

RESOURCES

KSU Curriculum Contacts:

- 1) Overall Curriculum Questions: Associate Vice President for Curriculum,
(vwhittle@kennesaw.edu)
- 2) Catalog: catalogs@kennesaw.edu
- 3) Curriculog: curriculog@kennesaw.edu
- 4) UPCC questions: upcc@kennesaw.edu
- 5) GPCC questions: gpc@kennesaw.edu

Georgia Employer Demand Resource Links:

- 1) Hot Careers to 2024
https://explorer.gdol.ga.gov/vosnet/mis/current/hot_careers_current.pdf
- 2) Georgia's STEM Careers to 2024
<https://explorer.gdol.ga.gov/vosnet/mis/current/stem.pdf>
- 3) 2016-18 Georgia's Short-Term Employment Projections
<https://explorer.gdol.ga.gov/vosnet/mis/current/stepcurrent.pdf>
- 4) Georgia Office of Workforce Development- Governor's High Demand Career Initiative Report
<http://www.georgia.org/wp-content/uploads/2014/04/HDCI-Report.pdf>

Summary of Program Approval Processes at System Office/Board of Regents

PROPOSAL TYPE	BOR FORM	SO/BOR PROCESS
Minors	BOR minors notification form	<ol style="list-style-type: none"> 1) System Office (SO) notification only for all new minors (regardless of whether the institution offers a major in the discipline area) 2) No approval required for institutional guidelines 3) The Office of Academic Programs will track and list minors on its website
Certificates	BOR certificate notification form (stand-alone)	<ol style="list-style-type: none"> 1) SO notification only for all new stand-alone certificates 2) SO notification when changes are made 3) The Office of Academic Programs will coordinate the listing of certificate programs in our Degrees & Majors inventory 4) Embedded certificates do not require SO notification and are not listed in our Degrees & Majors inventory
Dual Degrees	<p>BOR dual degree within a single institution form</p> <p>BOR dual degree between institutions form</p>	<ol style="list-style-type: none"> 1) Adopt SACS definition of dual degrees as defined in the SACS Policy on Collaborative Academic Arrangements (June, 2010) 2) All dual degrees sent as notification only to SO two weeks prior to implementation 3) For dual degrees between institutions, only a copy of the documentation required by SACS is submitted to SO
Joint Degrees	<p>BOR joint degrees with a SACS-COC accredited institution form</p> <p>BOR joint degrees with a USDE-recognized accredited institution other than SACS-COC</p> <p>BOR joint degrees with a non-USDE-recognized accredited institution notification form</p>	<ol style="list-style-type: none"> 1) Adopt SACS definitions of joint degrees as defined in the SACS Policy on Collaborative Academic Arrangements (June, 2010) 2) When partner institution(s) is/are SACS accredited or accredited by a USDE – recognized accreditor sent as notification only to SO prior to implementation 3) If partner institution is not SACS accredited or accredited by a USDE-recognized accreditor then SO administrative approval is required
External, off-campus location designated as a campus, center, a consortium for face-to-face instruction	BOR request for a branch campus, center, or consortium	BOR Approval through Committee on Academic Affairs

APPROVAL TYPE	BOR FORM	SO/BOR PROCESS
External offering of 50% or more of an existing BOR approved program at a BOR approved campus, center, or consortium	BOR external degree offering of an approved program at an existing instructional site	SO administrative approval prior to implementation
External offering of 50% or more of an existing BOR approved program at a contractual site (e.g., school, business, etc.)	BOR external degree offering of an approved program at a contractual/time limited location	SO administrative approval prior to implementation
After an institution is approved to offer programs via distance learning the offering of additional BOR-approved existing programs 50% or more via distance learning that does not require SACS approval of a substantive change	BOR distance learning delivery of existing approved program notification	SO notification to our office prior to implementation
New Degree/Major, regardless of delivery	BOR concept paper (optional) BOR one-stem academic program proposal form	BOR approval through Committee on Academic Affairs
Substantive Change of any type	BOR substantive change form	So administrative approval prior to implementation
Termination of Degree/Major	BOR program termination form	BOR approval through Committee on Academic Affairs
Deactivation of Degree/Major	BOR program deactivation form	So administrative approval prior to deactivation
General Education Course (adding to core area, changing between core areas, change to course already approved)	USG core course proposal form	Appropriate BOR Academic Advisory Committee USG General Education Council
General Education Learning Outcomes changes	USG core learning outcomes proposal form	USG General Education Council

Curriculum Issues and Considerations

Course Proposals

Course Numbers

- 1) Ensure course number is consistent with the level of work/program.
- 2) New Course Numbers:
 - a) Do not reuse course numbers
 - b) If different title, description, and content
 - c) If repeat indicator changes
- 3) Avoid altering the course prefix and number for aesthetic purposes unless mandated by the BOR.

Course Prerequisites

- 1) Prerequisites will always default to "A grade of C or better.." at the undergraduate level, unless otherwise specified.
- 2) Do not change prerequisites to require a course that is not built into the program.
- 3) Be specific and avoid ambiguous language:
 - a) "Admitted to the program"
 - b) "By placement"
 - c) "Any course required in the program"
 - d) "Any course related to 'x' subject"

New Courses

- 1) When creating a new course, please remember to **specify where within the program the course will be placed** (i.e., electives or required course).
- 2) If a new course is added to replace an existing course be sure to specify any equivalencies.

Discontinued/Altered Courses

- 1) If a course is discontinued or altered, think of the **impact** not only **on the major**, but also any **minors and/or concentrations**.
- 2) If a course is **discontinued or altered**, ensure that students under previous/older catalogs still have a **pathway to graduation**.
- 3) Notify **other programs** that may allow or require the given course; run an impact analysis and communicate out.

Program Proposals

When to submit a change of program?

- 1) New and discontinued courses
- 2) Change of course credit hours
- 3) Course repeatability
 - a) Changing the repeatability of a course may impact program hours
- 4) Course title changes

Program Changes

- 1) Ensure Alignment
 - a) Ensure that program proposal also includes new or updated course submissions that affect the program curriculum (i.e., credit hours, title, etc.).
- 2) Ensure the University, USG, and other **academic policies** are met:
 - a) Overall program hours do not exceed limits in General Education, Area F requirements, and Upper Division Major Related hours.
 - b) If STEM major, are the hours split correctly and accounted for between General Education and Area F?
- 3) Refrain from verbiage left open to **interpretation or ambiguity**
 - a) "10 credits in any course related to the major"
 - b) "Requirements may vary depending on career goals"
 - c) "Related studies" "with Advisor Approval"
- 4) Avoid **complex and highly conditional verbiage** when possible. Instead, define and list individual requirements.
 - a) "Depending if a student takes [option 1] or [option 2], they are required to complete 4 or 3 elective courses, respectively. In addition to the electives listed below, students can take any 7000 level courses in [subject A] or [subject B] or approved courses in [subject C], which are listed below. At least two electives must be in [subject D]."
- 5) When revising programs (i.e., name change), consider the effect on student **under previous/older catalogs**
 - a) Include guidance by catalog year in the proposal for accommodating students under previous/older catalogs.
- 6) The **originator** of the proposal should be the **owner** of the proposal
- 7) **Course substitutions** are frequently **used outside the scope of the curriculum** rather than addressing the issue at the program level. **Course substitutions** should be **reserved** for transfer courses and rare institutional substitutions.

Final Thoughts

Policy Enforcement

- 1) When developing new policies, consider the process and how it affects other departments. Be sure to work collaboratively with technical teams on how requirements can be accomplished.
- 2) Please remember, not all program and/or course policies may be automatically enforced through the student information system or degree auditing system. The complexity and/or individual requirements of a policy can preclude enforcement through the system(s). This limitation does not prevent specific policies from existing, but may require consideration.

**Undergraduate Curriculog Proposals
Completed 2017-2018**

Change to Existing Course:	302
New Course:	79
Course Discontinuation:	9
Change to Program Name, Requirements or Policies:	67
New Degree/Major Program:	1
New Dual Degree Program:	6
New Minor/Certificate Program:	7
Program Deactivation/Termination:	4
Total Curriculog Volume:	475
• Courses:	390
• Programs:	85

**Graduate Curriculog Proposals
Completed 2017-2018**

Change to Existing Course:	57
New Course:	43
Course Discontinuation:	21
Change to Program Name, Requirements or Policies:	36
New Degree/Major Program:	0
New Dual Degree Program:	1
New Minor/Certificate Program:	2
Program Deactivation/Termination:	9
Total Curriculog Volume:	169
• Courses:	121
• Programs:	48