
January 2023

The following set of procedures are to be applied to the processing of curriculum proposals that are subject to review by one of the Faculty Senate councils or committees.

The positions/persons subject to these procedures include the Curriculum Manager, Curriculog Administrator, Faculty Senate staff, and the Undergraduate Studies Council, Graduate Studies Council, and WMU Essential Studies Course Review and Approval Committee members.

Deadline	Office Responsible	Task
Two weeks prior to council/committee meeting date	Council/committee chair	Drafts a Curriculog Agenda to compile a list of curriculum proposals that need to be reviewed by the council
10 days prior to the council/committee meeting date	Council/committee chair	Provides a draft council/committee meeting agenda* to the Faculty Senate office including the list of curriculum proposals to be reviewed at that meeting
10 days prior to the council/committee meeting date	Faculty Senate office staff	Arranges for proposal initiator to attend the appropriate USC and GSC meetings
Seven days prior to the council/committee meeting date	Council/committee chair	Approves the Curriculog Agenda within the software
Seven days prior to the council/committee meeting date	Faculty Senate office staff	Creates and distributes the council/committee official meeting agenda
Seven days prior to the council/committee meeting date	Curriculog Software	Curriculog emails the council/committee members the list of proposals so that they have access to review the proposals slated for the meeting
Prior to the meeting date	Council/committee members	Review the proposals
During the meeting	Council/committee members	Vote on each proposal and record the outcomes in the minutes
Within 30 days following the meeting date	Council/committee chair	Approves/rejects each proposal according to the outcome at the meeting, with constructive comments for consideration to revise and repost within Curriculog
Within 30 days following the meeting date	Council/committee chair	In Curriculog complete the agenda but do not archive it in order to release any proposals that were not addressed
Within 30 days following the meeting date	Proposal Initiator	Curriculog emails the rejected proposals for reconsideration
Within 30 days following the meeting date	Curriculum Manager	Curriculog emails the approved proposals for further processing

***The council/committee chair is required to submit the draft meeting agenda using the Faculty Senate agenda template found at: <https://wmich.edu/facultysenate/forms> (example on next page)**



(Date the Agenda is sent – one week prior to the meeting date)

TO: Council/Committee Name: alphabetical list of members
GUEST(S): Name and affiliation of each guest
FROM: Name of chair, Chair

Council / Committee Name
AGENDA

Date of meeting, time of meeting start and end, location

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
 - a. Name of council/committee and date of minutes to be approved
4. **Reports of Officers**
 - a. Chair Report – chair’s last name
 - b. Ex Officio Report – ex officio’s last name
5. **Reports of University Representatives**
 - a. Administrative Representative Report – representative’s last name
6. **Reports of Councils/Committees Standing Committee(s)** (if any exist)
 - a. Name of standing committee – standing committee representative’s last name
 - b. Name of standing committee – standing committee representative’s last name
7. **Unfinished Business**
 - a. Any business/topic that was not completed at prior meetings – last name of committee member to lead discussion or motion
8. **New Business**
 - a. Any new business/topic that needs to come before the council/committee – last name of committee member to lead discussion or motion
 - b. Curriculum Proposals
 - i. Proposal name as listed in Curriculog (example: CAS-Change Title of Master in Comparative Religion)
9. **Announcements**
10. **Adjournment**

COUNCILS ONLY: Elected members who cannot attend the meeting are asked to send a substitute of their choice who also represents their respective college. Non-elected members are not restricted as to whom they may designate to substitute for them.