

Posting Curriculum on the Associate Deans' Udrive and on the Associate Dean's Website
September 24, 2008

Beginning with the spring 2008 curriculum cycle the associate deans will post their college undergraduate and graduate curriculum on the Associate Deans' Udrive ([\\Udrive.csun.edu\assocdeans](http://Udrive.csun.edu/assocdeans)) for initial review by the associate deans. The Udrive is only accessible to the Associate Deans.

After the initial review, the associate deans will post their college curriculum on the Associate Deans' website www.csun.edu/associate.deans/curriculum.proposals. This website is accessible to all members of the campus community. The curriculum will no longer be routinely sent in hard copy to EPC and GSC members. However a signed hard copy of all curriculum proposals will be sent to the Graduate Studies Office and to Undergraduate Studies Office. Any member of the campus community who wishes to read, download or print a curriculum proposal will be able to do so from the website www.csun.edu/associate.deans/curriculum.proposals If they are off-campus they will be asked for their user name and campus password. Their user name is their full campus email address (e.g. joe.smith@csun.edu). Only the Associate Deans' Offices will be able to post or modify curriculum at this website.

Fall 2008 Curriculum Cycle

- June 10 Associate Deans post fall 2008 college curriculum proposals on the Associate Dean's Udrive as usual. This is not the website www.csun.edu/associate.deans/curriculum.proposals
- Sept 3 Associate Deans post their regular fall 2008 college curriculum proposals on the website www.csun.edu/associate.deans/curriculum.proposals and notify EPC and GSC members that the curriculum has been posted. A curriculum memo to EPC and GSC listing the curriculum proposals should also be posted on the website.
- Sept 10 Associate Deans post their fall 2008 Experimental Course proposals on the website www.csun.edu/associate.deans/curriculum.proposals and notify EPC and GSC members that the curriculum has been posted. A curriculum memo to EPC and GSC listing all experimental courses being offered in spring 2009 should also be posted on the website.

Uniform File Names for Posted Curriculum

1. **Use the following proposal types abbreviations:**
 - a. Experimental Topics = EX
 - b. New Program = NP
 - c. Program Modification = PM
 - d. New Course = NC
 - e. Course Modification = CM
2. **For all single courses use the file name format**
Course abbrev_course number_proposal type_mm_dd_yy
Examples: HIST_217_CM_05_02_07
KIN_106_NC_10_13_06
3. **For all program –related proposals use the file name format**
Program_degree_proposal type_mm_dd_yy
Examples: CAS_BA_NP_02_02_07
HSCI_BS_Radiology_PM_04_15_07
4. **For combo courses (e.g. lecture with lab) use the file name format**
Course abbrev_course number&L_proposal type_mm_dd_yy
Examples: ART_438&L_CM_04_09_07
COMP_496F&L_EX_12_03_06

File Structure for Posted Curriculum Files (Udrive)

2008_Fall_EPC_Review

Regular_curriculum

Individual dept names for folders

Memos related to regular curriculum

GE_curriculum

Individual dept names for folders

Memos related to GE curriculum

Experimental_Topics

Individual dept names for folders

Memos related to EX and selected topics curriculum

Certificate_programs

Individual dept names for folders

Memos related to certificate curriculum

2008_Fall_GSC_Review

Regular_curriculum

Individual dept names for folders

Memos related to regular curriculum

Experimental_Topics

Individual dept names for folders

Memos related to EX and selected topics curriculum

Certificate_programs

Individual dept names for folders
Memos related to certificate curriculum

At the end of the spring 2008 semester, combine the GSC and EPC review folders into one folder for the term as follows:

2008_Spring

2008_Spring_EPC_Review (with all subfolders as above)

2008_Spring_GSC_Review (with all subfolders as above)

Rules for Updating the Curriculum Posted on the AD Website

1. No additions, deletions or modifications will be made to the undergraduate curriculum posted on the AD Website without the approval of the EPC chair or designee.
2. No additions, deletions or modifications will be made to the graduate curriculum posted on the AD Website without the approval of GSC chair or designee.
3. If a modification needs to be made in a curriculum proposal from a college, the college will REPLACE the old version with a new version. The new version will have both a new date and a version number in the title of the file. For example, to post an update to BIOL 492J the associate dean would replace CM_BIOL_492J_8_03_07 with CM_BIOL_492J_8_13_07_Ver2 .