Curriculum Proposal System: New System vs Old System

Old Process for Curriculum Proposals:

- Request for Proposal Number from Dean’s Office and if applicable, a new Course Number from IR.
- A proposal is created. Proposals are categorized as one of three types: Program Changes or Restructuring, New Programs, or Course Changes Only.
- College manually moves the proposal to the different reviewing bodies within the college.
- College Dean’s Office changes status to “College Status Approved.” Institutional Reviewers get notification.
- Dean’s Office waits for a status change from IR Review to University Review.
- Two week University Review period that is manually watched by Provost Office.
- Faculty Senate and/or CRC Review.
- Provost marks “Final Approval Granted.”

New Process for Curriculum Proposals:

- Proposal Submitted (Originator Review Status)
- College Review can Approve or Recommend Change (goes back to Originator). Potential impact notifications go out once College Reviews have taken place.
- CRC serves in advisory role if needed.
- University Review: Objections (formal) can be made. Comments (informal) can be made.
- Provost and board of Trustees for final approval.
- Moves to Post Approval and is entered into UCM (Archives.) (Update Graduate Bulletin, Update Course Catalog, Complete Registrar Activities.)

Adapted from Board of Trustees Guideline 3350-20-05.2

Software Training Services

Version 2012.01.29
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Major Differences

- Proposals in the current CPS move through a systematic workflow, moving proposals from one step to the next through authorized users electronically. The current CPS does not rely on manual processes where individuals are passing hard copies from one step to the next or watching the calendar for deadlines.
- The current CPS system only allows one “proposal” per Proposal Number. There are no longer “blanket proposals” where multiple proposals could be included on one proposal report.
- The current CPS system automatically assigns a Proposal Number, therefore, eliminating the step for requesting a unique number. The current CPS system also allows the user to select from a drop down list, available Course Numbers in the event of a New Course. There is no need to contact Institutional Research for a new Course Number.
- Changes can only be made to a proposal by the Originator in the status of “Originator Review” in the Current CPS (equal to the previous system status of “Under Development.”)
- The current CPS system requires all proposal information at the beginning of the Proposal Workflow, therefore, preventing hold-ups as the proposal moves through the various reviews. Therefore, any Reviewer will have access to all proposal information from the start of the overall process.
- In the current CPS system, there are several options for Types of Proposals. For Course Proposals, there are New Course, Change a Course, and Delete a Course. For Program Proposals there are New Degree Program, Change Degree Program, New Track, Change Track, New Certificate, Change Certificate, New Minor, and Change Minor. (The prior system had three vague options: Course Change’s Only, Program Changes, and Program New)
- The current system interacts with PeopleSoft to pull information for data entry fields, therefore, eliminating many data entry errors.