About This Presentation

• We will discuss
  – What the curriculum process is
  – How to use the UCC web site
  – The UCC forms
  – Who should fill out UCC forms
  – Timeline, deadlines, questions
Changing The Curriculum at NKU

• Curriculum process involves changes, additions and deletions to
  – Courses (including changes to SLOs)
  – Majors/Minors/Areas of concentration/Certificate programs
  – General education
  – New programs/certificates/classes/tracks

• Parties involved in the process are
  – Individual faculty and departments
  – Library (needed for new courses)
  – College housing the department, Dean’s office
  – TEC (if applicable)
  – Graduate Council (if applicable)
  – General Education Committee and GE director (if applicable)
  – UCC
  – Faculty Senate (new gen ed, changes in gen ed program, new programs)
  – Provost’s office
  – Registrar (non-voting)
Special Course Numbers

- Some course numbers are reserved for special types of courses
  - X99 for independent studies/directed readings
  - X94 for topics courses
  - X91 for thesis coursework
    - see [http://access.nku.edu/ucctest/Content/info/CourseNumbering.aspx](http://access.nku.edu/ucctest/Content/info/CourseNumbering.aspx) for full list of course numbering restrictions
  - Departments may restrict the number of such credits earned toward a degree, number of hours of repeatability
    - e.g., no more than 6 hours of x99 credit can count toward a major, course may be retaken as topics vary
  - Specific topics in x94 are usually taught only 1-2 times
    - if the topic is going to continue to covered, it should be converted to an official course before being offered again
General Education Courses

• All general education (GE) courses must fit into a category, fulfilling all student learning outcomes (SLO) of that category
  – GE course can fit into two categories if one of those categories is Global Perspectives

• All GE courses are assessed

• New GE courses must be approved both as new courses and new GE courses

• Existing courses that are being proposed for GE only require approval as new GE courses

• New GE courses and GE course changes require approval by UCC, GE Committee, GE Director

• New GE courses require approval by Faculty Senate
Exceptions to the Curriculum Process

• The UCC has identified several instances where changes to curricula can bypass the curriculum approval process
  – the first three of these require UCC forms and approval by chair and UCC chair
• X99 creation and changes
• Course term changes
• Honors sections of already existing courses
• Mass course deletions for courses not taught in 5+ years
  – catalog editor compiles this list each fall
  – courses that are not objected to will be automatically deleted
  – the course list will also be provided to the UCC members
• Some admissions change criteria
• Changes to departmental portions of the catalog that do not involve program changes
  – NOTE: catalog corrections will still require going through the UCC process
http://access.nku.edu/ucc/index.aspx (or www.nku.edu/~ucc which redirects)
Continued

• What to look for:
  – Meeting schedule, agenda, minutes
  – Membership list
  – UCC Bylaws and policy handbook
  – List of library liaisons (any new course or program requires approval by the library)
  – SACS information including definitions for student learning outcomes and how to assess SLOs
  – General Education Program (Foundations of Knowledge) information
  – Guidelines for submitting UCC forms
  – Forms to submit curriculum changes*
  – Current year form submissions and older forms*
  – Updating a current form*
  – Deadlines for submissions
    • * - requires that you log in using your NKU account
The Forms

- C1 – add/delete program options (e.g., web based)
- C2 – change program (majors, minors, tracks, areas of concentration, changing electives if the electives are explicitly listed, hours for program, program description and SLOs)
- C3 – new minor
- C4 – change to program admissions
- H – new course (requires syllabus)
- K – course change
- G – new gen ed course (requires syllabus, brand new courses being proposed for gen ed do not require a form H)
- M – mass changes (deletions, designators, numbers, prereqs/coreqs that affect several classes such as changing ABC 101 to ABC 100 or adding “C or better”)
- Certificate program proposal
- Program preproposals
- Full program proposal
Filling Out the Forms

• Any NKU faculty member can fill out and submit a UCC form
  – HOWEVER, that doesn’t mean you should!
• First, get departmental/chair approval
• Second, either have your UCC representative fill out the form or meet with your rep to discuss how to fill out the form
  – Errors in a form may cause the item to be delayed as it moves through the curriculum process
• Third, before submitting it, check it over for errors and typos
• Fourth, once submitted, print out the materials:
  – The form itself
  – The signature form
• Fifth, respond to questions posed, edit the form directly to revise when issues arise
• Sixth, submit the forms to chair for signature and then to college committee (or TEC if TEC approval is required)
• Seventh, follow the form’s progress
Following the Form

• Follow the form’s progress on the UCC site
  – If you look under current year forms, you can find the last decision made:

<table>
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<tr>
<th>Select</th>
<th>Course</th>
<th>Status</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
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<td>COM 520</td>
<td>Approval Graduate Council</td>
<td>09/14/2010</td>
<td>2/26/2010</td>
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<td>Select</td>
<td>COM 550</td>
<td>Approval Graduate Council</td>
<td>09/14/2010</td>
<td>2/26/2010</td>
</tr>
</tbody>
</table>

  – Final approval means approval of the UCC
• Your UCC rep should follow the progress of all submitted forms in your department
  – Alternatively, a program director may be tasked with this (or yourself)
  – Make sure someone knowledgeable about the proposed item attends each meeting when the item is on the agenda (TEC, college committee, grad council, UCC, faculty senate)
  – Without representation, the item may be postponed
Issues

• Before submitting an item, review your catalog to see if there is an existing course that can cover the content
  – Look over the course descriptions and try to match that format so that you have consistency among your course descriptions

• Deleting a course? (K or M change) Remove it from any list of required or elective courses (C2 change)

• Changing a course number? (K or M) Make sure you have also changed all prereq/coreqs that reference that course number (K or M changes)

• Changing a prereq? (K or M) Make sure the change does not cause students to lengthen the number of semesters required to graduate
The Timeline

• Submit UCC forms at any time
  – but they should first be approved by your department/
    department curriculum committee/chair first

• Your college curriculum committee will typically
  meet the week prior to every UCC meeting
  – this depends on your college and the amount of
    curriculum materials submitted

• The UCC meets the first and third Thursdays of
  the month

• Graduate Council meets the second Thursday of
  the month (and occasionally the fourth Thursday)

• Faculty Senate meets the third or fourth Monday
  of the month
Continued

• After submitting your form, it goes to the college, then graduate council (if necessary) then UCC and then Faculty Senate
  – given the timeline from the last slide, you can estimate the number of weeks it will take to get through the UCC process
  – if the item is a general education submission, it will take additional time based on how often the general education subcommittee meets
  – if the item involves TEC, it will take an additional 2-4 weeks

• Items should be on the UCC website at least 2 weeks prior to their being deliberated at the UCC
Deadlines

• Typically there is a 1 year lag in the implementation/availability of a change
  – Submit a change in fall 2013 for fall 2014
  – Submit a change in spring 2014 for spring 2015

• Important deadlines
  – Catalog changes must be approved at all levels by December for the following year’s undergraduate catalog
  – There is a little more leeway for graduate catalog but note that 5xx courses are published in both!
Questions?

• If you have questions about submitted forms, first talk to your UCC rep
• If you have questions about the curriculum process or you are having problems with the UCC site or submitted forms, contact
  – Richard Fox, chair UCC (5334, foxr@nku.edu)
  – Mary Lepper, curriculum and accreditation (6124, lepperm@nku.edu)
• If you have questions for the registrar’s office, contact
  – Jason Moore for program changes in SAP (6430, moorea4@nku.edu)
  – Casey Prather for course changes in SAP (6619, pratherc1@nku.edu)
  – Marla Herron for other registrar questions or issues (5225, herronm1@nku.edu)