



University Faculty Senate
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DATE: June 18, 2007

FROM: Dawn G. Blasko, Chair, University Faculty Senate
Christopher J. Falzone, Chair, Senate Committee on Curricular Affairs

TO: Deans, Chancellors, Associate Deans, and Directors of Academic Affairs

RE: **Faculty Senate Requires Use of Electronic System for the Submission of Course Proposals**

Please distribute the following information to all academic department heads and faculty within your college.

Effective academic year 2007-2008, all colleges and campuses will be expected to submit course add, change, and drop proposals through the Course Submission and Consultation System (CSCS). The CSCS is an electronic course proposal submission system developed by the Faculty Senate and Information Technology Services. The system is designed to facilitate the consultation, review, and approval process. The CSCS can be accessed through the ANGEL Course Management System at <https://cms.psu.edu/>.

More than 300 faculty, staff, and administrators University wide participated in training during the 2006-2007 academic year. A User's Manual and a Quick-Start Guide are available within the CSCS. Requests for additional training may be directed to the Senate Office.

The Senate Committee on Curricular Affairs is reviewing the number of print copies needed for proposal submission. Follow-up communication will be sent when changes have been made to the requirement in the *Guide to Curricular Procedures*.

Questions regarding the CSCS may be directed to Sherry F. Walk, University Curriculum Coordinator, Senate Office, 101 Kern Graduate Building, 814-863-0996 or email sfw2@psu.edu.

c: Rodney Erickson
Robert Pangborn
John Romano
Senate Officers