

Recommendations for optional Memo of Explanation:

The College of Education recognizes that Curriculog provides no space for general explanation of why a course change is being submitted. Unlike the old format that had the old and new elements of the proposed change side by side, Curriculog only provides the new and, if approved, official information. This can cause confusion for the committee and discussion of issues that have already been resolved. The committee recommends submitting officials include a memo or explanation along with the other documentation (syllabus etc.) to alleviate this confusion.

What are the key elements of the course change requested?

What are the circumstances influencing this change or changes?

If the change(s) have an impact on other courses, Programs, or department enrollment management (especially if noted in Curriculog's impact report), how will these impacts be addressed or how have they been addressed in the past?

Example memo:

TO: CoE C&C Committee  
FROM: Submitting Official  
RE: Course # and Name  
Date:

The Department of XYZ is submitting a minor course change to allow COURSE # to be repeated for credit. This is the only course change.

This is a practicum course required for XYZ degree, but opportunities arise for students to complete more than one practical experience and this is perceived to be a benefit to students by department faculty.

The impact report indicates that this course impacts XYZ degree because of its required status. Repeating the course would not affect that requirement.

No other programs are impacted by this change.