

SENATE ACTION FORM

No. 1263

Subject: Curriculum Policy Update

Reference to Senate Minutes dated: 4/29/24

Senate Action

MOTION: Adopt the changes to board policy and university regulations outlined below.

VOTE: The motion passed with a unanimous vote.

Response requested:

Approval for placement in University Catalog, Undergraduate and Graduate

X Approval for placement in University Regulations

X Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

Dawit Senbet

Faculty Senate Chair

6/14/24 Date

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Administrative review of Senate action (unnecessary for information items):

Reviewed by VPAA/Provost. Check if comments are attached.

Reviewed by General Counsel. Check if comments are attached.

Presidential action:

Approve Reject Return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

Date

Date of Board approval (if applicable):

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER HALL 2004, BOX 75.

Faculty.Senate@unco.edu

Faculty Senate Policy Proposal

Subject: Curriculum Policy Updates

Originator/Date: APC, based on recommendations from Provost's Curriculum Working Group

Placement(s): BPM and UR

Approved by APC on 3/18/2024 and sent to Codification

Codification review completed 4/10/2024 and sent to APC

APC approved revisions on 4/15/2024 and sent to Senate

Purpose/Rationale: Many of the sections in Board Policy and University Regulations devoted to curriculum have not been updated in many years and as such, much of the language does not cohere with the new digital workflow.

Summary of changes: The proposal removes the distinction between minor and major changes. Instead, the policy describes what constitutes a significant curriculum change, including catalog changes previously considered major changes, and the approval of variable title courses. The policy also contains a process for other catalog changes not considered significant changes to curriculum. These changes do not fall under the policy's purview, although it does give a mechanism for ensuring that such changes are outside its purview.

The new policy also clarifies the timeline for each approving body to make their decision. For committees, this is now within two meetings, rather than within a fixed calendar timeframe, which should elevate concerns from those committees about how to address curriculum submitted outside of the academic calendar.

Current language: For the changes in board policy, we show the changes in yellow. For changes in University Regulations, the current language is provided below the clean copy.

Proposed language:

Board Policy Manual:

1-1-301 Curriculum.

The BOT recognizes that curriculum design is within the purview of the faculty. The BOT authorizes a curriculum approval process in which changes to academic programs and courses are initiated by ~~the concerned affected academic unit, programs, schools, or colleges, and~~ These changes are reviewed ~~from the point of view of~~ for their academic desirability by faculty committees at the ~~academic unit program area, school,~~ and college levels. ~~After such faculty approvals, questions of~~ Implementation, including resource availability and compliance with external stakeholder requirements, ~~are to~~ shall be determined by the appropriate unit leader, dean, and ~~by~~ the CAO (or delegate). The addition of new credentials to the catalog, and changes to ~~undergraduate~~ academic programs that result in requirements which exceed maximum credit hours required by the State of Colorado require the approval of the BOT.

2-3-402 Teaching Responsibilities.

(6) In each section of a course with at least three (3) enrolled students, the instructional staff member shall maintain a course site (or *shell*) on the University's Learning Management System ("LMS"). ~~The site must include the elements of the course~~ teaching syllabus ~~outline are~~ as described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.

2-3-501 Course ~~Outline~~ Syllabus.

For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students ~~by the first day of class before the add deadline~~ a teaching syllabus which includes at a minimum:

- (1) The prefix, number, title and ~~the~~ course objectives/~~learning~~ outcomes ~~that were most recently approved in the curriculum process;~~
- (2) the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes;
- (3) evaluation criteria and weight to be applied to each assignment/activity in determining the final grade;
- (4) a list of tentative deadlines ~~for accomplishment of~~ to complete all assignments ~~(which must be between the start and end dates of the course as listed on the published course schedule);~~ and
- (5) policies for determining final grades in the event that a university closure occurs during the class's final exam period.

University Regulations

Part 5: Curriculum

(clean copy)

3-3-501 Curriculum Approval Process. The purpose of the curriculum approval process is to ensure the integrity and quality of academic programs through a collaborative effort between faculty and administration. The process described below recognizes the important but different roles played by those groups.

The faculty's role and responsibility is to develop and deliver academic programs and curriculum. The administration's role is to ensure that curriculum proposals are appropriate to the disciplinary responsibility of the proposing unit, and in compliance with University and external stakeholder requirements. Adequate resources must be available to implement proposed curriculum.

3-3-501(1) Scope. The curriculum change process described below applies to significant changes to individual courses and to academic programs (majors, minors, certificates and other micro-credentials). These changes shall include, but are not limited to:

- (a) creation of a new course;
- (b) creation of a new program;
- (c) changes that alteration of the basic nature an existing course, including schedule type, number of credits, and changes to the fundamental objectives (learning outcomes) required of all offerings of the course;
- (d) changes that alter the basic nature-of a program,-including credit hour requirements, GPA requirements, admission requirements, and changes to the fundamental program learning outcomes and curricular requirements; and,
- (e) any change to a program or course (including deletion) that impacts another program, education licensure, or the Liberal Arts Curriculum by causing a change as described in (c) and (d).

The process for changes to programs or courses that are not significant but will alter the University Catalog are described in 3-3-501(4).

3-3-501(2) Process for significant changes.

- (a) Initiation of changes. All curriculum changes must be initiated by the faculty in the unit proposing or offering the course or program (henceforth referred to as the *originating unit*). Each unit shall manage its own processes for ensuring general agreement among its faculty for curriculum changes and consulting with the dean regarding resource impacts. Approval of a proposal by the unit leader of the originating unit certifies that the proposal includes:
 - (I) description of the change;
 - (II) rationale for the change;
 - (III) impact of the change within the originating unit on faculty course rotations and other resources, equipment, and supplies; and,
 - (IV) any additional forms needed to document associated changes on unit level curriculum.

- (b) Formal proposals will be submitted through catalog-curriculum tools maintained by the Registrar's Office and must include supporting documentation as required by college and provost level approvers.
- (I) New or modified course proposals must include a model syllabus containing the title, description, learning outcomes, and any other required elements that must be included in all teaching syllabi (see 2-3-501 Course Syllabus).
 - (II) Since new programs result in significant impacts, they shall be reviewed by the college dean and provost for feasibility before a formal proposal may be submitted. A template will be provided by Academic Affairs for this purpose.
 - (III) New or modified program proposals must be accompanied by necessary course proposals before they can be fully approved.
- (c) Required review and approval. Formal proposals will be reviewed by the following:
- (I) Office of the Registrar. Ensures that initial proposal submissions are complete, technically accurate (all codes and required formatting are consistent with current standards, credits are computed correctly, etc.), and include all associated documents. Also ensures that all affected units have been notified and any associated curricular forms have been submitted to the workflow. Upon final approval of the curriculum proposal, updates the catalog copy, banner, and other data systems as needed.
 - (II) College Curriculum Committee. Determines whether changes are consistent with college objectives and academic standards/integrity. Also ensures that all necessary documents are included and are complete, and that all affected units in the college have been notified and have submitted associated curriculum forms as needed. Committee remarks are advisory only and are forwarded to the originating unit as well as the college dean.
 - (III) Unit leader of the Originating Unit. Ensures that the proposal is consistent with disciplinary responsibilities of the academic unit and determines whether adequate resources are available to support the proposed change. Lack of adequate resources is sufficient grounds to reject a proposed change. Also incorporates or responds to comments from the college curriculum committee prior to forwarding proposals to the dean.
 - (IV) Dean of the college housing the Originating Unit. Ensures that the change is consistent with disciplinary responsibilities of the college and does not duplicate existing college curricula. Determines whether adequate resources are available to support the proposed change. Lack of adequate resources is sufficient grounds to reject a proposed change.
 - (V) Professional Education Council (if teacher education curriculum). Ensures that the proposed change is consistent with education standards and objectives for teacher education programs. Ensures that all affected units are aware of the change and have had an opportunity to comment.

- (VI) Dean of the College of Education & Behavioral Sciences (if teacher education curriculum). Confirms PEC-approved proposals have been correctly evaluated and adequate resources are available to support the new or revised teacher education program.
 - (VII) Liberal Arts Council (if general education curriculum). Ensures that the course meets the criteria for the General Education program and for the specific category for which the course is proposed. Ensures that the course meets any other requirements that the Liberal Arts Council may establish.
 - (VIII) Dean of the Graduate School (if graduate curriculum). Ensures that the change is consistent with disciplinary responsibilities and academic standards of the graduate school and does not duplicate existing graduate curricula.
 - (IX) Chief Academic Officer (or designee). Determines whether the proposed curriculum is consistent with the University's mission and goals and whether adequate resources are available for the University to support implementation of the proposed change; also ensures the proposed change does not duplicate existing university curricula and that all external stakeholder requirements are fulfilled prior to implementation.
 - (X) Board of Trustees. Approves new programs, as required.
- (d) Proposals that are not approved at any level are returned to the appropriate previous level with an explanation of the need for additional information or the grounds for rejection. All remarks and comments from each step become part of the permanent curriculum history and will be available to the originating unit.
- (e) Timeline for approvals. Each committee shall complete their review within two committee meetings. Each individual prior to the CAO step shall complete their review within two weeks. The CAO shall complete their review within three weeks.

If any step in this review process is not completed within the required timeframe, the originating unit shall notify their dean or the Chief Academic Officer (or delegate), who will take appropriate action to ensure that the process proceeds in a timely manner.

3-3-501(3) Appeal Process. Rejection by a dean or CAO for reasons of cost or conflict with the mission of the college or University may not be appealed. Appeals of decisions by faculty bodies will proceed as follows:

- (a) Adverse decisions of the Professional Education Council may be appealed by the dean of the college housing the originating unit to the dean of the College of Education & Behavioral Sciences.
- (b) Adverse decisions of the Liberal Arts Council may be appealed by the dean of the college housing the originating unit to the Assistant Vice President for Undergraduate Studies.

3-3-501(4) Catalog Changes Not Requiring Full Curriculum Approval Process. Changes to the university catalog that are not significant curriculum changes generally do not need to follow the full approval process described above.

- (a) New Subtitles for Variable Title Courses. New variable title courses must be added to the catalog following the significant change procedure above (3-3-501(2)). Proposed subtitles (including new topics) for existing variable title courses must only be reviewed and approved through the dean's level in accordance with procedures established by the college.

- (b) Review of Changes. All other submitted changes of this sort shall be reviewed by the Office of the Registrar to ensure that the change does not fall under the scope of significant curriculum changes as defined in 3-3-501(1). Changes that merely correct typographical errors shall be implemented immediately; other changes shall be routed through the dean of the college housing the submitted change.

[Current language]

3-3-501 Curriculum Approval Process. The purpose of the curriculum approval process is to ensure the integrity and quality of academic programs through a collaborative effort between faculty and administration. The process described below recognizes the important but different roles played by those groups.

The faculty's role and responsibility is to develop and deliver academic programs and curriculum. The administration's role is to assure that curriculum proposals are appropriate to the disciplinary responsibility of the unit and the University and that adequate resources are available to implement proposed curriculum.

3-3-501(1) Responsibilities of the Originating Unit. Curriculum changes originate with faculty members in the appropriate academic units, departments, program areas, schools, or colleges. Units include multi-disciplinary programs, departments, program areas, schools, and colleges. Each academic unit shall establish a curriculum committee/committees consisting either of all the faculty in each program area or a proper subset thereof. As a faculty member, a department chair may serve on the curriculum committee of their program area.

3-3-501(2) Curriculum Change Procedures.

(a) General Provisions

- (I) There are three types of curriculum changes (minor change, variable title, major change), each with its own set of procedures outlined below for those programs housed in single colleges.
- (II) For those programs of study not housed within a specific college, the Undergraduate Council or Graduate Council as appropriate will take the place and assume the same responsibilities as the College Curriculum Committee. Once this step is completed, the originating unit will send curriculum change proposals to the Chief Academic Officer (CAO).

(b) Minor Change

- (I) A change which will have a minimal impact on any student's program and does not affect other units. Only the following are minor changes:
 - (A) Changes in standard codes (except for changes in course fees).
 - (B) Dropping prerequisites.
 - (C) Changes in title and/or catalog description that does not alter the basic nature of the course program.
 - (D) Deletion of a course not required in other programs.
 - (E) Adding prerequisites that are internal to the unit and do not change the number of credit hours in the program.
- (II) Process Steps in Curriculum Approval for Minor Changes. This is to ensure that

the proposed changes are minor.

- (A) Curriculum Committee
- (B) College Curriculum Committee (advisory, no veto power – remarks sent to originating unit)
- (C) Chair of Department/Director of school housing originating program area
- (D) Dean of college housing the originating unit

(c) Variable Title. Each college is responsible for setting up internal procedures for reviewing changes to existing variable title courses, including new topics.

- (I) Undergraduate variable title courses will be reviewed once when initially proposed.
- (II) Graduate variable title courses will be reviewed every two years.

(d) Major Change.

- (I) Any curriculum change not listed as a minor change is considered a major change.
- (II) Process Steps in Curriculum Approval for Major Changes.
 - (A) Originating Unit Curriculum Committee
 - (B) College Curriculum Committee (advisory, no veto power – remarks sent to the originating unit)
 - (C) Chair of Department/Director of school housing originating program area
 - (D) Dean of college housing the Originating Unit
 - (E) Liberal Arts Council (if general education)
 - (F) Professional Education Council (if teacher education)
 - (G) Dean of the College of Education & Behavioral Sciences (if teacher education)
 - (H) Dean of the Graduate School (if graduate curriculum)
 - (I) Chief Academic Officer
 - (J) Board of Trustees (if necessary)

3-3-501(3) Roles and Responsibilities of Governing Groups for Major Changes.

(a) General Provisions. Units originating curriculum changes (new course/program modifications) will submit catalog copy reflecting the proposed change and course information as required by Academic Affairs. New course proposals (or major modification to existing courses) must include a course syllabus. New or modified program proposals must be accompanied by necessary course proposals. The originating unit will forward curriculum changes which shall include the following for all changes:

- (I) Description of the change.

- (II) Rationale for the change.
- (III) Impact of the change both within and outside of the originating unit including resources, equipment, and supplies.
- (IV) Assurance that all affected parties have been notified of the proposed change along with a summary of any objectives from affected units.
- (V) Inclusion of all appropriate forms.

(b) College Curriculum Committee

- (I) Ensure changes are consistent with college objectives and academic standards/integrity.
- (II) Ensure any necessary codes are included and correct.
- (III) Ensure that affected areas have been contacted about the proposal.
- (IV) Ensure that all necessary documents are included and complete.
- (V) Complete review within three weeks of receipt of curriculum proposal. Curriculum change shall move forward if remarks are not submitted within three weeks.
- (VI) Forward committee remarks to the originating unit.

(c) Department Chair/School Director

- (I) Ensure that the change is consistent with disciplinary responsibilities of the department/school.
- (II) Determine if adequate resources are available to support the proposed change.
- (III) Complete review within two weeks of receipt of curriculum. Curriculum change shall move forward if remarks are not submitted within two weeks.
- (IV) Forward proposed changes to the dean along with the remarks of advisory councils and committees.

(d) Dean

- (I) Ensure that the change is consistent with disciplinary responsibilities of the college.
- (II) Determine if adequate resources are available to support the proposed change. Lack of adequate resources is sufficient grounds to reject a proposed change.
- (III) Complete review within two weeks of receipt of curriculum. Curriculum change shall move forward if the dean does not act within two weeks.
- (IV) Forward approved changes to the CAO along with the remarks of advisory councils and committees.
- (V) Return rejected curriculum proposals to the originating unit with an explanation of the grounds for rejection.

- (e) Liberal Arts Council
 - (I) Ensure that the course meets the criteria for the General Education program and for the specific category for which the course is proposed.
 - (II) Ensure that the course meets any other requirements that the Liberal Arts Council may establish.
 - (III) Complete review within three weeks of receipt of curriculum. Curriculum change shall move forward if the Council does not act within three weeks.
 - (IV) Forward approved curriculum to the CAO.
 - (V) Return rejected curriculum proposals to the originating unit.

- (f) Professional Education Council
 - (I) Ensure that the proposed change is consistent with education standards and objectives for teacher education programs.
 - (II) Ensure that all affected units are aware of the change and have had an opportunity to comment.
 - (III) Complete review within three weeks of receipt of curriculum. Curriculum change shall move forward if the Council does not act within three weeks.
 - (IV) Forward approved curriculum to the Dean of the College of Education & Behavioral Sciences.
 - (V) Return rejected curriculum proposals to the originating unit.

- (g) Chief Academic Officer
 - (I) Ensure that the University will support implementation of the proposed change.
 - (II) Ensure that proposed curriculum is consistent with the University's mission and goals.
 - (III) Complete review within three weeks of receipt of curriculum. Curriculum change shall move forward if the Council does not act within three weeks.
 - (IV) Maintain and monitor a timeline for each proposed curriculum change.
 - (V) Complete review within two weeks of receipt of curriculum. Curriculum change is accepted if the CAO does not act within two weeks.
 - (VI) Forward curriculum to the Board of Trustees if necessary.
 - (VII) Place approved curriculum in the Bulletin.
 - (VIII) Return rejected curriculum proposals to the originating unit.

3-3-501(4) Appeal Process. A curriculum change may be rejected during the approval process and returned to the originating unit. Rejection by a Dean or CAO will normally be for reasons of cost or conflict with college or University missions. Appeals of decisions by faculty bodies will proceed as follows:

Adverse decisions of the Professional Education Council or Liberal Arts Council may be appealed by the originating unit to the dean of the originating unit, the Dean of the College of Education & Behavioral Sciences, or CAO respectively.

There is no appeal process from the college curriculum committees since they are not decision-making bodies. The dean may concur with the rejection, in which case the decision is final, or overrule the rejection and send the proposal to the CAO.