

# The Curricular Change Handbook for Department, College and University Level Curriculum Committees

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**Purpose:** The purpose of this document is to serve as a primer and refresher for the curricular change procedures you will be reviewing during your service on a departmental, college and/or university level curriculum committee. Every college has its own procedural path for curricular approval and this document is not intended to usurp that process. This document will speak in the most general of terms with respect to the university as a whole.

**Approval Dates:** All changes made to the General Catalog are considered effective at the start of the summer semester. For a change to be effective in the forth coming summer semester it must be approved at the college level and received by the Office of the Registrar by October 15<sup>th</sup> of the preceding year. For example, for a proposed new course to be effective in Summer 2009, the approval request must be to the Office of the Registrar by October 15, 2008. Note, this does not mean it has to be approved by the University Curriculum Committee (UCC) by October 15<sup>th</sup>, it just means that it has be approved at the department and college level and sent to Office of the Registrar for presentation to UCC by October 15<sup>th</sup>. This date is very important and is not a negotiable date. Notices of Intent (NOI) and Full Proposals must be approved by the Office of the Provost and sent to the Office of the Registrar by October 15<sup>th</sup> to be considered for the forthcoming summer. If your department/college is proposing an NOI please plan accordingly with these dates in mind.

**Routine vs. Non-routine vs. Editorial changes:** All curricular changes that come to the University Curriculum Committee are divided between what are classified as routine, non-routine or editorial changes.

Routine Changes include but, are not limited to:

- Adding a course
- Adding a teaching major or minor
- Dropping a course
- Dropping a teaching major or minor
- Changing an existing course
- Changing the cooperative status of a course
- Changing the curricular requirements of an existing major, minor, teaching major/minor or certificate

Non-routine changes include but, are not limited to:

- Adding a new major, minor or degree
- Adding a certificate
- Adding a department or program
- Adding an emphasis or option to an existing major
- Dropping a degree, major, minor, option or emphasis
- Dropping a certificate
- Dropping a department or program
- Changing the name of a department, program, major, minor, certificate, option or emphasis
- Changing the location a program is being offered
- Adding, Dropping or Changing an Academic Regulation

Editorial changes are corrections of typos and other simple errors in course descriptions and curriculum. Editorial changes also include updates to the narrative college and department descriptions in Part 4 and Part 5 of the catalog, and changes made to program descriptions and research programs in parts 1 and 2 of the catalog. Each group of changes goes through a slightly different approval process, however editorial changes only require the approval of the Academic Publications Editor in the Office of the Registrar. Below is the normal approval sequence a given proposal must follow:

| <b>Routine Changes</b>          | <b>Non-Routine Changes</b>                    |
|---------------------------------|---|
| Department                      | Department                                    |
| College Curriculum Committee    | College Curriculum Committee                  |
| College Faculty                 | College Faculty                               |
| University Curriculum Committee | Office of the Provost                         |
| General Curriculum Report       | Graduate Council (If Necessary)               |
|                                 | University Curriculum Committee               |
|                                 | Faculty Council                               |
|                                 | General Policy Report/General Faculty Meeting |
|                                 | Office of the Provost                         |
|                                 | State Board/CAPP Approval                     |

**Common Terms Used:** Below are a few terms used often in the Office of the Registrar with respect to courses, curriculums and requirements. They relate specifically to the General Catalog and are often confused between one and another.

- **Cross-Listing:** A course that is cross-listed is offered between two or more departments. Cross-listed courses are considered equivalent to each other in all way (prerequisites, equivalency, etc.). Each set of cross-listed courses is said to have a “home” department. This is an arbitrary decision to aid in placing the full description in a single place in the catalog and defining a single department when and where it is needed in Banner. In curriculums, only the home department of the cross-listed courses will be listed to save space and alleviate confusion that often arises by listing all the possible versions of the cross-listed courses.
- **Joint-Listed:** A course that is joint listed is offered at two or more levels. Most often courses that are joint-listed are offered at both the Senior Undergraduate level and the Graduate level. Courses that wish to be offered as joint-listed courses must demonstrate how graduate students will be held to a higher level of academic performance than their undergraduate counterparts.
- **Cooperative Course:** A course that is cooperatively listed can be taken by students from a limited number of universities without the students needing to enroll at the other universities. The most common examples of cooperative courses are courses offered cooperatively between the University of Idaho (UI) and Washington State University (WSU), however a few cooperatively taught courses exist between the UI and Lewis-Clark State College (LCSC). Each cooperative course must be defined as UI only, WSU only, LCSC only, or a combination of those three universities: UI and WSU, or UI and LCSC. Cooperative courses require the permission of all the institutions cooperatively offering the course.
- **Prerequisite:** Prerequisites are courses that must be taken or are currently in progress from a preceding semester before registration in the more advanced course is allowed. Registration in a prerequisite in the same semester as the more advanced course is not permitted without special permission from the instructor.
- **Co-requisite:** Co-requisites are courses that must be taken the same semester with another course. If your intention is to allow a course to serve as a prerequisite or co-requisite then note that on the course proposal formwork.
- **Permission Only:** Permission only as a prerequisite for a course is only enforced at the section level, not as an official course prerequisite. This means a department can choose whether or not to add a permission only requirement to any given section or not.

It is not a perfect catch all prerequisite as it must be enforced by your department and will require your faculty or administrative staff adding permission overrides to every student's registration records through the VandalWeb.

**University Curriculum Committee (UCC) Formwork:** UCC maintains several forms used by the departments and college to convey their curricular changes to UCC for approval. All formwork approved by the College Curriculum Committees is sent to the Academic Publications Editor in the Office of the Registrar. If you have questions or concerns about a form or you are uncertain which form is the correct one, contact the Academic Publications Editor (currently Charles Tibbals, [ctibbals@uidaho.edu](mailto:ctibbals@uidaho.edu)) for assistance. Generally any changes that belong on UCC formwork are typically routine changes, but there are always exceptions. Below we will look at each one of the forms in detail and attempt to clear up any confusion that might arise in using them.

- **Add a Course Form:** As the name suggests, this form is used to add a new course to the General Catalog. This form is not used to add a new cooperative course to the General Catalog. To add a cooperative course, use the Cooperative Course Action Form. When adding a new course please clearly read and complete each of the fields on the form as this will clear up many questions that may arise in UCC when your course proposal comes forward. When selecting a new course number if you are uncertain if a number is available, contact the Academic Publications Editor to help find an available number that suits your department's needs. When you are considering the added load this course may place on your faculty resources please explain how your department will handle that in the rationale, or explain why the new course will not present a new load on your faculty. This is an important question and one that will be asked in UCC. Use the additional comments field to list odd facts about this course that are not covered by the other fields. The rationale is a very important field and it deserves a little extra attention on your department's part. UCC very closely reads each rationale and relies on it to clearly explain why the department is wishing to add this new course; how it will affect the students and affect the teaching loads of the faculty, and how the proposed change impacts the Strategic Learning Goals of the University of Idaho, your college and your department?. The University Library will need to know if this new course will need any addition Library resources that the Library will need to acquire for this course. Remember, the rationale should not explain what you are doing, but rather why you are doing it.
- **Drop a Course Form:** This form is used to deactivate or remove a course from the General Catalog and as an offering to students. This form is not used to drop a cooperative course from the General Catalog. To drop a cooperative course, use the Cooperative Course Action Form. This form is much simpler than an Add a Course form, but all of the fields in this form are very important. Completing this form in its entirety helps to ensure that course equivalencies and substitutions in degree audit can be set up correctly. If the equivalencies and substitutions are not defined at this point in the course dropping process, your department will have to address each student's degree audit manually and file an individual substitution/waiver form for each student. When you are dropping a course bear in mind that General Catalogs are valid for seven years and if the dropped course is not currently in a curriculum, it may be in a curriculum from years past that is still active. Be prepared with an equivalent course if that is the case. Also, if you are dropping a course that is present in curriculums outside your department, please contact those departments as soon as possible so they may begin determining an appropriate course of action for their students' curriculums. The rationale is a very important field and it deserves a little extra attention on your department's part. UCC very closely reads each rationale and relies on it to clearly explain why the department is wishing to drop this course; how it will affect the students and affect the teaching loads of the faculty, and how the proposed change impacts the Strategic Learning Goals of the

University of Idaho, your college and your department? Remember, the rationale should not explain what you are doing, but rather why you are doing it.

- **Change an Existing Course Form:** This form is used to change any of the components of an existing course, from course descriptions, prerequisites, title, credits, etc. This form is not used to change a cooperative course. To change a cooperative course, use the Cooperative Course Action Form. It is important to note that if a course is being altered substantially, such that it would no longer serve as a prerequisite or be equivalent to previous offerings of this course, then the course should not be changed, it should be dropped and a new course created in its place. Radically changing an existing course rather than dropping it and creating a new one creates a great number of problems for students with respect to using it as prerequisite, repeating it to replace an insufficient grade, etc. In these types of instances UCC may choose to drop the course and create a new one rather than allow the proposed changes to go into effect. As with all other forms the rationale is a very important and it deserves a little extra attention on your department's part. UCC very closely reads each rationale and relies on it to clearly explain why the department is wishing to change this course; how it will affect the students and the teaching loads of the faculty, and how the proposed change impacts the Strategic Learning Goals of the University of Idaho, your college and your department? Remember, the rationale should not explain what you are doing, but rather why you are doing it.
- **Cooperative Course Action Form:** This form is used to add, drop or change an existing cooperatively taught course. The key element of this form is permission from the other institution participating in the cooperative course. Without this permission UCC will not approve any cooperative course submission. The form must also clearly state which campus(es) this course will be taught at. As with all other forms the rationale is very important and it deserves a little extra attention on your department's part. UCC very closely reads each rationale and relies on it to clearly explain why the department is wishing to add, drop or change this course; how it will affect the students and affect the teaching loads of the faculty, and how the proposed change impacts the Strategic Learning Goals of the University of Idaho, your college and your department? Remember, the rationale should not explain what you are doing, but rather why you are doing it.
- **Curriculum Change Form & Teaching Major and Minors Curriculum Change Form:** These forms are very simple. The only major point to make concerning completing these forms is: clearly indicate requirements being deleted and requirements being added. As with all other forms the rationale is a very important and it deserves a little extra attention on your department's part. UCC very closely reads each rationale and relies on it to clearly explain why the department is wishing to change this curriculum; how it will affect the students and affect the teaching loads of the faculty, and how the proposed change impacts the Strategic Learning Goals of the University of Idaho, your college and your department? Remember, the rationale should not explain what you are doing, but rather why you are doing it.

**Rationales:** The rationale on any change presented to UCC is possibly one of the most important portions of the proposal. The key consideration to always keep in mind is to explain why you are making the changes, not an explanation of what changes you are making. The rationale might be better termed as the argument. Defend your proposed change and explain the thought process behind it. Detail the impact this change will have on the students and faculty. How does the proposed change impact the Strategic Learning Goals of the University of Idaho, your college and your department? Will additional library resources be needed and if so have you contacted the University Library to discuss that with them? If additional resources are required, who will pay for them?

**Notices of Intent and Academic Full Proposals:** The Notice of Intent (NOI) and Academic Full Proposal form can be found on the Office of the Provost's website. UCC approves all NOIs and Academic Full Proposals after they have been reviewed and approved by Graduate Council if necessary (see the approval chain above). These are State Board of Education Forms and are required for programs changes and should be submitted to our internal process fully completed; this includes all of the budgetary elements of the NOI or Academic Full Proposal. Nearly every change has a financial impact and UCC will want to review this. Revisions recommended by the internal review process can be made before final signatures and submission to the board. If you have questions about NOI or Academic Full Proposal forms, contact the Office of the Provost.

On 2/26/07 the University Curriculum Committee (UCC) unanimously approved the motion to require that all Notices of Intent (NOI) for new instructional programs be accompanied by an Academic Full Proposal upon submission to UCC. This motion is considered effective immediately and is consistent with the UI Guidelines for Program Planning and Review available on the Office of the Provost's website (<http://www.provost.uidaho.edu/default.aspx?pid=100102>).

UCC defines a new instructional program as, but not limited to, the following:

- New degree program
- New major within a degree program
- New minor program
- New option or emphasis within an existing degree program
- New certificate program
- Expanded program offerings
  - For example: offering a B.S.Ed. at the University of Idaho Coeur d'Alene Center
- Reinstatement of a discontinued degree, major and/or minor

 **Important Timing Consideration with respect to NOI/Academic Full Proposals:**

All NOI/Academic Full Proposals take time to move through all the appropriate levels of approval. The time it takes for an NOI/Academic Full Proposal to gain UCC approval to approval by the Idaho State Board of Education (SBOE) takes an average of 4-6 months. To make the General Catalog publication deadline, these proposals need to be approved by the SBOE no later than February. If your department or college is considering proposing an NOI/Academic Full Proposal it would be best to submit that to the Office of the Provost at the beginning of the Fall semester so UCC can consider the NOI/Academic Full Proposal as early as possible in the Fall semester. The final deadline for NOI/Academic Full Proposals for consideration for the following Summer semester is October 15<sup>th</sup>. NOI/Academic Full Proposals must be approved by the Office of the Provost and sent to the Office of the Registrar by that October 15<sup>th</sup> deadline. If an NOI/Academic Full Proposal requires Graduate Council's approval, this can add additional delays to the approval process. NOI/Academic Full Proposals that are not approved by the SBOE by March risk not being offered for the forthcoming academic year and may not be published in the General Catalog until the following year.

**Approval Paths for Curricular Changes:** Every curricular change submitted for approval must pass through several levels of approval. However, not every change follows the exact same path. Below is a comprehensive list of changes and the exact levels of approval them must secure:

Course Changes<sup>1,2</sup>:

- Adding a course: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report

- Dropping a course: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Changing the status of a course to dormant: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Changing the course description: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Changing the title: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Adding/Dropping co-requisites and/or pre-requisites: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Adding a course previously offered as a 404-504: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Adding/Dropping cross listings: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Adding/Dropping joint- listings: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Changing the number of credits: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report
- Changing the level/number of a course: Department, College Curriculum Committee, University Curriculum Committee, General Curriculum Report

#### Major Changes<sup>2,3</sup>:

- Adding a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent & Academic Full Proposal)
- Dropping a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)
- Changing a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council
- Changing the name of the major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)
- Adding an Option to a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent & Academic Full Proposal)
- Dropping an Option in a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)
- Change the name of an Option in a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)
- Adding an Emphasis to a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent & Academic Full Proposal)
- Dropping an Emphasis in a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)
- Change the name of an Emphasis in a major: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)

#### Minor Changes:

- Adding a minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent & Academic Full Proposal)
- Dropping a minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)

- Changing a minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council
- Changing the name of a minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)

#### Degree Changes<sup>2,3</sup>:

- Adding a degree: Department, College Curriculum Committee, Graduate Council, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent & Academic Full Proposal)
- Dropping a degree: Department, College Curriculum Committee, Graduate Council, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)
- Changing a degree: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council
- Changing the name of the degree: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)
- Expanding the location(s) the degree is offered: College Curriculum Committee, Graduate Council, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent & Academic Full Proposal)

#### UI Academic Regulation Changes<sup>2,4</sup>:

- Adding a regulation: Associate Deans Group, University Curriculum Committee, Faculty Council, State Board of Education
- Dropping a regulation: Associate Deans Group, University Curriculum Committee, Faculty Council, State Board of Education
- Changing a regulation: Associate Deans Group, University Curriculum Committee, Faculty Council, State Board of Education

#### UI Core Changes:

- Changing total number of credits required: University Committee on General Education, University Curriculum Committee, Faculty Council
- Adding or dropping CORE Discovery courses and Integrated Science courses: University Committee on General Education, University Curriculum Committee (Informational), General Curriculum Report
- Changing CORE Discovery or Integrated Science course descriptions: University Committee on General Education, University Curriculum Committee (Informational), General Curriculum Report
- Changing CORE Discovery or Integrated Science course titles: University Committee on General Education, University Curriculum Committee (Informational), General Curriculum Report
- Changing credit requirements in any of the four UI CORE areas (Communications, Natural and Applied Science, Mathematics, Statistics, and Computer Science, General Core Studies): University Committee on General Education, University Curriculum Committee, Faculty Council
- Adding or dropping courses in any of the four UI CORE areas: University Committee on General Education, University Curriculum Committee, Faculty Council
- Adding or deleting clusters in the General Core Studies area: University Committee on General Education, University Curriculum Committee, Faculty Council



- Changing the number of disciplines required to complete a Cluster: University Committee on General Education, University Curriculum Committee, Faculty Council

Academic Department Name Change:

- Changing the name of an academic department: Department, College Curriculum Committee, Graduate Council for departments offering graduate programs, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)

School or Division Name Change:

- Changing the name of the school or division: Department, College Curriculum Committee, Graduate Council for schools or divisions offering graduate programs, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)

College Name Change:

- Changing the name of the College: Department, College Curriculum Committee, Graduate Council for colleges offering graduate programs, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)

Academic Policies<sup>2</sup>:

- Academic Policies: Associate Deans Group, University Curriculum Committee, Faculty Council

Academic Certificate Changes:

- Adding a certificate: Department, College Curriculum Committee, Graduate Council, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent & Academic Full Proposal)
- Dropping a certificate: Department, College Curriculum Committee, Graduate Council, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)
- Changing the name of the certificate: Department, College Curriculum Committee, Graduate Council, University Curriculum Committee, Faculty Council (Notice of Intent)

Teaching Majors and Minors Changes:

- Adding a teaching major or minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)
- Dropping a teaching major or minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council, State Board of Education (Notice of Intent)
- Changing a teaching major or minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council

- Changing the name of a teaching major or minor: Department, College Curriculum Committee, University Curriculum Committee, Faculty Council (Notice of Intent)

*Footnotes:*

- <sup>1</sup> Cooperative courses require the approval of the corresponding department administrator for WSU or LCSC, whichever is appropriate
- <sup>2</sup> Academic regulation/degree/major/policy changes that affect Graduate Students need the approval of the Graduate Council before the request is submitted to UCC.
- <sup>3</sup> Refer to the policy on adding and eliminating degrees/majors for additional information.
- <sup>4</sup> University Committee on General Education approval required of any proposed changes to regulation J-3 before the request is submitted to UCC.

**Final Thoughts:** The Academic Publications Editor in the Office of the Registrar (currently Charles Tibbals) is an excellent resource to contact if you have questions or concerns with the approval process, dates and deadlines, and formwork. If you are seeking a new number for a course or if you are concerned that a proposal is unclear, contact the Academic Publications Editor for assistance. Many problems can be avoided with a little extra work at the beginning rather than when everyone is scrambling to get everything done late in the semester. If your department/college is considering a complicated change or a change is unique and does not fit any of the above models contact the Office of the Registrar to discuss the change so a plan of action may be developed to properly implement your change with a minimum of confusion and difficulty.