

DRAFT DRAFT - Curriculum Process – Proposal 12/18/2014

Proposal: Create a dual track curriculum process that allows non-substantive changes to be approved in an expedited manner to allow faculty to modify their curriculum to meet emerging trends and assessment requirements. Substantive changes will continue to follow the current curriculum process

Non-Substantive Changes

Non-substantive changes are typically characterized by minimal cost, clear adherence to approved institutional mission, and the absence of significant programmatic impact on other departments.

Types of non-substantive changes:

- Retitling existing majors, minors, and certificates
- New minors or certificates where there is a major
- Program location changes
- Course changes – prefix, number (if within same level), title, credits, pre-requisites, grading method, and minor description changes.
- Course Drop – provided it is not a required course in a program outside the proposing department
- Program modifications resulting in a decrease in credits or no overall credit change, with no elimination of course requirements from other departments.

All non-substantive changes must include evidence of departmental approval. Evidence of departmental approval must include a list of members in attendance as well as notification to absent members. Non-substantive change proposals are then routed to the Dean for review. Approval is required by the Dean prior to being forwarded to the curriculum coordinator. The curriculum coordinator will complete a review within 10 duty days. Once all outstanding questions are resolved, the curriculum coordinator will forward the proposal to the curriculum committee for review for a response within 10 duty days. A lack of response within 10 duty days will be considered approval by the curriculum committee.

Substantive Changes

Substantive changes include any additions to the course curriculum file, specific types of course changes, changes affecting the institutional program inventory, and changes to an existing program.

Types of substantive changes:

- Course Add (new)
- Course number – if proposing new level
- New programs
- Program drops

- Program modifications

All substantive change proposals will continue to follow the current curriculum process.

Additional Information

<u>Institution</u>	<u>Non-Substantive Change Process</u>	<u>URL</u>
Southwest State	Y	http://www.smsu.edu/facultystaff/danielkaiser/curriculum_page/pages/process.html
Mankato State	N	http://www.mnsu.edu/acadaf/curriculum/CDS_Coursechange_flowchart.pdf http://www.mnsu.edu/acadaf/curriculum/CDS_Programchange_flowchart.pdf
Winona State	Y	http://www.winona.edu/wsufa/a2c2/
St. Cloud State	N	http://www.stcloudstate.edu/provost/files/documents/2013curriculum/CurriculumProcess.pdf
Moorhead State	N	http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&cad=rja&uact=8&ved=0CCoQFjAC&url=http%3A%2F%2Fwww.mnstate.edu%2FuploadedFiles%2FInternal%2FContent%2FAcademic_Affairs%2FCurriculum%2520Navigator%2520User%2520Manual.pdf&ei=XhSLVPTIF8n2yQSS7oGADg&usq=AFQjCNHw56164QCidIV6tO9hTHyBY7V3w

Since Fall 2013 there have been 11 proposals that would be classified as non-substantive changes. This new process would allow proposals to be approved, on average, 3 weeks sooner than with the current process.

*To calculate the percentage of change in the credit hours of a program, use the following:

Take the greater number (either credit added or credits deleted), multiple by 100 and divide by the original credits. This is the percentage of change for the program.

Credit Hour Change

X (100) divided by

Original Credits

=

Percentage of Change

To calculate the percentage of change in the clock/credit hours of a program, use the following:
Take the greater number (either credits added or credits deleted), multiply by 100 and divide by the original credits. This is the percentage of change for the program. If there is only a change in the contact/clock hours but not in the credit hours, the same calculation will apply.

Credit/Contact/Clock Hour Change

Original Total Credit/Contact/Clock

Percentage of Change

X (100) divided by

=