University of Central Arkansas

Curriculum Development Process Guide

The purpose of the Curriculum Development Process Guide (CDPG) is to place in one location information concerning the processes for course and program formation and change at the University of Central Arkansas. It is intended to provide faculty members, department chairpersons, curriculum committee members, and university administrators with the overall guidelines for the design and approval of courses and programs. A delineation of curriculum changes which are considered action or information items may be seen in the list of required forms.

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Page updated: November 28, 2017
The CDPG is maintained by the Office of the Provost.

1. CDPG Document History

Originally developed by the Joint Graduate Council/Undergraduate Council Task Force on Curriculum Guidelines, March 1994.

Task Force members were

    Kathleen Atkins
    Kenneth Freiley
    Mary Harlan
    Charles Harvey
    Loretta Koenigseder
    Lillian Parrish

Revised 1996, 1998, 2000, 2001, 2002, 2003, 2005, 2006, 2007, 2009, 2012, 2013, 2016.

Latest major revision: November 2017 (addition of FAQ page)

2.   CDPG Table of Required Forms

Curriculum Forms may be downloaded from the CDPG Forms page. Identifiers of forms for use with undergraduate curriculum change begin with <U>. Those for use with graduate curriculum change begin with <G>.

Action items marked with a dagger (†) also require an ADHE form (generally indicated in the relevant UCA form; if not, noted below). ADHE forms, customized for UCA use, are available for download from the CDPG Forms page.

Curriculum items not listed here should generally be considered action items. If in doubt, direct questions to the Director of the UCA Core, the Associate Provost for Instructional Support, or the Dean of the Graduate School.

Process	Form(s)
Action Items	
New program, new program by "reconfiguration," new program option (†)	U3, G3
Deletion of program (major, minor, degree, certificate, program option) (†)	U3-D, G3-D
Program name change (major, minor, degree, certificate, program option) (†: LON-1). For academic unit (department, center, college, etc.) name changes, see Other Change Processes.	U2-A, G2-A
New Undergraduate Course	U1 (may also require U2-O or Attachment A)
New Graduate Course	G1 (may also require G2-O)
Change in total SCH for major, minor, degree, certificate	U2-A, G2-A
Add/remove required courses in major, minor, degree, certificate	U2-A, G2-A
Add/remove elective courses if total SCH changed or the change affects another department	U2-A, G2-A
Add existing course(s) to the UCA Core	U2-A, Attachment A
Designate existing course(s) as FYS	U2-A, Attachment B
Remove course(s) from UCA Core	U2-A
Change course prerequisites or registration restrictions for major, minor, degree, certificate if total SCH is changed or if the change affects another department	U2-A, G2-A
Change level/credit value of course	U2-A, G2-A
Remove course(s) from the UBulletin or GBulletin when the change affects total SCH or affects another department	U2-A, G2-A
Any curriculum change action item that affects Student Financial Aid	Attachment C (with appropriate form)

Process	Form(s)
Information Items	
Change course title	U2-I, G2-I
Add/remove elective courses if total SCH unchanged and the change does not affect another department	U2-I, G2-I
Change course prerequisites or registration restrictions for major, minor, degree, certificate if total SCH is unchanged and the change does not affect another department	U2-I, G2-I
Remove course(s) from the UBulletin or GBulletin when total SCH is unchanged and when the removal does not affect another department	U2-I, G2-I
Reinstate courses inactive for less than five years	U2-I, G2-I
Nonsubstantive editorial change of course description(s)	U2-I, G2-I
Any curriculum change information item that affects Student Financial Aid	Attachment C (with appropriate form)
Mixed Action and Information	
Conversion of existing course or program to online/hybrid	U2-O, G2-O
Deletion of a program (degree, certificate, program option, minor) (†)	U3-D, G3-D
Table Updated 2018-02-25	

Course offerings will be reviewed periodically by the Director of the UCA Core, the Associate Provost for Instructional Support, and the Dean of the Graduate School. For courses which have not been offered during the previous five years, department chairs will be asked to provide justification for continuation or to request deletion.

3. CDPG Curriculum Change Processes

The process outlined here applies to course proposals (use Curriculum Form U1 or G1), other action items that are not program proposals (use Curriculum Form U2-A or G2-A), information items (use Curriculum Form U2-I or G2-I), and conversion of existing courses for online or hybrid delivery (use Curriculum Form U2-O or G2-O). New course proposals involving online or hybrid delivery will use Curriculum Form U2-O or G-2O in conjunction with the course proposal form. For additional information about the forms to use for curriculum change processes, see the Required Forms page. For a chart of the process, see Figure 1.

Note that some curricular changes—notably those related to the creation, renaming, reconfiguration, or deletion of academic programs—require notification and/or approval beyond the internal curriculum change process; for those changes, additional forms are generally required. These additional forms are listed in the Program Proposal Processes page.

Note: For forms and processes used with certain academic changes that are administrative rather than curricular—e.g., changing the name of an academic unit (department, center, college, etc.)—see Other Change Processes.

Consult the Director of the UCA Core, the Associate Provost for Instructional Support, and/or the Graduate Dean before initiating major curriculum change.

Level 1
A proposal is prepared, typically by one or more faculty members, and brought before the department.

The proposal is reviewed by the department (curriculum committee and, then, chair). If recommended, it is forwarded to the dean who distributes it to the college curriculum and assessment committee. If not recommended, it is returned to the proposer.

Level 2
The college curriculum and assessment committee reviews the proposal. If recommended, it is forwarded to the dean of the college. If not recommended, it is returned to the proposer.

The college dean reviews the proposal. If the proposal is not recommended by the college dean, it is returned to the proposer. If the proposal is recommended it is forwarded as indicated in Step 5.

Level 3
During the academic year, a proposal must be submitted to the appropriate council at least one month before the meeting at which action is desired. Summer submissions may be delayed until the fall semester.

1. If the proposal affects a teacher education program, the dean forwards it to the Professional Education Council (PEC). If the PEC recommends the proposal, it is forwarded to the Undergraduate Council or Graduate Council as appropriate. If the PEC does not recommend it, it is returned to the proposer.
2. If the proposal affects the UCA Core program, it is forwarded to the UCA Core Council. If the UCA Core Council recommends the proposal, it is forwarded to the Undergraduate Council. If the UCA Core Council does not recommend it, the proposal is returned to the proposer.
3. If the proposal affects the undergraduate curriculum but does not affect a teacher education program or the UCA Core program, it is forwarded directly to the Undergraduate Council. If the

Undergraduate Council recommends the proposal, it is forwarded to the Council of Deans. If it is not recommended, the proposal is returned to the proposer.

4. If the proposal affects the graduate curriculum but does not affect the teacher education program, it is forwarded directly to the Graduate Council. If the Graduate Council recommends the proposal, it is forwarded to the Council of Deans. If it is not recommended, the proposal is returned to the sender.
5. If the proposal affects both the undergraduate and the graduate curricula (e.g., a proposal for a double-listed course – a course listed at both the 4000 and 5000 levels), it is forwarded to both the Undergraduate Council and Graduate Council for simultaneous review. Each council forwards recommended proposals to the Council of Deans and returns proposals that are not recommended to the proposer.

Level 4

If the proposal is recommended by the Council of Deans and approved by the Provost, the change is incorporated (as relevant) in the Undergraduate Bulletin and/or Graduate Bulletin, the Banner system, and Degree Works, and internal notification is made. Internal notification is accomplished primarily by return of a copy of the signed curriculum change form(s) to the originating department.
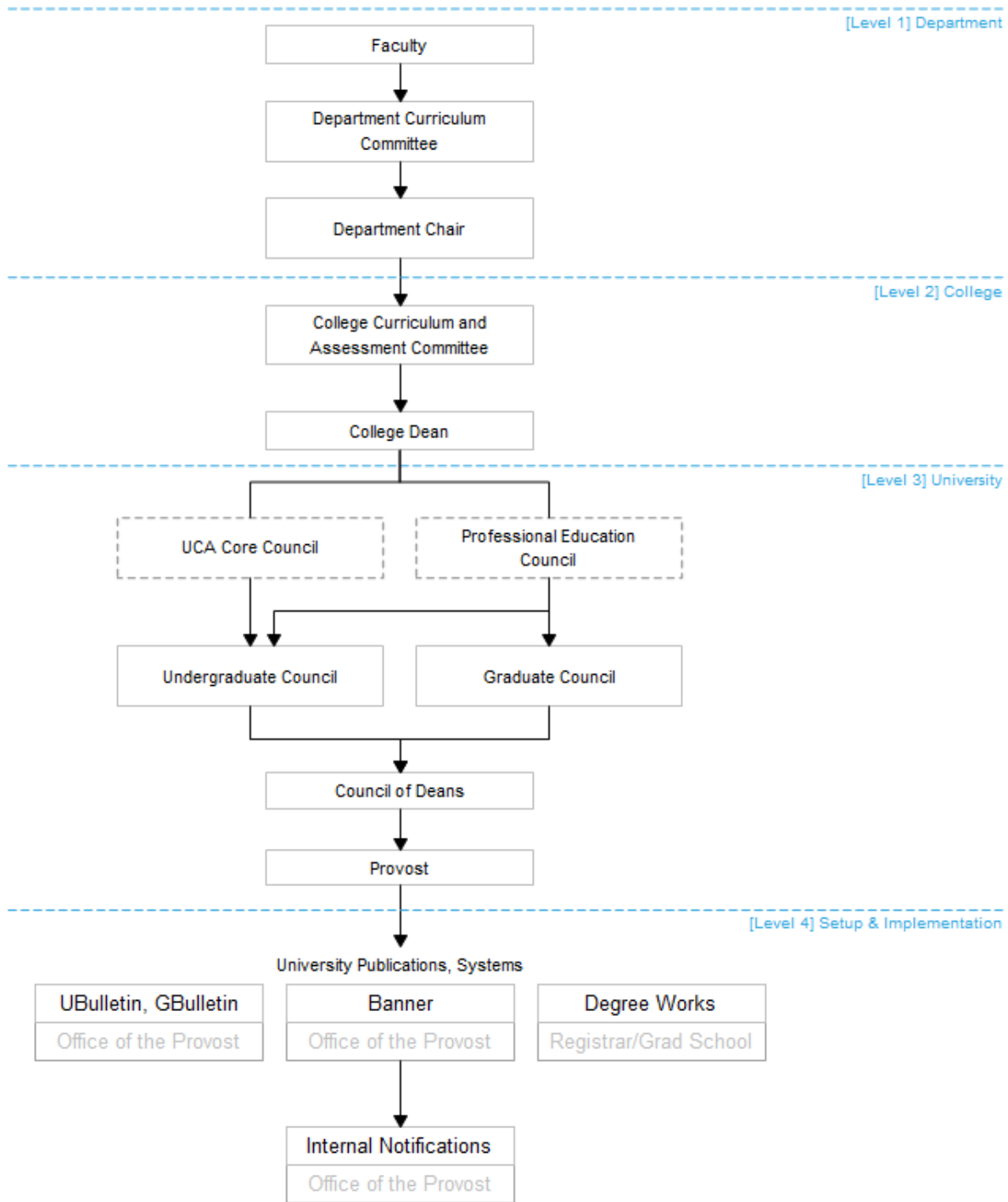
[Level 1] Department

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          │         Faculty         │
          └─────────────────────────┘
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          ┌─────────────────────────┐
          │  Department Curriculum  │
          │       Committee         │
          └─────────────────────────┘
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          ┌─────────────────────────┐
          │    Department Chair     │
          └─────────────────────────┘
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[Level 2] College

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          │  College Curriculum and │
          │  Assessment Committee   │
          └─────────────────────────┘
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          ┌─────────────────────────┐
          │      College Dean       │
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[Level 3] University

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   │  UCA Core Council │      │ Professional Education│
   │                  │      │       Council        │
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   │ Undergraduate    │      │   Graduate Council   │
   │    Council       │      │                      │
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          │    Council of Deans     │
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          │        Provost          │
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[Level 4] Setup & Implementation

University Publications, Systems

UBulletin, GBulletin	Banner	Degree Works
Office of the Provost	Office of the Provost	Registrar/Grad School

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          │  Internal Notifications │
          │  Office of the Provost  │
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Figure 1: Curriculum Change Processes

4. CDPG Program Proposal Processes

For a chart of the curriculum process for program proposals, see Figure 2. Contact the Associate Provost for Instructional Support or the Dean of the Graduate School before initiating new program proposals. All new program proposals follow the process outlined below. Internally, Curriculum Form U3 or G3 is used for new program proposals, including new options within existing programs, new programs by "reconfiguration," new graduate/post-master's certificate programs, and new minors; Curriculum Form U2-A or G2-A is used for a program name change (check the "Other" category); and Curriculum Form U3-D or G3-D is used for deletion of a program.

An ADHE form must accompany most program proposals. ADHE forms may be downloaded from this site's CDPG Forms page; select the ADHE Forms tab.

- For new degree programs, use ADHE Form P-1: Program Proposal template and the P-1: Program Proposal Instructions document.
- For a new program by "reconfiguration" of an existing program, use ADHE Form LON-11: Reconfiguration of Existing Degree Programs.
- For a new option within an existing degree program or for a minor program, use ADHE Form LON-3: New Option, Concentration, Emphasis, or Minor.
- For a new graduate certificate or post-master's certificate program, use ADHE Form LON-10: Graduate Certificate Program.
- For changing the name of a program, use ADHE Form LON-1.
- For a program deletion, use ADHE Form LON-5: Deletion.

If in doubt about which form(s) to use, email the Associate Provost for Academic Services.

Every proposal for a new degree program, a new degree program by "reconfiguration," or a new certificate program must include an assessment plan. (Proposals for minor programs do not require formally reviewed assessment plans at this time, and new options within existing programs usually require modifications to an existing assessment plan. Consult the Office of Assessment to ascertain particular requirements for your particular situation.) Initial review and, if necessary, continued development or revision of assessment plans for new programs takes place at the departmental level before the proposal is forwarded for review by the department chair. An assessment plan template and cover sheet may be downloaded from the CDPG Forms page: see the Program Assessment Forms links at the bottom of the UCA Curriculum Forms tab.

Level 1

A program proposal is prepared, typically by one or more faculty members, and brought before the department.

The proposal is forwarded to the department curriculum committee. The committee requests a review of the program's assessment plan by the Director of Assessment. Following that review and any required revision, the committee reviews the proposal.

If recommended by the department committee and the department chair, the proposal is forwarded to the dean of the college who distributes it to the college curriculum and assessment committee. If not recommended, it is returned to the proposer.

Level 2

The college curriculum and assessment committee reviews the proposal. If recommended by the college committee, the proposal is forwarded to the dean of the college. If not recommended by the college committee, it is returned to the proposer.

The dean reviews the proposal. If the dean does not recommend the proposal, it is returned to the proposer. If the dean recommends the proposal and it affects the teacher education program, the dean forwards it to the Professional Education Council (PEC); if the recommended proposal does not affect the teacher education program, it is forwarded to either the Undergraduate or Graduate Council.

Level 3

During the academic year, submit the proposal to the appropriate university council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall term.

If the proposal affects the teacher education program, the PEC reviews the proposal. If the PEC recommends the proposal, it is forwarded to either the Undergraduate or Graduate Council as appropriate. If the PEC does not recommend the proposal, it is returned to the proposer.

The Undergraduate or Graduate Council reviews the proposal. If recommended, it is forwarded to the Council of Deans. If not recommended, it is returned to the proposer.

Level 4

If the proposal is recommended by the Council of Deans and approved by the Provost, it is forwarded to the President, the Board of Trustees, and the Arkansas Department of Higher Education (ADHE) for consideration by the Arkansas Higher Education Coordinating Board (AHECB). If not recommended, it is returned to the proposer.

Level 5

Once the proposal is approved by the President and (as required) the Board of Trustees and the AHECB, internal notifications are made. These typically include notification of approval to the relevant department chair(s) and dean(s), the Director of Institutional Research, the Director of Student Financial Aid, and, for graduate programs, the Dean of the Graduate School. Expected effective dates and codes are communicated in these notifications.

The program is created in Banner and added to the Undergraduate Bulletin or Graduate Bulletin. New courses are incorporated into the Banner Catalog, and the program's requirements and curriculum are added to Degree Works.
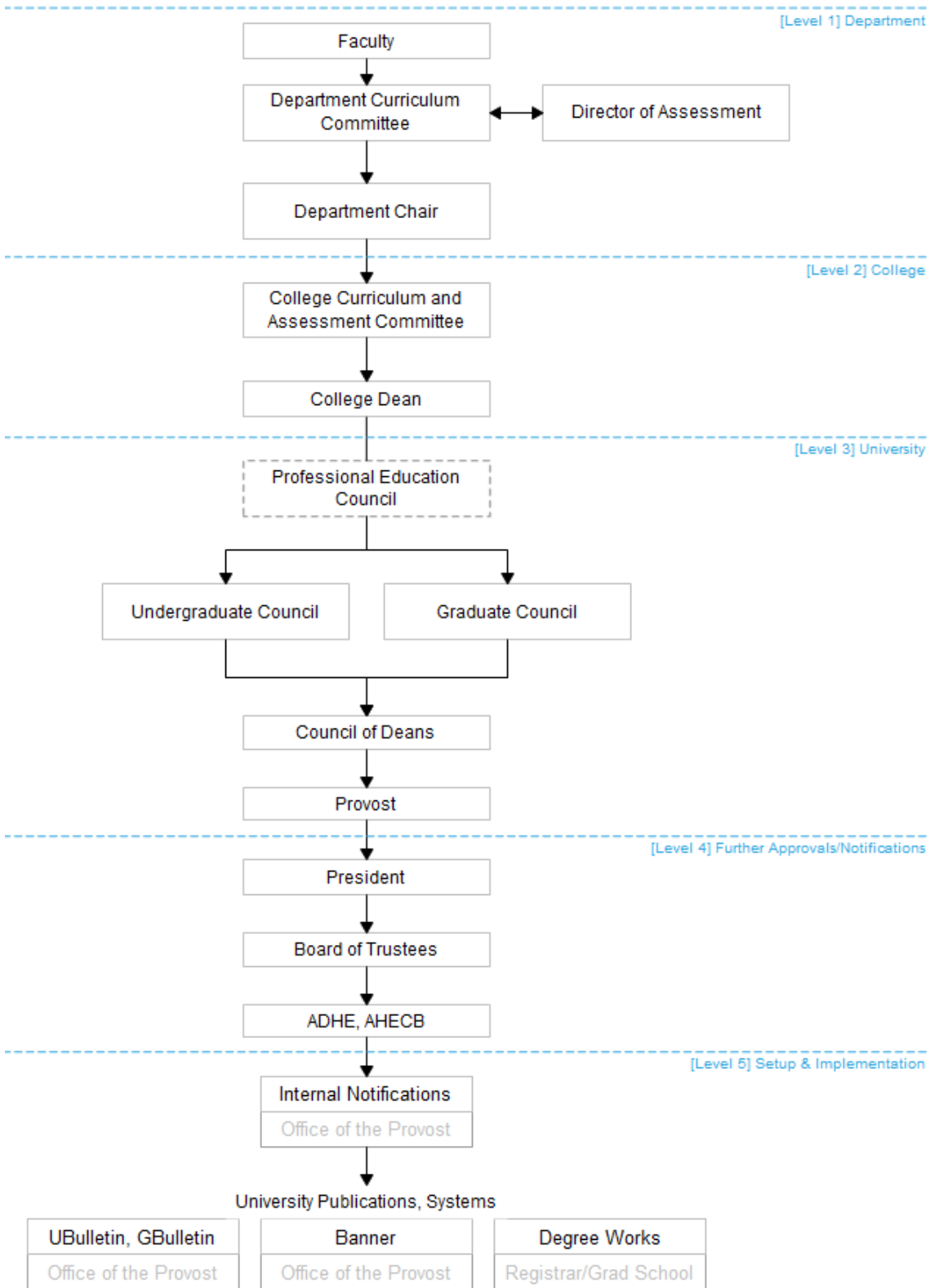
Figure 2: Program Proposal Processes

5. CDPG Curriculum Forms

UCA curriculum forms are included as an attachment to this document. To download individual forms, go to http://uca.edu/panda/curriculum-development-process-guide/cdpg-forms/.

6. CDPG Frequently Asked Questions

See http://uca.edu/panda/curriculum-development-process-guide/cdpg-faq/.

7. Course Approved for Distance Education or Hybrid Delivery

A regularly updated list of courses approved through the curriculum process for online or hybrid delivery is maintained at http://uca.edu/panda/curriculum-development-process-guide/de-hy-approved-courses/.