

Design, Housing, and Apparel

Process for Course Changes, New Course Additions, and Changes to Existing Programs

Course Change	New Course	Program Change
Faculty member proposing course change discusses budgetary implications with program chair and department head.	Faculty member proposing new course discusses budgetary implications with program chair and department head.	Faculty member proposing program change discusses budgetary implications with program chair and department head.
<p>Faculty member proposing change obtains: 1) printout of course as it appears in ECAS, and 2) course change cover sheet.</p> <p>1) <u>Download course as it appears in ECAS.</u></p> <p>http://onestop.umn.edu/ Faculty → ECAS → Enter ECAS Now</p> <ol style="list-style-type: none"> a. enter your Internet ID & password b. enter designator & number, then click "Search for Course" c. click "View" under Course Actions d. print e. highlight changes f. submit substantial revisions as Word document <p>2) <u>Download Course Change Cover Sheet</u></p> <p>This form is available from the Dean's Out Box: G:\DEAN\OUTBOX\Curriculum Policy</p>	<p>Faculty member proposing new course obtains: 1) blank course proposal form from ECAS, and 2) course addition cover sheet.</p> <p>1) <u>Download Course Proposal Form from ECAS.</u></p> <p>http://onestop.umn.edu/ Faculty → ECAS → Enter ECAS Now</p> <ol style="list-style-type: none"> a. enter your Internet ID & password b. scroll down Web page to "View Blank Form" c. click on link d. save to your own drive e. enter information f. submit new course as Word document <p>2) <u>Download New Course Cover Sheet</u></p> <p>This form is available from the Dean's Out Box: G:\DEAN\OUTBOX\Curriculum Policy</p>	<p>Program chair obtains: 1) a printout of the program as it appears in PCAS, and 2) the program change cover sheet.</p> <p>1) <u>Download program as it appears in PCAS:</u></p> <p>http://onestop.umn.edu/ Faculty → PCAS → View Program</p> <ol style="list-style-type: none"> a. enter program title b. select College of Design c. select Undergraduate d. GO e. print f. highlight changes g. submit revisions as Word document <p>2) <u>Download Program Change Cover Sheet</u></p> <p>This form is available from the Dean's Out Box: G:\DEAN\OUTBOX\Curriculum Policy</p>
Faculty member presents at program faculty meeting and obtains approval. Obtain signature of the program director on the Cover Sheet.	Faculty member presents at program faculty meeting and obtains approval. Obtain signature of the program director on the Cover Sheet.	Program chair presents at program faculty meeting and obtains approval. Program director signs Cover Sheet.

Course Change	New Course	Program Change
<p>The program director submits all course changes and additions (Cover sheet, ECAS printout if changing an existing course, and Word Document) and program changes (Cover sheet, PCAS printout, and Word Document) to Julie, prompting the addition to the agenda for the next DHA Curriculum Committee meeting.</p>	<p>The program director submits all course changes and additions (Cover sheet, ECAS printout if changing an existing course, and Word Document) and program changes (Cover sheet, PCAS printout, and Word Document) to Julie, prompting the addition to the agenda for the next DHA Curriculum Committee meeting.</p>	<p>The program director submits all course changes and additions (Cover sheet, ECAS printout if changing an existing course, and Word Document) and program changes (Cover sheet, PCAS printout, and Word Document) to Julie, prompting the addition to the agenda for the next DHA Curriculum Committee meeting.</p>
<p>Program chair presents course changes and additions to the DHA Curriculum Committee for approval.</p>	<p>Program chair presents course changes and additions to the DHA Curriculum Committee for approval.</p>	<p>Program chair presents course changes and additions to the DHA Curriculum Committee for approval.</p>
<p>If approved by DHA Curriculum Committee, documents are forwarded for Becky's signature.</p>	<p>If approved by DHA Curriculum Committee, documents are forwarded for Becky's signature.</p>	<p>If approved by DHA Curriculum Committee, documents are forwarded for Becky's signature.</p>
<p>DHA Curriculum Committee chair presents to DHA Department Faculty.</p>	<p>DHA Curriculum Committee chair presents to DHA Department Faculty.</p>	<p>DHA Curriculum Committee chair presents to DHA Department Faculty.</p>
<p>Char enters changes into ECAS, then returns the document to Julie to signify that the change or addition has been made.</p>	<p>Char enters changes into ECAS, then returns the document to Julie to signify that the change or addition has been made.</p>	<p>No equivalent at this point in the process.</p>
<p>Julie sends copies of the Cover Sheet & ECAS printout department's course changes and additions to Paige Rohman to obtain the approval of the College of Design Curriculum Committee. DHA's representative presents the proposed changes/additions at the College of Design Curriculum Committee meeting. Laurie Gardner accepts course changes and additions in ECAS system.</p>	<p>Julie sends copies of the Cover Sheet & ECAS printout department's course changes and additions to Paige Rohman to obtain the approval of the College of Design Curriculum Committee. DHA's reoresentative presents the proposed changes/additions at the College of Design Curriculum Committee meeting. Laurie Gardner accepts course changes and additions in ECAS system.</p>	<p>Julie sends copies of the Cover Sheet & ECAS printout department's course changes and additions to Paige Rohman to obtain the approval of the College of Design Curriculum Committee. DHA's re presents the proposed changes/additions at the College of Design Curriculum Committee meeting. Laure Gardner, College of Design Student Services, enters the changes into PCAS and accepts changes.</p>

College of Design Curriculum Committee Deadlines:

Note: Due date includes entered in ECAS.

Fall Semester

Due October 1: New and existing course proposals for Spring 2009
Program proposals/changes for Fall 2009
Informational items

Due November 5: New and existing course proposals for Fall 2009
Program changes (maintenance changes)
Informational items

Spring Semester

Due February 11: New and existing course proposals for Fall 2009
Program changes (maintenance changes)
Informational items

Due April 1: Preliminary program changes for Fall 2010 (significant changes/new program)
New and existing course proposals for Spring 2010
Informational items