



# Instructional Services Office

Tuesday, August 18th, 2020

ANGELA DIXON, MANAGER OF INSTRUCTIONAL SERVICES

CASEY DELFINO, COURSE SCHEDULER

MELISSA POE, INSTRUCTIONAL SERVICES ASSISTANT

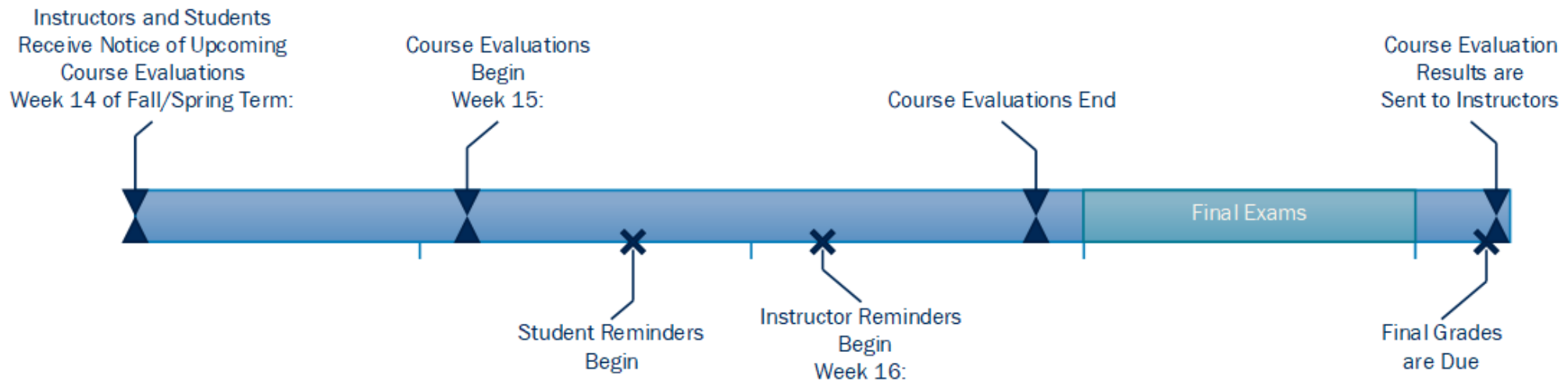
YAZMIN COLIN, COURSE ARTICULATION ANALYST

# Instructional Services Functions

- Course Evaluations
- Course Material Ordering
- Student Form Processing
- [ssha.curriculum@ucmerced.edu](mailto: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 [ssha.curriculum@ucmerced.edu](mailto:ssha.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

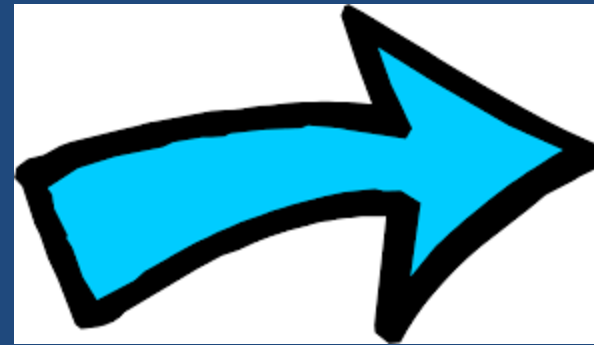
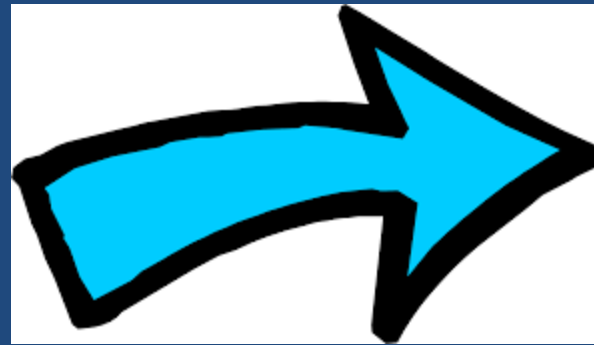
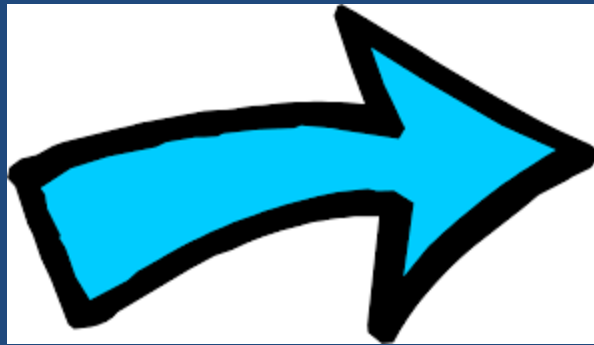
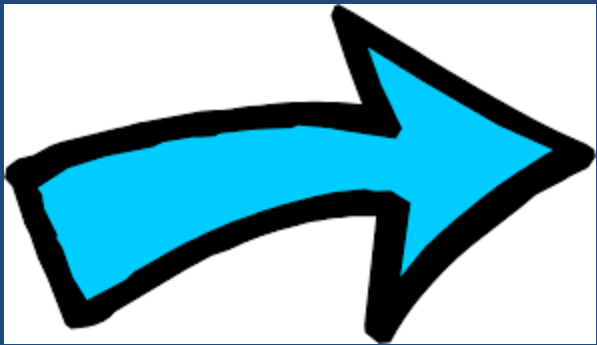
- Articulation Process
  - ▣ Students submit a Course Approval Webform for courses they have taken outside of UC Merced (UCs, CSUs, CCCs)
    - Students request to have the courses reviewed by faculty to determine if the course can be articulated to a UC Merced Course
- Liaison for SSHA and Office of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



# Questions?

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# SSHA Curriculum Processes



# SSHA Curriculum Processes

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- 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

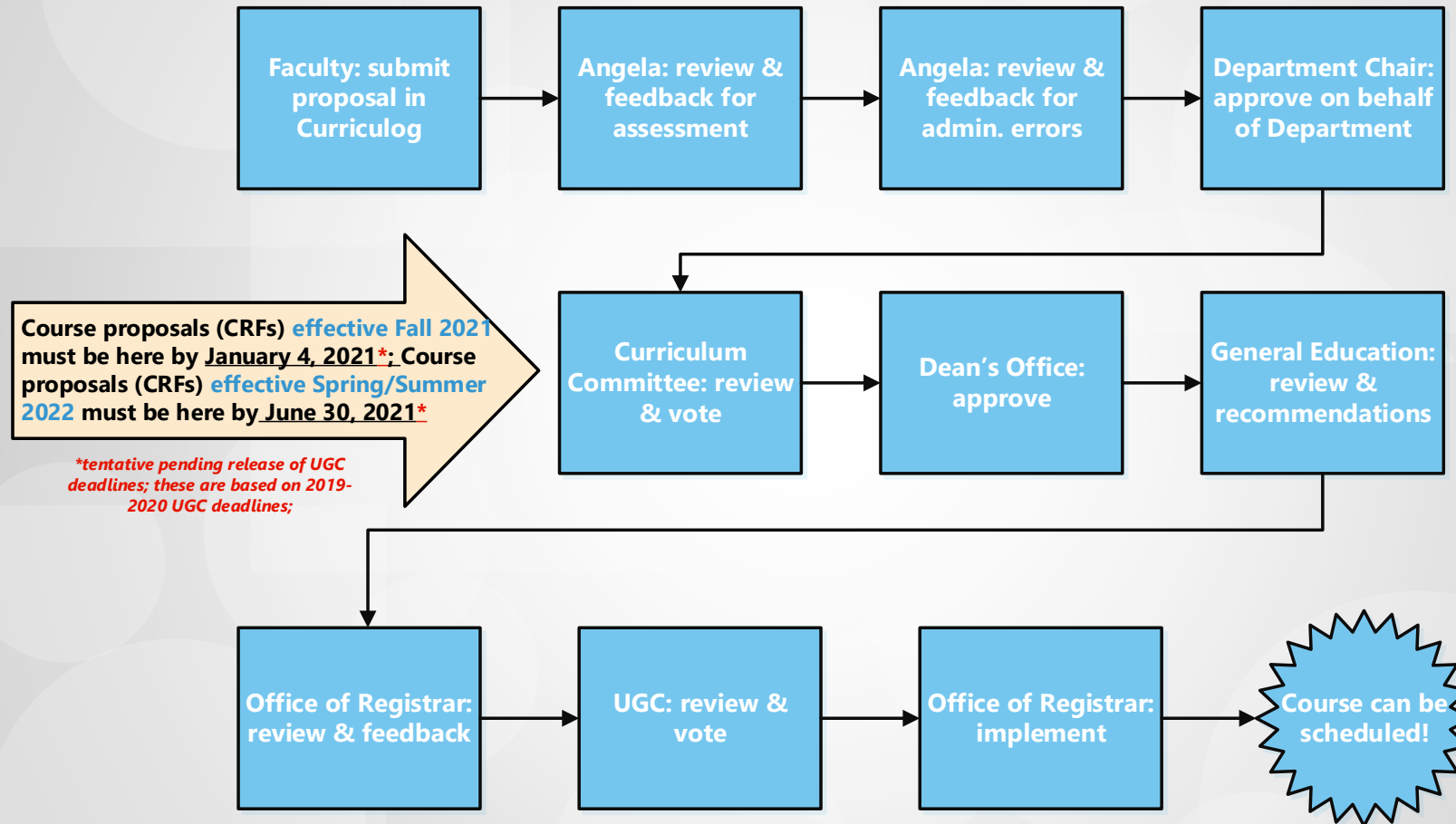
- Meetings: 5-10 per term (including email vote meetings)
- Schedule meetings, create agendas, minutes
- Draft memos on behalf of the Curriculum Committee Chair/Committee, and Dean
- Collect votes
- Administer Faculty Votes for new and substantially revised curriculum items (1-3 per semester)
- Maintain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

# Course Proposals (CRFs)

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- ❑ SSHA faculty submit approximately 100/year
- ❑ Course creation and revision
- ❑ Curriculog
  - ❑ Implemented March 2018
- ❑ One-on-one and group trainings

# Course Proposal (CRF) Cycle



# 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





# 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

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- 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

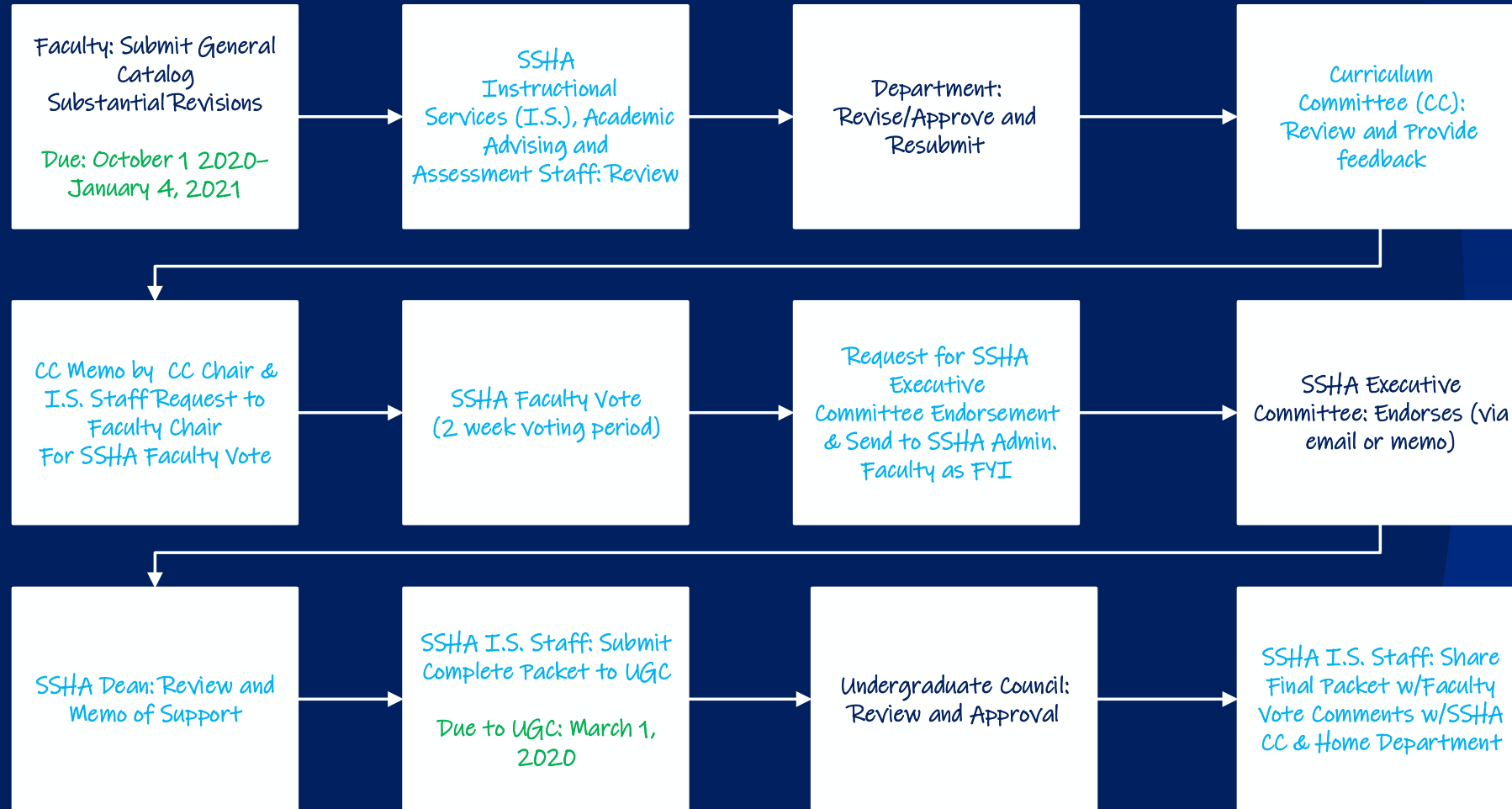
## Non-Substantial Changes

- Program Faculty propose revision/approve within discipline
- Department
- School Curriculum Committee
- Dean



All approvals sent to Registrar

# Substantial Changes to General Catalog

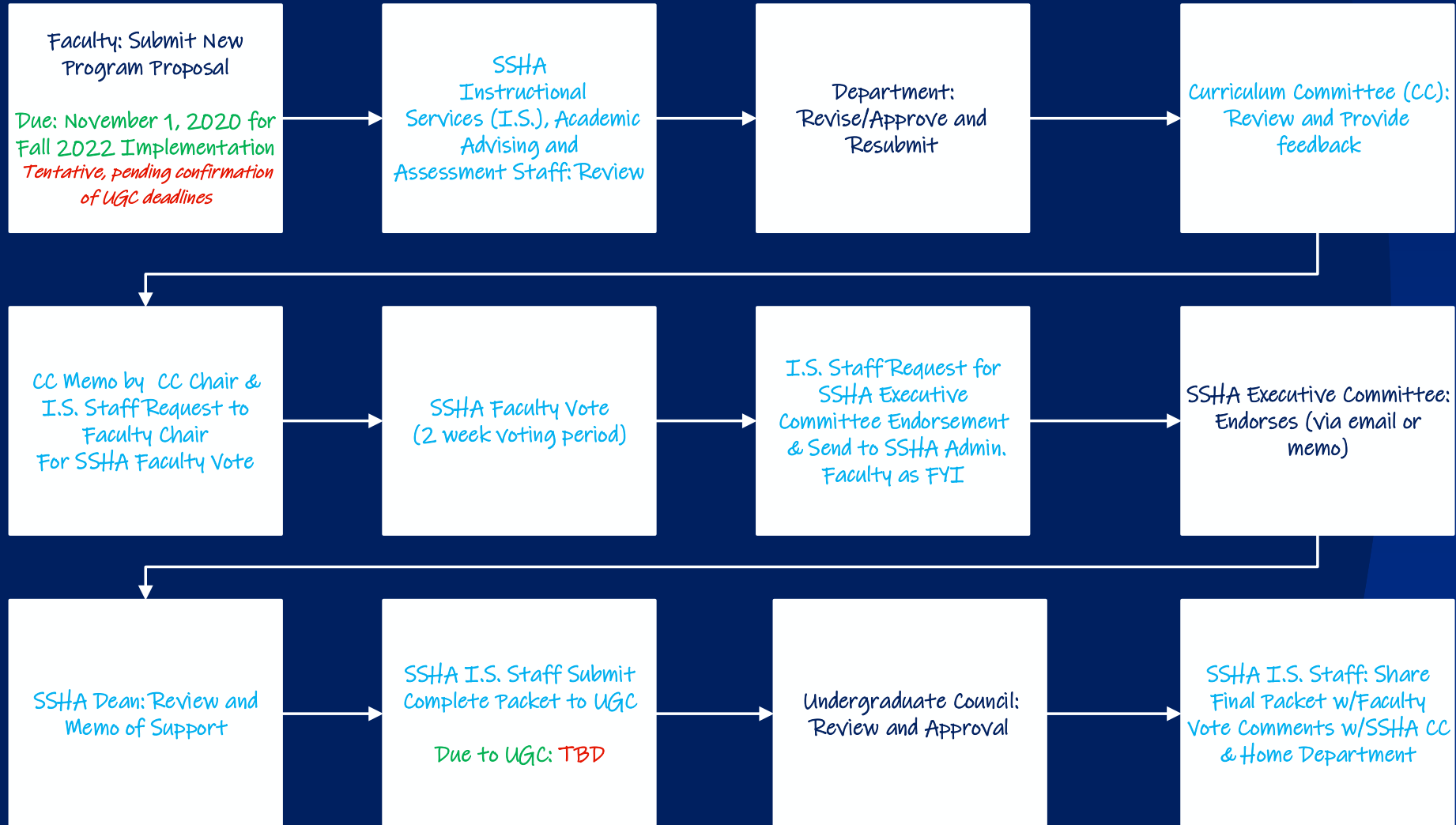


# New Programs

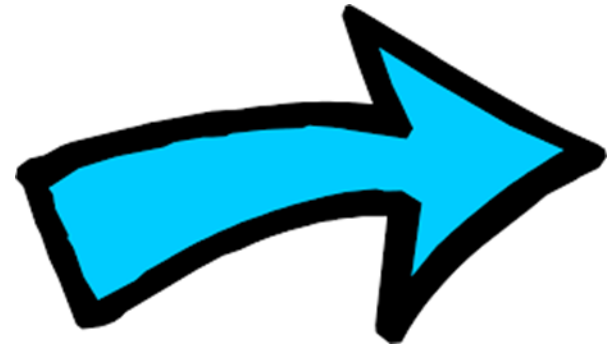
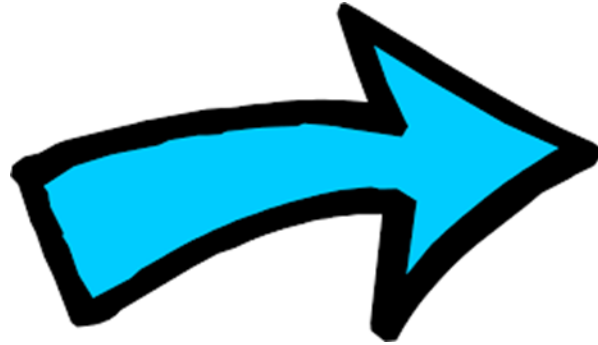
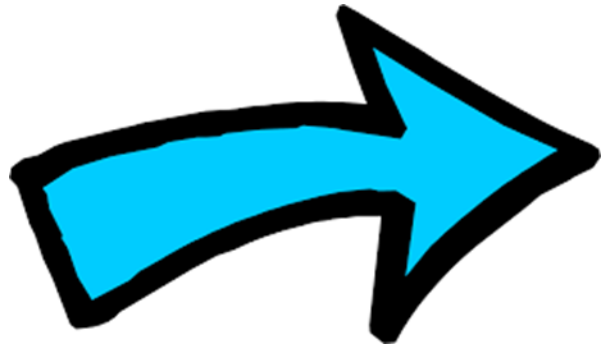
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- Majors
- Minors
- Honors Programs

# SSHA New Program Proposals







# Questions?

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# Instructional Services Staff

**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