

A Guide to Submitting Course Proposals for the Bradley Core Curriculum

Bradley University
Fall 2015

Overview of the Guide

Section 1: Preparing for Submission

Section 2: The Submission Process

Section 3: What Happens After Submission?

Overview of BCC Structure

Students will take courses aligned with eight Areas of Inquiry (AIs) and two Core Practices (CP):

Areas of Inquiry:

- Communication (CM)
- Fine Arts (FA)
- Global Perspectives (GP)
- Humanities (HU)
- Multidisciplinary Integration (MI)
- Natural Sciences (NS)
- Quantitative Reasoning (QR)
- Social & Behavioral Sciences (SB)

Core Practices (CP):

- Writing Intensive (WI)
- Integrative Learning (IL)

Overview of BCC Structure

Courses within each Area of Inquiry and Core Practice must be aligned with predefined Curricular Elements (CE).

To review the BCC in its entirety, go to <http://www.bradley.edu/sites/genedreview/proposal/>

Overview of BCC Structure

NOTE: None of our current General Education courses will be grandfathered into the BCC.

All courses must undergo review and approval through the University Senate curriculum & regulations process for inclusion in the BCC.

Overview of BCC Timeline

The Bradley Core Curriculum will become active in Fall 2016 for all incoming freshman and transfer students.

- BCC classes will be offered starting Fall 2016.

Current students will continue to fall under our current General Education program requirements, but will be allowed to switch to BCC starting Fall 2016.

- General education tags will be maintained through Spring 2021 (estimated).

Course Submission Timeline

All courses must be submitted for approval for BCC *absolutely no later than*

- January 20, 2016 for offering in Fall 2016
- August 24, 2016 for offering in Spring 2017

Tip: Delays in the review process can occur. These are absolute, not suggested, deadlines. ***Submitting early is strongly encouraged.***

Section 1: Preparing for Submission

In this section you will be introduced to the key elements of a Bradley Core Curriculum (BCC) Course Proposal:

1. The BCC course alignment matrix
2. The rest of the Core Curriculum Addition form
3. The BCC master syllabus

Section 1: Preparing for Submission

NOTE: There can be no more than one BCC Course Proposal form submitted for each unique course.

For courses with multiple sections and instructors, the proposer of the course will be presumed to represent all sections of that class, and will be asked to assume leadership for those sections as it relates to the collection of instructor syllabi and course-embedded assessment strategies.

The Matrix

Key to every BCC Course Proposal is a clear articulation of how the course is aligned with the Curricular Elements of the Area of Inquiry (AI) and/or Core Practice (CP) tag for which the course is being proposed. For AI proposals, you also need to include a description of how student learning is assessed. This information is entered in a matrix specific to each AI and CP.

Examples of blank and completed matrices for the Communications AI are provided on the next slides.

Curricular Elements	How are the Curricular Elements addressed	How is student learning assessed
<p>CM1 Understand the processes and functions of human communication.</p>		
<p>CM2 Communicate skillfully with attention to audience, cultural differences, clarity, logic, coherence, evidence, and style.</p>		
<p>CM3 Listen and read with interpretive and analytical proficiency.</p>		
<p>CM4 Give and receive constructive criticism in a collegial environment.</p>		
<p>CM5 Differentiate between ethical and unethical communications, including one's own.</p>		

Curricular Elements	How are the Curricular Elements addressed	How is student learning assessed
<p>CM1 Understand the processes and functions of human communication.</p>	<p>Instruction is provided in classical, modern and contemporary theories and models of communication. Topics include the roles of senders, receivers, messages, feedback, context, noise, encoding and decoding.</p>	<p>Assessment includes 3 examinations on these topics as well as practical application through speaking. Grading rubrics for the speeches focus on elements of the communication model.</p>
<p>CM2 Communicate skillfully with attention to audience, cultural differences, clarity, logic, coherence, evidence, and style.</p>	<p>Instruction and skills experience are provided with 3 graded speeches (Special Occasion, Informative and Persuasive). Dealing with culturally diverse audiences, speaking with confidence, clarity and effective language, argument and evidence, structure and organization, and delivery are primary foci.</p>	<p>In-class activities and discussion provide introductions to these skills that are assessed through 3 graded speeches and 1 ungraded speech of introduction. 3 graded speech outlines focus on logic, coherence, and evidence. Examinations assess understanding of the theory supporting these standards.</p>
<p>CM3 Listen and read with interpretive and analytical proficiency.</p>	<p>Instruction is provided in listening within a democratic society. (Skills experience is provided in conjunction with CM4).</p>	<p>Graded peer critiques provide experience and assessment in critical listening. Graded self-evaluations provide experience and assessment in internal listening and evaluation. Examinations assess understanding of listening theory.</p>
<p>CM4 Give and receive constructive criticism in a collegial environment.</p>	<p>Skills experience is provided in discussion and critique of speeches, both classroom performances and "great" performances. Students also provide written peer critiques.</p>	<p>Graded peer critiques provide experience and assessment in critical listening. Graded self-evaluations provide experience and assessment in internal listening and evaluation. Examinations assess understanding of listening theory.</p>
<p>CM5 Differentiate between ethical and unethical communications, including one's own.</p>	<p>Instruction is provided in the ethics of public speaking as a requirement of democratic citizenship., as well as the ethical use of argument and evidence. Critical consumption of demagoguery is a primary focus. In addition, ethics is a focus of the civic engagement requirement.</p>	<p>Assessment of ethical understanding is provided by contextual examination questions, peer evaluation of ethical uses of argument and evidence, and self-critique of argument techniques.</p> <p>In addition to these assessment tools, each section,</p>

The Matrix

While each cell of the matrix can hold almost unlimited characters, note that the narrative for each cell of the matrix does not need to be extensive.

Where appropriate, the narrative should include one or more specific example(s) of course content, pedagogical approach, class assignments or assessment tools so that a non-specialist can evaluate the information provided.

The Matrix

A BCC course can carry multiple Area of Inquiry (AI) and/or Core Practice (CP) tags*. A matrix must be completed for each AI and CP requested. Only one course proposal form will be required.

* NOTE: Writing 1 and Writing 2 courses are not eligible to receive Writing Intensive tags, and Multidisciplinary Integration courses are not eligible to receive Integrative Learning tags.

The Core Curriculum Addition Form

There are four sections to the Core Curriculum Addition Form:

1. Information about the sponsoring unit
2. Information about the course
3. Area of Inquiry (AI) information and matrix (or matrices)
4. Core Practice (CP) information and matrix (or matrices)

Section 3 or 4 may be left blank as appropriate.

1. Information About the Sponsoring Department or Unit

Sponsoring Department

Other units that will be contributing to the course addition:

BCC courses are subject to periodic review. Please provide contact information for the person that will oversee alignment, and will be collecting and storing assessment data.

BUnetID

Name

The sponsoring department or unit is selected through a drop down menu.

1. Information About the Sponsoring Department or Unit

You have selected multi-contributing unit(s)

BIO - Biology



Other units that will be contributing to the course addition:

Contributing Unit(s): *(Check all that apply.)*

- | | | | | | | | | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> AAS | <input type="checkbox"/> ACJ | <input type="checkbox"/> ANT | <input type="checkbox"/> ART | <input type="checkbox"/> ATG | <input type="checkbox"/> BIO | <input type="checkbox"/> BMA | <input type="checkbox"/> BUS | <input type="checkbox"/> C E | <input type="checkbox"/> CFA | <input type="checkbox"/> CHM | <input type="checkbox"/> COM |
| <input type="checkbox"/> CS | <input type="checkbox"/> E E | <input type="checkbox"/> ECO | <input type="checkbox"/> EGT | <input type="checkbox"/> EHC | <input type="checkbox"/> EHS | <input type="checkbox"/> ELH | <input type="checkbox"/> ENG | <input type="checkbox"/> ETE | <input type="checkbox"/> ETL | <input type="checkbox"/> F L | <input type="checkbox"/> FCS |
| <input type="checkbox"/> FIN | <input type="checkbox"/> GRD | <input type="checkbox"/> HIS | <input type="checkbox"/> I B | <input type="checkbox"/> I M | <input type="checkbox"/> I S | <input type="checkbox"/> I M E | <input type="checkbox"/> I M P | <input type="checkbox"/> L A S | <input type="checkbox"/> M E | <input type="checkbox"/> M L | <input type="checkbox"/> M S |
| <input type="checkbox"/> M T G | <input type="checkbox"/> M T H | <input type="checkbox"/> M U S | <input type="checkbox"/> N U R | <input type="checkbox"/> O C P | <input type="checkbox"/> P T | <input type="checkbox"/> P H C | <input type="checkbox"/> P H Y | <input type="checkbox"/> P L S | <input type="checkbox"/> P L W | <input type="checkbox"/> P S Y | <input type="checkbox"/> R L S |
| <input type="checkbox"/> S E I | <input type="checkbox"/> S O C | <input type="checkbox"/> S T A | <input type="checkbox"/> T H E | | | | | | | | |

BCC courses are subject to periodic review. Please provide contact information for the person that will oversee alignment, and will be collecting and storing assessment data.

BUnetID

Name

For collaborative proposals, indicate other contributing units.

1. Information About the Sponsoring Department or Unit


Sponsoring Department

Other units that will be contributing to the course addition:

BCC courses are subject to periodic review. Please provide contact information for the person that will oversee alignment, and will be collecting and storing assessment data.

BUnetID

Name




Each proposal must indicate one contact person who will be responsible for communicating as needed with the Core Curriculum Committee on behalf of the unit. Enter BUnetID. The name self-populates.



2. Information About the Course



I am applying for (select one):


Area of Inquiry(s) 

Proposed course is (select one):

Existing course that is not being modified 

Existing course that is being modified  (*A Course Modification form must also be submitted*) 

New course  (*A Course Addition form must also be submitted*) 


Core Practice(s) 

Both Area of Inquiry  and Core Practice(s) 


First, indicate whether you are applying for Area of Inquiry or Core Practice tags or both.



2. Information About the Course



I am applying for (select one):


Area of Inquiry(s) 

Proposed course is (select one):

Existing course that is not being modified 

Existing course that is being modified  (*A Course Modification form must also be submitted*) 

New course  (*A Course Addition form must also be submitted*) 


Core Practice(s) 

Both Area of Inquiry  and Core Practice(s) 


Then indicate if the course is a new course, an existing modified course, or an existing unmodified course



2. Information About the Course


I am applying for (select one):


Area of Inquiry(s) 

Proposed course is (select one):

Existing course that is not being modified 

Existing course that is being modified  (*A Course Modification form must also be submitted*) 

New course  (*A Course Addition form must also be submitted*) 

Core Practice(s) 

Both Area of Inquiry  and Core Practice(s) 

Click on a question
balloon for help.

New vs Existing Course?

In the undergraduate catalog → existing course

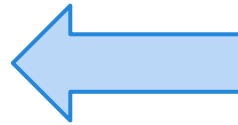
Not in the undergraduate catalog → new course

Need Course Addition Form

Is the Course Being Modified?

Modifications:

- course number
- course title
- course description
- credit hours
- course prerequisites



These five items are part of catalog copy. You cannot change them without Senate approval.

BIO 202 - Microbiology and Immunology (3-4 hours)

Gen. Ed. FS

Basic bacteriology, parasitology, virology, genetics, and principles of infection and immune response. Emphasis on application to health and disease. May be taken with or without laboratory: with laboratory, 4 credit hours; without laboratory, 3 credit hours.

Is the Course Being Modified?

Changes in 1-3 of the 5 items = modified course

You also need a Course Modification Form

Changes in 4 or more of the 5 items = new course

You also need a Course Addition Form

Course Addition and Modification Forms are available at the course submission site.

Next, fill in course name and other information. Existing courses will autofill once course prefix and number are added.

Title
(Maximum characters: 58) You have characters left.

Prefix Number

Course Description:

(Maximum characters: 735)
You have characters left.

Finally, the Core Curriculum Committee needs some information for planning purposes.

The enrollment and section numbers are for planning purposes only

What is the ideal enrollment for each section of this course?

What is the maximum enrollment for each section of this course?

How many sections of this course will be offered in a year (Fall and Spring terms only)?


Do you anticipate that this course would ever be offered via online delivery?








Yes No


Section 3: Select one or more Area of Inquiry tags (if relevant).

3. Bradley Core Curriculum - Areas of Inquiry

Bradley Core Curriculum Area(s) of Inquiry requested:

(More than one area may be selected; however, courses must align with Curricular Elements from each area requested and will be subject to periodic review for each area. See review schedule here. )

- Communication (CM) 
 - Writing 1 (W1)
 - Writing 2 (W2)
 - Oral Communications (OC)
- Fine Arts (FA) 
- Global Perspective (GP)
- Humanities (HU) 
- Multidisciplinary Integration (MI) 
- Knowledge and Reasoning in the Natural Sciences (NS) 
- Quantitative Reasoning (QR) 
- Knowledge and Reasoning in the Social and Behavioral Sciences (SB) 

1. Indicate how the Curricular Elements will be addressed in the course and describe the associated assessment activities in the table below.
2. Provide a master syllabus for the course that will be used by all instructors. 


One blank matrix will appear for each Area of Inquiry selected.
Text may be entered directed or pasted from clipboard.


Section 4: Select one or more Core Practice tags (if relevant).

4. Bradley Core Curriculum - Core Practices

Bradley Core Curriculum Core Practices requested:

(More than one Core Practice may be selected; however, courses must align with Curricular Elements from each Core Practice requested and will be subject to periodic review for each Core Practice.)

Integrative Learning (IL) 

Writing Intensive (WI) 

1. Indicate how the Curricular Elements will be addressed in the course and provide one specific example for each item from attached syllabus and/or course materials.

2. Provide a master syllabus for the course that will be used by all instructors. Include example assignments with the master syllabus or as a separate document. 

A blank matrix will appear for each Core Practice selected.
Text may be entered directed or pasted from clipboard.

The BCC Master Syllabus

Each proposal must include a BCC master syllabus that demonstrates alignment with the Curricular Elements for each Area of Inquiry or Core Practice tag requested.

The BCC alignment section should parallel the narrative described in the BCC matrix, but in a style more suitable for sharing with students.


Creating a Master Syllabus








Remove unnecessary details from section-specific syllabus that are likely to change (from semester-to-semester or instructor-to-instructor)


Include explicit alignment to BCC.

3. Bradley Core Curriculum - Areas of Inquiry

Bradley Core Curriculum Area(s) of Inquiry requested:

(More than one area may be selected; however, courses must align with Curricular Elements from each area requested and will be subject to periodic review for each area. See review schedule here. )

- Communication (CM) 
 - Writing 1 (W1)
 - Writing 2 (W2)
 - Oral Communications (OC)
- Fine Arts (FA) 
- Global Perspective (GP)
- Humanities (HU) 
- Multidisciplinary Integration (MI) 
- Knowledge and Reasoning in the Natural Sciences (NS) 
- Quantitative Reasoning (QR) 
- Knowledge and Reasoning in the Social and Behavioral Sciences (SB) 

1. Indicate how the Curricular Elements will be addressed in the course and describe the associated assessment activities in the table below.
2. Provide a master syllabus for the course that will be used by all instructors. 

BCC master syllabus guidelines and models can be found on the course submission site

Section 2: The Submission Process

In this section you will find:

- How do I find the submission site?
- How do I find the form(s)?
- How do I know the proposal has been submitted?

The Submission Site (“CRCRS”)

The screenshot shows a web browser window. The address bar contains the URL <https://carta.bradley.edu/crcrs/>. Below the address bar, there are several tabs: "Apps", "Inbox - kdm@fsmail", and "Bradley University Ac...". On the right side of the browser, there are icons for search, a star (bookmarks), and a menu. Below the browser window, the page header features the Bradley University logo on the left, the text "Curriculum & Regulations Committee Routing System" in the center, and a "Login" button on the right. A blue arrow points from the "crcrs/" part of the URL to the "Curriculum & Regulations Committee Routing System" text.

Login

Please enter your BUNetID and Password.

BUNetID:

Password:

Login

Enter your BUnetID and password (same as fsmail)

The screenshot shows a web browser window with the address bar containing <https://carta.bradley.edu/crcrs/>. The browser's tab bar shows "Apps", "Inbox - kdm@fsmail", and "Bradley University Ac". The page header is a dark red banner with the Bradley University logo on the left, the text "Curriculum & Regulations Committee Routing System" in the center, and a "Login" button with a yellow arrow icon on the right.

Login

Please enter your BUnetID and Password.

BUnetID:

Password:

Login

Overview of the submission site page....

Navigation

List Document Packets

- My Submissions
- My Submissions History
- Future Action Items
- Action Items
- Action Items History In Progress
- Action Items History Completed
- Action Items History Cancelled

Create Document Packet

- Certificate
- Concentration
- Course
- Major
- Minor
- Program
- Core Curriculum

Reports

- Curriculum Filter
- Routing Assignment

Permissions

- Delegate User Assign

kdm has successfully logged in and is connected to production



Welcome to Bradley University's Curriculum & Regulations Committee Routing System



Our system provides you with methods to submit new documents for routing, view lists of existing documents and run reports. Access for all of these features is granted based upon a user's set of permissions.








Select an item from one of the categories listed on the left.

What's New?


Help information is available by clicking on the Help link above.






To access the form, go to the menu on left, click on Core Curriculum...

Navigation

- List Document Packets
 - My Submissions
 - My Submissions History
 - Future Action Items
 - Action Items 
 - Action Items History In Progress
 - Action Items History Completed
 - Action Items History Cancelled
- Create Document Packet 
 - Certificate
 - Concentration 
 - Course 
 - Major 
 - Minor 
 - Program
 - Core Curriculum 
- Reports
 - Curriculum Filter
 - Routing Assignment
- Permissions
 - Delegate User Assign



Create Document Packet 

- Certificate
- Concentration 
- Course 
- Major 
- Minor 
- Program
- Core Curriculum 
Core Curriculum Addition



List Document Packets

- My Submissions
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Reports

- Curriculum Filter
- Routing Assignment

Permissions

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Create Document Packet

- Certificate
- Concentration
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- Major
- Minor
- Program
- Core Curriculum
- Core Curriculum Addition**

...then click on Core Curriculum Addition

Create Document Packet ?

- ➔ Certificate ?
- ➔ Concentration ?
- ➔ Course ?
- ➔ Major ?
- ➔ Minor ?
- ➔ Program
- ➔ Core Curriculum ?
Core Curriculum Addition

Reports

- Curriculum Filter
- Routing Assignment

Permissions

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select OK

Message from webpage

Are you sure you want to create a document packet for
Core Curriculum Addition

OK CANCEL

BRADLEY UNIVERSITY Curriculum & Regulations
Committee Routing System

Printer Friendly Version
Bradley University
Core Curriculum Committee

BRADLEY CORE CURRICULUM COURSE ADDITION

You have created a document packet. To access the document (your blank Core Curriculum Addition form), click on the document

 Document Packet




Document							
ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141773	Core Curriculum Addition	Kelly McConnaughay		Saved	2015-08-10	1753-01-01	2015-08-10 16:23

 **Route**

Click here to send your document forward for approval/action.

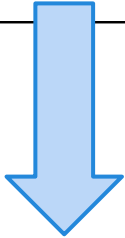


 **Export**

Click here and a zipped copy of the file will be emailed to you@fsmail.bradley.edu.

The form opens up. Enter all information. Hit save.

Document							
ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141773	Core Curriculum Addition	Kelly McConnaughay		Saved	2015-08-10	1753-01-01	2015-08-10 16:23



Printer Friendly Version
Bradley University
Core Curriculum Committee

BRADLEY CORE CURRICULUM COURSE ADDITION

1. Information About the Sponsoring Department or Unit

Sponsoring Unit:

Other units that will be contributing to the course addition:

BCC courses are subject to periodic review. Please provide contact information for the person that will oversee alignment, and will be collecting and storing assessment data.

BUNetID

Name

Tip: Do **not** wait until you have completed your document to save it. **Save frequently** as you work can save you headaches.

Printer Friendly Version
Bradley University
Core Curriculum Committee

BRADLEY CORE CURRICULUM COURSE ADDITION

1. Information About the Sponsoring Department or Unit

Sponsoring Unit:

Other units that will be contributing to the course addition:

BCC courses are subject to periodic review. Please provide contact information for the person that will oversee alignment, and will be collecting and storing assessment data.

BUnetID

Name

The saved document now has a description.

 Document Packet

 Document

ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141342	Core Curriculum Addition	Kelly McConnaughay	BIO BIO 101 Life Sciences 1	Saved	2015-07-10	2016-08-10	2015-08-10 16:43

 **Route**

Click here to send your document forward for approval/action.

 **Export**

Click here and a zipped copy of the file will be emailed to you@fsmail.bradley.edu.



You may enter the document as often as needed **until** complete. Simply save each time you exit. When you are finished, you must submit the document for review. To submit, hit “route”.

 Document Packet

 Document

ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141342	Core Curriculum Addition	Kelly McConnaughay	BIO BIO 101 Life Sciences 1	Saved	2015-07-10	2016-08-10	2015-08-10 16:43

 Route

Click here to send your document forward for approval/action.

 Export

Click here and a zipped copy of the file will be emailed to you@fsmail.bradley.edu.



You will see a message asking for verification that you want to route the document. Click “OK”.



The page at <https://carta.bradley.edu> says:

Are you sure you want to route this document packet?

Cancel

OK



Route

Click here to send your document forward for approval/action.



Export

Click here and a zipped copy of the file will be emailed to you@fsmail.bradley.edu.



ID
141342

us	Submitted	Due	Last Updated
ed	2015-07-10	2016-08-10	2015-08-10 16:43

If the document is not complete, you will be alerted that the routing request was not completed, and prompted to review the document for missing information.

 Document 141342 has NOT been updated. Please check all CURRICULAR ELEMENTS information. All areas must be filled out

 Document Packet

Document							
ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141342	Core Curriculum Addition	Kelly McConnaughay	BIO BIO 101 Life Sciences 1	Saved	2015-07-10	2016-08-10	2015-08-10 16:43

 Route

Click here to send your document forward for approval/action.




 Export


Click here and a zipped copy of the file will be emailed to you@fsmail.bradley.edu.

A successfully submitted document is identified as such in the status bar, and includes a routing list of all approval steps.

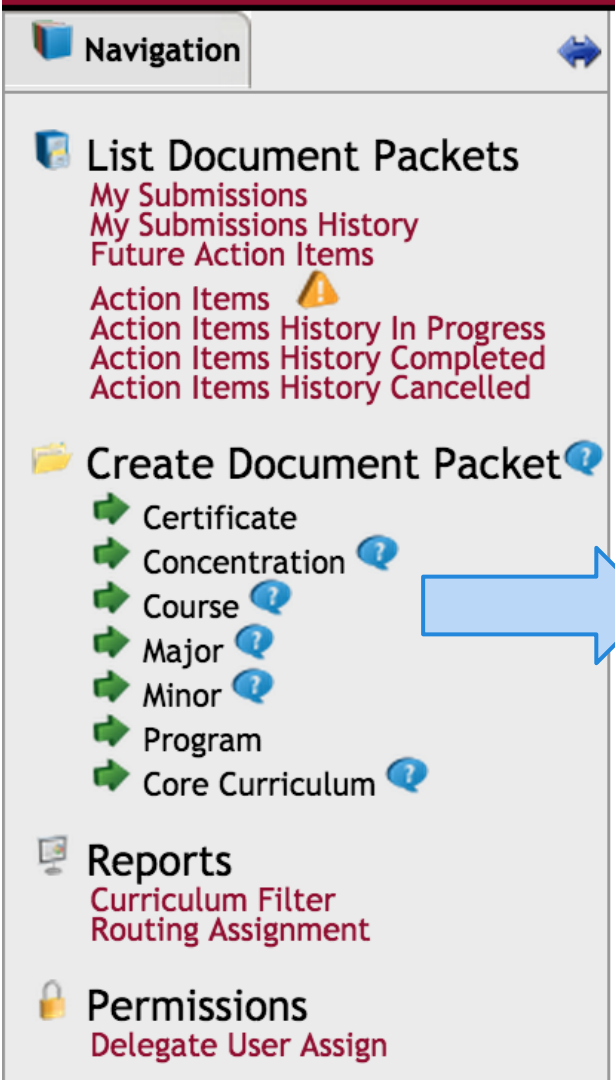
 Document Packet

 Document

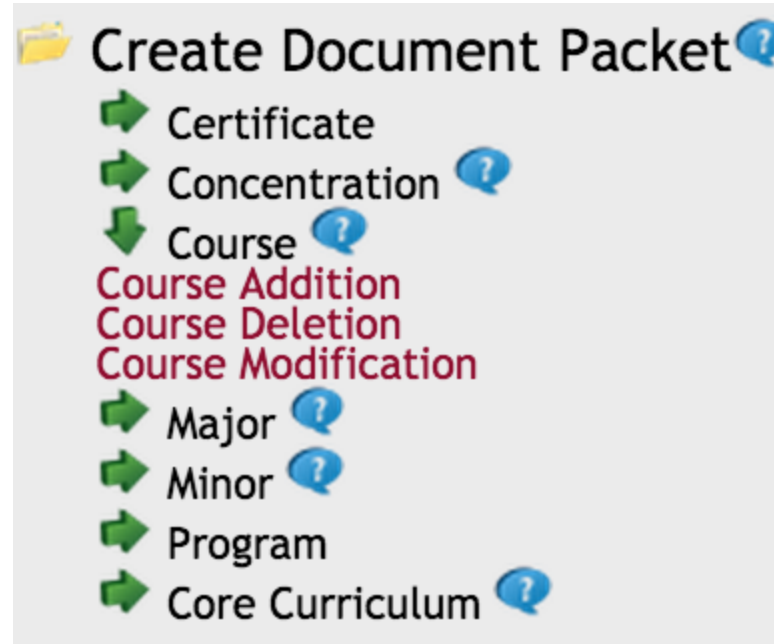
ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141342	Core Curriculum Addition	Kelly McConaughay	BIO BIO 101 Life Sciences 1	Submitted	2015-07-10	2016-08-10	2015-08-10 16:46

 Routing

Sequence	Role	Name	Request	Response	Last Updated
1	Department Chair	Sherri Morris	Approval		2015-08-10 16:46
20	Publications Chair	Andreas Kindler	Approval		2015-08-10 16:46
20	Publications Review	Laura McGowan	FYI		2015-08-10 16:46
50	College Dean	Christopher Jones	Approval		2015-08-10 16:46
50	College Dean Admin Assistant	Patricia Campbell	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Charles West	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Daniel Smith	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	David Zietlow	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Dean Campbell	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Jason Zaborowski	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Jennifer Burge	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Patricia Chrosniak	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Peter Dusenbery	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Timothy Koeltzow	FYI		2015-08-10 16:46



If needed, Course Addition and Course Modification forms are available under the “Course” menu on the main screen.



Those documents will be in separate packets and are completed separately.

Section 3: What Happens After Submission?

You may track the progress of your proposal through the Curriculum & Regulations (C&R) approval process through the routing report screen associated with your proposal.



List Document Packets

- My Submissions
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Create Document Packet

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- Core Curriculum

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- Curriculum Filter
- Routing Assignment

Permissions

- Delegate User Assign

To find your active proposals, click on My Submissions.



My Submissions


Page: 1

[Display All](#)

Select	View	ID	Document	Name	Description	Status	Waiting For Approval By:				
							Seq	Role	Approver	Submit	Due
<input type="checkbox"/>		115548	Core Curriculum Practices	Kelly McConnaughay		Saved	0			2015-08-04	1753-01-01
<input type="checkbox"/>		115500	Core Curriculum Practices	Kelly McConnaughay	BIO BIO 485 Research	Submitted	1	Department Chair	Sherri Morris	2015-07-11	2016-07-17

 **Delete**

Click here to *Delete* the selected document(s).

 **Export**


Click here and a zipped copy of the selected file(s) will be emailed to you@fsmail.bradley.edu.


To view a specific proposal, click on the view icon next to the proposal. You will see the proposal document packet, and its routing status (next slide).













Document							
ID	Document	Name	Description	Status	Submitted	Due	Last Updated
141342	Core Curriculum Addition	Kelly McConnaughay	BIO BIO 101 Life Sciences 1	Submitted	2015-07-10	2016-08-10	2015-08-10 16:46

Routing					
Sequence	Role	Name	Request	Response	Last Updated
1	Department Chair	Sherri Morris	Approval		2015-08-10 16:46
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74	Core Curriculum Committee Member	Daniel Smith	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	David Zietlow	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Dean Campbell	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Jason Zaborowski	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Jennifer Burge	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Patricia Chrosniak	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Peter Dusenbery	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Timothy Koeltzow	FYI		2015-08-10 16:46
74	Core Curriculum Committee Member	Todd Kelly	FYI		2015-08-10 16:46
75	Core Curriculum Committee Chair	Kelly McConnaughay	Approval		2015-08-10 16:46
90	C&R Committee Agenda Prep	Laurie Vincent	Approval		2015-08-10 16:46
100	C&R Committee Chair	Joan Sattler	Approval		2015-08-10 16:46
100	C&R Committee Member	Andreas Kindler	FYI		2015-08-10 16:46
100	C&R Committee Member	Arlyn Rubash	FYI		2015-08-10 16:46
100	C&R Committee Member	Betty Jane Lawrence	FYI		2015-08-10 16:46
100	C&R Committee Member	Christopher Jones	FYI		2015-08-10 16:46
100	C&R Committee Member	Darrell Radson	FYI		2015-08-10 16:46
100	C&R Committee Member	Jeffrey Bakken	FYI		2015-08-10 16:46
100	C&R Committee Member	Jeffrey Huberman	FYI		2015-08-10 16:46
100	C&R Committee Member	Jeries Abou-Hanna	FYI		2015-08-10 16:46
100	C&R Committee Member	Jose Lozano	FYI		2015-08-10 16:46
100	C&R Committee Member	Lex Akers	FYI		2015-08-10 16:46
100	C&R Committee Member	Melissa Peterson	FYI		2015-08-10 16:46

List Document Packets

- My Submissions
- My Submissions History
- Future Action Items
- Action Items 
- Action Items History In Progress
- Action Items History Completed
- Action Items History Cancelled

Create Document Packet 

-  Certificate
-  Concentration 
-  Course 
-  Major 
-  Minor 
-  Program
-  Core Curriculum 

Reports

- Curriculum Filter
- Routing Assignment

Permissions

- Delegate User Assign

You may also search for other Core Course Addition Proposals using the Curriculum Filter function under Reports.



Curriculum Filter

ID:	Status:	Level:	Course:	College:	Department:	Document:	Name:	(Waiting For Approval By) Role:
<input type="text"/>	Cancelled Complete Enroute Saved Submitted	U G B	100 200 300 400 500 600 700	BUS CFA EGT EHS GRD LAS OCP	A S AAS ACJ ART ATG BIO BMA	Certificate Addition Certificate Deletion Certificate Modification Concentration Addition Concentration Deletion Concentration Modification Core Curriculum Addition	(awilliamssmith) (clucas) (delgado) (ecullen) (jgs) (kdmelton) (krandall)	C&R Committee Agenda Prep C&R Committee Chair College C&R Chair College Dean Core Curriculum Committee Chair Core Practices Committee Chair Degree Audit Administrator

Include Affiliated Documents
 Include Additional Description

Select Core Curriculum Addition under the Document menu. You may further refine your search using other menus.

Section 3: What Happens After Submission?

In addition, you will receive a bi-weekly status report until the Core Curriculum Committee (CCC) has recommended approval of your course to the C&R committee.

Ultimate approval is by vote of the University Senate.



Questions?

For FAQs click [here](#), or contact [Kelly McConnaughay](#), Chair of the Core Curriculum Committee, or your college representative.

Membership of the Core Curriculum Committee can be found [here](#).