Instructional Services Functions

- Course Evaluations
- Course Material Ordering
- Student Form Processing
- ssha.curriculum@ucmerced.edu
- Scantron Machine Support/Training
- Course Scheduling
  - Final Exams
  - Grades
  - Instructional Software
  - Classroom Concerns
- Course Articulation

- Curricular Additions/Revisions
  - Course Proposals (CRFs)
  - Programs (majors, minors, etc.)
- Curriculum Committee Support
- SSHA New Instructor Orientation
- Campus-wide Committees
- Project Implementation Teams
- Liaise with many other campus departments (ex: SoE, SNS, Advising, Office of the Registrar, Assessment offices, IT offices (academic, operations & computer lab))
Course Evaluation Process

- Online Course Evaluations are conducted during the final two weeks of instruction for Fall and Spring terms
  - Tentative Fall 2020 Evaluations: Nov. 30th – Dec. 11th
- Evaluations are available to students via email and CatCourses
- Instructors can check their response rates during the survey period directly through CatCourses or by emailing sshu.curriculum@ucmerced.edu
Course Scheduling Process

- Course Scheduling Process
  - AY 2021-2022 and 2022-2023 Two Year Schedule
  - Summer 2021 and Summer 2022
  - Three Year Teaching Plan (2021-2022, 2022-2023, 2023-2024)
  - Petitions for graduate students to teach upper division courses (2021-2022)
  - AY 2021-2022 Software Requests

- Spring 2021
  - Final draft to Chairs – this week
  - Schedule goes live – October 5, 2020
Articulation Process

- Articulation Process
  - Students submit a Course Approval Webform for courses they have taken outside of UC Merced (UCs, CSUs, CCCs)
    - Students request to have the courses reviewed by faculty to determine if the course can be articulated to a UC Merced Course
- Liaison for SSHA and Office of Admissions
SSHA Curriculum Processes
SSHA Curriculum Processes

- Curriculum Committee
- Course Proposals
- Catalog Changes
- New Programs (majors, minors, honors programs)
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.
Who 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
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

Course proposals (CRFs) effective Fall 2021 must be here by January 4, 2021*; Course proposals (CRFs) effective Spring/Summer 2022 must be here by June 30, 2021*

*tentative pending release of UGC deadlines; these are based on 2019-2020 UGC deadlines;
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?
Catalog Cycle

- October
- March
- May
- June

Deadlines
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
Substantial Changes to General Catalog

8/18/2020 AD

Faculty: Submit General Catalog Substantial Revisions
Due: October 1, 2020–January 4, 2021

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

Department: Revise/Approve and Resubmit

Curriculum Committee (CC): Review and Provide Feedback

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: March 1, 2020

Undergraduate Council: Review and Approval

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

- Majors
- Minors
- Honors Programs
SSHA New Program Proposals

Faculty: Submit New Program Proposal
Due: November 1, 2020 for Fall 2022 Implementation Tentative, pending confirmation of UGC deadlines

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: TBD

Undergraduate Council: Review and Approval

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

SSHA Faculty Vote (2 week voting period)

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

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

8/20/2019 AD
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
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| Megan Topete          | Assistant Dean, Student & Instructional Services | • Academic Advising Office  
• Instructional Services Office  
• Graduate Services Unit       |
| Angela Dixon          | Manager of Instructional Services             | • Undergraduate and Graduate Course Scheduling  
• Unit-18 Lecturer FTE Calculations  
• Undergraduate Course Proposals (CRFs)  
• Undergraduate Program Creation and Revisions (catalog changes)  
• Curriculum Committee Support  
• SSHA New Instructor Orientation |
| Casey Delfino         | Course Scheduler                              | • Undergraduate and Graduate Course Scheduling  
• Over Enrollment Forms  
• Final Exams  
• Grade Submissions/Deadlines  
• Instructional Software Requests  
• Classroom Concerns (technology or otherwise) |
| Melissa Poe           | Instructional Services Assistant               | • SSHA Curriculum Email Account  
• Course Evaluations  
• Independent Study Forms  
• Scantron Machine Support  
• Signage for Class Cancellations Due to Instructor Absence  
• SSHA New Instructor Orientation  
• Desk Copy Support for TAs and Graduate Instructors of Record |
| Yazmin Colin          | Course Articulation Analyst                   | • Course Articulation Requests  
• Course Articulation Database  
• Guidance and Recommendations for Faculty and Students |
| Evelyn Cardona        | Student & Instructional Services Assistant     | • Academic Advising Form Review and Processing  
• Approval of Petitions for the Student & Instructional Services Offices  
• SSHA Academic Advising Website and Instructional Services Webpage  
• Communications to Undergraduate Students  
• SSHA Student & Instructional Services Events; Undergraduate Involvement in School Outreach Programs |