

Criteria for adding/deleting Core Curriculum Courses
August 30, 2011

Procedures for Adding Courses to the Core Curriculum

Documentation required

Departments wishing to add courses to the UNM Core Curriculum must submit a Form C for each proposed new course. The **Form C** should be accompanied by the following material:

- Identification of the area into which the course will fit (Writing/Speaking, Math, Science, Social/Behavioral Sciences, Humanities, Non-English Language, Fine Arts)
- Rationale for adding the course to the core
 - Justification for adding the course to the Core
 - How will this course benefit UNM students
 - Why does it belong in the UNM Core Curriculum
 - Impact statement on the effect this addition may have upon other departments/courses currently in the Core
 - Current and predicted enrollments for the next three years
 - **Demonstrated example of “Annual Report on Assessment”**
- Budget/Faculty Load statement
 - Budget impact statement
 - Resources (faculty/facilities) that the department has for teaching the course
 - Memo from Dean or College Curriculum Committee regarding financial support for 5 to 10 years
- Student learning outcomes and proposed techniques to assess those outcomes. [See UNM Outcomes Assessment template "[Plan for Assessment of Courses in the UG General Education Core Curriculum Template](http://www.unm.edu/~assess/SupportingFiles/Plan%20for%20Assessment%20of%20Courses-Template.doc)"]
- Documentation of UNM and HED Core Competencies addressed. (Unless the courses are not applicable to HED standards, i.e. Non-English Language UNM Core)]
- Complete syllabus and course schedule including time on topics and suggested text

Approval procedures

- Approval by department’s college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate

- HED’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) if one exists.
 - Provost’s Office
- Provost’s Office will inform Registrar’s office of addition to the UNM Core

Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the opportunity for inclusion in the upcoming course catalog

Procedures for Deleting Courses from the Core Curriculum

Documentation required

Departments wishing to delete courses to the UNM Core Curriculum must submit a Form C for each course to be deleted. The **Form C** should be accompanied by the following material:

- Identification of the area into which the course fits (Writing/Speaking, Math, Science, Social/Behavioral Sciences, Humanities, Non-English Language, Fine Arts)
- Rationale for deleting the course from the core
 - Justification for deleting the course from the Core
 - Impact statement on the effect this deletion may have upon other departments/courses currently in the Core
 - Enrollment history for the previous three years
- Budget/Faculty Load statement
 - Budget impact statement
 - Memo from Dean or College Curriculum Committee regarding support for removing this course from the core

Approval procedures

- Approval by department’s college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) if one exists.
 - Provost’s Office
- Provost’s Office will inform Registrar’s office of deletion from the UNM Core

Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the deletion in the upcoming course catalog