Curriculum Change Process Summary (K. Baker)

PROBLEM: ‘Marathon’ UG Curriculum Meetings (3 hours last February because of Vol Core showcase changes (which is where the changes were made))

Solution – spread things out
- UG Curriculum Committee this year increased number of meetings and cycles
- ‘Encourage’ college curriculum committees to meet more often and earlier in semester

PROBLEM: Faculty Senate can’t be expected to read through 800 pages of UG Curriculum minutes (which was unusual)

Solution
- Approved minutes have a recap page that summarizes all approved votes
- Approved minutes have impacts that are color coded
- Establish a Faculty Senate Curriculum Review Committee
- ‘Fast track’ truly low impact changes to allow more time devoted to mid and high impact changes

OTHER SOLUTIONS
- Established a 28-day waiting period between approval of curriculum changes at college level, and UG Curriculum Committee meeting (already done)
- Find ‘someone’ in each college to monitor UG and G curriculum changes posted on Provost website (and in future on Curriculog) and inform department/unit heads, think through enrollment implications
- Update ‘Curriculum Submission Guide’ verbiage to provide more information on how to properly code impact (anticipated to be done this year)
- Help faculty understand implications of showcase changes (these look different)
- Implement Curriculog – new software implemented sometime in near future
  - When a curriculum change is submitted, proposer is run through a ‘checklist’ of questions about change
  - An ‘Impact Report’ must be run and attached to proposed curriculum change
  - 28 day waiting period will occur in Curriculog
  - Forms / instructions will be precise and clear and transparent
  - Curriculog is not a ‘cure-all’ and should not be expected to catch every potential issue
- Think through the process (perhaps at Faculty Senate level or AD level) where issues/concerns across units/colleges could be resolved since this is likely to increase in future
  - Can one department ‘block’ proposed curriculum changes from another department?
- Emphasize to those serving on curriculum committees that we can’t reply on “others” to review changes; we all have to review changes