

New Curriculum Approval Process – Effective Fall 2017

All proposals will be submitted through the curriculum management software, Curriculum Navigator.

The following additional supporting material must be submitted with all proposals *undergoing full curriculum review*:

- Course planning document for all courses included in proposal
- Minutes from department meeting demonstrating approval
- Documentation of appropriate consultation requests (other departments and/or programs, Library and University Assessment Committee)
- Documentation of consultation responses

A course-planning document is meant to outline a basic structure for the proposed course. Some of the required elements are already part of a new course proposal (i.e. elements required in the standard university course outline). The required planning document requires information to outline how objectives could be met. A course planning document *must* contain the following

- Course title and number
- Course description
- Course Objectives - Student Learning Outcomes
- Required texts and readings
- Outline of course topics, assignments, exams and other relevant material that provides a framework for how the proposed course meets its objectives

Note: The purpose of a planning document is to show the structure of one possible approach for meeting the course objectives. The actual course structure presented in a syllabus will undoubtedly be more detailed and reflect the instructor teaching the course. The planning document is not intended to restrict a department to one framework for meeting the course objectives. Examples of planning documents are available.

The University Curriculum Committee will meet Tuesdays at 3:00 alternating with Faculty Senate Meetings. All committee meetings are open to all faculty, staff and students.

To answer questions, which can avoid delays, the department chair or designee and College Dean are encouraged to attend the University Curriculum Committee meeting when a proposal is being discussed.

Full Curriculum process will be used for:

- New Programs (majors, minors, certificates)
- New Courses
- Program Revisions that include new courses
- Addition of LASC or WI designation to existing course
- Substantive changes to **LASC** or **WI** courses including but not exclusive to changes in description, major content, student learning outcomes, increase or decrease in course credits and a change in course level

Expedited Curriculum process will be used for:

- Program Revisions that do not include new courses
- Revisions to all existing courses (except substantive changes to LASC or WI courses)
- Proposals may be sent for full review if the Curriculum Committee Chair and one member determine that the proposed course revisions are substantive

FULL APPROVAL PROCESS:

1. **Proposing Department** - Fully vet all curricular proposals (major or minor) to include:
 - For course proposals or revisions: Examining course description, course level, prerequisites, course content and student learning outcomes to assure they are consistent with disciplinary standards.
 - For program proposals or revisions: Examining all proposed courses/revisions as above. Examine program content and outcomes to ensure they are consistent with disciplinary standards. Assure that curricular rationale is articulated adequately according to disciplinary standards.
2. **Department Chair**
 - Initiate consultation with affected departments or programs and provide documentation that consultation was requested. (Chair should contact the Registrar's office to assure that appropriate departments/programs are consulted.) It is assumed that once consultation requests are made responses will be provided within two weeks.
 - Consult with Library regarding resources for NEW COURSES AND PROGRAMS and provide documentation of consultation.
 - Assure that electronic forms are complete and include consultations and department minutes demonstrating approval.
3. **College Dean**
 - Assure that all forms are complete and adequate.
 - Assure that proposals have been fully vetted by the proposing department.
 - Provide documentation of consultation request and all submitted responses.

Fully vet all proposals for NEW COURSES AND PROGRAMS with regards to:

- Availability of resources, including teaching personnel, space requirements, and operating budget.
- Availability of financial resources to offer courses or programs.
- Cross-program or departmental implications with regard to staffing (including availability of qualified non-adjunct faculty), course availability, course enrollment.
- Assure enrollment demand for new courses and/or programs.
- Assure enrollment demand for new designations of courses for WI or LASC.
- Assure consistency with university mission and strategic plan.
- Approve any requests for differential tuition and assure that differential tuition is applied to course upon approval.

4. Registrar's Office

- Establish proper consistency in catalog entries, numbering, titles, prerequisite listing.

5a. LASC Committee

Composition:

- Chair selected by Faculty senate for 2-year term.
- One representative from each college, confirmed by senate for 2-year term.
- Duties: Assure that courses proposed for LASC designation adequately meet LASC and MnTC goals and outcomes. Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

5b. Writing Intensive Committee

Composition:

- Chair is University Writing Director.
- One representative from each college, confirmed by senate for 2-year term.
- Duties: Assure that courses proposed for WI designation adequately meet MSUM WI goals and outcomes. Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

5c. Teacher Prep Committee

- Composition: Current Teacher Prep Committee.
- Duties: Vets all programs/courses related to teacher education to assure that proposals meet teacher prep (BOT, CAPE) standards. Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

5d. Graduate Studies

- Composition: Current graduate council.
- Duties: Vets all programs/courses at the graduate level (500 and above) to assure that proposals meet graduate level standards. Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

6. University Curriculum Committee

Composition:

- Chair selected by Faculty Senate for 2-year term.
- Two representatives from each college, confirmed by senate for 2-year term.
- Ex-officio, non-voting: Registrar and Provost or designee.

Duties:

- Ensure that all requisite information is available, including consultation with other units as needed (see above).
- Review of courses including proposed syllabi, checking for quantity and quality in course content.
- Review for clarity in communication of student performance expectations and consistency with other relevant guidelines.
- Review of the academic integrity of the proposal.
- Review/confirm that any course duplication issues have been resolved.
- Review/confirm availability of faculty resources to offer course/program.
- Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

7. Faculty Senate

- Final review for completeness and conformity with university regulations, and consistency with the university's mission and strategic plan.
- Final review for conformity with IFO contract.

8. Meet and Confer

9. Academic Affairs – Registrar’s Office

- Final approval of all proposals submitted for FULL CURRICULUM REVIEW.
 - Assure that all curricula are updated in the catalog, including course revisions in relationship to programs.
 - Assure that all differential tuition is applied to courses for which DT is approved.
 - Prepare and submit MN State paperwork.
 - Communicate to Faculty Association, dean(s) and department(s) when proposals have been approved.
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EXPEDITED APPROVAL PROCESS:

1. Proposing Department - Fully vet all curricular proposals to include:

- For course revisions: Examining course description, course level, prerequisites, course content and student learning outcomes to assure they are consistent with disciplinary standards.
- For program revisions: Examining all proposed revisions to assure they are consistent with disciplinary standards.

2. Department Chair

- Initiate consultation with affected departments or programs.
- Consultation with affected departments/programs is required for changes in course number, pre-requisites, change in credits, change in course level, course discontinuation, or course description. (Chair should contact the Registrar’s office to assure that appropriate departments/programs are consulted.) It is assumed that once consultation requests are made responses will be provided within two weeks.
- Assure that electronic forms are complete and include consultations and department minutes demonstrating approval.

3. College Dean

- Assure that all forms complete and adequate.
- Provide documentation of consultation (including response).
- Assure that proposals have been fully vetted by the proposing department.
- Assure consistency with university mission and strategic plan.

4. Registrar’s Office

- Establish proper consistency in catalog entries, numbering, titles, prerequisite listing.

5. University Curriculum Committee

Committee Chair and one other committee member:

- Ensure that all requisite information is available, including consultation with other units as needed.
- Ensure that course revisions (number, pre-requisite, credits, level, description, major content, student learning outcomes) do not substantively alter the course and relegate back for new course proposal if necessary.
- Chair and one other member determine whether the proposal needs full review by committee, relegation to department, or can move forward to the senate.

6. Faculty Senate

- Final review for completeness and conformity with university regulations, and consistency with the university's mission and strategic plan.
- Final review for conformity with IFO contract.

7. **Meet and Confer**

8. **Academic Affairs – Registrar's Office**

- Assure that all curricula are updated in the catalog, including course revisions in relationship to programs.
- Prepare and submit necessary MN State paperwork.
- Communicate to FA, deans and departments when proposals have been approved.