



# College Curriculum Committee Quick Guide

## College of Agriculture and Natural Resources Guidelines

1. The CANR College Curriculum Committee (CCC) meets every two weeks during fall and spring semesters. Please check the CCC website for the semester schedule: <http://www.canr.msu.edu/ccf/>.
2. Agenda items are due to the Office of Academic and Student Affairs (OASA) one week before a scheduled meeting.
  - a. E-mail Dorcia Chaison ([chaison@msu.edu](mailto:chaison@msu.edu)) and Lisa Backus ([backus24@msu.edu](mailto:backus24@msu.edu)) with the course numbers or programs that need to be added to the agenda.
  - b. Any new courses must have a syllabus submitted for the agenda.
  - c. Any new programs or program changes need to be reviewed and approved by Dorcia before they will be added to a CCC agenda.
3. A unit (department/school) representative must be present at the CCC meeting when a curricular action is considered for that unit.
4. **Do NOT** submit the course or program for approvals in the RO Web System before it has been reviewed and approved by CCC. *Reason: CCC will likely require changes and other units signing off will wonder why they must approve the course or program again.*
  - a. Create the appropriate form (New Course, Change a Course, Delete a Course, New Program, Change a Program, Discontinue a Program).
  - b. Use the guides on the CCC website (<http://www.canr.msu.edu/ccf/>) to make sure you are filling out the forms correctly.
  - c. Inform Dorcia and Lisa when you are ready for the course or program to be reviewed by CCC (see 2.a.).
  - d. Following the CCC meeting, you will receive instructions from Lisa on how to move the course or program forward through the process.
5. Common errors in COURSE forms.
  - a. Line 1: Write a VERY brief reason why you are filling out the form. Example: Removing math requirement OR New online soils course for Ag Tech students.
  - b. Line 4: Course and SIS/Transcript Title: An abbreviation of the course title to fit in SIS and on the student's transcript. The character limit is 30. Use capital and lower-case letters. Abbreviations, acronyms and ampersands are acceptable.
  - c. Line 5: Catalog Course Description: Online format or field trips must be indicated. Incomplete sentences acceptable.
  - d. Line 10: Course Objectives: Write the course objectives in a student learning outcomes format, i.e., "Students will ...".
  - e. Line 16: Course Learning Objectives: Learning objectives are required for new courses and any course changes that do have objectives. Use the checkboxes to indicate appropriate objectives.
  - f. Line 30: If grading is numerical, student performance evaluation components, such as quizzes and assignments, must be enumerated as percentages and equal 100%.