

Guidelines for Preparing Proposals for the Box Council

General Procedures:

1. Approval Path: The order for obtaining approval and signatures on course and program proposals is as follows:

1. Program area ([letter of support required](#))
2. Department Head
3. Box Council
4. Dean
5. UCCC
6. Graduate Council (graduate courses/programs only)
7. Chair, Dean's Council

(For modifications to teacher education programs, additional approval must be sought from the Mississippi Department of Education to ensure changes will meet certification requirements.)

2. Representatives: Each department in the College of Education has a representative on the Box Council, including Counseling, Educational Psychology and Special Education; Curriculum and Instruction; Kinesiology; Instructional Systems, Leadership, and Workforce Development; Music. Additional representatives are elected from the School of Human Sciences (with several teacher education programs), and the Meridian Campus. Faculty can consult Box members for support in proposal development.

3. Follow the UCCC Guide and Format: The University Committee on Courses and Curricula has a Guide and Format Document. This document is available at <http://www.committees.msstate.edu/uccc/>. The Guide and Format explains procedures for making proposals, including copies of cover sheets to use with proposals, items to address in the written proposal, and specifics on syllabi development. **The Guide and format was updated Fall 2007. Please follow the new Guide and format. Please note the new requirements to include a letter of support from departmental faculty.**

4. Submitting Proposals: Proposal for consideration by the Box Council should be handled as follows: **an electronic copy** of the proposal should be submitted to the Box Council Chair (Susie Burroughs SBurroughs@colled.msstate.edu) and to the Staff Assistant (Faye Smith fsmith@colled.msstate.edu) no later than 10 working days before the next scheduled Box Council meeting. A list of meeting dates is included at the end of this document. **One hard copy** of the proposal (with appropriate signatures) should be submitted to Ms. Faye Smith in the Dean's office following the same time frame. For the 2007-2008 academic year, the Box Council will meet the third Friday of the month, September-April.

5. Attending Meetings: Faculty presenting proposals are invited to attend the beginning of Box Council meetings on the day their proposals are considered. Faculty

customarily give a brief presentation, summarizing the proposal, and then answer Box Council members' questions about the proposal. Attendance at Box meetings often expedites the approval process.

6. Distribute to UCCC: Our UCCC representatives can serve best if they know about proposals well in advance. We will share copies of proposals with the UCCC representatives before they are reviewed by the Box Council. We also recommend sharing copies of proposals with UCCC members directly when they are submitted to the UCCC – sending the UCCC the appropriate number of copies but also ccing copies to the UCCC representatives with your contact information so that if they have any questions, these can be resolved before the UCCC meetings. For the 2007-2008 academic year, our representatives are Carlen Henington, Charles Palmer, and Jackie Edwards-Henry.

**Box Council
2007-2008 Deadlines and Meeting Dates**

Proposals must be emailed to Box Chair and delivered to Faye Smith by proposal deadline.

Proposal Deadline	Meeting Date
October 5	October 19
November 2	November 16
January 7	January 18
February 1	February 15
March 7	March 28
April 4	April 18

**UCCC
2007-2008 Deadlines and Meeting Dates**

Proposal Deadline	Meeting Date
Sept 28	Oct 19
Oct 26	Nov 16
Nov 30	Dec 19
Jan 4	Jan 18
Jan 25	Feb 15
Feb 29	March 19
March 28	April 18

For All Course Additions and Modifications:

- 1) Box Checklist. Any time you submit a syllabus to the Box Council, you should also include a copy of the Box Checklist. This checklist is available on the J Drive, under Everyone, in a folder labeled Box Checklist. The Checklist is intended to guide faculty as they write new syllabi, and reminds faculty to consider areas important for NCATE accreditation of the entire College of Education. Components of the checklist include field work, the College Framework, technology, and diversity, among others.
- 2) Include College Framework Program Outcomes. When proposing syllabi in any program area, faculty are expected to indicate which College Framework Program Outcomes (CFPOs) are addressed by each course objective. The College Framework includes separate sets of Program Outcomes for Advanced (graduate) and Basic (undergraduate) degrees, and for teaching and non-teaching programs. Faculty should select the proper set of Program Outcomes and link them to each course objective by indicating the number (1-10) in a parenthetical statement after each objective. The CFPOs can be found on the College's NCATE web page, at <http://www.educ.msstate.edu/er.htm#intro>

For Teacher Education Proposals Only

Involvement of Practitioners: NCATE expects colleges of education to involve K-12 practitioners in policy and decision making. To respond to this expectation, faculty making proposals for teacher education programs (both course and program proposals) are expected to involve practitioners. Faculty may also directly involve practitioners in the development of the proposal. Practitioner involvement will strengthen all proposals.

Include INTASC Principles. When proposing syllabi for *teacher education courses ONLY*, faculty are expected to indicate which INTASC principles are addressed by each course objective. The INTASC principles can be found via a link to INTASC on the College's NCATE web page at <http://www.educ.msstate.edu/er.htm#intro>

For Modifications to Program Requirements Other Than Courses and Curricula

Modifications such as admissions standards, graduation requirements, and other program requirements that do not affect courses and curriculum do not need UCCC approval.

Instead, such proposals should proceed through the following steps:

1. Obtain approval from program area and department
2. Obtain department head signature/approval
3. Obtain approval of Undergraduate Education Advisory Committee or Graduate Education Advisory Committee
4. Obtain approval of Dean
5. Obtain approval of Provost
6. In some cases, obtain IHL approval
7. Inform box council of changes with a memo