CURRICULUM SUMMIT 2022

Executive Associate Dean
Joel Ebarb

Assistant to Executive Associate Dean Joel Ebarb,
UG Research and Curriculum Coordinator
Holly Tittle-Hudson

PURDUE UNIVERSITY College of Liberal Arts
Agenda

- Welcome, Introductions, & Special Guests
- Goals for the Curriculum Summit
- New and Important Changes
- Vocabulary
- Stakeholders
- Important Dates
- PoS Workflow & FAQs
- Responsibilities by Area
- Q & A
CLA Curriculum Summit 2022

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CLA Curriculum Summit 2022

Goals for the Curriculum Summit

- Introduce new and updated University curriculum policies
- Detail new Curriculog workflows and forms
- Review curriculum deadlines for AY 22-23
- Explain Plan of Study updating procedures
- Reaffirm stakeholder responsibilities
- Everyone hears the same words!
CLA Curriculum Summit 2022

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New and Important Changes

New Degrees and New Majors

- Please indicate the number of credit hours in each of the following categories. (Note: calculated total must equal the total number of credit hours required for the program)

- Will new faculty expertise or new faculty members be needed to launch this program?
  - If Yes: Please explain new needs. Note: *Indicate whether the institution will need to hire new faculty members for this program in order to secure appropriately credentialed people or to have enough faculty members to appropriately support the program.*
  - If No: Please explain existing coverage

New Certificates

- Is at least 50% of the requested certificate program made up of existing courses, or is the program a subset of an existing degree program?
New and Important Changes

- Please indicate the number of credit hours in each of the following categories. (Note: calculated total must equal the total number of credit hours required for the program).

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Credit Hours</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing or repackaged curricula: Courses from existing inventory of courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised or redesigned curricula: Courses for which content has been revised for the new program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New curricula: Courses developed for the new program that haven’t been offered at the institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL: Must match the total number of credit hours required for the program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New and Important Changes

- New Degree at Undergraduate Level = required articulation agreement attempts: https://www.in.gov/che/academic-affairs/academic-degree-programs/?_ga=2.121491467.281455711.1660566380-1899876492.1659618197

- Appendix 8 (must be included with all proposed baccalaureate degrees):
  - Course Articulation Planning for New Baccalaureate Degrees
  - Articulation Planning Cover and Signature Page
  - Articulation Types and Definitions (Reference Document)
New and Important Changes: Plans of Study

HLC Notice Requirement: Is the proposed revision a change of 25% or more to the content of a program, either in a single change or as the sum total of aggregate changes, since the most recent accreditation review (e.g. PWL comprehensive evaluation in 2019)*

☐ Yes - West Lafayette
☐ No

*More information available: https://www.hicommission.org/Accreditation/screening-form-for-changes-to-existing-academic-programs.html
New and Important Changes: Plans of Study

Screening Form for Changes to Existing Academic Programs

Institutions should complete this form to declare any of the following changes to existing HLC-approved academic programs:

- A change of 25% or more to the content of a program, either in a single change or as the sum total of aggregate changes, since the most recent accreditation review (comprehensive evaluation, Assurance Review, Probation visit or Show-Cause visit). Program content changes include changes to a program’s curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences. This would include changes in the general education courses required for program completion and not merely the courses within the discipline, program or major.
- A change in the method of delivery.
- The development of customized pathways or abbreviated or modified courses or programs to accommodate a student’s existing knowledge (such as from employment or military service) and to close competency gaps between demonstrated prior knowledge and the full requirements of a particular course or program.

Federal Regulations on Substantive Change
New and Important Changes

- Hidden requirements/courses
- Suspend/Expire

Request to Expire or Eliminate*
- Major (ICHE Notification)
- Minor
- Concentration
- Certificate (ICHE Notification)
- Degree (ICHE Notification)

*Image from Curriculog
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Vocabulary

- **Degree:** examples are BA Bachelor of Arts, BS Bachelor of Science
- **Program:** example is Bachelor of Arts in Anthropology
- **Major:** a program must have at least 1 major, but may have multiple
- **Minor:** must be pursued outside of the major/program, 15/21 credit hours
- **Concentration:** associated with a major, minimum 9 credit hours
Vocabulary

- **Certificate** – see next slide

- **Plan of Study**: an approved arrangement of courses that leads to program completion (not a bingo sheet)

- **Course**: a credit-bearing educational experience classified by instructional delivery

- **Instructional Type Classification**: designation that reflects course organization and method(s) of instructional delivery (LEC lecture, REC recitation, SEM seminar, LAB laboratory, SD studio, IND individual study, etc.)
Vocabulary

- What is a Certificate?

- A course-based or co-curricular certificate is a supplemental academic program that is by design multidisciplinary. A course-based certificate is primarily comprised of campus-based coursework of at least 15 but no more than 21 credit hours. A co-curricular certificate is comprised of an array of outside-the-classroom experiential learning activities for which students earn at least 3 and no more than 9 credit hours.

- *This definition has been proposed by the UEAC and will be shared with the university EPC to review…*
Vocabulary

- **Meets With** – courses that are scheduled at the same time. An instructor might want two of their courses meeting in the same room for different purposes. They are two separate courses with two different learning outcomes. Student could be registered for both as the courses would have different content but be overlapping or being taught at the same time. Courses are not equivalent.

- **Crosslisted** (term used in Uniteime) Not the same as “meets with”, they are courses with the same learning outcomes taught by same professor under different course numbers/title. These courses can be equivalent, but they do not have to be equivalent.

- You can’t register for both sections and I have an audit that I run every Friday to catch students registered for the more than one section of a cross list. Of course there are exceptions to this, like EPCS, VIP, where the students are in multiple teams.

- **Equivalent Course** – Course that has the same title, description, credit and learning outcomes. Can be taught at the same time. (AKA- Crosslisted for scheduling purposes) Usually used if Department wants student to show specific prefix/course on the transcript: HORT course and AGRY course. Student takes whichever one is appropriate for their major, but both could count in mPP and they interact like they are the same course.
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Stakeholders

- **Academic Units** - schools, departments, units, and programs
  - Head, Chair, Program Director
  - Unit Curriculum Committee, Schedule Deputies, Academic Advisors

- **College of Liberal Arts**
  - Associate Dean for Undergraduate Education (Ebarb)
  - Assistant to the AD for UG Ed & Curriculum Coordinator (Tittle-Hudson)
  - CLA Curriculum Committee (chair)
  - CLA Faculty Senate and CLA Educational Policy Committee

- **Office of the Registrar**
  - University Registrar
  - Academic Services Contacts

- **Office of the Provost**
  - Vice Provost for Teaching and Learning
  - Assistant Vice Provost for Academic Initiatives
  - Undergraduate Educational Affairs Council UEAC– Associate Deans from across campus

- **Indiana Commission for Higher Education ICHE**
Curriculum Committee

**One-Year Term**
Melinda Zook (HIST/Dean’s Appointee)
Zhenyu (Cheryl) Qian (DAP)

**Three-Year Term**
Eli Craven (DAP)

**Two-Year Term**
Paula Leverage (SLC)
Amanda Veile (ANTH)
Ashley Purpura (SIS)
Lynn Parrish (PHIL)

**Chair (one year term)**
Amanda Veile (ANTH)

**Facilitator (Dean’s Office)**
Joel Ebarb
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## Important Dates

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<tr>
<th>Faculty Senate Date</th>
<th>Deadline for Submission to Dean's Office</th>
<th>Curriculum Committee Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tuesday, September 13, 2022</td>
<td>Previous Spring Semester Wrap Up</td>
<td>TBD if needed</td>
</tr>
<tr>
<td>• Tuesday, October 4, 2022</td>
<td>Friday, September 9, 2022</td>
<td>Friday, September 16, 2022</td>
</tr>
<tr>
<td>• Tuesday, November 8, 2022, Full Faculty Meeting</td>
<td>Friday, October 14, 2022</td>
<td>Friday, September 21, 2022</td>
</tr>
<tr>
<td>• Tuesday, December 6, 2022</td>
<td>Friday, November 11, 2022</td>
<td>Friday, November 18, 2022</td>
</tr>
</tbody>
</table>

All new courses must be in by January 6 to be considered for catalog

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<tbody>
<tr>
<td>• Tuesday, January 10, 2023</td>
<td>Previous Spring Semester Wrap Up</td>
<td>TBD if needed</td>
</tr>
<tr>
<td>• Tuesday, February 7, 2023</td>
<td>Friday, January 13, 2023</td>
<td>Friday, January 20, 2023</td>
</tr>
<tr>
<td>• Tuesday, March 7, 2023 Full Faculty Meeting</td>
<td>Friday, February 10, 2023</td>
<td>Friday, February 17, 2023</td>
</tr>
<tr>
<td>• Tuesday, April 11, 2023</td>
<td>Friday, March 10, 2023</td>
<td>Friday, March 24, 2023</td>
</tr>
</tbody>
</table>
CLA Curriculum Summit 2022

Important Dates

October-December 2022
- A PDF copy of each plan of study will be provided by the Registrar’s Office Catalog Team in mid-late October. Departmental designees will make changes for catalog year 2023-24. Changes are made to the provided plan of study electronically or manually.

By December 18, 2022
- Departmental designees return the provided PDF plan of study marked up with approved updates or changes. These changes MUST be sent to catalog@purdue.edu *AND* claundergrad@purdue.edu

- Changes not submitted to both the Catalog team and CLA Undergrad by the specified deadlines may not be entered for publishing.
Important Dates

January 1- February 15, 2023
- Registrar’s Catalog Team will edit the plan of study in Curriculog so the changes can be reviewed and the proposal will move to the next step.

February 15 - March 1, 2023
- The department designee will receive changes, review the changes, and approve to move proposal to the next step in Curriculog.
CLA Curriculum Summit 2022

Important Dates

March 1-March 30, 2023
- A review meeting will be scheduled with Senior Associate Dean Joel Ebarb, representative(s) from CLA advising, departmental leadership and/or representatives, and Holly Tittle-Hudson.
- The plan of study will be reviewed and approved. The plan of study is complete at the College and Department level.

By March 30, 2023
- The plan of study is returned to the Registrar’s Catalog Team to be published for the next catalog year.
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Plan of Study Workflow

Workflow

1. Are there updates to your POS?
   a. Yes – Go to #3
   b. No – Go to #2

2. If you have no changes, please return your plan as soon as possible, with “No changes” written or typed on the plan of study, and signed by the Department Head. The head may sign manually on the printed and marked up Plan of Study, or digitally on the PDF.
   a. A Curriculum proposal will be run for record-keeping purposes.
   b. Some formatting or clean-up may take place, but actual changes to course requirements will not happen.
   c. Your email confirming you have no updates to the POS will be attached to the proposal.
   d. Please review & approve when the proposal is on your step to approve.
Plan of Study Workflow

3. If you have changes, make edits to the provided PDF of your plan of study.
   a. This can be done electronically or manually; either is fine.
   b. Once all edits are completed in a clean and easily readable fashion, send to the Catalog team catalog@purdue.edu *AND* Cc claudergrad@purdue.edu
   c. Updates will be made to your plan of study prior to departments’ ability to view the proposal in Curriculog.
   d. Once the proposal is moved to the approval step, verify the completed updates match those requested.
   e. Approve the proposal.

4. If no information is received by March 30, a copy of the previous year’s plan of study will be published.
Plan of Study FAQs

- **New Course?**
  - Entered into Curriculog by Department

- **Revising a Course?**
  - Entered into Curriculog by Department
  *Course changes completed after Plan of Study document sent may not be reflected in initial Plan of Study review. Don't worry, they were still completed!

- **Removing a course from Plan of Study but not expiring course?**
  - Remove from plan of study document. No Curriculog entry

- **Adding an already existing course to a Plan of Study?**
  - Add to plan of study document. No Curriculog entry
  *If this course is from outside CLA, contact Holly for procedures and needed documentation.

- **Adding a new section to a Plan of Study?**
  - Add to plan of study document. No Curriculog entry
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Responsibilities by Area

- **Department** - initiate all curriculum changes, edits, and reviews into Curriculog, following established CLA Dean’s Office protocols for curriculum changes, maintain and update Plan of Study templates and selectives list annually, establish and follow all departmental curricula procedures.
Responsibilities by Area

- **Dean’s Office & Advising** - schedule curriculum committee meetings, provide notes/ reports, identify potential conflicts, curricular impact across CLA and outside, Plan of Study interactions and feasibility, context, sustainability
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Questions?
Comments?

Questions or comments after the Curriculum Summit? Please contact claundergrad@purdue.edu
THANK YOU

Joel Ebarb
Executive Associate Dean

Holly Tittle-Hudson
Assistant to Executive Associate Dean Joel Ebarb
Undergraduate Curriculum Coordinator
Undergraduate Research Coordinator