Submitting Proposals to the Herb Alpert School of Music FEC

- When a Faculty member or Department Chair wishes to submit a proposal (e.g., programmatic changes, creating a new course, etc.), they create a proposal cover letter document which explains the need and justification for the change and, if needed, a “Present and Proposed” catalog language document, which outlines any changes to the General Catalog text.

- After discussing the curricular proposal with the Department Chair, the Faculty member works with the FEC Coordinator/Director of Student Affairs to discuss the details of the proposal, determining how it will affect departmental/program requirements, any relevant course numbers, etc.

- If making changes that require submission of a CIMS form(s), the Faculty member uses the Course Inventory Management System (CIMS) portal to create a new course proposal or revise an existing course. If necessary, the Faculty member can request help in submitting the form(s) from their Department’s Chair’s Assistant. The CIMS form(s) should be routed to the Department Chair, who will then route them to the FEC Coordinator/Director of Student Affairs for review.

- The Faculty member presents the proposal to the Department for approval.

  **At this stage, the proposal should include a proposal cover letter explaining the proposed changes and any unitary or budgetary impact, “Present and Proposed” catalog language (if there is a change in the Catalog), and any relevant CIMS forms.**

- After departmental approval, the Department Chair writes a cover letter to the FEC Chair explaining the result of the Departmental vote, a summary of any relevant discussion, and any unitary or budgetary impact the proposal might have.

- Any relevant CIMS forms are routed to the FEC Coordinator/Director of Student Affairs

- The proposal is sent to the FEC Coordinator/Director of Student Affairs for review before it is added to the agenda of the next FEC meeting.
  - Significant curricular proposals will be submitted to the Curriculum Subcommittee of the FEC.
  - The Curriculum Subcommittee makes recommendations on proposals and either puts them on the consent calendar of the FEC or recommends that they receive a full review and vote by the FEC.

- The FEC votes on the proposal. If approved, the proposal will be submitted to the Graduate Division (for Graduate proposals) or the Undergraduate Council and Registrar’s Office (for Undergraduate proposals) along with a memo from the FEC Chair explaining the result of the FEC vote and any relevant unitary or budgetary impact. If the proposal isn’t approved, the FEC Coordinator/Director of Student Affairs will return it to the Faculty member/Department with suggested changes.

- The FEC Coordinator/Director of Student Affairs routes CIMS forms for approved courses to the Academic Associate Dean for review.

- Following the Academic Associate Dean’s review, the FEC Coordinator/Director of Student Affairs routes the CIMS form and sends them to the relevant parties, either Graduate Division or Undergraduate Council and the Registrar’s Office.

- The Graduate Division or the Undergraduate Council (depending on the nature of the proposal) will review the proposal and notify the FEC Chair once it has been approved.
Herb Alpert School of Music Proposal Workflow

**Proposals within a single Department in the Herb Alpert School of Music**

- Faculty Member drafts proposal and discusses it with Department Chair
- Department Chair meets with FEC Coordinator/Director of Student Affairs
- Department Chair present proposal to Department Faculty for a Faculty Vote
- Department Approval from the Department/Program’s Chair
- Herb Alpert School of Music FEC Approval (coordinates internal approval with Deans)
- Graduate Division or Undergraduate Council/Registrar’s Office

**Proposals within multiple Departments in the Herb Alpert School of Music**

- Department A reviews proposal (Multi-listed Course approval)
- Department B reviews proposal (Multi-listed Course approval)