

A PLEA FROM CPPS:

Please help make our job easier:

1. New forms have been created for New Course, Revised Course, New Program, and Revised Program proposals.
 - These were posted December 2012 to the A2C2 website: <http://www.winona.edu/WSUFA/A2C2/>
 - Please be sure all proposals from your department use these new forms. Delete old forms or instructions.

2. As part of that revision the “required checklist for all curricular proposals” is, in fact, no longer required.
 - Instead, each proposal form includes a signature line for the department’s A2C2 representative to verify that “I have reviewed this proposal and certify that it is complete”.
 - Please take to time to actually read each proposal thoroughly and, in fact, be sure that it is complete.
 - For a New Program or Revised Program proposal, please double-check the math to be sure that the numbers listed for the entire program or groups of requirements within it accurately reflect the courses listed.

3. For each proposal, all of the information which is requested must be provided on the form.
 - It is not OK to attach a syllabus, MnSCU form, accreditation form, webpage, or anything else. If information from such other documents is relevant to your proposal, please extract that information and present it on the proposal form for your specific course or program.
 - On a “revised course” or “revised program” proposal it is not OK to just present the things which have changed – those forms ask for both the old and the new information, even if that information is not changing.
 - It is not OK to just cut-and-paste information from some other document you used for some other agency or university committee. We know you worked hard preparing that information for those other agencies or committees, but these A2C2/CPPS forms need to have specific information presented in a specific way. To paraphrase TV courtroom shows, these proposals need to have “the requested information, all of the requested information, and nothing but the requested information”.

4. Proposals for Revised Courses and Revised Programs ask for information to be presented “in two columns, side-by-side ... for easy comparison.”
 - Please do that, striking out old information and highlighting new information. For example:

Current Course Content	Revised Course Content		Current Program	Revised Program
I. <u>History of Wisconsin</u> a. History of Milwaukee b. History of Madison c. History of Fountain City d. History of Trempealeau e. History of Rice Lake	I. <u>History of Wisconsin</u> a. History of Madison b. History of Trempealeau c. History of Rice Lake	OR	<u>Core Courses (14 SH)</u> BIOL 101 – Arms (4) BIOL 102 – Legs (4) BIOL 103 – Spleens (2) BIOL 104 – Brains (4)	<u>Core Courses (6 SH)</u> BIOL 102 – Legs (4) BIOL 103 – Spleens (2)
II. <u>History of Minnesota</u> a. History of Winona b. History of Lewiston c. History of Wabasha d. History of Rushford	II. <u>History of Minnesota</u> a. History of Winona b. History of Goodview c. History of Homer d. History of Lewiston e. History of Eyota f. History of Wabasha g. History of Rushford		<u>Other Requirements (6 SH)</u> CHEM 102 – Protons (3) CHEM 104 – Electrons (3)	<u>Other Requirements (20 SH)</u> CHEM 101 – Atoms (4) CHEM 102 – Protons (3) CHEM 103 - Neutrons (3) CHEM 104 – Electrons (3) CHEM 106 – Ionic Bonds (4) PHYS 114 – Magnetism (3)
III. <u>History of Idaho</u>	III. <u>History of Idaho</u> a. History of Twin Falls b. History of Pocatello		Electives <u>Select at least 6 SH from:</u> BIOL 105 – Livers (3) BIOL 200 – Nerves (4) BIOL 330 – Fingernails (1) BIOL 335 – Toenails (1) BIOL 499 – Hair (2) MATH 212 – Calculus (4) GEOS 433 – Big Rocks (5)	Electives <u>Select at least 3 SH from:</u> BIOL 105 – Livers (3) BIOL 200 – Nerves (4)
IV. <u>History of Iowa</u> a. History of Ottumwa b. History of Mason City	IV. <u>History of Iowa</u>			MATH 212 – Calculus (4) GEOS 432 – Little Rocks (3) GEOS 433 – Big Rocks (5)
V. <u>History of Kansas</u>	V. <u>History of Kansas</u>			

Thanks.
Ed Thompson