

# KSU Curriculum Process Training Meeting

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# Instructional Faculty Responsibility

- Because student learning is central to the institution's mission and educational degree programs, the faculty has responsibility for directing the learning enterprise, including overseeing and coordinating educational programs to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintains disciplinary currency.
- KSU's process required instructional faculty participation at the department, college, and university levels.



# Curriculum Ownership Responsibility

- SAS-COC envisions a dual process- “Approval by the faculty ensures that programs, including those offered through collaborative arrangements, contain appropriate courses that reflect current knowledge within a discipline and are appropriate for the students enrolled. Approval by the administration affirms that educational programs are consistent with the mission of the institution and the institution possesses both the organization and resources to ensure the quality of its educational programs.” (SACS-COC 10.4)
  - The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its instructional faculty.
  - The institution places primary responsibility for resourcing, support and institutional alignment with faculty administrators.
- KSU’s Faculty Senate has faculty driven curriculum committees at the university levels who provide oversight for changes to the curriculum.



# Roles and Responsibilities

- The institution is required to assign appropriate responsibility for program coordination (SACS-COC 6.2).
- There is an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content (and degree level) of the program.



# Curriculum Charge

- Curriculum committees and faculty administrators are responsible for ensuring that proposed changes to the curriculum:
  - Align with the BOR's and/or KSU's mission and strategic plans
  - Meet SACS-COC's, BOR's and KSU's standards for quality
  - Adhere to disciplinary accreditation and professional association expectations and best practices, when applicable
  - Make efficient use of KSU resources
  - Serve in the best interests of KSU's students, faculty, and stakeholders



# How does this work?

- Department Level

- Origination at department level, with responsibility for quality and content of program/course (coordinator, faculty).
  - This includes rigor and alignment with disciplinary accreditation requirements.
- Department Chair or School Director ensures proposals align with department's mission, viability, and potential impacts on the department (e.g., adequate number of faculty members, faculty workload).

# Off to the college level

- College Level

- College level faculty body ensures proposals align with college expectations of quality, accreditation requirements, and don't adversely affect other college offerings.
- College Dean ensures alignment with the college mission, unit-level accreditation requirements, resource allocation within the college, and viability within college's current offerings.



# Through the university lens

- University Level

- University level faculty body ensures proposals align with university's mission, has sufficient rigor (e.g., GPCC meets graduate expectations), faculty have appropriate credentials, course and program titles and content align with offering department and college.
- University faculty administrators ensure proposals align with university mission, best allocation of competing resources (financial viability, faculty lines, space) in the context of the university's and USG's missions, and policy and procedure compliance. This includes success/failure of similar programs within the USG, region, and nation.





# Curriculog

- KSU uses an online software solution, Curriculog, for management of curriculum proposals. Curriculog integrates with Acalog, KSU's catalog system.
- Curriculog:
  - Provides the correct routing for curriculum proposals
  - Ensures all required fields for course and program proposals are completed
  - Provides a repository for curriculum changes
  - Allows for curriculum meetings and committee voting online
- Curriculog webpage: <https://kennesaw.curriculog.com/>



# Accuracy of KSU Curriculum Systems

- Registrar's office scribes degreeworks based on UPCC/GPCC approvals in Curriculog
- Importance of accurate and consistent data across:
  - Curriculog
  - KSU catalogs
  - Banner
  - Degreeworks
  - Academic Program Maps and Focus Areas
  - Faculty Information System



# KSU Curriculum Links

- KSU University Handbook, Section 3.7 (Undergraduate and Graduate Curriculum Review and Approval Process)  
([http://handbooks.kennesaw.edu/university-handbook/archived/UH-2017-2018\\_26July17.pdf](http://handbooks.kennesaw.edu/university-handbook/archived/UH-2017-2018_26July17.pdf))
- KSU Curriculum website (<http://curriculum.kennesaw.edu>)
- Undergraduate Policies and Curriculum Committee (UPCC) webpage (<http://upcc.kennesaw.edu>)
- Graduate Policies and Curriculum Committee (GPCC) webpage (<http://gpcc.kennesaw.edu>)
- KSU Curriculum Contacts (see contact document)



# System Office/Board of Regents forms and processes

- Summary of Program Forms and Approval Processes at SO/BOR (see system office/BOR document)
- <http://curriculum.kennesaw.edu/resources/bor-forms-info.php>
- General Education Course approvals
- <http://curriculum.kennesaw.edu/gened/information.php>

# KSU Proposal Actions and Types

## Type of Actions

- Adding new
- Change(s)
- Termination (programs)
- Deactivation (programs)
- Discontinuation (courses)

## Proposal Types

- Courses
- Program Name or Academic/Curriculum Policies
- Minors/Certificates (stand-alone and embedded)
- Dual/Joint Degrees
- Majors/Degrees

# KSU Procedural Requirements- Proposals require approvals by each curriculum level to move to subsequent level.

Courses and Programs	Approval of Proposal	Denial of Proposal
<p>Approval by:</p> <ul style="list-style-type: none"><li>• Initial Review</li><li>• Department Curriculum Committee</li><li>• Department Chair</li><li>• College Curriculum Committee</li><li>• College Dean</li><li>• Education Preparation Curriculum Committee (Education proposals)</li><li>• Education Dean (Education proposals)</li><li>• General Education Council (General Ed. proposals)</li><li>• Undergraduate Policies &amp; Curriculum Committee (Undergrad. proposals)</li></ul>		



# KSU Procedural Requirements- (con't)

Courses and Programs	Approval of Proposal	Denial of Proposal
<p>Approval by:</p> <ul style="list-style-type: none"><li>• Graduate Policies &amp; Curriculum Committee (Grad. proposals)</li><li>• Graduate Dean (Grad. proposals)</li><li>• Technology Enhanced Learning Chief (online/hybrid proposals)</li><li>• Provost</li><li>• Final Review</li></ul>		

# KSU Procedural Requirements- (con't)

Directed Study and Special Topics Courses (when course has been approved)	Approval of Proposal	Denial of Proposal
<p>Approval by:</p> <ul style="list-style-type: none"><li>• Department Chair</li><li>• Department Curriculum Committee (Special Topics only)</li><li>• Educator Approval Director (Study Abroad only)</li><li>• Honors Program Dean/Director (Honors only)</li><li>• Registrar</li></ul>		



# Curriculum Committee Functioning

- Have met procedural requirements
- Are in compliance with BOR and KSU policies
- Edits to proposals should be kept to a minimum once they reach the UPCC/GPCC
- Grievances among departments that come before the UPCC/GPCC regarding curriculum proposals will be sent back to the college curriculum committee to resolve
- Curriculum committee members share information (e.g., outcomes of votes during curriculum committee meetings) with their constituent groups
- One program proposal submission per academic year and one course proposal submission per semester

# BOR Hour Requirements for Programs

		Minimum Hours	Maximum Hours
Undergraduate Degree Programs		120 (at least 21 upper division hrs in major & at least 39 upper division hrs overall)	120 excluding orientation and/or PE/health courses (exceptions- BOR approval)
	General Education	42	42
	Area F	18	18
Undergraduate Minors		15 (9 hours of upper division coursework & can include area F courses) * At least 9 hrs. non-duplicative with major. Home department can request exception.	18
Undergraduate and Graduate Certificates		Greater than 9	59
Masters Degree Programs		30	36 (exceptions- BOR approval)



# New Course Proposal- Course Syllabus Example

- When adding a new course, KSU requires a syllabus be uploaded in the new course proposal form in Curriculog.
- KSU has a course syllabus template available in D2L.
  - Required elements
    - Course Meeting Times
    - Instructor Contact Information
    - Course Description
    - Course Objectives
    - Course Materials
    - Course Deliverables
    - Course Evaluations
    - Course Policies
    - Institutional Policies
    - Course Schedule
  - Optional elements
    - KSU Resources



# Degree/Major Program Proposals Process

- KSU New Degree/Major Prioritization Committee
- Final Decisions made by KSU President and Provost



# Deadlines to Make KSU Catalogs

Type of Proposal	Deadline (Approval by UPCC or GPCC)	What Term Catalog
Courses	UPCC- Oct. 25, 2018 GPCC- Oct. 3, 2018	Spring, 2019
Programs that require submission to BOR/System office	UPCC- Nov. 29, 2018 GPCC- Dec. 3, 2018	Fall, 2019
All other curriculum proposals	UPCC- Jan. 24, 2019 GPCC- Feb. 6, 2019	Fall, 2019

Note: These deadlines must be followed. There may be additional steps after UPCC/GPCC approval. Please allow sufficient time at each level for a thorough review of proposals.



**Overall Proposal-** Course/program consistent with mission/strategic plan; description, outcomes, content align; and has sufficient college/dept. resource support

	Meets	Does not Meet	Needs Clarification
Program title reflects the discipline and the nature of the degree.			
Course/program title is an accurate reflection of the content of the course/program.			
Course/program description reflects the overall learning objectives/outcomes of the course/program.			
The course/program aligns with the BOR's, KSU's, College's, and/or Department's mission and strategic plans.			
Appropriate student learning outcomes and assessment plan are included. For programs: continuous improvement plan and alignment with Improve KSU.			
Course/program nomenclature will not result in confusion with and/or does duplicate existing programs/courses.			

# Overall Proposal (con't)

	Meets	Does not Meet	Needs Clarification
Course/program proposal aligns with the proposing academic discipline and faculty expertise.			
Course/program proposal provides evidence of department, college, and/or university support (financial, facilities, faculty, library, etc).			
Course/program is clear and understandable to readers outside the discipline.			
Course/program proposal does not contain spelling or grammatical errors.			

# Viability

Programs demonstrate employer need and student demand. New degrees/majors don't duplicate similar, geographically close programs within USG.

	Meets	Does not Meet	Needs Clarification
Provides data regarding employer demand for program (e.g., GA employer demand resource document, Department of Education- gainful employment).			
Provides data regarding enrollment in comparable and competitive programs and/or other student demand evidence (contact KSU's Institutional Research for assistance).			
New Degrees/Majors: Provides evidence of non-overlap with other similar programs at USG institutions in the geographic area.			
If online, proposal provides evidence of non-overlap with likely competing programs.			
Evidence that the program is financially sustainable (e.g., faculty costs, minimum enrollment (TAP), new facilities, technology, etc.) (KSU's Budget and Planning office is available as a resource)			
Evidence of sufficient qualified faculty and Academic Program Coordinator for the program.			
Checklist: Please attach appropriate BOR forms (e.g., BOR academic program proposal form, BOR tuition increase request form, BOR dual degree form, etc.)			
<u>Note:</u> When creating a new certificate, contact the Financial Aid office to determine if students in the program may qualify for financial aid.)			



# Program Rigor and Quality

Programs meet BOR and KSU expectations

	Meets	Does not Meet	Needs Clarification
Program has correct number of hours.			
Program curriculum provides an incremental mastery of the program content, as students progress through program.			
Course prerequisites balance prerequisite skills needed for each course while avoiding program bottleneck situations.			
Program curriculum is consistent with disciplinary accreditation requirements or professional association best practices.			
If gated, proposal addresses how department will monitor students who fail to meet threshold and has remediation plan.			



# Course Rigor and Quality

Programs meet BOR and KSU expectations

	Meets	Does not Meet	Needs Clarification
Course instructional type (e.g., lecture, lab, practicum) is consistent with the instructional methods in the proposal.			
Course numbering is appropriate for the level and content of the course.			
Course instructional type is consistent and matches the lecture, lab, and total credit hours.			
Lecture coursework reflects approximately 2,250 minutes of academic engagement (750 instruction + 1,500 out-of-class work) or equivalent per semester credit hour, and a semester consists of 15 calendar weeks.			
Undergraduate: If cross-listing, do the course numbers deviate by one level or less. Graduate: If cross-leveling, does the content differ appropriately.			
Checklist- Proposal lists: course prerequisites, co-requisites, and learning support prerequisites; whether the course is repeatable for credit or not and if so how many times; BOR elective fee/special charge form is attached.			

# KSU's Course Numbering Conventions

1000 and 2000 level courses	Lower division undergraduate courses 2290- Special Topics
3000 and 4000 level courses	Upper division undergraduate courses 3398- Internship 4400- Directed Study 4490- Special Topics
5000 level courses	Foundation and Certificate Level courses (not Architecture)
6000 and 7000 level courses	Master's courses
7000 and 8000 level courses	Education specialist and doctoral courses 7900- Master's Thesis
9000 level courses	Doctoral and post-doctoral courses 9900-99##- Dissertation



# KSU Major Instructional Types and Definitions

- **Lecture** is a formalized instruction in which the instructor presents an educational experience to students, applying any combination of instructional methods.
- **Laboratory** is an educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.
- **Combined lecture and laboratory** integrates both lecture and laboratory activities into one course with one grade.
- **Clinical laboratory** applies to health-related programs, during which students are assigned to laboratory sections that provide a realistic environment for student learning.
- **Practicum and internship** are credit bearing work experiences that are integrated with academic instruction and relate to a student's occupational goals. Students apply learned concepts to practical situations within an occupational field.
- **Studio** is a workplace for the teaching and practice of an art.

# Common, Reoccurring Issues of Course and Program Changes- Handout

The Office of the Registrar and Enrollment Services share reoccurring themes and make recommendations related to course and program changes based on curriculum change experiences.

- Course Prefix and Numbers
- Course Prerequisites, Restrictions
- Alignment of Program Changes
- Considerations when creating or revising programs
- Avoid unnecessary course substitutions
- Avoid impact to other programs and course enrollment
- Navigate program deactivation, termination, name change
- And more....



Questions & Discussion?

