

Academic Program Planning and Approval

Agenda

- What?** *Curriculog and Curriculum Hierarchy and Procedures*
- Why?** *Streamline complex processes for student and academic success*
- When?** *Deadlines*
- How?** *Training*

Who?

Course and Curriculum Governance

- Academic Units, Registrar, Provost
 - Academic Unit Approval
 - Provost Approval
 - University Support
 - Commission Approval

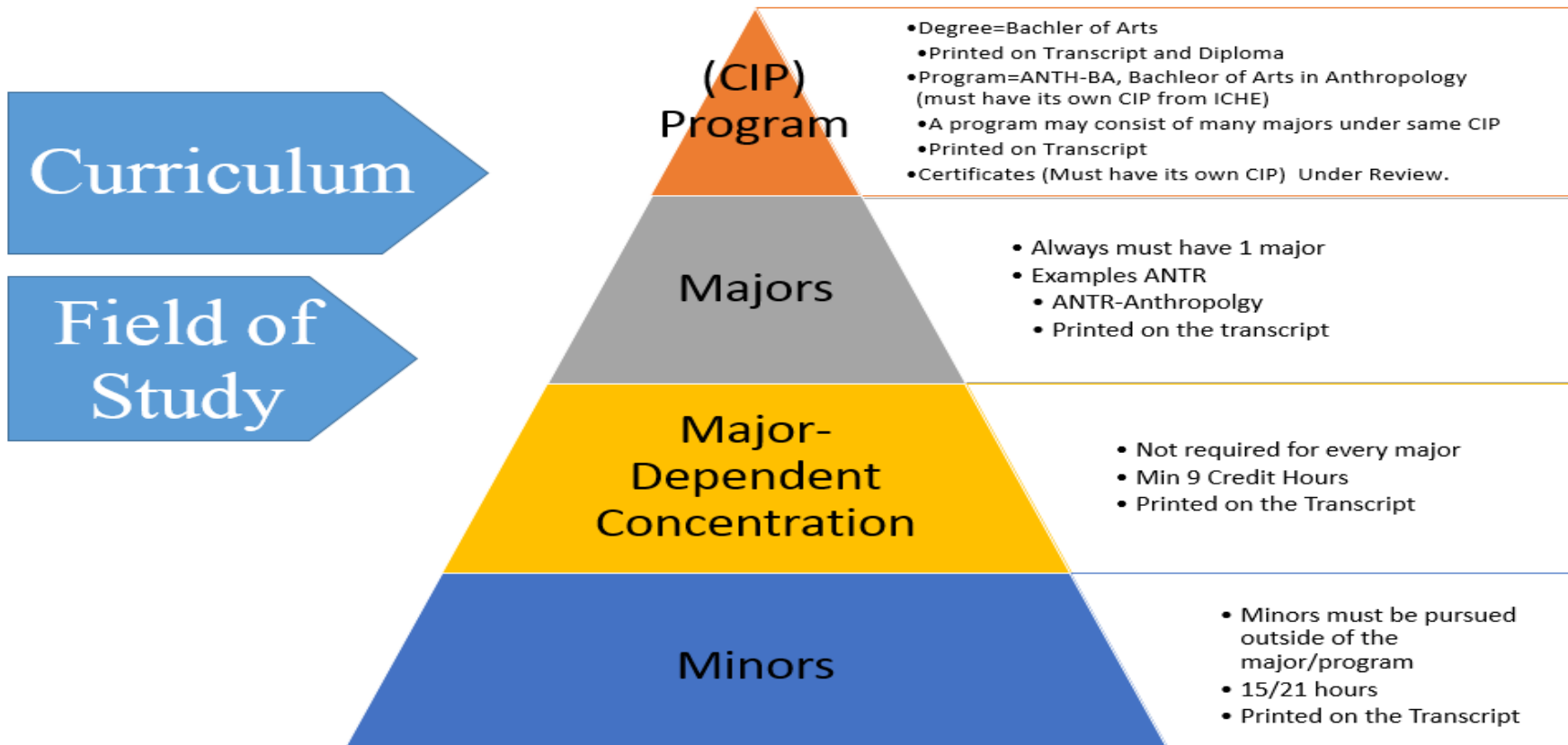
Communication among all parties!

What?

Understanding the Curriculum Hierarchy

Classification of Instructional Programs (CIP)

Provides taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000.



Why?

Why and How does Curriculog help Curriculum Management?

1. Because Curriculog allows us to have a much more accurate picture of the time it takes for course and curriculum proposals to be reviewed, we are now able to establish a set of deadlines to guide this practice going forward.
2. After years of fine-tuning the course and curriculum process, the new deadlines will afford faculty and departments the necessary information to allow them to plan for changes to their curricula while providing the necessary time to produce the catalogs before the first Student Orientation, Advising and Registration (STAR) date in June.

Why?

Course and Curriculum Proposed Deadlines

Why are course and curriculum process deadlines necessary?

At Purdue we are striving to develop processes and systems for managing our curriculum – the efficiency and utility of which have been lessened as the institution has grown and become more complex.

The establishment of deadlines for the course and curriculum process helps to eliminate several reoccurring problems.

1. With no existing deadlines, departments and colleges do not know when to plan, make changes, or when to expect a response
2. The lack of timelines causes confusion; once registration has started for a given term, you cannot make changes to courses.

When?

Course and Curriculum Timing and Deadlines

When is Curriculog live?

Curriculog was launched Spring 2017 for Plans of Study.

Can proposals be submitted throughout the year?

Yes, proposals can be submitted any time throughout the year, but will be implemented according to the established deadlines.

Can changes continue to be made through the Spring semester for implementation the following Fall?

All changes, regardless of size and scope, must follow the established deadlines for the process to be effective. Proposals can continue to be submitted throughout the academic year, and they will be approved for implementation based on the date approved.

When?

Course and Curriculum Timing and Deadlines

- Revisions to courses and curriculum approved prior to registration of classes for a term can be effective for that term.
- New courses and curriculum approved prior to classes end for a term can be effective for that term.
- If there is a reason for a valid reconsideration, a justification should be submitted to the Provost Office, who, with consultation with the Registrar, will make the final decision as to the implementation date.
- Proposals approved after the published deadline date (June 1st) will not be published in the Catalog until the subsequent Catalog edition.
 - Will not show on the Common Application.

When?

Course and Curriculum Timing and Deadlines

New Majors, Minors and Concentrations to Existing Programs Course and Curriculum Deadlines 2017	
December 1	Deadline for course and curriculum proposals to be launched/approved by originator via Curriculog.
January	UEAC reviews and discusses the Request to Propose
February	Deadline for course and curriculum proposals (not requiring ICHE approval) to be approved by UEAC, Provost Office and Registrar's Office.
Mid Feb	Schedule is finalized for fall supporting new programs and courses
Mid-March	Registration for fall begins Catalog Content Review begins First Pass for Common Application begins
April 1	Deadline for all course and curriculum proposals to be reviewed/approved in Curriculog, including new programs for Plans of Study (POS).
Mid-April	Deadline for Department to review final Catalog marketing content
Mid-May	Final list for Common Application (Admissions)
June 1	Undergraduate and Graduate Catalog published online with Active and Admitting Curricula.
August 1	Common Application Go-Live for Active and Admitting Curricula.

When?

Course and Curriculum Timing and Deadlines

New Certificates	
Course and Curriculum Deadlines 2017	
December 1	Deadline for course and curriculum proposals to be launched/approved by originator via Curriculog.
January	UEAC reviews and discusses the Request to Propose
February	Deadline for course and curriculum proposals (not requiring ICHE approval) to be approved by UEAC, Provost Office and Registrar's Office. Deadline to submit Routine Staff Action to ICHE for Certificates.
Mid Feb	Schedule is finalized for fall supporting new certificates and courses
Mid-March	Registration for fall begins Catalog Content Review begins
April 1	Deadline for all course and curriculum proposals to be reviewed/approved in Curriculog, including new programs for Plans of Study (POS).
Mid-April	Deadline for Department to review final Catalog marketing content
June 1	Undergraduate and Graduate Catalog published online with Active and Admitting Curricula.

Process is currently being reviewed.

When?

Course and Curriculum Timing and Deadlines

New Programs	
Course and Curriculum Deadlines 2017	
Early October	Deadline to launch new program proposals (with supporting course approvals) requiring Trustee and Commission Approval
October	UEAC discusses proposal
November	UEAC advisory vote
November-Dec 1	Provost and Presidential Approval and present to BOT
December 1	Deadline for course and curriculum proposals to be approved via Curriculog by UEAC.
December 7/8	Trustee Meeting
Early February	ICHE Meeting
Mid Feb	Schedule is finalized for fall supporting new programs and courses
Mid-March	Registration for fall begins Catalog Content Review begins First Pass for Common Application begins
April 1	Deadline for all course and curriculum proposals to be reviewed/approved in Curriculog, including new Programs or Certifications for Plans of Study (POS).
Mid-April	Deadline for Department to review final Catalog marketing content
Mid-May	Final list for Common Application (Admissions)
June 1	Undergraduate and Graduate Catalog published online with Active and Admitting Curricula.
August 1	Common Application Go-Live for Active and Admitting Curricula.

How?

How does Curriculog work?

- Curriculog includes a set of forms and routing processes that reflect the information gathered
- With Curriculog, you choose the form based on the type of action you wish to do (i.e. create a new course, make changes to an existing program), and once the form is complete, it will be routed to the approvers in the queue.

How?

Course and Curriculum Training

How can I get trained?

User guides, training videos, and information on in-person training for Curriculog are available on the Curriculog Training Resources site.

[Curriculum Workflows](#)

I have a question. Who do I contact for help?

curriculum@purdue.edu