CHICAGO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

Curriculum Developer's Handbook
Revised Fall 2013

This handbook provides general guidelines for the curriculum process at Chicago State University. If you have comments or suggestions on how curriculum development can be improved, please do not hesitate to bring up your ideas with your chairperson, your dean, or the Office of Academic Affairs.

1. How to Propose a New Course
To add a course, use the Course Information Form (Curriculum Form #2) and its routing sheet (Curriculum Form #1). Do not use the Academic Degree Program Information Form or the routing sheet that goes with it (Curriculum Forms 4 and 3, respectively).

New course proposals should begin with discussions between the department chairperson and faculty. New course proposals usually require approval from a departmental curriculum committee, and may require approval by both the College and University Curriculum Committees. Because of changes in the faculty contract, hybrid and online courses require approval by the Distance Education Committee. Courses intended as general education submissions or for graduate students require approval by those respective committees. In all departments, new course proposals require departmental approval as certified by the chairperson.

Course proposals that involve two or more departments (*i.e.,* cross-listed course) directly should be developed in tandem and submitted as a single proposal in both/all affected colleges.

The basic elements of any new course proposal are the exact title, credit hours, contact hours, prerequisites and co-requisites, and catalog description. In addition, the Course Information Form asks for the specific goals of the proposed course, frequency that the course will be offered (*e.g.,* annually, once each term, once every two years, summer rotation, etc.), the number of students the course is expected to serve each term it is offered, number of sections offered each term and any other evidence of need for the course, budgetary implications, and proposed lab fees (if any). The information on frequency and expected number of students is crucial to the approval process.

If the course is to be a required course or entails a change to a degree program's requirements, a separate proposal to change program requirements (*i.e.,* Forms 4 and 3) should accompany the new course proposal.

If the course will require a lab fee, studio fee, or any other special charges, be sure to note this on the form. When deciding on an appropriate fee, the department chairperson should ensure that the appropriate offices (*e.g.,* Bursar, Budget) have been consulted and made aware of the proposed fee, after the fee has been approved through the Tuition and Fees Committee (TFC). Contact the Contract Administrator and the Vice President's Office/Financial Affairs, to have your fee request placed on the TFC agenda. Courses that entail fee requests need to be finally

approved at least one semester in advance of the semester the fee change is implemented for publication and implementation to occur (*i.e.,* Fall semester for subsequent Fall semester).

If you want your new course to appear in the Spring semester *Class Schedule Bulletin*, it should clear all approval steps by September 30th. If you want your new course to appear in the Fall semester *Class Schedule Bulletin*, it should clear all steps by February 28th.

<u>After</u> the questions on the course information form have been answered and a tentative course number has been assigned, the proposal should be presented to the departmental curriculum committee and the department chairperson for approval.

Once the department has approved the course, the chairperson or designee must obtain a course number assigned by the Office of Course Scheduling. Thereafter, the chairperson should inform Academic Affairs (trowanii@csu.edu) by email that a curriculum action has been initiated. The proposal must then be submitted for consideration to the college curriculum committee and college dean. The course may need additional approvals under the following conditions:

1. If the course results in a change to an **education program housed** in the College of Arts and Sciences, it must be approved by the University Council on Teacher Education.
2. If it is a **graduate course**, the relevant college graduate council and the University Graduate Council must approve it.
3. If the course is designed to fulfill **general education** requirements, the General Education Committee must approve it. This process should be initiated prior to the proposal reaching the relevant college curriculum committee.
4. If the course is going to be taught in an **online or hybrid format**, the Distance Education Committee must approve it. NOTE: instructors must receive certification through the Center for Teaching and Research Excellence in order to teach a course in these formats.
5. If the new course may conflict with an existing course in one of the other colleges, if it involves **two or more departments**, or if it is a course entailing a program change/new or changed program requirement, the University Curriculum Coordinating Committee must approve it.

To track all approvals, the Course Routing Form (Curriculum Form #1) should be attached to the front of the proposal (Curriculum Form #2) and both forms should be sent to the college curriculum committee. The signed and dated forms should be shared with the chairperson of appropriate committees by email and the physical, signed forms delivered to the committee chair at least one week before committee meetings (see online meeting schedule for each committee). <u>It is the responsibility of the department chairperson to monitor the progress of the proposal from this point and make sure it moves through the approval process as quickly as possible.</u>

The Office of Academic Affairs will review all curriculum actions prior to submitting for action in course scheduling and evaluations and entering the course action in the appropriate catalog.

2. How to Modify or Delete an Existing Course
Proposals to modify or delete an existing course generally follow the same path as proposals to add a new course, and the same course information form (Curriculum Form #2) is used.

Changes to existing courses require the use of Forms 2 and 1.

Changes to prerequisites and co-requisites for a course should occur after careful consideration of the impact on other departments, and consultation with the affected department(s) <u>before</u> the proposal reaches the college curriculum committee.

3. How to Change Existing Academic Degree Programs or Options

To make a change in an existing academic degree program or option, or to propose a new academic degree program or option, use the Program Information Form (Curriculum Form #4) and its routing sheet (Curriculum Form #3).

Changes to existing degree program or option requirements begin with departmental approval and then go on for approval by the college curriculum committee(s) and the dean. Once the department has approved the change, the chairperson should inform Academic Affairs (trowanii@csu.edu) by email that a curriculum action has been initiated. As with course proposals, approval may be required from the University Council on Teacher Education and/or the Graduate Council before being approved by the Office of Academic Affairs. If the new requirements will affect other departments, it is important to consult with the other departments before the proposal is presented to the college curriculum committee. For these types of program changes and for all new or revised program requirements, approval from the University Curriculum Coordinating Committee is required.

The Academic Degree Program Information Form (Form #4) lists existing requirements and proposed requirements. It is not necessary to include the <u>sequence</u> of courses suggested for majors, but it is necessary to list the required courses for the major or option. Also include a statement of the goals of the change, evidence of need for the change, impact on other college or departments, budgetary implications, and the effective date for the change. The question about impact on other colleges or departments is particularly important. It is also important to indicate the effective date of the change, as this determines the set of program requirements to which a class of students is obligated.

Attach the appropriate routing form before sending the proposal to the college curriculum committee. If the change results in deletion of courses, submit Form #3.

4. How to Propose a Reasonable and Moderate Extension of an Existing Program

A variety of program changes fall under the category of a "reasonable and moderate extension of an existing program" (or RME). These kinds of changes include the addition of new minors, options, and name changes for degrees or for departments. The creation of new professional development sequences and certificates also are considered RME requests. Some kinds of RME changes need approval from the Illinois Board of Higher Education (IBHE) and some do not. **See the statement of criteria in**

(http://www.ibhe.org/Academic%20Affairs/Applications/public/materials/Definitions%20New%20Program%20and%20RME.pdf)

for a list of RME types and the needed level of approval. A request for an RME must first be approved at the usual university levels indicated on the program routing form. Because RME changes are more substantial than course or program changes, before initiating a request that entails an RME, the department chairperson should consult with the college Dean and Dr. Rowan in Academic Affairs. This also will include consideration of whether the program change requires other external approvals, including that of the Higher Learning Commission and your program's relevant accrediting organization.

Use the Academic Degree Program Form (Curriculum Form Number #4) and any necessary attachments for an RME request.

Sometimes, a department may want to eliminate an option, minor, certificate, or degree program. This may be done in one of two ways. First, the department could initiate a program change and seek approvals in the usual way. Second, the department could indicate that it wants to eliminate the program/option as part of the program review process. Unless the elimination would cause a major problem for another program or department, the university will notify IBHE of the elimination and the job will be done.

5. How to Add a Certificate
If the department is interested in developing a certificate at the pre-baccalaureate, post-baccalaureate, or graduate level, please consult with the Office of Academic Affairs for current information on how to proceed. Depending upon the nature of the proposed certificate, it may require IBHE and/or HLC approval.

6. How to Develop an Expanded/Improved Program Request
A request for an expanded/improved program asks the Board of Higher Education to add a specific dollar amount to the annual university budget. The request relates to an existing instructional program, research institute, or public service institute. Normally, these are continuing additions to the budget, not just one-time needs. These requests often ask for additional personnel, such as faculty positions, civil service, student aides, graduate assistants, or paid internships, but they may also include requests for equipment, library books, commodities, and other expenses.

They require a great deal of work to complete, so it is wise to get at least a preliminary and tentative approval for the request from the dean and the provost at the outset. However, regardless of the level of administrative support, the request should be routed through the normal channels for program changes so that it receives adequate faculty support. Because this type of request involves permanent dollars to the operating budget, the Provost and Vice President for Academic Affairs will need to submit the request to the University Budget Committee (UBC) during the annual budget request process. This request also should appear on the department and

college's PME plans. The UBC requests are for long-term operating dollars to be in effect a minimum of two years from the date of the requests because of how the IBHE and UBC budget cycle occurs. The President submits the budget requests to the Board of Trustees for approval prior to the IBHE.

Budget requests for an expanded/improved program must be linked to priorities identified by the university or the state. Over the last several years, the University has requested funds for expanded/improved programs in student retention, public school partnerships, the career development center, minority enhancement, improvement of undergraduate education, and library books. If your department has needs in one or more of these areas, it may be possible to piggyback your request on one of the existing requests.

These requests must be submitted with the University's annual budget request in May, so they should be approved at the provost's level no later than ~~March 1~~ December 1 of any given year, after prior consultation. As of the date of this handbook's publication (2013), these types of requests should be made only for compelling reasons and after approval by the process listed above.

7. How to Develop a New Program Request
A new program request, like an expanded/improved program request, usually asks the Board of Higher Education to add a specific dollar amount to the annual university budget. More importantly, the request asks the board to approve a new academic degree program, research institute, or public service institute. Normally, these will require continuing additions to the budget to pay for faculty positions, civil service, student aides, graduate assistants, or paid internships, equipment, library books, commodities, and other expenses. Even if a new program request does not require additional state funds, the CSU Board of Trustees and the Board of Higher Education must approve a new degree program, research institute, or public service institute.

These proposals are subjected to Board of Trustees and Board of Higher Education review processes as stringent as those of the major federal agencies. The quality of the proposal, in terms of accuracy, rationale, content, and aesthetics should be high.

New program requests should be discussed with the department and college, as well as with Academic Affairs prior to submission. External approvals may be required and their entailments considered *a priori*. Requests must be carefully planned, reviewed, and approved at each university level before they will be submitted to the Board of Trustees for consideration. Again, regardless of the level of preliminary administrative support, the request must be routed through the normal channels for program changes so that it receives adequate faculty support. The Board of Trustees and BHE will not consider requests without proper faculty support.

If you want to propose a new program, you must consult with your dean and the Provost. Proposals must complete the approval process at least through the University Curriculum

Coordinating Committee by March 1. The university will submit a preliminary proposal to the Trustees in May and, after any necessary revisions, a final proposal on July 1 to the Board of Higher Education.

Department – Initial Level	College and Second Level	University Level	Academic Affairs	Banner and CAPP	Publication
•Department Approves •Course Number Assigned	•General Education •College Curriculum Committees •Distance Education •Dean	•Council on Teacher Education •Graduate Council •University Curriculum Coordinating Committee	•Review of Prior Steps	•Course Scheduling •Evaluations	•Catalog Entry •College and Departmental Publication •Electronic Record on Curriculum Website

CURRICULUM FLOW FOR COURSES-CSU

Department – Initial Level	College and Second Level	University Level	Academic Affairs	Banner and CAPP	Publication
• Department Approves	• College Curriculum Committees • Distance Education • Dean	• Council on Teacher Education • Graduate Council • University Curriculum Coordinating Committee	• Review of Prior Steps • Triage for External Approvals	• Assign Major Code • Course Scheduling • Evaluations	• Catalog Entry • College and Departmental Publication • Electronic Record on Curriculum Website

CURRICULUM FLOW FOR PROGRAM CHANGES- CSU

Appendix 1

Curriculum Routing Forms
(available on the Provost's website)