



Spring 2021

# Curriculum Quick Reference for Departmental Leadership



Office of Academic Affairs  
WESTERN KENTUCKY UNIVERSITY



WKU<sup>®</sup>

This guide is designed as a curriculum quick reference for departmental leadership. The following resources contain additional information:

<p>Faculty Senate  <a href="https://www.wku.edu/senate/">https://www.wku.edu/senate/</a></p>	<p>Graduate Council  <a href="https://www.wku.edu/graduatecouncil/">https://www.wku.edu/graduatecouncil/</a></p>
<p>Undergraduate Curriculum Committee  <a href="https://www.wku.edu/ucc/">https://www.wku.edu/ucc/</a></p>	<p>WKU Policies  <a href="https://www.wku.edu/policies/academic-affairs/">https://www.wku.edu/policies/academic-affairs/</a></p>
<p>CPE/SACSCOC Program Development  <a href="https://www.wku.edu/academicaffairs/pd/index.php">https://www.wku.edu/academicaffairs/pd/index.php</a></p>	
<p>CPE's New Academic Program Policy  <a href="http://cpe.ky.gov/policies/academicaffairs/newacademicprogramapprovalpolicy.pdf">http://cpe.ky.gov/policies/academicaffairs/newacademicprogramapprovalpolicy.pdf</a></p>	
<p>SACSCOC Resource Manual: The Principles of Accreditation  <a href="https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf">https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf</a></p>	

## WKU's Curriculum Approval Process

WKU has two curricular review workflows available: full and expedited. Full review requires approval by faculty curricular committees, the Dean, Provost, and, in some cases, the Board of Regents. Expedited reviews require approval from the Dean and Provost. Both undergraduate and graduate curricular proposals will use CourseLeaf starting Fall 2020.

### What's eligible for expedited review?

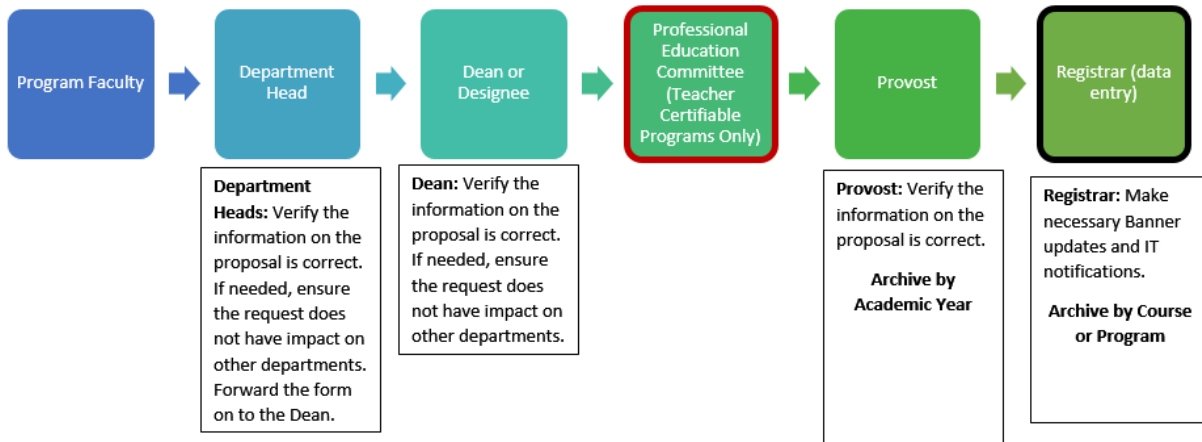
- Program Deletions or Suspensions
- Reactivation of Programs with no impact on other departments
- Course Deletions/Suspensions with no impact on other departments
- Course Prerequisite/Corequisite Changes if no impact on other departments
- Schedule Type Revisions
- Course Prefix Changes
- Course Descriptions Updates (Typos only)
- Number Changes without a Level Change (i.e., lower-level to lower-level or upper-level to upper-level)
- Non-Substantive Title Changes (addition/removal of Roman Numerals, changing abbreviations, no course description update)
- Repeat Limits (consult the Registrar prior to making the change)
- Program Modality

#### Notes:

Refer to the UCC and GC website for information on temporary courses.

“Impact on other departments” is defined as affecting another department’s majors/minors, prerequisites, or corequisites.

## Expedited Workflow



## What requires a full review?

- New Majors, Minors, or Certificates Programs
- Program Revisions
- New Courses
- Multiple Changes to a Course
- Extension of a Temporary Course
- Course Title Changes
- New Policies
- Course Suspensions/Deletions (if impact on other departments)
- Student Learning Outcome Updates
- Course Prerequisite/Corequisite Changes (if impact on other departments)
- Number Changes (level changes only)
- Revised Course Descriptions (with substantive content change)
- Credit Hour Revisions
- Establish/Delete Equivalencies
- Policy Revisions
- Request Exemption for Policies
- Course Revisions

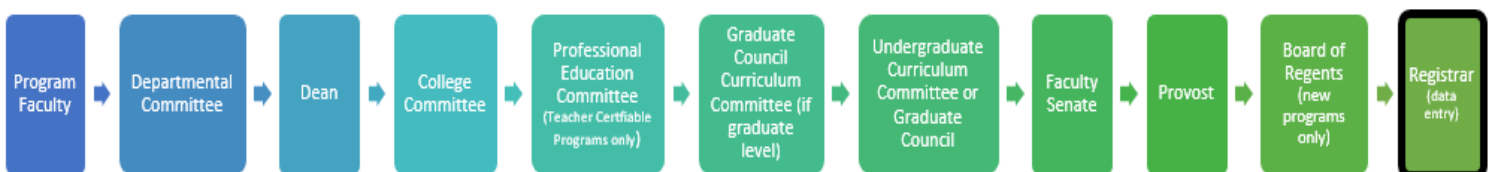
## Notes:

Colleges can initiate curriculum changes for programs.

The below internal workflow does not include SACSCOC and CPE approvals.

The Board of Regents Academic Affairs Committee must approve prior to full BOR approval.

## Full Workflow



## When is SACSCOC approval required?

SACSCOC approval is required when the department proposes a new program or revises a program (undergraduate major, graduate program, or certificate) that has 50% or more of brand-new content not previously taught by the University. If SACSCOC approval is required, the department must plan to submit the Prospectus (template on AA website) to SACSCOC six months prior to the implementation. Deadlines are typically January 1 for Fall implementation and July 1 for Spring implementation. Programs that have 25-49% new content require a SACSCOC notification.

## When is CPE approval required?

CPE has the final approval authority over all programs (undergraduate majors, graduate programs, and both undergraduate and graduate certificates) offered at WKU. New majors or graduate degree programs have a more strenuous process including the Notification of Intent, CPE Pre-Proposal, and the CPE Full Proposal.

**Notification of Intent:** The department must complete the NOI prior to introducing the program into the WKU curricular workflow. Provosts from all public institutions vet the NOIs. The NOI will include the planned program's name along with the intended CIP code. This information cannot change as the program advances. Proponents also include market data including employability and student demand. In addition, the CIP code is used to identify comparable programs within the state. Proponents are expected to address how the program is like those programs populated or how it is different from those populated.

**CPE Proposal:** The CPE Proposal is required at the same time the program enters the WKU curricular workflow. The Proposal requires the list of courses required for the program, student learning outcomes, a brief assessment overview, and detailed budget information. The proposal is posted for 30 days and public institutions may comment on the details listed, after the WKU Board of Regents approves the program. Departments must be prepared to respond to all comments in a timely manner. If no issues are found during the 30-day review, the proposal is forward to CPE's ASI Committee. Upon ASI Committee approval, the CPE Board will give final approval. The department head or proponent of the program along with the Dean or Associate Dean will be required to attend the ASI Committee.

## Course Approvals (New or Revised) Helpful Hints

- Temporary or Special Topics Courses are great ways to determine interest in content prior to creating a new course. However, temporary or special topics courses should not be required courses in a program.
- Review the [Engage Requirements for Hours of Credit Policy](#) to ensure new courses meet minimum engagement requirements.
- Delete courses from the program inventory if you do not plan to offer them again. Suspend courses from the program inventory to remove them from the catalog; however, these courses can be reactivated within five years.
- Courses requesting Colonnade approval must complete an additional application, include a syllabus, and provide assessment information. All information is available in CourseLeaf.

- Course numbers cannot be recycled. Verify course numbers with the Office of the Registrar prior to proposing a course number.
- Consider repeats when courses are revised. Changing credit hours and grade mode affects students repeating courses.
- If the course revision includes substantial revisions including those to student learning outcomes, a new course should be created instead of submitting a revision.

## Program Approvals (New or Revised) Helpful Hints

- Work with the Office of the Provost to select the best CIP code for the program. Search CIP codes at: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>.
- Coordinate the NOI, Pre-Proposal, and Full Proposal with your associate/assistant dean and the Office of the Provost.
- Consult with your Associate/Assistant Dean and/or the SACSCOC liaison to determine if SACSCOC approval is needed.
- All new programs (majors, minors, certificates) must include student and market demand information. Use any data available to support the program. The Associate or Assistant Dean in your college can assist with Gray Associates data.
- All new programs (majors, minors, certificates) must submit budget information. Consult the Budget Coordinator and Association /Assistant Dean for each college.
- New undergraduate majors require a four-year plan submitted with program proposal. Make sure all courses in the major are included along with Colonnade courses.
- Review new program proposal to ensure: (1) the formatting is correct; and (2) the program meets University requirements.
- New programs may only be implemented in fall semesters.

## Using CourseLeaf for Curriculum Approvals

As departmental leader, you will have access to the curriculum management system to approve curricular actions generated by your department. To approve items, visit <https://nextcatalog.wku.edu/courseleaf/approve/>. Then, follow these steps:

- Login using your NetID and password.
- Use the dropdown to find your role (not your name). The department's name will appear showing items are in your queue for approval.
- Click on the curricular item you wish to review. The information will appear below the approval bar.
- If the proposal is for course or program revisions, updates will appear in green and deletions will appear in red with a strikethrough.
- Click Edit to make revisions to the proposal.
- You can either approve and roll the proposal to the step in the curricular process. Or, you can rollback the proposal to the proponent for additional edits.

- Refer to the “In Workflow” area to see where the proposal is in the approval process. You can check on the status of a proposal by visiting <https://nextcatalog.wku.edu/programadmin/> (for programs) or <https://nextcatalog.wku.edu/courseadmin/> (for courses). Items highlighted in Green show that committee has approved the proposal. Yellow indicates the next approval needed.

## Advice from Departmental Leadership

- To avoid wasted time at curriculum meetings or having a proposal “rolled back” make sure formatting is correct and consistent. Review other proposals to see examples. Remember that proposals feed “as written” in the undergraduate and graduate catalogs.
- Meet with the college curriculum committee chair before submitting curricular revisions to make sure you understand the deadlines and process.
- Confer with other departments/stakeholders before making changes that impact their curriculum or courses (i.e., prerequisites, corequisites, etc.).
- Assign a detailed person within the department to provide oversight for the departmental curriculum review.
- Remind faculty to attend curricular meetings at the college and University levels. Proposals that do not have representation at meetings may be tabled.
- Start the curriculum process early so that changes can be implemented when intended.