Curriculum Form and Process

FAQ

(Frequently Asked Questions)

**What is the most significant change between the old curriculum protocol and the new?**

*The curriculum change form is different and now requires two main parts – (1) a survey-type section to collect information regarding the type of change and (2) addenda that will detail the change. Also, a time-line is in place to address college/school, University, and outside requirements for notifications and approvals.*

**Are the forms and processes the same for submission to the UC, UGEC and GC?**

*The forms are similar in that each will have a survey portion and an addendum portion. However, the forms are specifically tailored to address the needs of the UC, UGEC or GC. The forms and processes will vary depending on what you wish to accomplish. For example, what is required to add a course to the curriculum is different from what is required to add a new program.*

**As a department chair and/or program coordinator, can I submit my own information to the University council or committee?**

*The new curriculum form is web-based and will require that the designated person within each college/school who sits on the University council or committee (UC, UGEC, GC) enter the requisite information. Your college/school designate will work with department chairs and program coordinators to gather the appropriate information. The college/school designate will ask the chair or coordinator to provide curriculum change information via a worksheet that he/she will use to complete the web-based form.*

**How do I get started?**

*All curriculum changes should start with the appropriate conversation. Course changes and minor tweaking of program requirements should begin with a conversation with the college/school curriculum chair. The development of new programs, program termination, and major revisions to programs should begin with a conversation with the Vice Provost for Institutional Effectiveness. These conversations are intended to provide you with the proper direction as you move to make changes in the curriculum.*

**What are the Worksheets and how are they used?**

*The Worksheets are used internally by the colleges/schools to transmit curriculum change information from the faculty member, department chair, or program coordinator to the person serving on the UC, UGEC, or GC who will input the information into the web-based form. Using the Worksheets ensures that the person completing the actual form has all the information at his/her fingertips and does not have to search for answers to the posed questions.*

**What steps do I follow to develop a new program?**

*The steps to develop a new program are outlined in the “Key Dates for New Program Development”.*

**Is a pro forma required for all new programs?**

*No. A pro forma is only required for new programs that will generate new student headcounts. New programs that merely extend the program offerings for existing student populations will not require a pro forma. For example, a new program in civil engineering will generate a new population of students and will require a pro forma. A new program in a foreign language will not generate new student headcounts and therefore would not require a pro forma.*

**Are signatures required on the documents?**

*Signatures are only required on the pro forma. Before too much time and energy is expended on the development of a plan for a new program that seeks to increase student headcount, limited information and a brief summary will be shared with the Sr. VP for Enrollment Management, the Executive VP for Administration and Finance, and the Provost. They will focus on issues related to viability, marketing, and resources. University support and commitment can be determined during this early stage in the process. These three senior administrators will make comment and sign the pro forma along with the program director and the dean.*

**Where does my college/school curriculum process fit in?**

*Your college/school curriculum chair or program director can best answer this question. Colleges/schools will determine their own procedure for getting course and program changes to the individual who will input the information in the University form. This procedure should follow the initial conversation with the college/school curriculum chair or program director (for course changes and minor program revisions) or the Vice Provost for Institutional Effectiveness (for new programs, program deletions, and major program revisions). The formal plan for curriculum revision would also occur after the pro forma (if one is required).*

**Will this new protocol take longer to complete?**

*Yes. It is more detailed than the previous form. However, it should cut down on the back-and-forth questions and answers and revisions often requested by the college/school curriculum committees and the Office of Institutional Effectiveness. Also, our regional accrediting body has changed their process which will require a longer period of time for their approval.*