SSHA Curriculum Processes
SSHA Curriculum Processes

- Curriculum Committee
- Course Proposals
- Catalog Changes
- New Programs (majors, minors, honors programs)
What is Curriculum Committee?

- Faculty group comprised of Senate Faculty from each of our 10 Departments
- Members serve one-year, renewable terms beginning on the first day of instruction of the Fall semester
- Membership = minimum of one year, with two years recommended for continuity
- No limit to the number of terms
- Chair and vice-chair are elected by the committee members
Curriculum Committee Responsibilities

- Review and approve or disapprove requests for new undergraduate courses or changes in existing courses
- Examination of existing and proposed SSHA curricula
  - Majors
  - Minors
  - Honors Programs
- Review and provide comments on campus-wide initiatives or curriculum
Staff Role in Curriculum Committee

- Meetings: 5-10 per term (including email vote meetings)
- Schedule meetings, create agendas, minutes
- Draft memos on behalf of the Curriculum Committee Chair/Committee, and Dean
- Collect votes
- Administer Faculty Votes for new and substantially revised curriculum items (1-3 per semester)
- Maintain Faculty Points of Contact List
Course Proposals (CRFs)

- SSHA faculty submit approximately 100/year
- Course creation and revision
- Curriculog
  - Implemented March 2018
- One-on-one and group trainings
Course Proposal (CRF) Cycle

1. Faculty: submit proposal in Curriculog
2. Angela: review & feedback for assessment
3. Angela: review & feedback for admin. errors
4. Department Chair: approve on behalf of Department
5. Curriculum Committee: review & vote
6. Dean’s Office: approve
7. General Education: review & recommendations
8. Office of Registrar: review & feedback
9. UGC: review & vote
10. Office of Registrar: implement

Course proposals (CRFs) effective Spring/Summer 2020 must be here by June 30, 2019.
Course proposals (CRFs) effective Fall 2020 must be here by January 2, 2020.

Course can be scheduled!
Review Process: Assessment Review

- Course Learning Outcomes (CLOs)
- Program Learning Outcomes (PLOs)
- General Education

Course outline
- Textbooks/Materials
- Forms of Assessment
- Course Learning Outcomes
- Program Learning Outcomes
Review Process: Administrative Review

- New Courses
  - Can the course number be used?
  - Is the course title/abbreviated course title clear?
  - Course description:
    - 75 words or fewer
    - Starts with a verb (not “This course…”)
  - Has the course been previously offered?
  - Cross-listed?
Review Process: Administrative Review

- Revised Courses
  - Are all changes accounted for?
  - Were other changes made?
  - Cross-listed?

- Course Outline?
  - Does course outline match course proposal?
  - Does course number/title match course proposal?
Catalog Cycle

Deadlines

October

June

March

May
Types of Catalog Changes

- Changes sent directly to Office of the Registrar
- Non-Substantial Changes
- Substantial Changes

- All changes are submitted by department chairs to our office, and we facilitate each process and submit to Office of the Registrar.
Examples of Changes

- Directly to Office of the Registrar:
  - Copy Editing
  - Grammar
  - Punctuation
  - Letters from Dean
Examples of Changes

- Non-Substantial
  - Program Descriptions
  - Removal of course from list of elective options
  - Adding a course to list of elective options (from same School)
  - Course title/unit update (if course proposal is approved and units are not affected)
Examples of Changes

- **Substantial Changes**
  - Program Learning Outcomes
  - Removal of a course(s) from a list of elective options when the removal of the course(s) makes a certain course(s) required.
  - Adding of a course(s) to a list of elective options when the course is offered from outside the school.
  - Changes to degree, minor, or concentration/emphasis requirements within an existing degree program
  - Change to program/major/minor title
Catalog Approval

**Substantial Changes**
- Program Faculty propose revision/approve within discipline
- Department
- School Curriculum Committee
- Full SSHA Faculty Vote
- School Executive Committee
- Dean
- WSCUC (if substantive)
- Undergraduate Council

**Non-Substantial Changes**
- Program Faculty propose revision/approve within discipline
- Department
- School Curriculum Committee
- Dean

All approvals sent to Registrar
New Programs

- Majors
- Minors
- Honors Programs
SSHA New Program Proposals

Faculty: Submit New Program Proposal
Due: November 1, 2019 for Fall 2021 Implementation

SSHA Instructional Services (I.S.), Academic Advising and Assessment Staff: Review

Department: Revise/Approve and Resubmit

Curriculum Committee (CC): Review and Provide feedback

CC Memo by CC Chair & I.S. Staff Request to Faculty Chair For SSHA Faculty Vote

SSHA Faculty Vote (2 week voting period)

I.S. Staff Request for SSHA Executive Committee Endorsement & Send to SSHA Admin. Faculty as FYI

SSHA Executive Committee: Endorses (via email or memo)

SSHA Dean: Review and Memo of Support

SSHA I.S. Staff Submit Complete Packet to UGC
Due to UGC: November 30 (Tentative)

Undergraduate Council: Review and Approval

SSHA I.S. Staff: Share Final Packet w/Faculty Vote Comments w/SSHA CC & Home Department

8/20/2019 AD