

Tips for Receiving a Rapid Review by the Curriculum Committee

When reviewing new course proposals submitted through [Curriculog](#), the Curriculum Committee primarily focuses on six items: (1) catalog description; (2) course cap; (3) credit hours; (4) all-college requirements, if applicable; (5) major/minor requirements, if applicable; and (6) syllabus.

You can expedite CC's review of your requests by making sure of the following:

(1) Your course description follows the Skidmore catalog style (please note: your catalog description does not have to be the same as the course description on your syllabus):

- Begin the description with a sentence fragment (e.g. "An exploration of...").
- Avoid the use of academic jargon or terms that the average undergraduate would not know.

Requesting a Lower Course Cap

Faculty who wish to have a lower course cap than prescribed for the course-level they are teaching should review the “Course Cap Guidance” section in the Curriculum Committee’s Operating Code

(http://www.skidmore.edu/curriculum_committee/documents/CC-OperatingCode1.2.pdf).

This section underscores that the CC allows lower course caps only when there are space, equipment, or safety considerations; course-type considerations (e.g., Scribner Seminars); and specific pedagogical reasons. Although the CC will consider requests for a lower course cap by faculty who plan to use unconventional pedagogical approaches, such petitions must make a compelling case that the lower cap is essential for the instructor to pursue allo4(h74(pm)7(ent)2(,0(da70(og)1v(