SUMMARY of Revisions made to Curriculum Review Process Handbook

The UCC committee met on October 28, 2015 to review and discuss possible improvements to the Curriculum Handbook. Much discussion centered on the timeline for submission of the curriculum forms/documents to various entities involved in the curriculum process. Additionally, the Form A document, a summary of all changes, which includes any budgetary implications, was not being filled out by many departments. Also, as Fall 2015 was the first year of our one-year cycle, with two new degrees being proposed, there was much confusion regarding the deadlines for a variety of approvals. Thus, much discussion occurred to try and make the process more clear.

The proposed revisions are highlighted in the Curriculum Handbook and summarized page by page below. The changes for the general procedures as well as procedures all covered by UCC are listed first followed by the specific changes for the graduate programs and courses.

Changes to General procedures in handbook:

1. **Page 3** – General Curriculum Review Process Diagram: The primary revision in this diagram was to add the relevant month (s) that the process would occur over the calendar year.
2. **Pages 12-14** - Curriculum Timetable/Deadlines for 3 curriculum cycles. The tables clearly define the dates and responsibilities of what needs to be done through the curriculum cycles. The information is listed for 3 catalogs: 2016-17, 2017-18, 2018-19.
3. **Page 15** – Revision of the schematic of the annual curriculum update. This revised diagram includes the new dates.
4. **Page 20 -** Top of the page under Undergraduate Degree Programs. Have included the new BAS degree information. "The BAS degree is a degree completion program, hence students are required to transfer in a completed AAS degree from an accredited institution and complete a minimum of 60 semester credit hours. Required coursework includes 21-3- hours of major coursework, 23-24 hours of LAC coursework, 6 hours of professional communication coursework and the remaining number of the required 60 semester credit hours from elective courses."
5. **Page 20** - Bottom of page, have included procedures when offering a new degree. "**NEW DEGREES:** All program proposals that include the creation of a new degree must be accompanied by a statement of degree requirements similar to the catalog statement summarizing requirement of existing degrees. This statement must be approved at each step of the process."
6. **Page 21** - Added information regarding "30 hours for the BAS" is needed under standard programs.
7. **Page 22** - Inserted line in chart for STANDARD PROGRAM for BAS degree to say maximum hours required is 30 hours.

Changes to GCCC procedure

The Graduate College Curriculum Committee voted on October 14, 2015 that the graduate curriculum process should be changed to allow for curriculum changes that are merely editorial in nature to be designated "editorial" proposals, as is currently done in the undergraduate curriculum process.

To incorporate this change into the curriculum process the following changes were made to the curriculum review process information handbook

1) At bottom of page 4, under "Other Definitions and Notes," first sentence changes to "For undergraduate **and graduate** proposals, substantive proposals are fully reviewed by all curriculum review bodies, while editorial proposals are eligible for a more truncated review process."

2) On page 5 the following paragraph is deleted: "In order to assure consistency of standards within the Graduate College, ALL changes to graduate courses (5000 or above)or programs must be approved by the Graduate College Curriculum Committee (GCCC and the Graduate Council."

3) On page 9, the following is added to the GCCC duties as number 2 (mirrors UCC duties #2): "places all proposals that are primarily editorial in nature on a consent agenda, which may be approved by the GCCC en bloc and without discussion, provided that all items on the consent agenda have been made public on the GCCC's web site for a period of at least two weeks before approval. At the request of any GCCC member, academic department, or consultative body, proposals shall be removed, without second and without discussion, and placed on the normal GCCC agenda for full review."