**School of Humanities & Social Sciences**

**Instructions for submitting course proposals to Curriculum Committee**

**Steps for submitting a new course proposal in HSS:**

1. By the first Wednesday of the month (one week prior to the committee’s meeting on the second Wednesday), email to Anne Marie Maratea (maratea@tcnj.edu), Assistant to Dean Wong, the following in **separate documents:**
2. Complete HSS Curriculum Committee Cover Sheet (see next page) in **MS Word** (no PDFs)
3. Complete course syllabus in **MS Word** (no PDFs)
4. Your name, course title, course number, and PAWS course description in **MS Word** (no PDFs)
5. PDF of Records & Registration Course Approval/Change Form, **with Chair signature**
6. The Curriculum Committee will review the documents and schedule our discussion for an upcoming monthly meeting. The Curriculum Committee will notify the applicant and arrange for the applicant to attend part of the meeting to answer any potential questions.
7. At the meeting, the committee will communicate any modifications for the applicant to make.
8. Within one week of receiving committee feedback, applicant emails to Curriculum Committee Chair **all four above documents** (with revisions). **Please keep all four documents separate and in the same format as requested above.**
9. Once approved by the committee, Dean Wong will review, sign, and send to Records & Registration.

**HSS Curriculum Committee Cover Sheet**

1. Proposing faculty name and department
2. Course number and title: Consistent with Records & Registration Course Approval/Change form
3. Prerequisites: If the course has prerequisite(s), please briefly state those pre-requisites and specify how the course builds on knowledge and/or skills acquired from the prerequisite course(s).
4. Explanation of how the course relates to the broader program (major, liberal learning, etc.).
5. Justification for why the course is at a certain level (100, 200, 300, or 400).
6. If the proposal is for a modified course, provide an explanation of how and why the course is being changed – and what specifically is different.
7. If you are requesting a Liberal Learning (LL) designation listed below that is outside of your course prefix (e.g., a history course requesting a Gender designation), please review the Interim LLC Course Approval Process document (updated fall 2017) located at: <https://liberallearning.tcnj.edu/approval/>. Please also follow the instructions below. To expedite the review of LL designation requests, it is recommended that you consult with the LLC Chair while preparing your submission to the HSS Curriculum Committee to ensure that you meet the requirements of both proposals. The LLC Chair can be identified at: <https://governance.tcnj.edu/other-committees-and-councils/llc/>.

If you are not requesting an LL designation (or it is automatically granted by virtue of your course’s prefix), you may skip this step. (*Note*: The LL designations listed below are a subset of designations for which the HSS Curriculum Committee is required to provide recommendations. If you plan to request approval for a LL designation not listed, you will need to make this request with your complete LL Course Approval Proposal.)

Broad areas of human inquiry: <https://liberallearning.tcnj.edu/learning-outcomes-bahi/>

* 1. Literary
	2. World Views and Ways of Knowing
	3. Behavioral, Social, or Cultural Perspectives
	4. Social Change in Historical Perspectives

 Civic responsibilities: <https://liberallearning.tcnj.edu/learning-outcomes-cr/>

1. Gender
2. Race and Ethnicity

If you are requesting any of the above designations, please visit the appropriate link above and include in your cover sheet a rationale for how your course satisfies **each individual learning outcome** associated with the LL designation requested. Please contact the LLC Chair to obtain samples of these rationale statements. As noted in the LLC Course Approval Proposal, you should also include relevant written assignments/projects that may help Committee/Council members evaluate the extent to which the learning activities in your course satisfy the LL designation(s) requested.

The Curriculum Committee will review your LL request and make a recommendation to the Liberal Learning Council, who will make the final determination on designations. After receiving course approval from the HSS Curriculum Committee, you are responsible for submitting a separate application for LL credit to the Chair of the LLC.