CURRICULUM SUMMIT 2025

Will Sartore
Interim Assistant Dean

Renée Gaarder
Academic Program Manager

Carmen Morrow
Undergraduate Curriculum Coordinator

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Agenda

- Welcome, Introductions, & Guests – **Carmen and Renée**
- Goals for the Curriculum Summit – **Carmen**
- Definitions – **Renée**
- CLA Proposal Process – **Carmen**
- CLA PoS Update Process – **Renée**
- Stakeholders – **Carmen/Renée**
- CLA Curriculum Committee– **Carmen**
- Q & A

Introductions

- **Will Sartore–** Interim Assistant Dean
- **Renée Gaarder –** Academic Program Manager
- **Carmen Morrow –** Undergraduate Curriculum Coordinator
- **Kim Watley –** Associate Registrar for Curriculum, Catalog, & Credit Evaluation
- **Holly Tittle-Hudson –** Assistant Registrar (Catalog & Curriculum)
- **Maggie Gerald –** Assistant Registrar (Courses)

- **We would now like to have each of you introduce yourself!**

CLA Curriculum Summit 2025

Goals for the Curriculum Summit

- Detail CLA MCC (Curriculog) workflow
- Review curriculum deadlines for AY 25-26
- Explain CLA Plan of Study updating procedures for AY 26-27
- Introduce AY 25-26 CLA Curriculum Committee
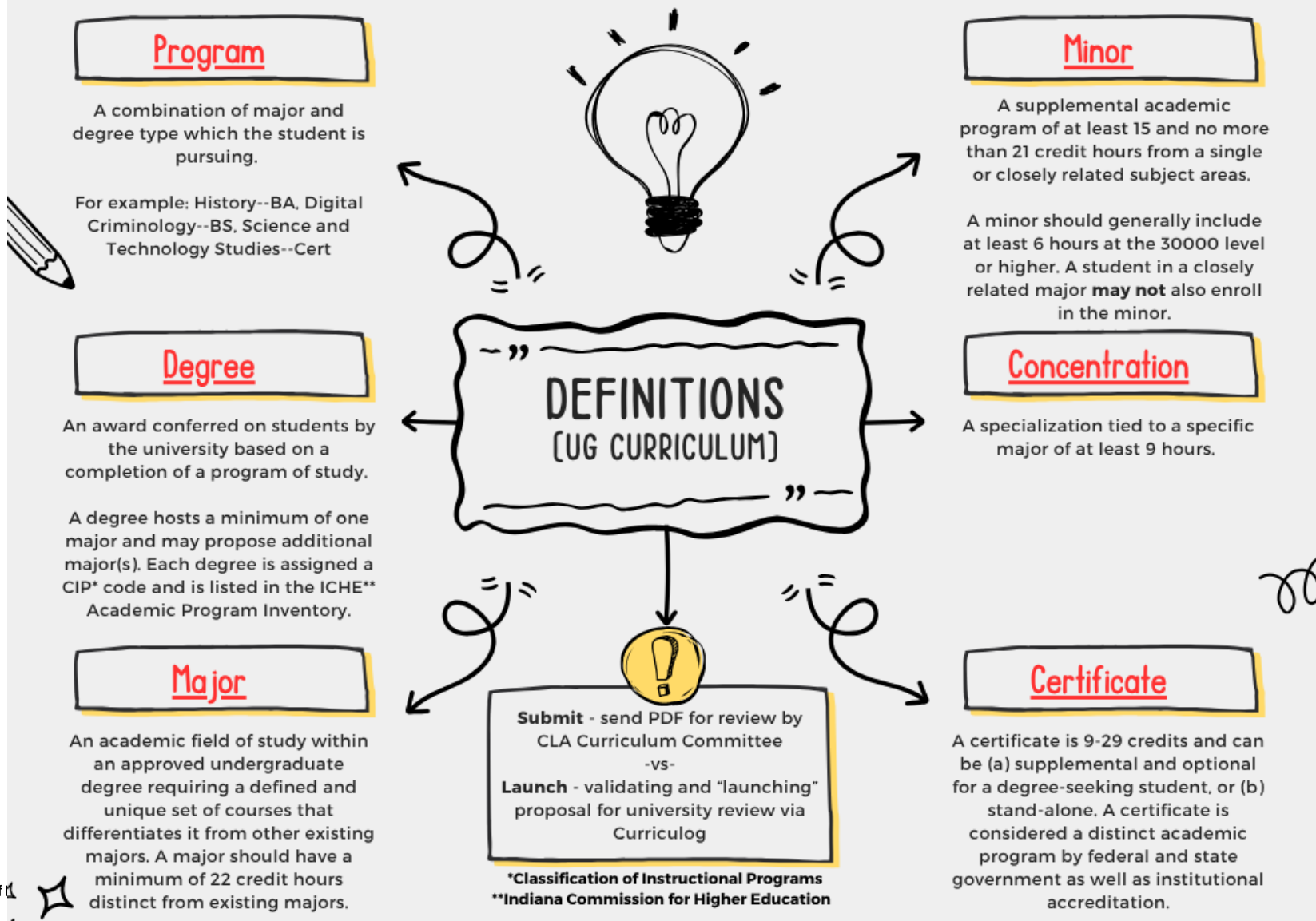- Reaffirm stakeholder responsibilities

**The platform formerly known as
Curriculog
is now
Modern Campus Curriculum**

DEFINITIONS (UG CURRICULUM)

Program

A combination of major and degree type which the student is pursuing.

For example: History--BA, Digital Criminology--BS, Science and Technology Studies--Cert

Degree

An award conferred on students by the university based on a completion of a program of study.

A degree hosts a minimum of one major and may propose additional major(s). Each degree is assigned a CIP* code and is listed in the ICHE** Academic Program Inventory.

Major

An academic field of study within an approved undergraduate degree requiring a defined and unique set of courses that differentiates it from other existing majors. A major should have a minimum of 22 credit hours distinct from existing majors.

Minor

A supplemental academic program of at least 15 and no more than 21 credit hours from a single or closely related subject areas.

A minor should generally include at least 6 hours at the 30000 level or higher. A student in a closely related major **may not** also enroll in the minor.

Concentration

A specialization tied to a specific major of at least 9 hours.

Certificate

A certificate is 9-29 credits and can be (a) supplemental and optional for a degree-seeking student, or (b) stand-alone. A certificate is considered a distinct academic program by federal and state government as well as institutional accreditation.

Submit - send PDF for review by CLA Curriculum Committee
-vs-
Launch - validating and "launching" proposal for university review via Curriculog

*Classification of Instructional Programs
**Indiana Commission for Higher Education

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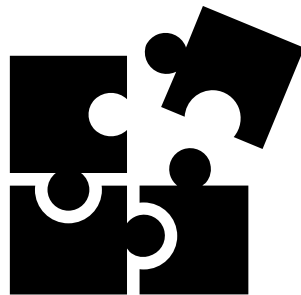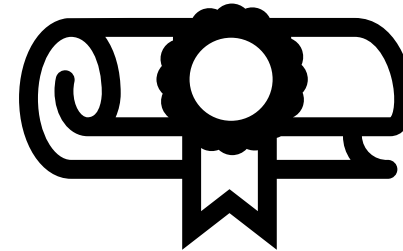# CLA Curriculum Summit 2025

New Curriculum

- The building blocks: programs, degrees, majors, minors, concentrations, certificates, courses
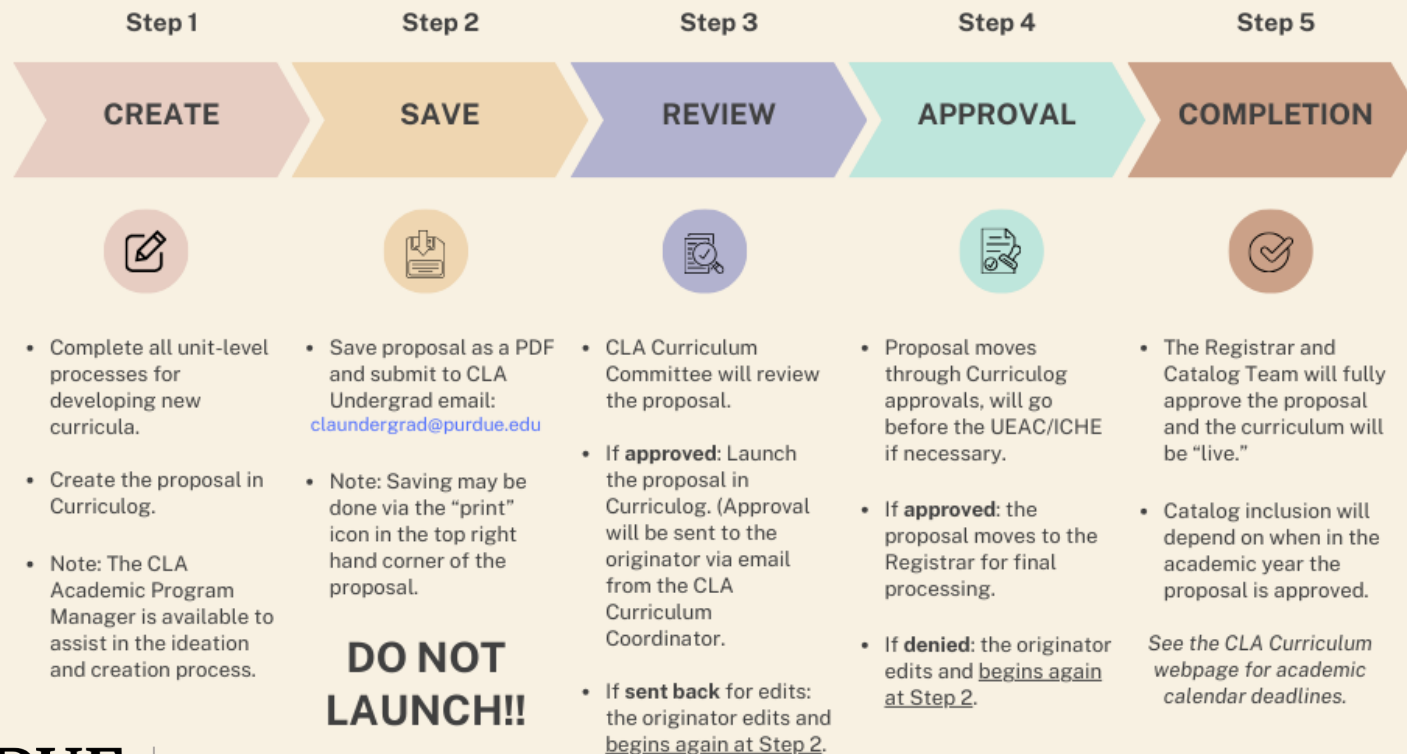
PoS Updates

- The complete package: the combination of building blocks required to complete a degree/curricular component

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## Curriculum Proposal Process for Courses and Programs

Step 1	Step 2	Step 3	Step 4	Step 5
CREATE	SAVE	REVIEW	APPROVAL	COMPLETION

Step 1 – CREATE
- Complete all unit-level processes for developing new curricula.
- Create the proposal in Curriculog.
- Note: The CLA Academic Program Manager is available to assist in the ideation and creation process.

Step 2 – SAVE
- Save proposal as a PDF and submit to CLA Undergrad email: claundergrad@purdue.edu
- Note: Saving may be done via the "print" icon in the top right hand corner of the proposal.

DO NOT LAUNCH!!

Step 3 – REVIEW
- CLA Curriculum Committee will review the proposal.
- If **approved**: Launch the proposal in Curriculog. (Approval will be sent to the originator via email from the CLA Curriculum Coordinator.
- If **sent back** for edits: the originator edits and begins again at Step 2.

Step 4 – APPROVAL
- Proposal moves through Curriculog approvals, will go before the UEAC/ICHE if necessary.
- If **approved**: the proposal moves to the Registrar for final processing.
- If **denied**: the originator edits and begins again at Step 2.

Step 5 – COMPLETION
- The Registrar and Catalog Team will fully approve the proposal and the curriculum will be "live."
- Catalog inclusion will depend on when in the academic year the proposal is approved.

See the CLA Curriculum webpage for academic calendar deadlines.

Key terms used in academic proposals – including credit minimums or maximums for curricula – can be found in the Data Cookbook. Use the search bar or go to the Academic Proposals Collection.

The Registrar has created a Brightspace site with MCC (Curriculog) checklists and video walkthroughs. Please contact catalog@purdue.edu for access.

For additional training and support, please reach out to Renée Gaarder (rgaarder@purdue.edu) or Carmen Morrow (morrow23@purdue.edu).

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CLA Proposal Workflow and Timeline – New Degree
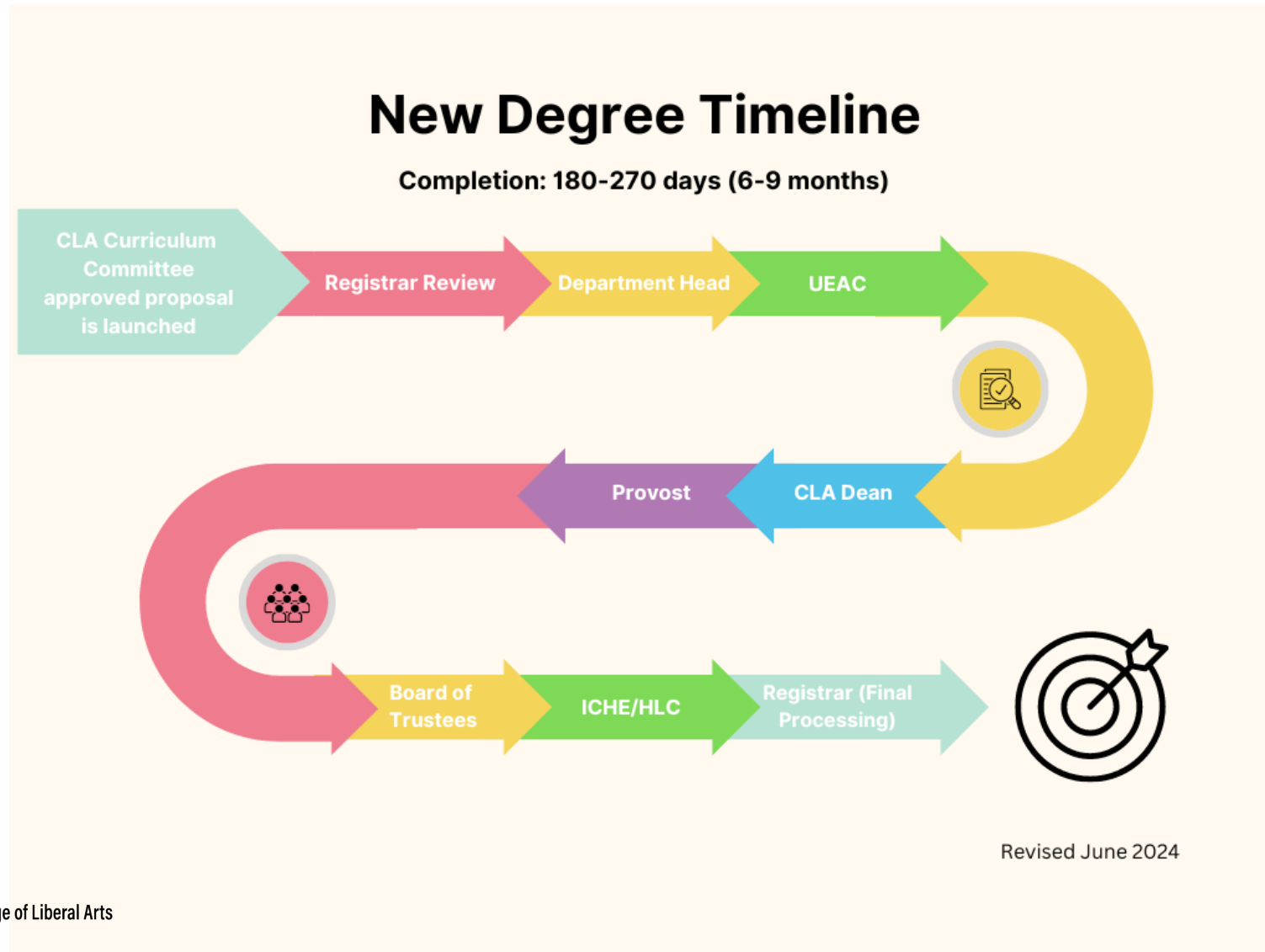
CLA Proposal Workflow and Timeline – New Major
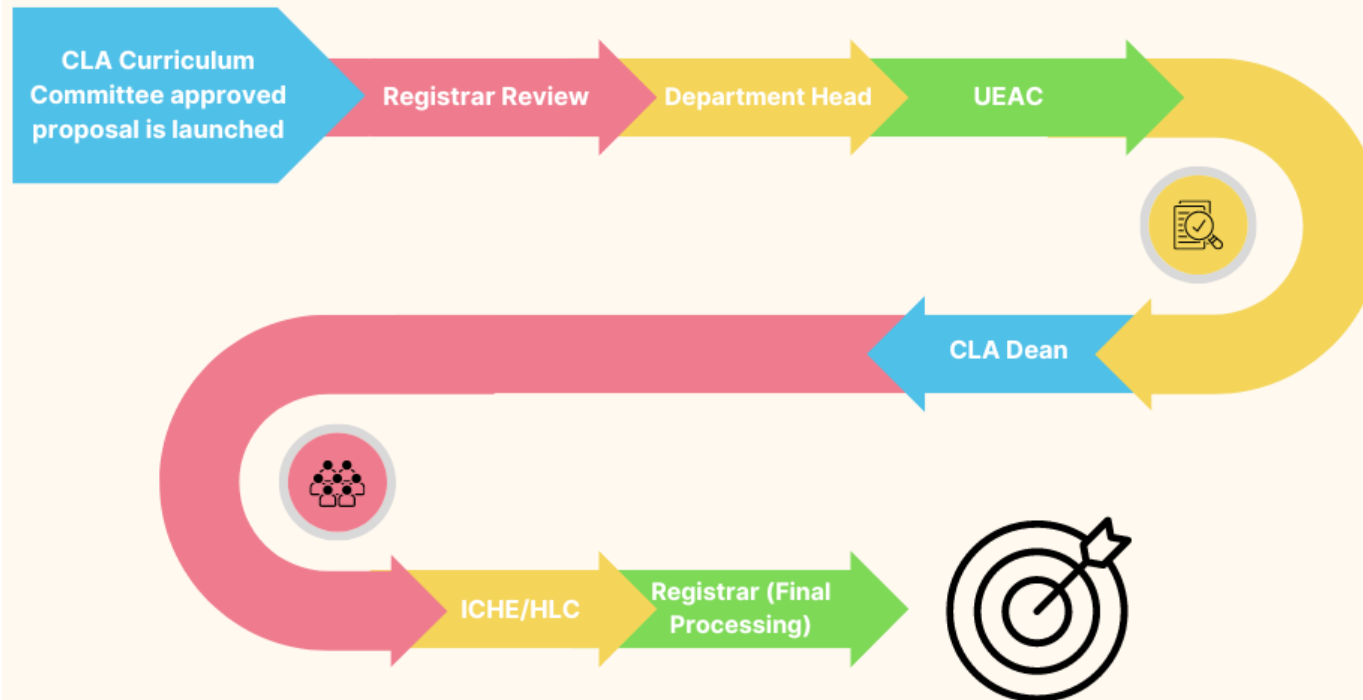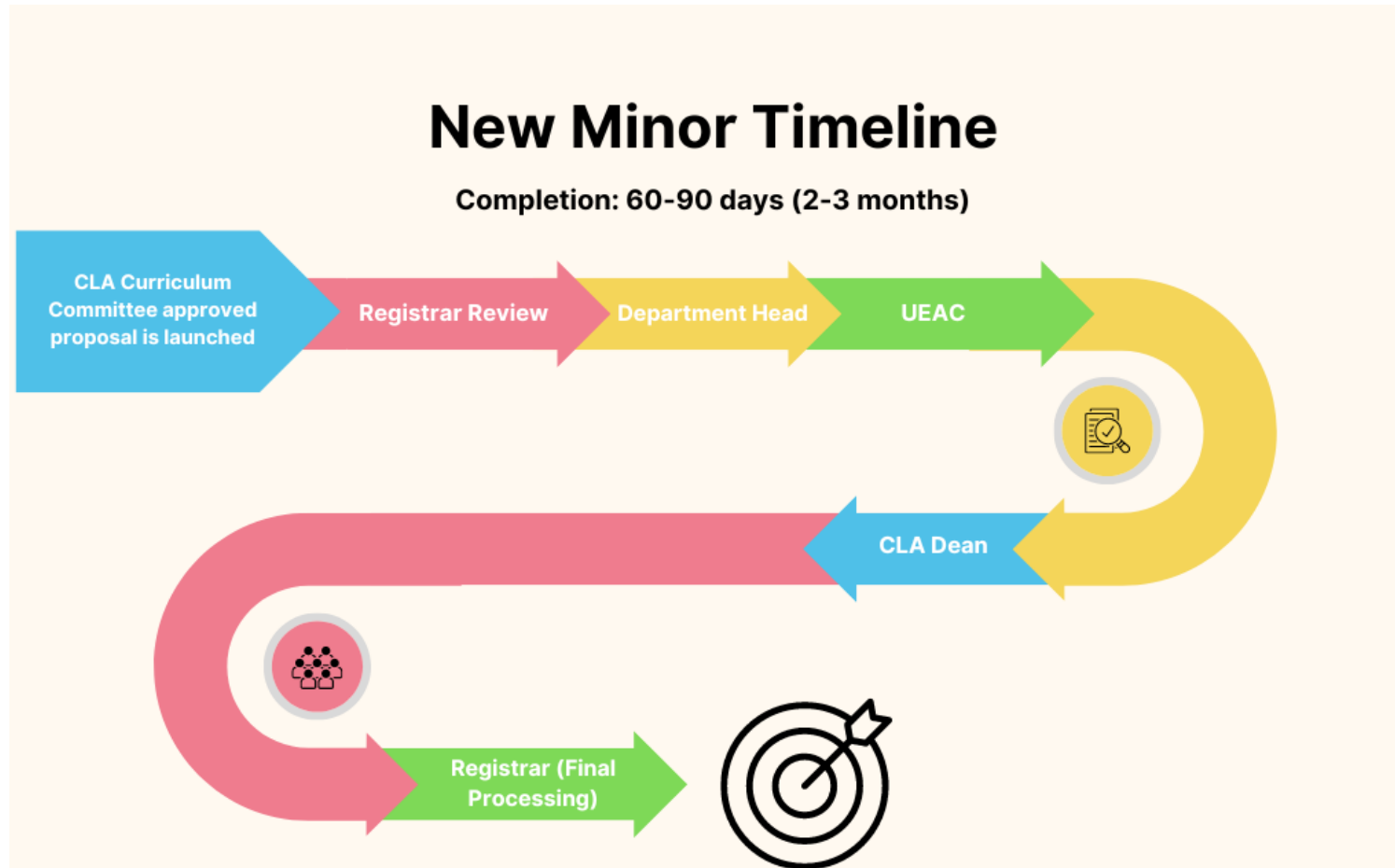
CLA Proposal Workflow and Timeline – New Minor

CLA Proposal Workflow and Timeline – New Concentration
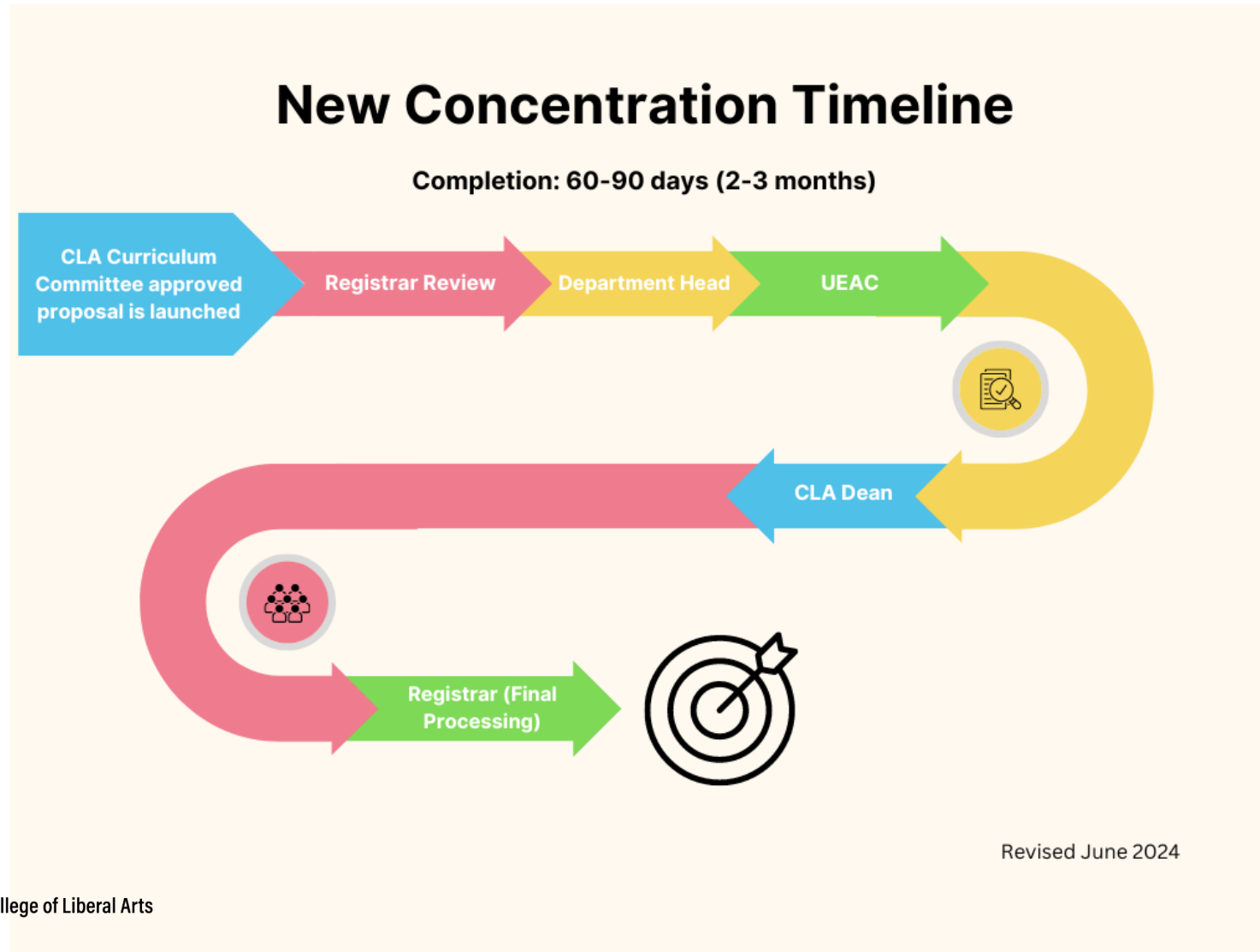
CLA Proposal Workflow and Timeline – New Certificate
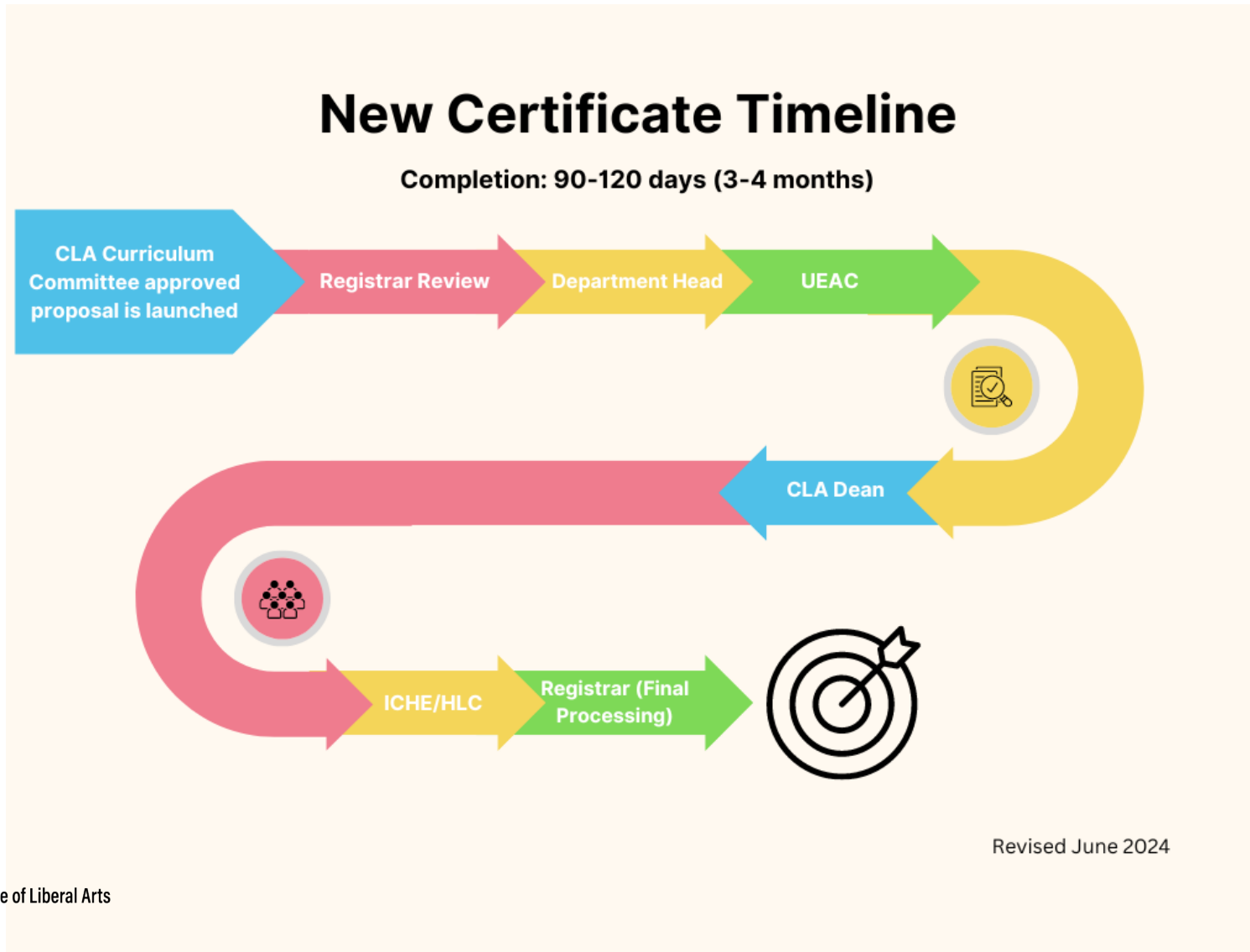
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[Academic Proposals Website](#)

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UG Curricula Proposals

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CLA Curriculum Website

CLA.purdue > Faculty & Staff > under faculty resources, choose curriculum deadlines and Instructions

CURRICULUM

Curriculum Development

Plan of Study

Contacts and Committee Members

CLA Curriculum Deadlines AY 2024-2025

Deadline for Submission of Materials to Dean's Office

TBA

**All new courses must be in Curriculog by TBA to be considered for the catalog**

TBA

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That does not exist

A new course or credential **must be fully approved** before it can be advertised and/or published in any form.

DON'T TELL ANYBODY ELSE THAT

If a course has a pre-requisite, this must be **included on the Plan of Study**.

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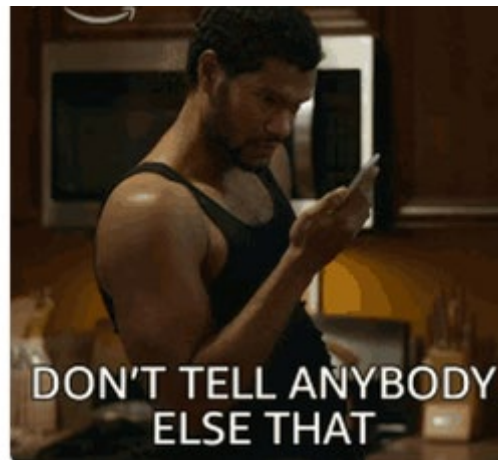
Questions? Comments?

A lot has been covered so far. Let's pause for any questions or comments before continuing.

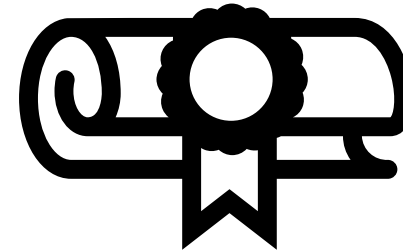College of Liberal Arts

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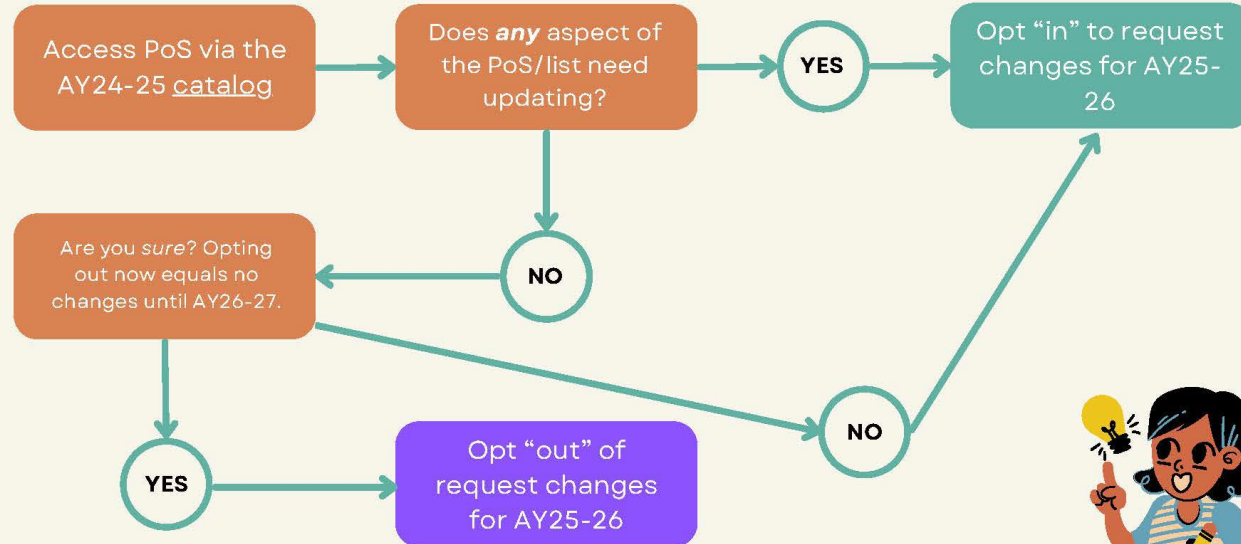
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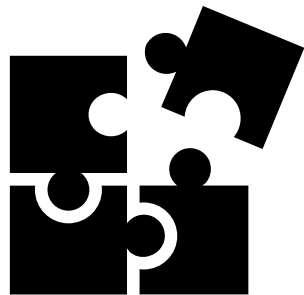
Plan of Study Update Process – AY26-27

PLAN OF STUDY OPT-IN PROCEDURE

REPEAT THIS FOR *EACH* CURRICULAR ITEM'S POS/SUPPLEMENTAL LIST

Access PoS via the AY24-25 catalog

Does *any* aspect of the PoS/list need updating?

YES → Opt "in" to request changes for AY25-26

NO

Are you *sure*? Opting out now equals no changes until AY26-27.

YES → Opt "out" of request changes for AY25-26

NO → Opt "in" to request changes for AY25-26

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10/24: Opt-in changes due

12/12: Marked-up PDF due

2/16-3/13: Final review meetings

3/20: Final approvals due

Catalog

- Submitted to State
- Binding contract with the student
- Student is responsible

My Purdue Plan

- Graduation Checklist

Smart Plan

- "What If" Program
- Takes entire course list and creates updated 8-semester plans

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Responsibilities by Area for PoS Updates:

- Unit - establish and follow all departmental curricula procedures; initiate all curriculum changes, edits, and reviews into MCC *following established CLA protocols for curriculum changes*; maintain and update Plan of Study templates and selective list annually.

- Dean's Office & Advising – provide curricular context and sustainability; schedule CLA Curriculum Committee meetings; provide notes and reports; identify potential conflicts and curricular impact inside and outside CLA; Plan of Study interactions.

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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** - Interim Assistant Dean for Undergraduate Education (Sartore), Assistant to the Interim AD for UG Ed & Curriculum Coordinator, CLA Academic Program Manager, 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)**

CLA Curriculum Committee – AY25-26

TWO-YEAR TERM(left):

Christie Sennott (SOC)

Yvonne Pitts (HIST)

Kali Rubaii (ANTH)

Jane Natt (COM)

THREE-YEAR TERM:

Eli Craven (DAP); 2nd full term serving

Dawn Stinchcomb (SLC)

Dean's Appointee (THREE-YEAR TERM):

Evan Westra (PHIL); year two of three-year term

CLA Curriculum Proposal due dates:

Proposal PDF due to claundergrad@purdue.edu	CLA Curriculum Committee Meets
September 3rd	September 10th
October 1st	October 8th
November 5th	November 12th
December 3rd	December 10th

*All new courses must be submitted to the CLA curriculum committee by January 9th to be considered for the AY26-27 catalog.

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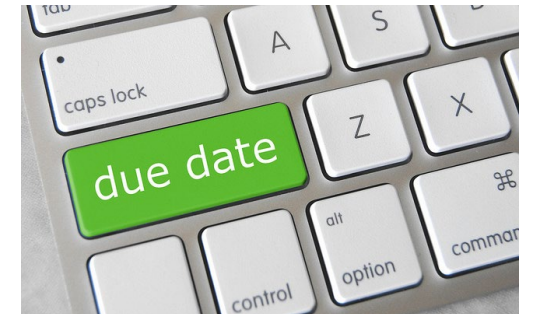
Questions? Comments?

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

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8/21/2025

THANK YOU

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