Curriculum: from Department to Degree Audit (and everything in between)

Curriculum – Provost’s Office: Shelly Clark
Catalog – Registrar’s Office: Andrea Russo
Degree Audit – Registrar’s Office: Katie Richey

Agenda:

• Overview
• CIM Basics
• Courses
• Programs
• UCC
• Catalog
• Degree Audit
• Questions

CSU Curricular Process — in 2 seconds

Department Propose / Approve
College Approve
UCC/PC Approve
UCC Catalog
Degree Audit
Curriculum Process “Flow”

A faculty member will initiate a curriculum change or new proposal.

- Department Committee
- Affected Departments
- Department Chair
- College Curriculum Committee
- College Associate Dean

The proposal will then follow a path of required approvals in the dynamic CIM workflow.

Curriculum Process “Flow” Cont’d

If a graduate program
- COSMGE
- RO Prep
- UCC Prep
- UCC Chair

Checked for technical accuracy, catalog standards, etc.

Curriculum & Catalog unit reviews and adds to the UCC agenda

Moved to this role after UCC has reviewed and approved

Curriculum Process “Flow” Cont’d

- Faculty Council
- Additional Approvals
- Final Notification Form
- RO Processing
- Systems Implementation
- Updating Catalog

Additional approvals from BOG, CCHE, HLC, etc. as needed for some curriculum proposals

1/6/2017
After logging in to ARIESweb, you have 3 options to access your curriculum under the “General Tools” heading on the top left.

**General Tools**
- ARIES Access Information
- Curriculum Management (CIM) - Courses
- Curriculum Management (CIM) - Programs
  - CIM - Proposals Pending Approval
  - CIM Help Documents

**Option #1: Curriculum Management (CIM) - Courses**
Choose this option to:
- Propose a new course
- Edit/deactivate an existing course
- Check the status of a course in workflow
- Make a comment on a course anywhere/anytime (regardless who the course is assigned to in workflow)

**Option #2: Curriculum Management (CIM) - Programs**
Choose this option to:
- Propose a new program
- Edit/deactivate an existing program
- Check the status of a program in workflow
- Make a comment to a program anywhere/anytime (regardless who the program is assigned to in workflow)
Option #3: CIM- Proposals Pending Approval

Choose this option to:
Review/comment/approve proposals in your CIM queue

NOTE: Once a proposal has been started in the CIM workflow you have to access CIM through this option in order to:
- Edit the proposal
- Approve the proposal
- “Rollback” the proposal to a previous step in the workflow

Dynamic Workflow (aka the course and program approval process)

- Workflow is predetermined and can be viewed prior to submitting a course or program proposal for review.

Dynamic Workflow – continued

If the proposal is in your approval queue you may edit, approve or rollback the proposal. You may also submit a comment with any of those actions.

Role Names i.e. 1776 Chair, LA Curriculum Committee Rep, CIP Code
- Registrar’s Office (RO) CourseLeaf System Support can change person(s) associated with particular role(s) by request.
- RO CourseLeaf System Support can re-route workflow per request.
- Anyone can comment on a proposal at any time.
Dynamic Workflow – cont.

• Does someone who is not in the established workflow need to see this proposal?
  Contact ro_curriculum@colostate.edu and we will re-route the proposal per request.
• Is your proposal stalled at a particular step in the workflow?
  Send your colleague an email to request that they review the proposal and move it forward.

1. Faculty Council approved Policies, Courses, Programs, and Certificates
2. Catalog syncs with student information system (Banner) and utilizes established workflow for approving pages.
Catalog pages released to Authors mid-February.

All catalog pages must be edited and approved by all steps in the workflow by April 15.
- Authors may update Department/College pages
- Authors may update catalog copy on Overview Tab for their academic programs

All catalog pages must be edited and approved by all steps in the workflow by April 15.

February, March, April

Authors may update contact information.
Authors may update website links and add new images.

Courses, Program Requirements and Major Completion Maps can ONLY be updated through the CIM curriculum process

Non-Academic Catalog pages
- Approval workflow
- May have multiple departments edit the page
- Editors are responsible for updating links, contact information and phone numbers
- RO CourseLeaf System Support staff can assist with adding photographs and creating new pages, as needed
MAY

- May 2, 2017 – final Faculty Council Meeting
- May 5, 2017 – final University Curriculum Committee meeting
- May 9, 2017 – final FC Executive Committee meeting

Catalog Editors confirm all new programs and policies are included in 17-18 edition of General Catalog.

Registrar's Office System Support syncs all new courses and changes to existing courses to 17-18 edition of the General Catalog.

June

Registrar's Office (system support) and Provost’s Office Staff (catalog editors) proof Catalog Pages

Confirm curriculum and policies, check URLs, etc

Push Catalog Pages to DONE status

July

- July 1 - Update Faculty directory
- No more edits can be accepted
- Check everything one more time
- July 15 – send draft to vendor (CourseLeaf)

August

PUBLISH!
"The Degree Audit is wrong" AKA: Why are my changes not there?

- Were they approved through the ENTIRE curricular process?
- What effective date?
- Program changes are applied between conferral of previous version and beginning of new term.
- Effective Date: Soonest possible – unless waiting for department.
- Not what you meant?
- We build as the program was approved via UCC minutes (ONLY)

http://curriculum.colostate.edu/

Degree Progress Audit = Graduation Contract

General Requirements
Students are required to complete all curricular requirements in place in the current catalog at the time of graduation, including the All-University Core Curriculum (AUCC) requirements.

Footnotes:
- Not everything can be encoded/enforced via the degree audit

Degree Progress Audit - Limitations

Multiple Concentrations: department ensure at least 12 unique credits
Diploma v. Transcript

Who to contact for what??

- Curricular Guidance / Clarification:
  - Curriculum and Catalog Unit:
    curriculum_catalog@colostate.edu

- CIM & Catalog Forms and System Support:
  - Andrea Russo:
    ro_curriculum@colostate.edu

- Courses/Sections/Scheduling:
  - Classroom Scheduling:
    Roomscheduling@colostate.edu

- Degree Progress Audit Encoding:
  - Brenda Hoffman:
    Brenda.Hoffman@colostate.edu
Thank you

University Curriculum Committee Representatives

The University Curriculum Committee (UCC) is a standing committee of the Faculty Council charged with the responsibility for overall review and control of the curriculum.

College of Agricultural Sciences:
- Brad Goetz

College of Business:
- Paul Mallette

College of Engineering:
- Brad Reisfeld

College of Health & Human Sciences:
- Carole Makela (Chair)

College of Liberal Arts:
- Mike Hogan

Warner College of Natural Resources:
- Sally Bottom

College of Natural Sciences:
- Ed DeLoach

Veterinary Medicine & Biomedical Sciences:
- Howard Ramdall

Graduate Student Representative:
- Kevin Jablonski

Undergraduate Student Representative: Vacant

Vice Provost for Undergraduate Affairs (Ex Officio):
- Kelly Long

Curriculum Process – UCC Prep

UCC approval process

Courses/Programs added to the UCC agenda

- If approved, included in the UCC minutes
- UCC & Faculty Council minutes are the official record of what curriculum has been approved
- Should always match CIM exactly (contact us if you see any discrepancies)
- Published on C&C Unit website & distributed to the Curriculum Listserv list

- If not approved, questions & requests sent back to department for clarification or editing
- this may be informally via UCC Rep or C&C Unit, or formally "rolled back" in CIM
- Course/program included on UCC agenda's "Old Business" until resolved or returned to department for resubmission
Curriculum Process – Additional Approval Steps

Some curriculum proposals require additional review/approval from:

- CSU Committee on Strategic & Financial Planning (CoSFP)
- CSU Board of Governors (BOG)
- Colorado Commission on Higher Education (CCHE)
- Higher Learning Commission (HLC – our regional accreditation body)
- Other outside governing bodies (e.g., Professional Science Masters National Office)

Curriculum Process – Final Notification Form

Certain curriculum proposals require an official “Final Notification Form” be created and distributed by the Provost Curriculum & Catalog Unit to document that all necessary approvals have been made.

Examples of curriculum proposals that require this additional step:

- New degrees, concentrations, specializations, minors, GISPs, UG & GR certificates
- Deactivated programs
- Title changes to programs
- New/exchanged/deactivated subject codes
- New/dropped departments/SAUs or name changes to departments/SAUs

Once the Provost C&C Unit distributes the Final Notification Form:

- The Registrar’s Office can implement system changes & update the appropriate General Catalog
- The Office of Admissions, Graduate School, and CSU Online can update their websites and online application forms to reflect approved curriculum

Curriculum Process – RO Processing

<table>
<thead>
<tr>
<th>System Implementation</th>
<th>Courses</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO updates course information in Banner</td>
<td>- Undergrad program updates processed by RO Degree Audit Unit (Brenda Hoffman and Beth Klaban)</td>
<td></td>
</tr>
<tr>
<td>Departments may contact Academic &amp; Classroom Scheduling to request new courses be added to the next schedule</td>
<td>- Degree Audit is u achieved</td>
<td></td>
</tr>
<tr>
<td>Experimental Courses available to be added to the ASAP after UCC Chair approves</td>
<td>- Course &amp; Graduation Planner is u direct</td>
<td></td>
</tr>
<tr>
<td>Updating Catalog</td>
<td>Courses</td>
<td>Programs</td>
</tr>
<tr>
<td>Courses are synched with Banner for next catalog year</td>
<td>Programs approved fully in UAF are published in next catalog year</td>
<td></td>
</tr>
</tbody>
</table>