CHICAGO STATE UNIVERSITY

Curriculum Action Handbook

Revised Fall 2023

General Guidance

Please address, in the most complete terms, the following considerations for course and program curriculum actions:

- whom the course/program change will affect, including students in other programs
- intended outcomes of the course/program change, for example, time to degree completion, reduction/increase in program electives, new learning outcomes and skills, budget implications, and impact on career readiness

Please keep in mind that course/program changes may have consequences for students and faculty across the university. It is expected that you will confer with colleagues in other programs and colleges in order to provide a thorough explanation of any such impact.

Recommendations to minimize delay:

- Hybrid/online course proposals need to be accompanied by complete course shells in the Learning Management System (LMS) (*Note: Moodle is the LMS at CSU as of Fall 23*).
- Include updated advising forms for all program changes
- New programs require Illinois Board of Higher Education (IBHE) approval after the internal CSU process; all IBHE requirements for new programs should be included at the beginning of the internal curriculum action process
- Follow course capacity guidelines (below)

COURSE TYPE	EXPECTED CLASS CAP
UNDERGRADUATE COURSES/SURVEYS	30
CROSS-LISTED UNDERGRADUATE/GRADUATE	20/15 (35 total)
GRADUATE	20
PHARMACY	90
ONLINE	30

CHICAGO STATE UNIVERSITY

DEADLINES FOR CHANGES TO TAKE EFFECT THE FOLLOWING FALL SEMESTER

Updated Deadlines for both <u>Undergraduate</u> and <u>Graduate</u> Curriculum Actions: the originating college dean's signature must be obtained by:

- Program change: 1st Friday of Spring Semester
- Course change/addition: 2nd Friday of February
- Course deletions: 2nd Friday of March
- Course number changes only: 2nd Friday of April

CURRICULUM WORKFLOW

When a curriculum is going through department, college, and university approvals, the following steps occur. Please note the current associated signers for each step, as you will need to list them in AdobeSign. The university-level signers are listed below for your convenience.

1. Department Curriculum Committee Chair
2. Department Chair
3. College Curriculum Committee Chair
   a. Teacher Education Advisory Council (TEAC) *for CAS Education Option Programs*
4. College Dean
5. Associate Provost   Jeremy Hughes   jhughe23@csu.edu
6. General Education Committee   Jim Hendricks   jhendric@csu.edu
7. Graduate Council   Devi Potluri   vpotluri@csu.edu
8. Assoc. Provost Grad & Prof Studies   Devi Potluri   vpotluri@csu.edu
9. Univ.Curriculum Coordinating Committee   Nancy Grim   ngrim@csu.edu
10. Distance Education Committee   June Price-Shingles   jprice24@csu.edu
11. Provost   Leslie Roundtree   lroundtr@csu.edu

CURRICULUM WORKFLOW AND RESPONSIBILITIES

Faculty:

a) Faculty propose course/program changes. These should be discussed in a departmental faculty meeting and/or college curriculum committee meeting
b) Once the department approves the proposal, faculty submit it to the department chair on the tinyurl.com/CSU-Course, tinyurl.com/CSU-Program
c) Attach updated advising forms and a sample degree plan if a program change
d) If it is course change to online or hybrid, faculty should consult CTRE and develop the appropriate course shell in LMS (i.e.- Moodle) so it is ready for evaluation by the Distance Education Committee (DEC)

Department Chair Responsibilities:

a) Initiate curriculum action in Adobe Echo Sign, making sure to designate all appropriate committees in the workflow
b) Review the proposal in a broader context of the program needs
c) Check to see if the mode of delivery does not go over 50% online for the program
d) Check to see if curriculum action brings program over 25% of Higher Learning Commission (HLC)-defined "substantive changes"
e) Make sure all the justifications are properly addressed [budgets, capacity for each class, reasons for change, etc.]
f) Ensure that the catalog language is properly written.
g) Make sure that a proper syllabus, advising sheets, and assessment are attached with any new course/program proposal. These should include at minimum a course schedule, and the number and types of student assessments.
h) If it is course change to online or hybrid, ensure that the appropriate course shell in LMS (i.e.- Moodle) is ready and has been shared with Distance Education Committee (DEC) members
i) In the executive summary question: Analyze alignment of curriculum changes with CSU strategic plan. Specifically, discuss projected impact on enrollment, retention, graduation and career success.

College Curriculum Committee:

a) Review the proposal in the context of the College for potential impact on any other programs in the college.
b) Make sure that all the justifications are properly addressed [budgets, capacity for each class, additional resources needed, reasons for change, etc.]
c) Ensure that the forms are completed accurately in agreement with the Curriculum Handbook (no blanks or errors)
d) Make sure tenured/tenure track faculty are available to teach the courses/programs if the courses are for majors.
e) Make sure syllabi, advising sheets, and assessment instruments are attached if the proposals involve new courses/programs.
f) If new courses are added, encourage deletion of other courses.

College Dean:

a. Review the proposal in the context of the College direction and needs
b. For Program Changes: the Dean should attach a statement addressing budgets and capacity. This statement should also include an analysis of the alignment of curriculum changes with CSU strategic plan. Specifically, discuss projected impact on enrollment, retention, graduation and career success.
   - Ensure that Program Changes are accompanied by associated course changes (Forms 1 & 2)
   - If shifting Program to online, ensure that associated syllabi and LMS course shells have been built and submitted for review
c. If the cap is less than the recommended (see table), justification for smaller caps must be included.
d. Make sure that 50% online instruction limits are addressed.
e. If new courses are intended to replace other courses; ensure that the replaced courses are deleted.

Academic Affairs:

a. Evaluate alignment of program changes with strategic plans
b. Ensure that program changes are accompanied by appropriate course changes
c. Provide advice for strengthening proposal before moving forward

Graduate Council (if graduate-level coursework):

a. Assess the proposed changes in course syllabi/programs for graduate level
b. Assess the effect of proposed changes on other graduate programs
c. If 4000/5000 level courses are proposed, review the assessment instruments to make sure Graduate level assessments are included.
d. Provide advice for strengthening proposals before submission to the Provost

UCCC (University Curriculum Coordinating Committee)

a. Assess the effect of changes on other programs/colleges
b. Monitor and mediate curriculum conflicts that arise between programs due to course changes/additions/deletions
c. Provide advice for strengthening proposals before submission to the Provost
d. Anticipate likely concerns regarding alignment of curriculum changes with university strategic goals of enrollment, retention, graduation and career success

Forms and Process

A new simplified document approval process, known as Curriculog, is currently being implemented and is expected to be have a soft-launch in Spring 2024, and live in Fall 2024. For now, all Curriculum Actions should be processed through AdobeSign.

In Fall 2021, the curriculum action process moved to [Adobe Echo Sign](#) to provide a more streamlined and transparent process. Use the links located on the Curriculum Action webpage https://www.csu.edu/provost/curriculum.htm. *IMPORTANT NOTE: Adobe Echo Sign times out after 30 minutes of inactivity. You are strongly encouraged to complete the responses and documents needed for the form in advance, and then cut and paste from your Word document.*

NOTE: It is the responsibility of the department chairperson to monitor the progress of the proposal inside Adobe Echo Sign to ensure it moves through the approval process efficiently. Most committees meet monthly and need to receive the documents in Adobe Echo Sign at least one week before they meet.

1. Propose a new course
Use the Curriculum Action for Course Changes available here:
tinyurl.com/CSU-Course

Course proposals that involve two or more departments (*e.g,* cross-listed courses) should be developed in tandem and submitted at the same time. Courses that are cross-listed between colleges will need approval from both college curriculum committees and their respective deans.

Review the **curriculum workflow** for guidance on which committees will need to review and approve your proposal.

If you have any questions about how to complete the form, please seek guidance from your College Curriculum Chairperson or from a member of UCCC.

If the course is to be a required course or entails a change to a degree program's requirements, a separate proposal to change program requirements should also be submitted at the same time.

<u>New Course scheduling number</u>

Once the department has approved the course, the chairperson or designee must obtain a course number assigned by the Office of Course Scheduling. Use the new course number on all forms. Curriculum actions that use XXXX as placeholders will be returned to the originating program.

1. **Modify or Remove an Existing Course**
   Proposals to modify or remove an existing course generally follow the same path as proposals to add a new course; however, all modifications to required courses need to provide a complete explanation of the impact on enrollment, graduation, teaching costs, and other departments. Changes to prerequisites and co-requisites for a course should occur after careful consideration of the impact on other departments. Consultation with all affected departments must take place before the proposal reaches the college-level curriculum committee, as the UCCC will inquire on these questions.

2. **PROGRAM CHANGES: Change Existing Academic Degree Programs or Options** Changes to existing degree programs or option requirements begin with departmental approval and then go on for approval by the college curriculum committee(s) and the dean. **Program changes should be submitted with this form:** <u>tinyurl.com/CSU-Program</u>

<u>Impact on other programs</u>

If the new requirements will affect other departments, it is important to consult with the other departments before the proposal is presented to the college curriculum committee. For these types of program changes and for all new or revised program requirements, approval from the University Curriculum Coordinating Committee (UCCC) is required.

<u>Updated degree planning/program advising sheet</u>

As part of the University's initiatives around student success, it is required to include the sequence of suggested courses suggested for degrees and certificates, as well as for all degree options. An advising sheet listing all degree requirements and showing the % online value must be attached for all programs.

<u>Additional guidance</u>

Please complete all sections of the form, including the statement of the goals of the change, evidence of need for the change, impact on other colleges or departments, budgetary implications, and the effective date for the change. The question about impact on other colleges or departments is particularly important. The earliest effective date of change will be the following academic year. Depending on the timing

of the curriculum action proposal, the change could take effect later than the following academic year.

3. Signaling Substantive Program Change

A change of 25% or more to the content of a program, either in a single change or as the sum total of aggregate changes, since the most recent accreditation review must be indicated, as additional approval from the Higher Learning Commission (HLC) may be needed.

HLC examples of substantive program changes: "Program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences. This would include changes in the general education courses required for program completion and not merely the courses within the discipline, program or major. A change in the method of delivery. The development of customized pathways or abbreviated or modified courses or programs to accommodate a student's existing knowledge (such as from employment or military service) and to close competency gaps between demonstrated prior knowledge and the full requirements of a particular course or program." https://www.hlcommission.org/Accreditation/screening-form- for-changes-to-existing-academic-programs.html

4. How to Add a Certificate

If the department is interested in developing a certificate at the pre-baccalaureate, post-baccalaureate, or graduate level, please consult with the Office of the Provost jhughe23@csu.edu Depending upon the nature of the proposed certificate, it may require IBHE and/or HLC approval. All certificates, in order to be eligible for financial aid, must also submit "gainful employment statement' that needs to be sent to the Department of Education. Financial aid is available to only those certificates that are approved by the Department of Education (Federal).

5.   How to Develop a New Degree Program Request

A new program request is a significant undertaking, requiring the approval of the University Board of Trustees before it can be submitted to the IBHE for preliminary review and IBHE Board approval. If the proposal is approved by the IBHE, it will require additional review and approval by federal and/or external professional accreditation agencies. When a department is undertaking a new program request, the Office of the Provost jhughe23@csu.edu should be notified early in the process. The Office of the Provost will provide guidance to ensure that IBHE guidelines are successfully addressed.

A new program proposal should align with the strategic priorities of the department, college, and university, and should clearly advance enrollment, retention, and graduation goals.
Comprehensive market research needs to be planned, and included in the proposal.

Preliminary research should include questions such as student interest, employer demand, alignment with future industry needs and workforce skills, program costs, internship and career opportunities, as well as market competition and modality of offerings. Potential impact on other programs and colleges should be identified and explained in detail. In addition to the internal curriculum action program change form, new program requests should include a line- item budget and complete the IBHE New Degree Program Application, which should be attached to the CSU program change form.

Streamlined Process for Course Number/Name Changes To

submit: https://tinyurl.com/csu-namenumber

For changes that do not involve content, modality, or a change in level (e.g. switching a 1000-level course to 2000-level), follow the new expedited process with a streamlined form. Please note: catalog language must be updated to prevent students from receiving double credit by registering for a re-numbered course after taking the same course under its previous number.

Workflow for Course Name/Number Changes:

- Faculty initiates change using the course name/number change form
- Chair submits curriculum action in Adobe Echo Sign
- College Curriculum Committee reviews
- Dean reviews
- Registrar receives final approved action