UCC Tips for Curriculum Review

Role of CAPCs and UCC

- Curriculum proposals go through several levels of review because we need various perspectives of review to ensure rigorous and robust programs and courses.
- Reminder: Only CAPC Chairs will make formal comments and edits in Curriculog on behalf of the committee.

Specific Curriculum Items to Consider During Review

NEW COURSE (C Form) PROPOSALS

- **Rationale** – ensure rationale/purpose is understandable to everyone reviewing the proposal, including those from another department and/or college.
- **Course Descriptions** – ensure descriptions are following standard catalog conventions (see guide under resources).
- **SLOs** – Ensure outcomes are measurable, reference Bloom's Taxonomy verbs. If SLOs are tied to accreditation, add a notation informing reviewers. Proposers can consult with Melissa Simnitt for assistance in developing SLOs.
- **Tentative Schedule** – ensure schedule includes week 16 with final exam or what will be done in lieu of final. If course is taught in a format other than a 16-week, include a statement informing reviewers and provide the appropriate tentative schedule.
- **Readings & Course Materials** – ensure required readings are identified (may alternatively be listed in the tentative schedule). If there is no textbook, provide list of the readings (e.g., journal articles, book chapters, etc.).
- **Assignments & Grading Scheme** – ensure assignments and grading scheme fields are aligned.
    - **Assignments** – typically a list with short description of all course assignments and requirements (e.g., attendance, participation, quizzes, exams, reflection papers, group assignments, etc.)
    - **Grading scheme** – listing of assignments with corresponding points or percentages. If points do not equal 100 or 1000, ensure that a table outlining what constitutes an A, B, C, D, F grade is present. For example, if the course has 350 points, what are the point ranges for A, B, C, D, F grades?
- **Writing Requirement** – ensure writing requirement field lists which assignment(s) are being used to meet the requirement with specific word counts.
- **Relevant Files Uploaded** –
    - Marked-up **program** catalog copy, if applicable
    - Department acknowledgment memos, if applicable

COURSE CHANGE (C-2 Form) PROPOSALS

- **Course Descriptions** – ensure descriptions are following standard catalog conventions. If not, the course description will need to be updated as well, even if the course description is not the primary reason for C-2. If course descriptions are related to accreditation, add a notation to either the rationale or in the comments informing reviewers.

- **Relevant Files Uploaded** –
    - Marked-up **program** catalog copy, if applicable
    - Department acknowledgment memos, if applicable
    - Revised syllabus, if applicable (eg. **:** unit change, SLOs, addition/removal of course component (e.g., service learning or required lab)

PROGRAM CHANGE (P-2 Form) PROPOSALS

- **Relevant Files Uploaded** –
    - Marked-up program catalog copy
    - Summary of Purpose: ensure rationale/purpose is understandable to everyone reviewing the proposal, including those from another department and/or college
    - Department acknowledgment memos, if applicable.
    - Road maps if applicable

NEW PROGRAM (P Form, Subprogram Form, or New Minor Form) PROPOSALS

- **Catalog Descriptions for New Programs –** the field should include the full catalog information as it will appear in the catalog including description, courses, special conditions, unit count, etc.
- **PSLOs** – Ensure outcomes are measurable, reference Bloom's Taxonomy verbs. If PSLOs are tied to accreditation, add a notation informing reviewers. Proposers can consult with Melissa Simnitt for assistance in developing PSLOs.

- **Subprograms: Options, Tracks, Concentrations –** if *major* changes are being made to courses of one Option/Track/Concentration, it might be necessary to see all the Options/Tracks/Concentrations in the degree program to ensure that at least 50% of major remain shared by all.
- **New Minors –** ensure there is a budget sheet even when there seems to have no fiscal impact. BLP needs to see projected enrollments, etc. Pay attention to hidden prerequisites.

ADDITIONAL CONSIDERATIONS

- **Acknowledgement Memo –** if proposer has contacted a department but hasn't received a response, make sure a copy of the email is uploaded. Email acknowledgement is acceptable! Acknowledgement Memos are not meant to hold up curriculum, so if this is all CAPC is waiting for, upload request from proposer then, go ahead and approve and send to next step. Academic Programs can upload for the proposer once they come in.
- **Impact Report –** sometimes the C or P form you are reviewing overlaps with another course or program, and this does not come up in an impact report. Try to be mindful of where there could be overlaps including other colleges. For example, a C-form for MDIA 366 Mobile Media Cultures included an acknowledgement memo from Art, Media, & Design (AMD) Dept., but CHABSS CAPC requested one from Computer Science and Information System (CSIS) Dept. as well.
- **SLOs/PSLOs** – Ensure outcomes are measurable, reference Bloom's Taxonomy verbs. If SLOs are tied to accreditation, add a notation informing reviewers. Proposers can consult with Melissa Simnitt for assistance in developing SLOs.

RESOURCES

- Course Classification System
- Guide for Writing Course Descriptions
- Guidelines for Writing Requirement for C forms
- How to submit changes to multiple courses (BULK CHANGES)
- Curriculum Implementation Timeline
- Learning Outcomes resources
- **Contacts for support:**
    - **Domenica Pearl** – assistance with hidden pre-reqs, advising concerns, course order, etc.
    - **Kasey Palmer** – ERGs and PeopleSoft perspective
    - **Melissa Simnitt –** assistance with developing SLOs
    - **Rebecca Romine** – Course classification, cross-listing, Curriculog technical support, proposals being withdrawn, change to proposal ownership, proposal help, etc.
    - **Gayle Feallock** – catalog and program proposals