Curriculum & Catalog Workshop

Fall 2020

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Scope of this Workshop

Part I: Overview of the curriculum review process

Part II: Overview of how to submit and review curriculum in workflow

Additional Resource:

• [Office of the Registrar Curriculum Website](#): access through the Registrar’s Office homepage > Faculty and Staff (top navigation) > Curriculum
Overview of the curriculum review process

I. Stages of approval

II. Deadlines

III. Review Catalogs

IV. Making course updates
   a) Types of changes
   b) Required information for new courses

V. Making program updates
   a) Types of changes
   b) Required information and common questions

VI. Narrative & Faculty updates

VII. Variable Titles
Curriculum Review Process

Step 1: Faculty member/Originating unit

Step 2: Impacted Department if applicable (proposal sent to chairs of other units to gather impact statements)

Step 3: Unit Curriculum Committee (Chair/Director initial approval)

Step 4: College Curriculum Committee

Step 5: Department Chair/School Director

Step 6: College Dean

Step 7: Liberal Arts Council (LAC) if applicable

Step 8: Professional Education Council (PEC) if applicable

Step 9: Curriculum Depository (Office of the Registrar initial review)

Step 10: AVP (Academic Affairs) Review (Assoc. Provost of UG Studies or Assoc. VP of Research & Dean of the Graduate School)

Step 11: Board of Trustees/CDE/CDHE approval if applicable (not in workflow)

Step 12: Office of the Registrar enters curriculum changes into Banner, Degree Works, and the Catalog(s)
## Curriculum Deadlines

<table>
<thead>
<tr>
<th>Document</th>
<th>Deadline</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program &amp; Course Curriculum Forms</strong></td>
<td>December 31, 2020</td>
<td>Deadline to be submitted to the “Curriculum Depository” stage (after Dean or PEC/LAC, if applicable). Check with your College Dean's office for college-specific deadlines.</td>
</tr>
<tr>
<td><strong>Professional Education Council (PEC)</strong></td>
<td>Check PEC website</td>
<td>PEC approval is required for curriculum items that affect programs in teacher preparation. See PEC website for more info.</td>
</tr>
<tr>
<td><strong>Liberal Arts Council (LAC)</strong></td>
<td>November 1, 2020</td>
<td>Deadline for courses to be submitted to LAC for review for the LAC or gtP. See LAC website for more info.</td>
</tr>
<tr>
<td><strong>Spring Supplemental Catalog</strong></td>
<td>November 1, 2020</td>
<td>NEW courses and programs may be submitted for a Spring start term. Revisions/deactivations may only be submitted for fall.</td>
</tr>
<tr>
<td><strong>Faculty &amp; Narrative Catalog Forms</strong></td>
<td>March 1, 2021</td>
<td>Deadline for all non-curriculum catalog changes to be submitted to the “Registrar’s Office” stage (after Chair/Director approval).</td>
</tr>
<tr>
<td><strong>Variable Title Form</strong></td>
<td>Ongoing</td>
<td>Variable Titles are added throughout the year, but it is recommended to submit 2-3 weeks prior to registration.</td>
</tr>
</tbody>
</table>
Links to the Review catalogs are available on the curriculum website.

The Review Catalogs are draft versions of the catalogs for the upcoming academic year. Review catalogs are updated on an ongoing basis throughout the curriculum season as items are approved.

**Review** Undergraduate Catalog 2021-2022

**REVIEWS CATALOG**

Greeley, Colorado

*Effective August 15, 2021 - August 14, 2022*
General Curriculum Requirements

All curriculum forms require some basic information about the change you are making.

- Department and College
- Faculty member proposing the curriculum change (does not need to be the person filling out the form)
- Effective term of the change
- Rationale
  - Include clear and concise rationale to assist reviewers with understanding what update is being made and why.
- Impact of change
  - Internal Impact: Should address required resources (particularly for new courses/programs) and how unit plans to provide them (faculty teaching loads, etc.), as well as any other impact this change may have internally or on other units.
  - Areas of catalog course resides (course updates only): helps ensure curriculum forms are submitted for impacted sections and that all changes are made
  - External Impact: Select “Yes” if your change impacts other unit(s). Selecting unit(s) in the form will route your proposal to the chair/director of those area(s) to provide feedback.
Course Updates – Forms

New Course Form
• Use this form when creating a new course

Revised Course Form
• Use this form to make any change to an existing course

Deactivate Course Form
• Use this form to remove an existing course from the catalog

Some less common scenarios:
• If a course is changing significantly (to the point you would not consider the old version and new version equivalent), a new course should be made using a new number and the old course should be deactivated.
• When changing course prefix and/or course number, a new course should be created, the old course deactivated, and the two should be marked as equivalent.
• Some courses are eligible for automatic removal without submitting a Deactivate Course Form through the annual Course Purge process (for courses that have not been taught in 6+ years for UG or 8+ years for GR).
Course Updates – Change Type

Major vs. Minor Change (University Regulations, 3-3-501(2))

**Minor Change**: A change which will have a minimal impact on any student’s program and does not affect other units. Only the following are minor changes:

(A) Changes in standard codes (except for changes in course fees).
(B) Dropping prerequisites.
(C) Changes in title and/or catalog description that does not alter the basic nature of the course program.
(D) Deletion of a course not required in other programs.
(E) Adding prerequisites that are internal to the unit and do not change the number of credit hours in the program.

**Major Change**: Any curriculum change not listed as a minor change is considered a major change.

Minor changes do not need to go to PEC, LAC, or the AVP. Major changes are reviewed by PEC/LAC (if applicable) and AVP.
Designated university course numbers are available on the curriculum website under the Reference & Training Documents – Designated University Number & Definitions.

Course numbers cannot be re-used for a different course within 10 years of the last offering. An Insight report is available to check if a specific course number has been used in the past 10 years.

Insight>Production>Private>CRS042 CRS TenYears

You must use ALL CAPS for the course prefix when searching

If you run the report and it says, “Your request did not return any output to display,” that means the course number has never been used, otherwise it will list all the years it was offered.
Course Updates – Codes

- Revised Course Forms will populate with current codes and may be edited if needed.
- *Every* code is required for new courses.
- Current course coding may be found by running the CRS049 SCACRSE Default Codes in Insight.

**Course Coding:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Code</td>
<td>Required</td>
</tr>
<tr>
<td>Department Code</td>
<td>Required</td>
</tr>
<tr>
<td>CIP Code</td>
<td>Required</td>
</tr>
<tr>
<td>Taxonomy Code</td>
<td>Required</td>
</tr>
</tbody>
</table>
The course fee approval process is not part of the curriculum review process; however, the forms may be attached to a course form in the workflow for convenience. Approval via workflow of the course change will presume approval of the course fee by Chair and Dean (no need to download, sign, and re-upload form).

If submitting *only* a course fee form for consideration, the link to submit may be found on the curriculum website and the form should include required signatures.

Forms are available at [https://www.unco.edu/budget/forms/](https://www.unco.edu/budget/forms/)
Course Updates – Grading Modes

Common Grading Modes:
- S – Standard Letter (A-F, I, UW)
- P – Pass/Fail (S, U, I, UW)
- R – NR Standard Letter (A-F, NR, UW)
- Q – NR Pass/Fail (S, U, NR, UW)
- B – Basic Skills (A-F, I, UW)
- C – Basic Skills (S/U, I, UW)

If more than one grading mode is approved at the catalog level (e.g. many 513 Professional Renewal courses are S/U or letter graded, most standard lecture courses should NOT include multiple grading modes):
- The course will default to one Grade Mode, but can be switched at the section level in SSASECT by the College Scheduler
- Only one grade mode may be assigned to a section, and the grade mode must be listed on the class syllabus
- NR grading is used when the coursework requires longer than a semester to complete (e.g. thesis, dissertation, proposals)
  - The “NR” grade will be replaced by the appropriate grade when the work is completed
  - A course must be approved to use NR grading through the curriculum review process and is usually only used for graduate courses
Scheduling Type is different than “Instructional Method” used in scheduling:

Examples of Scheduling Types

- Lecture 1.0 hour = 1 Credit
- Lab 2.0 hours = 1 Credit
- Directed Study 0.75 hour = 1 Credit

For a list of all Scheduling Types and corresponding minimum contact ratios, see the Instruction Course Types/Codes on the curriculum website.

The forms allow selection for more than one scheduling type for courses that incorporate multiple types (like LEC/LAB combinations) or those that may vary semester to semester (like workshops).
Equivalent courses are the **same course** under a different prefix or number.

Equivalent courses satisfy graduation requirements, prerequisites, and follow the same repeatability rules. Equivalent courses are eligible for grade replacement.

This is used typically when *replacing* one course with another and both are not active at the same time.

***Example of an equivalent course

Course JMS 100 is equivalent to old course JMC 100
Course Updates – Mutually Exclusive

Mutually Exclusive courses are the same or highly similar in content and used to prevent students from earning credit for both courses. This is most often used when multiple courses similar in content are both active (usually for courses being cross-listed under different prefixes).

Mutually Exclusive courses prevent registration if another mutually exclusive course has already been passed. These do not satisfy graduation requirements or meet prerequisites. They are also not eligible for grade replacement (original course must be retaken in order to replace grade).

This designation cannot be used for graduate/undergraduate courses even if the courses are double-numbered (taught with UG and GR students together).

Examples:
- ECON 335 and ENST 335
- HIST 225 and MAS 225
Most courses in the catalogs are not repeatable for credit (*e.g.*, a student can only earn credit once for taking ENG 122), and the curriculum course form would look like this:

Courses that are repeatable for credit, there are several ways to limit the repeatability:

- Combinations of two or more of: under different subtitles, maximum credits, maximum enrollment

  Example: Repeatable, under different subtitles, maximum of 9 credits

  Repeatable, maximum of six credits per subtitle.

  Repeatable, maximum concurrent enrollment is two times.

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Repeatability Catalog Narrative

*e.g.* "Course is repeatable with a maximum of 6 credit hours"; "ST - Repeatable under different subtitles and course is repeatable with a maximum of 6 credit hours"
A **prerequisite** is a course that must be satisfactorily completed *before* enrolling in another course. A **concurrent prerequisite** is a course that may be taken *either* concurrently with or completed before another course. These prerequisites are listed together in the catalog but can be distinguished using separate courses lists to browse for the course(s).

**Prerequisite Tips:**

- If two or more courses are listed as prerequisites and one of the courses is a prerequisite to another prerequisite, it does not need to be included.
- The minimum grade required for prerequisites is printed in the catalog. The default grade (D- for undergraduate courses and C for graduate courses) will be listed unless a different minimum grade is specified and approved.
- List out required prerequisites explicitly; use exact course numbers and avoid ambiguous terms such as “a science course” or “an art history course.”
A co-requisite is a course that *must* be taken concurrently with another course.

Unlike prerequisites, the “or” relationship cannot be monitored in Banner for co-requisites
Example: Co-requisite: ART 101 *or* ART 201 **CANNOT** be entered or enforced in Banner

The “and” relationship can be monitored in Banner
Example: Co-requisite: ART 101 *and* ART 201 **CAN** be enforced
Course Updates – Registration Restrictions

Restriction Types

- **Degree Program**: Used to restrict students by degree program (BA-AD-HIST, MSN-NURS-FNP, etc. for example)
- **Major/Minor/Concentration**: Used to restrict students by major code (ACCT, GEOG, etc. for example)
- **Student Level**: Graduate or Undergraduate
- **Student Class**: Freshman, Sophomore, Junior, Senior
- **Earned Degree Type**: Earned BS, MA, etc.
- **Campus Code**: M (Main); O (Extended Campus) – used primarily for Denver Urban Ed

Contact Meagan or Kim in the Registrar’s Office for assistance with registration restriction options!
Program Updates – Forms

**New Program Form**
- Use this form when creating a new program (degree, minor, etc.)

**Revise Program Form**
- Use this form to make any change to an existing program

**Deactivate Program Form**
- Use this form to remove an existing program from the catalog

Some less common scenarios:
- If a program is *changing significantly* (50% or more), the program may need to be reviewed as a new program
- When changing *program/degree title*, a new program should be created and the old program deactivated
Every code is required for new programs.
Revised Program Forms do not populate with current codes (at this time, these codes are not saved in the SmartCatalog system) but should be entered.
Current coding may be found by running the CRS057 Current CIP Department and Taxonomy Codes in Insight.
A four year plan is required for each bachelor’s degree and must be updated each year.

When making changes in *program requirements* (including credit hours or course titles/offerings), please submit the updated plan by attaching it to the Revised Program Form in the workflow.

If there are no changes to the program, a four year plan should be submitted to the Registrar’s Office with the catalog year updated.

Templates and the link to submit plans (if not submitting via workflow) are available on the curriculum website.

### DEGREE WORKSHEET FOR:

**Degree Name**

**2020-2021 Catalog**

Degree Requirements – 120 credits

<table>
<thead>
<tr>
<th>YEAR 1 - FALL (___ credits)</th>
<th>YEAR 1 - SPRING (___ credits)</th>
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<table>
<thead>
<tr>
<th>YEAR 2 - FALL (___ credits)</th>
<th>YEAR 2 - SPRING (___ credits)</th>
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Each undergraduate degree program should have some type of transfer guide available to students.

**Statewide Articulation Agreements**

- Many degree programs have a Statewide Articulation Agreement, which can be viewed at [unco.edu/registrar/transfer/articulation.aspx](http://unco.edu/registrar/transfer/articulation.aspx).
- There is a section on the curriculum program form to address whether or not the proposed changes affect the Articulation Agreement.

**Transfer Guides**

- Transfer Guides can be found at [https://www.unco.edu/registrar/transfer/partnerships-transfer-guides/](https://www.unco.edu/registrar/transfer/partnerships-transfer-guides/)
- All degrees should have transfer guides for each community college in Colorado.
  - For Aims Community College, these are sometimes called the “Aims2UNC Curriculum Map” if the program is sponsored through Aims2UNC. Otherwise, the standard transfer guide template should be used.
  - Templates are available on the curriculum website.
Narrative & Faculty Forms

Narrative forms are used for non-curricular changes to areas of the catalog such as department/school description, faculty listings, etc.

**New Narrative Form**
- Use this form to create a new catalog narrative page (for example, creation of a new department requires a new page in the catalog under the appropriate college entry).

**Modify Narrative Form**
- Use this form to revise any existing page(s) of narrative text in the catalog.

**Delete Narrative Form**
- Use this form to delete an entire catalog narrative page (for example, dissolution of a department requires a page in the catalog to be deleted).

**Faculty Form**
- Use this form to add/delete/revise faculty information in the listings at the back of the catalogs.
- Submit only one form for each faculty member - *both* catalogs will be updated automatically
- Please note faculty lists on department narrative pages or contact information on program(s) are separate forms.
Variable Title Form

A form must be filled out for every title that is submitted.

Course title is limited to 30 characters.

Only requires Department Chair/School Director and College Dean signatures.

Colleges determine requirements for inclusion of syllabi or other information, such as SLOs, rationale, etc.

To check if a particular variable title has been added to Banner:

- Recently submitted forms has been approved/processed:
  - If you are the user who submitted the form, an automatic email will be sent listing the form as “Approved”
  - Check the Curriculum Workflow > Archived Proposals tab. Variable Title will be listed as “Approved”

- To view all approved titles for a course:
  - In College’s “Public” Insight, run “CRS085 Variable Title Courses”
    - Report will list all courses categorized as VTTL (Variable Title) – click the course link to view approved subtitles
  - In Banner, look up the course in Course Detail Information (SCADETL)
    - All approved variable titles will be listed in the Course Text tab
Part II: Curriculum Workflow

Overview of how to submit and review curriculum in workflow

I. Stages and roles in workflow

II. Basics of workflow
   a) Logging in
   b) Navigating
   c) Submit a new form
   d) Reviewing proposals

III. Automated emails

IV. Examples: Filling out New Course and Revised Program forms
Curriculum Workflow

**Basic Workflow:** Originator > Impacted Department Chair/Director (if applicable) > Unit Chair/Director > College Committee > Unit Chair/Director > Dean > LAC/PEC (if applicable) > CEBS Dean (if PEC) > AVP (UG or GR) > Registrar’s Office

- This is for program forms and “major” course updates.
  - Minor course updates are not reviewed by LAC, PEC, or AVP
  - Narrative/Faculty updates reviewed only by Chair/Director
  - Variable Titles reviewed only by Chair/Director and Dean

**Workflow Roles**

- There are a few basic role types: Basic User, Reviewer, and Approver
  - **Basic Users** can view proposals in the workflow and create/submit forms for review. Basic User accounts are automatically created when logging in.
  - **Reviewers** will receive email notifications of items to review and can view and add comments to curriculum forms but cannot edit or approve forms. These roles are typically for members of committees/councils.
  - **Approvers** will receive email notifications of items to review and can view, edit, and approve/reject curriculum. This includes Chairs/Directors, Deans, and committee/council chairs (or designees).
Logging In:

- Navigate to “Curriculum Workflow” in URSA > Employee tab > Employee Tools
- Log in with UNC credentials
Curriculum Workflow – Archived

- The workflow houses curriculum forms as well as maintains records of curriculum revisions.
  - Curriculum documentation prior to Fall 2019 is housed in the Registrar’s Office – please contact Registrar’s Office curriculum staff for questions about curriculum pre-2019.
- If your curriculum submission is listed under **Archived Proposals** tab with an “Approved” status, you should see the changes reflected in the Review Catalog.
  - Note: Make sure to select the appropriate **catalog year** for the proposal in the upper left drop-down. If you don’t see it, make sure to check the “Removed Proposals” – this lists proposals that were Denied.
- If your curriculum submission is *not* listed under Archived Proposals and is instead listed in **Curriculum Dashboard** – this proposal is still in progress and not in the Review Catalog.
Curriculum Workflow – Emails

“Submitted Proposals” Email
Originators of proposals will receive email updates letting them know where their submitted proposals are in the workflow. Emails are sent MWF and will list all active proposals and their workflow status. “Approved” is the final stage.

Email example:

From: noreply@smartcatalogiq.com
[External] IQ Curriculum Information: Submitted Proposals

Your submitted proposals:

Proposal Name is in Curriculum Committee
Proposal Name is in Approved

If you wish to unsubscribe from future emails please click here and select "All Originator Emails" or "All Emails".

“Workbox Proposals” Email
Reviewers/Approvers will receive emails for any proposals that are in their stage for review. Emails are sent MWF and will list all proposals needing review.

Email example:

From: noreply@smartcatalogiq.com
[External] IQ Curriculum Action: Workbox Proposals

The following proposals are in your workbox ready for review.

Proposal Name
Proposal Name
Proposal Name

If you wish to unsubscribe from future emails please click here and select "All Workbox Emails" or "All Emails".
NEW COURSE FORM

Helpful Links
- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

Add collaborators
Select Collaborator(s)

PROPOSAL INFORMATION
Required information regarding the curriculum change being requested:

- Change Type
- Catalog Type
- College
- Other Description
- Department/School/Program
REvised Program Form

Helpful Links
- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

Add collaborators
Select Collaborator(s)

Theatre Arts

Proposal Information
Required information regarding the curriculum change being requested.

Program Type
Catalog Type
College
Other Description
Department/School/Program
Submitted By

Must have faculty status
Required Forms: Common Scenarios

Creating a course **AND** adding it as a required or elective course in program(s):
Must submit:
- New Course Form
- Revised Program Form with new course selected in appropriate section using the “Add Proposed Course” button (new course form must be submitted first and will include a red border to indicate course is not approved yet)
  - If the program is a UG degree, a 4-year plan and updated transfer guides (if applicable) should be included
  - If adding new course to multiple programs, a Revised Program Form is needed for each program (minors, majors/emphases, certificates, etc.)

Deactivating a course **AND** removing it as a required or elective course from program(s):
Must submit:
- Deactivate Course Form
  - Include impact statements if course is listed in programs outside of home unit
- Revised Program Form required *only* if the course being removed will impact program credit hours or program notes. If listed as a general elective only (with no special notes anywhere in the program) the course will be automatically removed when deleted from catalog.
Changing credit hours for a course listed as required or elective in any catalog program:

Must submit:

- Revised Course Form
- If the program hours **DO** change as a result, must also submit: a Revised Program Form adjusting the program credit hours and an updated 4 year plan (UG degrees only).
- If the program hours **DO NOT** change as a result: Program Form **not** required. However, if the course is listed in a different Department/School’s program, you must send the Revised Course Form to the Impacted Department in the curriculum workflow.

Changing credits/Adding/Deleting multiple courses under the **SAME** catalog program

Must submit:

- Submit one Revised Program Form for all of the changes to a program and an updated 4 year plan (UG only).

Changing credits/Adding/Deleting one course listed in **MULTIPLE** programs

Must submit:

- Submit a separate Revised Program Form for each affected program in the catalog (degree emphases, minors, certificates, etc.), containing, an updated 4 year plan (UG degrees only) and any impact statements.
2021-22 Liberal Arts Curriculum Updates

For the catalog year 2021-2022, the Liberal Arts Core is updating to the Liberal Arts Curriculum

With this revision, the following basic changes are being made:

• LAC minimum requirements are going from 40 credits to 31 credits
• U.S. Multicultural Studies and International Studies categories (Areas 7 and 8) are now course designations within the 15 credits required for Arts & Humanities, History, and Social & Behavioral Sciences
• LAC Electives category has been eliminated
• In degree requirements: “Required Specified LACs” no longer listed. Programs will add notes about recommended LAC courses and list required courses only under the Major Requirements section.

For the 2021-22 catalog curriculum cycle, ALL undergraduate degree programs and four year plans must be updated with a Revised Program Form in the workflow.

Resources:

• [https://www.unco.edu/registrar/current-students/lac.aspx](https://www.unco.edu/registrar/current-students/lac.aspx)
  • Includes current LAC checklist, 2021-22 Draft LAC Checklist and Summary
• [https://www.unco.edu/liberal-arts-council/](https://www.unco.edu/liberal-arts-council/)
  • Includes 2021-22 Draft LAC Checklist and Summary, Liberal Arts Council information and LAC/GTP course requirements
• [https://www.unco.edu/registrar/faculty-staff/curriculum.aspx](https://www.unco.edu/registrar/faculty-staff/curriculum.aspx)
  • *Training and Reference > Revised LAC Structure (2021-22 Catalog)* includes templates and how-to information to make revisions
Questions?

THANK YOU!

UNIVERSITY OF NORTHERN COLORADO