SUGGESTED LANGUAGE FOR NEW
CURRICULUM ROUTING FORMS
CHICAGO STATE UNIVERISTY

The following guidance and sample language has been developed for the new curriculum routing forms to be used as a reference until more complete instructions are developed. Please contact your curriculum committee chairperson for more up to date information when it becomes available.

Form 1:

Additional signature lines have been added to accommodate a second college curriculum committee (CCC) chairpersons' signature and a second Dean's signature where a course or program change involves another discipline in another college. At line 3, all programs involving modifications to Secondary Education programs should include a signature from the Chair of the Committee on Teacher Education (CTE). Additionally, all Endorsement and Certificate programs should include a signature from the Licensure Officer, Dr. Barbara Belise on line 3 *after* the relevant Dean has signed off on the action.

Form 2:

Complete all requested information by entering typed language for the course, department, chair, etc. while retaining the basic formatting of the original document to the greatest extent possible. Under the section titled, "Course Characteristics," please complete each item and do not exceed 20 characters (including spaces) at line 3. For lines 5-6, please "cut and paste" the old and new catalog copy following the approved template for your college (if any). The language in this section must be written as you wish it to appear in the catalog. While extreme brevity is no longer required since the catalog is electronic, clarity and conciseness is still preferred. For lines 7-10, please write a short narrative consisting of a few sentences that provides your response to the requested information. Attach additional documentation to support your request as needed.

Form 3:

Follow the instructions for Form 1 above and include the requested information about the degree, major, and specialization. Where a minor degree is involved, please utilize the "specialization" line to indicate a minor degree. The originating department should work to ensure that the original hard copy of the proposed action has each of the required signatures included at each step of the curriculum modification process. For more information, please consult your curriculum committee chairperson for additional information on which signature requirements are needed for your specific proposal.

Form 4:

Complete all requested information by entering typed language for the course, department, chair, etc. while retaining the basic formatting of the original document to the greatest extent possible. For the response under the section titled, "Percentage of Online Instruction," please select the range that most closely matches the expected percentage of online coursework you anticipate offering on a regular basis every academic year. Under the section titled, "Existing Program," please "cut and paste" the exact catalogue language from the last approved program change at line 1. If the current program change request involves a new program, enter the phrase: "not applicable."

Under the section titled, "Proposed Changes," please "cut and paste" language stating the requirements for any new program as you wish these to appear in the catalog. For modifications to existing programs, please "cut and paste" the revised language using **bold** to identify additions; ~~strikethrough~~ to represent deletions and/or colored fonts to indicate any significant changes to aid the reader at line 2a. At line 2b, please supply a brief narrative summarizing the changes requested. For example, if the department wishes to delete the COUG 1000 and add COUG 2000 to the list of degree requirements for the fictitious "Cougar Studies" program, the language needed would be as follows:

> We wish to delete COUG 1000 and add COUG 2000 with no change to the number of required hours for the program.

For line 3, a rationale for the proposed change or modification should be explained. This should include reasons for the proposed additions, deletions, or changes. For example,

> The Cougar Studies program wishes to increase the number of 2000-level courses offered to improve the likelihood of certification and licensure of the program in the future and to comply with existing Cougar Studies accreditation requirements (see attached).

For line 4, a comparison of degree requirements with comparable peer institutions should be presented in narrative format focusing on the number of required credit hours to complete the respective degree. This section should be completed where the program change or modification that is requested alters the existing requirement by at least 3 credit hours (increase or decrease) from the existing requirements and for all new program requests. For example,

> The Cougar Studies degree at CSU currently includes 54 hours of programmatic requirements plus 39 hours of General Education requirements. This compares favorably with three local universities in the Chicago area where similar degree programs target FTFTF for increased retention and degree completion efforts. Since the Cougar Studies program is unique to our institution, comparable data was chosen from among similar programs selected by the department though they may not have identical program requirements.

Institution	Name of Program	GenEd hrs	Progrm hrs	Electives	Total hrs
CSU	Cougar Studies	39	54	27	120
Loyola	Rambler Studies	45	57	18	120
UIC	Flame Studies	42	45	33	120
GSU	Jaguar Studies	39	61	20	120

> As shown above, the comparison illustrates how several degree programs offered at local institutions have similar credit hour requirements when compared to the "Cougar Studies" program at CSU. It also illustrates that the number of required hours for the Cougar Studies program is competitive with comparable degree programs at similarly situated institutions targeting the same population of first-time full-time freshman (FTFTF).

For line 5, please insert a brief narrative explaining any significant budget or staffing implications relevant to the request. Since the budget and staffing requirements for program changes are likely to be more substantial than for course change requests, please be specific in your response. These considerations should include any increase/decrease in CUE's for teaching faculty as a result of the proposed action (if any), the need for additional faculty and/or staff needed to carry out the proposed request, any additional competencies needed. For example,

> We anticipate that adding the Cougar Studies 2000 course to the list of degree requirements will not significantly alter the teaching and staffing needs of the program. We have sufficient funding and staff to accommodate the current request.

or

> At this time, we do not anticipate hiring additional faculty or staff for this request. However, this assumption is based on the current enrollment of 35-40 students in our program. As the program expands to approximately 60-80 students within one to two years, we may need to hire an additional part-time faculty member. We anticipate additional tuition revenue will be generated by the higher enrollment and that this will provide a significant justification for additional hiring.

For line 6, the "Assurance of Academic Integrity" item concerns the academic integrity of the program, its course offerings and distribution requirements as well as the academic preparation and competency of its teaching faculty. Since the academic integrity of the program is best judged by the faculty of the discipline affected, the Chairperson submitting the program change is asked to provide an assurance of the program's academic integrity as of the date of the request. This does not mean a personal voucher for every aspect of the program; rather, it means that in their position as Chair, they consider the program to be academically sound subject to ongoing, continuous review. It is also an assurance that they will continue to monitor and review program offerings, faculty competencies as part of the hiring process, possible accreditation and other external requirements as well as any other aspect of the program subject to their review as Chair.
For example,

> In my capacity as Chairperson, I can provide an assurance that the Cougar Studies program has a process of continuous program review in place to ensure the academic integrity of course offerings and that the credentials of the teaching faculty are sufficient to support the academic integrity of our programmatic offerings.

For line 7, please attach a copy of the revised, updated degree planning sheet. Additional attachments may include a previous iteration of your degree planning sheet showing the modifications requested, a revised GAPP form, or a degree completion checklist. An electronic copy of the required degree planning sheet can be found at:
http://csu.edu/provost/curriculumcommittee/forms.htm.

For line 8, please indicate the year (Fall semester) that the program change is to be made effective. As the Office of Academic Affairs has moved toward an annual, online catalog, program changes will be effective in the Fall semester only specified unless special approval is granted by the Provost to update the program requirements at another time.