

**THE UNIVERSITY OF MICHIGAN  
COLLEGE OF ENGINEERING**

**CURRICULUM COMMITTEE  
GUIDELINES AND PROCEDURES**

**October 23, 2002**

**Creating a New Course**

The proposal for a new course should contain justification for the establishment of and an assessment of the course's likelihood of success.

- a) it is encouraged that the proposed new course be first prototyped before complete documentation is submitted to the CoE Curriculum Committee for their action.
- b) documentation for submission of a new course will consist of:
  - a. completed CAF (including appropriate signatures)
  - b. course outline, with details to show weekly subject matter
  - c. required/recommended texts/course packs, grading and exam details
- c) documentation that needs to accompany undergraduate CAF are as follows:
  - a. courses that are requirements or technical electives that will be selected from a list of courses or technical electives at the 400-level or lower that are required for the degree:
    - i. ABET documentation (e.g., Step II, Outcomes and Assessments, Program Mapping)
    - ii. Sample Schedule as it is to appear in the Bulletin
- d) supporting documentation should be as complete as possible. In the case of a CAF that was partially approved at an earlier CoE Curriculum Committee meeting, the earlier meeting date should be referenced in the current documentation.

**Existing Course**

The level of documentation needed for modifying an existing course is as follows:

- a) modifications to undergraduate courses in the area of program requirements or technical electives refer to "c)" under "Creating a New Course."
- b) all other modifications to an undergraduate course, only a CAF is needed
- c) modifications to a graduate course, only a CAF is needed
- d) supporting documentation should be as complete as possible. In the case of a CAF that was partially approved at an earlier CoE Curriculum Committee meeting, the earlier meeting date should be referenced in the current documentation.

### **Cross Listing of a Course**

The explanation how the cross listing will meet “a) through c)” listed below, should be put on the CAF under “Supporting Statement.” Criteria for approval of cross-listing a course, in order of importance, is as follows:

- a) the course will be taught by faculty in cross listed departments
- b) all cross listed departments actively review and assess curriculum, along with the cross listed courses consistent with departmental practices
- c) course content is relevant to all departments cross listed

### **Establishment of a Division(Subject)**

Based on D. Assanis, Automotive Engineering Program, “Rationale and Proposed Guidelines for Creating a Division in InterPro,” November 29, 2000.

The following guidelines are proposed when demonstrating a need for the creation of an academic Division:

- a) “Successful incubation of the interdisciplinary academic Program under one of the existing Divisions that would serve as the academic home for an interim period of at least three years.”
- b) “Successful development of a number of Program-specific courses that would not have been created if the proposed Division did not exist. Offering of such courses for at least two times under experimental numbers in one of the existing Divisions with satisfactory enrollment.”
- c) (Successful) “achievement of appropriate metrics consistent with Program goals and expectations, such as reaching a steady-state enrollment of x full-time and y part-time students, graduation of z students, etc.”
- d) Establishment of a curriculum committee for that division. The form and organization of the committee should be consistent with the norm of the other divisions in the CoE.
- e) “Demonstrated identity of the Program, as evidenced by external recognition of Program need and objectives.”
- f) “Careful assessment of the pros and cons of the creation of a prospective Division by the Program’s faculty council or the Program’s Curriculum Committee, and approval of the proposal by at least 2/3 of the faculty council members.”
- g) “Approval of the proposal to create a Division by the CoE Curriculum Committee.” (The CoE Curriculum Committee will evaluate the curricular aspects of the proposal.)
- h) “Approval of the proposal by the CoE Faculty Assembly.”