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CLAS Academic Council Members and Meeting Schedule, 2020-2021

College of Liberal Arts and Sciences, University of Maine

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**CLAS ACADEMIC COUNCIL SCHEDULE
2020 - 2021**

**SUBMISSION DEADLINES AND MEETING DATES FOR NEW COURSES AND
CURRICULUM MODIFICATION REQUESTS**

All CLAS AC meetings will take place Tuesdays from 8:00 - 9:00 A.M. via Zoom, unless otherwise noted. All curriculum changes must be reviewed and approved by the CLAS Academic Council.

SUBMISSION DEADLINES FOR ACADEMIC COUNCIL c/o clas@maine.edu	ACADEMIC COUNCIL MEETINGS VIA ZOOM 8:00 - 9:00 AM	SUBMISSION DEADLINE DATES FOR UPCC MEETINGS	UPCC MEETINGS VIA ZOOM 3:00 - 4:30 PM
Tues., Sept. 8th	Tues., Sept. 15th	Fri., Sept. 18th	Wed., Sept. 30
Tues., Oct. 6th	Tues., Oct. 13th	Fri., Oct. 16th	Wed., Oct. 28th
Tues., Nov. 3rd	Tues., Nov. 10th	Fri., Nov. 13th	Mon., Nov. 23rd
Dec. - No Meeting	Dec. - No Meeting	Dec - No Meeting	Dec. - No Meeting
Tues., Jan. 5th	Wed., Jan 13th	Fri., Jan. 15th	Wed., Jan. 27th
Tues., Feb. 2nd	Wed., Feb. 10th	Fri., Feb. 12th	Wed., Feb. 24th
Tues., Mar. 2nd	Wed., Mar. 10th	Fri., Mar. 19th	Wed., Mar. 31st
Tues., Apr. 6th	Wed., Apr. 14th	Fri., Apr. 16th	Wed., Apr. 28th
Tues., May 4th	Wed., May 12th	Fri., May 14th	Wed., May 26th

UPPC Link for Undergraduate Course Proposal Forms: <http://umaine.edu/upcc/forms/>

Graduate School Link for Course proposal for <https://umaine.edu/graduate/facultystaff-resources/>

Click on "course proposals and changes" to open and print the form



College of
**Liberal Arts
and Sciences**

College of Liberal Arts and Sciences
Academic Council Members
AY 2020-2021

Mac Stetzer, PHY	Term expires May, 2021
Mark McLaughlin, HTY	Term expires May, 2021
Alice Bruce, CHY	Term expires May, 2022
Sam Hanes, ANT	Term expires May, 2022
Thane Fremouw, PSY	Term expires May, 2022
Don Beith, PHI	Term expires May, 2023
Bridie McGreavy, CMJ	Term expires May, 2023
Kristin Vekasi, SPIA/POS	Term expires May, 2023
Tim Cole, Dean's Office (Ex Officio)	Ongoing



New Course Proposal

Updated 03.29.21

DEPARTMENT: _____ COLLEGE: _____
 COURSE DESIGNATOR: _____ PROPOSED COURSE #: _____
 COURSE TITLE: _____ EFFECTIVE SEMESTER: _____
 MaineStreet Effective Date (OSR USE ONLY): _____

Requested Action: *Note:* A complete syllabus is required for all new courses, including travel-study courses offered through DLL or Summer Session. Please be sure that all elements required for a syllabus at the University of Maine are present. We recommend you work closely with the syllabus guidelines found at www.umaine.edu/citl.

1. NEW COURSE: *Check all that apply*

New Course	<input type="checkbox"/>	New Course/Gen Ed (Complete Section 2)	<input type="checkbox"/>
Travel Study Course	<input type="checkbox"/>	Experimental	<input type="checkbox"/>
Service-Learning*	<input type="checkbox"/>	Internship	<input type="checkbox"/>

(*Add SL: before the title of course. Refer to documentation on the criteria for Service-Learning at: www.umaine.edu/upcc)

ENDORSEMENTS: *Please print and sign name*

DATE

Leader, Initiating Department/Unit(s)

College(s) Curriculum Committee Chair(s)

Dean(s)

Associate Provost for Academic Affairs and Faculty Development

Jessica Miller

** When determining the number of credit hours for your course please note the Definition of an Undergraduate Student Credit Hour as published in the Undergraduate Catalog:

Definition of an Undergraduate Student Credit Hour: The University of Maine and the University of Maine at Machias acknowledge and adhere to the federal definition of a credit hour with respect to courses offered face-to-face, in hybrid format, and online, as developed in 2010 and published in the *Code of Federal Regulations* (CFR), Title 34, Part 600.02:

[A] credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit [. . .] or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution[,] including laboratory work, internships, practica, studio work, and other academic work leading to the awarding of credit hours. Rev. September 2018

2. PROPOSED CATALOG DESCRIPTION:

Designator:

Number:

Title:

Prerequisites:

Credit Hours:

Does it meet Service-Learning?:

Description:

3. REASON FOR NEW COURSE (please include updated catalog changes when submitting course):

4. Can this course be repeated for credit? Yes ____ No ____ *(If no, please skip the next two questions)*

5. If YES, total number of credits allowed: _____ If YES, total number of completions allowed: _____

6. Can students enroll multiple times in term? * Yes ____ No ____

7. Will this course be delivered using distance technology for over 50% of the class time? *

Yes ____ No ____

(* if you answered yes to either of these questions, please consult with CITL as soon as possible:

<https://umaine.edu/citl/instructional-design-2/>)

8. Will this course be a travel study course?* Yes ____ No ____

(* if you answered yes, please contact the Division of Lifelong Learning as soon as possible for approval:

<https://dll.umaine.edu/>)

9. CURRICULUM EDITS - Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course (**attach an edited copy of the current catalog with proposed changes or memorandum with proposed changes**):

YES, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors. ____

NO, this course will not be added to any lists of requirements, and therefore I have not submitted curriculum changes for it. ____

10. COMPONENTS (type of course/used by Student Records for MaineStreet*):

Please check ONLY ONE box unless the proposed course will have multiple non-graded components

Applied Music		Recitation	
Clinical		Research	
Field Experience		Seminar	
Independent Study		Studio	
Laboratory		Thesis	
Lecture		Travel Study	

(*For information on Course Components Definitions please see: <https://umaine.edu/upcc/forms/>)

11. When will this course typically be offered (please check all that apply):

Fall		Summer	
Spring		Alternating	

THIS SECTION (12 – 14) MUST BE COMPLETED FOR GENERAL EDUCATION APPROVALS:

12. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED (the max. number of gen eds per course is 2):

Quantitative Literacy	
Lab Science	
Application of Scientific Knowledge	
Western Cultural Traditions	
Population & Environment	
Cultural Diversity and International Perspectives	
Artistic & Creative Expressions	
Social Context & Institutions	
Ethics	
Writing Intensive	
Capstone Experience*	

(*A Capstone Experience does **not** count towards the maximum number of 2 gen eds. For more information on General Education descriptions please see: <https://umaine.edu/upcc/forms/>)

13. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed general education category (with examples):

14. Please provide the rationale for assigning a Gen Ed to this course:

15. TEXT(S) PLANNED FOR USE (if more room is needed please attach a separate page):

16. COURSE INSTRUCTOR (include name, position and teaching load):

17. Are additional resources required for this course?:

YES, please list additional resources required and note how they will be funded or supported. _____

NO, the department will not request additional resources for this course, now or in the future, unless the request is accompanied by an explanation of how the increased funding or other support is to be provided. _____

18. For any resources needed for this course that the instructor is seeking to secure from, or access through, Fogler Library, has Fogler's Head of Collection Services affirmed their availability?

YES, Fogler has affirmed that it has the digital and/or print resources needed for this course. _____

NO, Fogler has not affirmed that it has the digital and/or print resources needed for this course (or, has confirmed that it cannot supply them). _____

If you answered NO above, please plan accordingly as you prepare to deliver your course.

19. Will offering this course result in overload salary payments (either through the college or DLL) either to the instructor of this course or to anyone else as a result of rearranging teaching assignments? If yes, please explain:

20. Does the content of this course overlap significantly with other University courses? If so, list the course, explain the overlap, and justify the need for the proposed course.

21. What other department/programs are affected? Have affected departments/programs been consulted? Have any concerns been expressed? Please explain:



Course Elimination Form

DEPARTMENT: _____ COLLEGE: _____

COURSE DESIGNATOR: _____ PROPOSED COURSE #: _____

COURSE TITLE: _____ EFFECTIVE SEMESTER: _____

REASON FOR ELIMINATION *(please be specific, please add additional pages if needed):*

IDENTIFY ANY COURSE FOR WHICH THIS COURSE WAS A PREREQUISITE:

IDENTIFY ANY MAJOR OR MINOR FOR WHICH THIS COURSE FULFILLED A REQUIREMENT:

ENDORSEMENTS *(Please Print and Sign Name)*

DATE

Leader, Initiating Department/Unit(s)

College(s) Curriculum Committee Chair(s)

Dean(s)

Associate Provost for the Division of Lifelong Learning

Monique LaRocque



Course Modification Form

Updated 03.29.21

DEPARTMENT: _____ COLLEGE: _____

COURSE DESIGNATOR: _____ PROPOSED COURSE #: _____

COURSE TITLE: _____ EFFECTIVE SEMESTER: _____

MaineStreet Effective Date (OSR USE ONLY): _____

Requested Action: *Note: A complete syllabus is required for the addition of General Education to an existing course. Please be sure that all elements required for a syllabus at the University of Maine are present. We recommend you work closely with the syllabus guidelines found at www.umaine.edu/citl.*

1. MODIFICATION: *Check all that apply and note that if you are making substantial modifications you may want to consider creating a new course.*

Designator Change		Credit Change	
Cross Listing		Number Change	
Title Change		Description Change	
Prerequisite Change		Course Repeat Change	
Addition of Electronic Learning Component**		Conversion of an existing on-site Course to an online Course**	
Service-Learning* (Please add SL: in front of the Course Title)		Addition of Gen Ed (Please see additional information on www.umaine.edu/upcc)	

*Refer to documentation on the criteria for Service-Learning at: www.umaine.edu/upcc

**Faculty who are converting a course for online delivery, or making substantive changes to an existing course delivered online, are strongly encouraged to work with the Center for Innovation in Teaching and Learning (CITL) on those modifications:

<https://umaine.edu/citl/instructional-design-2/>

ENDORSEMENTS: *Please print and sign name*

DATE

Leader, Initiating Department/Unit(s)

College(s) Curriculum Committee Chair(s)

Dean(s)

Associate Provost for Academic Affairs and Faculty Development

Jessica Miller

2. CURRENT CATALOG DESCRIPTION:

Designator:

Number:

Title:

Prerequisites:

Credit Hours:

Does it meet Service-Learning?:

Description:

3. PROPOSED CATALOG DESCRIPTION:

Designator:

Number:

Title:

Prerequisites:

Credit Hours:

Does it meet Service-Learning?:

Description:

4. If the course designator or course number is being changed, please list any courses for which this course is a prerequisite:

5. REASON FOR COURSE MODIFICATION:

6. INSTRUCTOR: _____

THIS SECTION (7 – 9) MUST BE COMPLETED FOR GENERAL EDUCATION APPROVALS:

7. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED (the max number of gen eds per course is 2):

If a General Education area is already met, please indicate which one(s) in the second column.

	Proposed	Currently Met
Quantitative Literacy		
Lab Science		
Application of Scientific Knowledge		
Western Cultural Tradition		
Population & Environment		
Cultural Diversity and International Perspectives		
Artistic & Creative Expressions		
Social Context & Institutions		
Ethics		
Writing Intensive		
Capstone Experience*		

(*A Capstone Experience does **not** count towards the maximum number of 2 gen eds. For information on General Education descriptions please see: www.umaine.edu/upcc)

8. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed general education category (with examples):

9. Please provide the rationale for assigning a Gen Ed to this course:

10. When will the course typically be offered (please check all that apply):

Fall	<input type="checkbox"/>	Summer	<input type="checkbox"/>
Spring	<input type="checkbox"/>	Alternating	<input type="checkbox"/>

11. If there are changes to the repeatability of the course, please complete this section:

Can this course be repeated for credit? Yes ____ No ____ *(If no, please skip the next two questions)*

If YES, total number of credits allowed: _____ Total number of completions allowed: _____

Can students enroll multiple times in term? Yes No

12. CURRICULUM EDITS - Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course (attach an edited copy of the current catalog with proposed changes or memorandum with proposed changes):

YES, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors. _____

NO, this course will not be added to any lists of requirements, and therefore I have not submitted curriculum changes for it. _____

13. COURSE RESOURCES - For any additional resources needed for this course that the instructor is seeking to secure from, or access through, Fogler Library, has Fogler's Head of Collection Services affirmed their availability?

YES, Fogler has affirmed that it has the digital and/or print resources needed for this course. _____

NO, Fogler has not affirmed that it has the digital and/or print resources needed for this course (or, has confirmed that it cannot supply them). _____

If you answered NO above, please plan accordingly as you prepare to deliver your course.