Curriculum and Course Development in the College of LAS

Stephen R. Downie
Associate Dean for Curricula and Academic Policy

COLLEGE OF LIBERAL ARTS & SCIENCES
AT ILLINOIS
• Standing committee of the College
• Faculty members serve staggered two-year terms and represent the 8 LAS electoral groups
• Includes four additional members (undergrad student, grad student, academic professional, specialized faculty) with full voting rights
• LAS Associate Dean for Curricula and Academic Policy leads committee
Meets every two weeks throughout the academic year

Reviews all new and revised LAS courses (including those submitted for General Education credit) and new and revised LAS programs

Agenda and materials are made available in Box the week prior to each meeting
Some items to consider:

• Is the course described clearly? Does it follow the required guidelines for the Academic Catalog?
• Is there overlap with other courses on campus?
• Is the level/credit appropriate given the course workload?
• Does the course syllabus follow Office of the Provost and LAS required guidelines?
• Are students graded using multiple measures?
LAS Course Syllabus Requirements

Designed with student and faculty audiences in mind, and includes specific accreditation requirements.

This message brought to you by every instructor that ever lived.

www.phdcomics.com
Committee Actions

• Approve
• Approve with revisions (typically minor)
• Reexamine the course proposal and/or syllabus once revisions have been made
After review

• 100-, 200-, and 300-level courses are forwarded to the Office of the Provost

• Courses proposed for General Education credit are also reviewed by the LAS General Education Committee and, once approved by campus, the General Education Board

• 400- and 500-level courses that award graduate credit are forwarded to the Graduate College
Curricula Review

• Units submit proposals for new and revised curricula using the CIM-P module
• LAS CCC evaluates the proposal on its academic merits. Does it follow required LAS and campus guidelines?
• LAS Dean’s Cabinet reviews for fiscal implications (if any)
• New programs are also reviewed by the LAS Executive Committee
Once approved, graduate curricula are sent to the Graduate College; all others are sent to the Office of the Provost for submittal to the Senate Educational Policy Committee (EPC)

EPC conducts its review; upon approval, proposal is presented to the Academic Senate

After Senate approval, Board of Trustees and IBHE approvals are required for new programs
• Highlights a narrower field than concentration or a minor; generally most appropriate for students across a variety of majors
• 3-4 courses (one core course) and 9-15 hours
• Reviewed and approved by LAS CCC only
Requirements for LAS Course Syllabi

https://las.illinois.edu/system/files/inline-files/LAS%20Syllabi%20Requirements_1.pdf

Checklist for LAS Course Syllabi

https://las.illinois.edu/system/files/inline-files/Checklist%20for%20LAS%20Syllabi%20%28LAS%20CC%29_0.pdf
Resources

Office of the Provost guidelines on proposing new courses
http://provost.illinois.edu/policies/policies/courses/proposing-new-courses/

Office of the Provost’s guidelines for new or revised programs
https://provost.illinois.edu/education-1/courses-programs/guidelines-for-new-or-revised-programs/

Approval processes for LAS courses and curricula
https://las.illinois.edu/faculty/courses
https://las.illinois.edu/faculty/curricula
Contact Information

Stephen R. Downie
Associate Dean for Curricula and Academic Policy, sdownie@illinois.edu

Andrea Ray
Office Administrator, aray@illinois.edu

Beth McKown
Extra Help Office Administrator, bmckown1@illinois.edu