

## Online Course Proposal Submission Info, 2019-20

The Whitman College Technology Service (WCTS) and the Curriculum Committee (CC) have been working for several years to institute an online course proposal submission system using a Google form. Beginning this year, the College is implementing the online course request form for all catalog changes, including adding new course proposals, modifying existing courses, modifying major or minor requirements, and deleting courses. While the process for approving changes to the course catalog will remain the same, the new online system will make it easier for faculty to make changes to the existing catalog.

Use this link to request catalog changes: <http://whitman.edu/CourseRequestForm>

Please contact your Divisional CC representatives if there are any questions about the form/the process. There are many required fields in the Google form, so please gather all relevant course information before starting the process. The pdf copies of all forms will be available on [the registrar's page](#) for your reference (not as a means to submit course proposal). Once the online form is submitted, the document will show up in their respective department folder with a prefix (CURRIC) on Google Drive under **Shared with me**. If necessary, the faculty member may edit their files after they submit their proposal.

**Department:** The Department folder will include copies of all course request forms that have been completed by members of that Department. The department chair and the faculty member submitting the proposal will have editing access, and all other members of that Department will have viewing access. Once the Department approves the proposed courses/changes, the Department Chair can let the CC representatives, and the Division chair know which files to move from the Department to the Division folder. The CC representatives/the Division chairs will move these files into their respective Division folder.

**Division:** The Division folder will contain all of the Division's curricular business. Only the CC representatives and the Division Chair will have editing access. However, all division members will have viewing access to their Division's folder. At this point, only the Division Chair or CC representatives can edit the google form in consultation with the respective department chair. After the division meeting, the CC representatives will move the approved proposals into the Curriculum Committee folder. All of the proposed courses in the CC folder will be reviewed at the next CC meeting.

**Curriculum Committee:** All CC members can review these files and can request further changes (if needed) through the divisional CC representatives if not approved by CC.

Finally, the combined proposal from each Division will be presented to the faculty floor for final approval.

**On behalf of the curriculum committee:**

Dalia Biswas, Chair of the Curriculum Committee, Division III  
Pavel Blagov, Associate Professor of Psychology, Division I (Fall 2019)  
Keith Farrington, Professor of Sociology, Division I (Spring 2020)  
John Cotts, Professor of History, Division I  
Tarik Elsewi, Assistant Professor of Film and Media Studies, Division II  
Nathaniel Paust, Associate Professor of Astronomy, Division III (Fall 2019)  
Jim Russo, Associate Professor of BBMB, Division III (Spring 2020)  
Moirra Gresham, Associate Professor of Physics, Gender Studies Committee  
Stacey Guisti, Registrar  
Mike Reese, Curriculum and Registration Analyst  
Barry Balof, Professor of Mathematics and Chair of the Faculty, ex-officio  
Kendra Golden, Associate Dean for Academic Affairs, ex-officio  
Roger Stelk, Head of Collection Management, ex-officio

**Student Representatives:**

Sihan Chen '22  
Phyllis Pawa '22