

**Dear CFA Curriculum Committee members:**

Welcome (or welcome back) to the committee! I understand that serving on this committee is a significant service commitment and am sincerely grateful for your time and efforts. This year's CFA Curriculum Committee participants are:

- Art & Art History – Simon Blundell / Elena Shtromberg (for Spring Semester)
- Dance – Jay Kim
- Film & Media Arts – Miriam Albert-Sobrino
- Music – Catherine Mayes
- Theatre – David Eggers
- Dean's Office – Lien Fan Shen, Associate Dean (ex officio)
- Dean's Office – Liz Leckie, Associate Dean (ex officio)
- Administrative Support – Velma Rippstein

Serving as the representative from your home unit is an important responsibility. This letter provides information and guidelines that will be valuable throughout your time on this committee and can help you stay organized.

In this document, you will find:

- This committee's charge per the College Charter
- A list of your responsibilities
- Important contacts and links
- Instructions for proposing curriculum changes
- A table outlining the curriculum process & timeline

For now, please note that you are **required** to attend:

- Fall Orientation Meeting: **Mon, Aug. 28, 2:00 - 3:30 p.m.**
- *One* of the Quali trainings:
  - **Wed, Sept. 6, 3:00 – 4:00 p.m.**
  - **Thurs, Sept. 7, 10:45 – 11:45 a.m.**
- Fall Curriculum Committee Meeting: **Mon. Dec. 4, 2:00 - 5:00 p.m (Invite sent).**
- Spring Curriculum Committee Meeting: **Mon. April 8, 2:00 - 5:00 p.m.**
- **Zoom link for all meetings:** <https://utah.zoom.us/j/99353693946>

As always, please reach out if you have any question regarding the curriculum process. I look forward to working with you this year, and I'll see you at our first meeting.

Warmly,

Lien Fan Shen  
Associate Dean for Faculty & Academic Affairs

## From the CFA College Charter:

*Curriculum Committee. Membership on the Curriculum Committee shall consist of all chairs of curriculum committees of the College's academic units. The Associate Dean for Faculty & Academic Affairs and the Associate Dean for Undergraduate Student Affairs will serve as Ex-Officio members of the Curriculum Committee. Members of the committee will annually elect a committee member to serve as chair for a one-year term. The Committee reviews curriculum requests from academic units in the College, including new programs, program changes, degree offerings, course fees, minors, and certificate programs. The committee recommends for or against approval of requests. The committee may request additional clarification from the proposing unit before making such a recommendation, or alternatively recommend approval pending the proposing unit's response to certain specific conditions.*

## Your Responsibilities

1. Familiarize yourself with the curriculum process and college deadlines (this document)
2. Familiarize yourself with your home unit's curriculum (see university catalog)
3. Familiarize yourself with Quali (trainings will be offered by the Dean's Office and committee members are required to attend)
4. Work with your home unit to set regular department/school curriculum meetings and discussions and set internal curriculum proposal deadlines
5. Support your department/school in submitting proposals
6. Serve as a liaison between your department/school and the Dean's Office on curricular matters and ensure that your unit's faculty members are aware of policies and deadlines
7. Review and approve (as appropriate) Quali proposals that come from your department/school
8. Solicit and submit all required documents for your department/school's proposals (at minimum, this will include the CFA spreadsheet and letter of support from your Chair/Director)
9. Attend all CFA Curriculum Committee meetings prepared (meaning that you have reviewed all of the proposals and are prepared to discuss, including answering questions pertaining to your own department's proposals)
10. Work with your faculty and Associate Dean Lien Fan Shen on any necessary curriculum proposal revisions
11. Support your unit in cleaning-up old/obsolete Quali proposals at the *end of each curriculum cycle*

## Quick Contact information

Lien Fan Shen – [lienfan.shen@utah.edu](mailto:lienfan.shen@utah.edu)

Velma Rippstein – [velma.rippstein@utah.edu](mailto:velma.rippstein@utah.edu)

Curriculum Administration – [curriculum@utah.edu](mailto:curriculum@utah.edu)

Curriculum Administration Website – <https://curriculum.utah.edu>

CFA Curriculum Support – <https://www.finearts.utah.edu/faculty-staff/curriculum-teaching>

## HOW TO PROPOSE CURRICULUM CHANGES

### REQUIRED DOCUMENTS:

All required documents must be submitted to the Dean's Office via email ([velma.rippstein@utah.edu](mailto:velma.rippstein@utah.edu))

#### 1. Overview Spreadsheet

- Each committee member must submit an overview spreadsheet that includes all of the proposals submitted by your department. This spreadsheet is critical in ensuring that the Dean's Office and the committee receive all submitted documents and review all proposals. You can find the spreadsheet on the CFA website under Curriculum.
- YOU are responsible for completing and submitting this document via email before the CFA curriculum deadline.

#### 2. Department Chair/Director Letter of Support

- One memo must be submitted by each department proposing changes. The memo should address all proposals coming from the department (including a list of course numbers for changes/additions/inactivations and any program changes/additions/inactivations).
- This memo should be solicited by YOU, completed and signed by your Chair/Director, and submitted to the Dean's Office via email. We suggest drafting the letter for your Chair/Director to ensure accuracy. (If your department is proposing a new program, this will require an additional memo. See requirements below.)

### COURSE PROPOSALS:

All course proposals (changes, additions, and inactivations) must be entered in **Kuali**. (See Kuali Tips & Tricks doc for guidance.) Once submitted, proposals must be approved at several levels (Department Admin -> Curriculum Administration -> Registrar -> CFA Curriculum Committee Member -> Department Chair/Director) BEFORE the CFA deadline. Be sure to plan ahead and allow time for completion of each step before the CFA deadline.

- Note: Often making a small change to a course (such as change the course number or credit hours) will have consequences for a program or other courses. Be sure to check the "dependencies" section in Kuali, as you might need to also submit a program change proposal.
- **Proposing New Courses:** When proposing a "new course", a sample syllabus is required. Upload the syllabus as a Word document in Kuali.
- **Proposing Course Fee Requests/Changes:** When proposing to change or add course fees ("Propose Changes") in Kuali, note that Curriculum Administration requires a detailed course fee justification, itemized budget, and a rationale for how the proposed fees are necessary in supporting the course's learning outcomes. All of this information must be included in the Kuali proposal. Click here for details about course fees.

### PROGRAM PROPOSALS

- **Program Changes:** Revisions to programs (degree/emphasis/minor/certificate) must be reviewed by the CFA Curriculum Committee, but they do not go through Kuali. The CFA Program Change form can be found here.
- **New Program:** New Program (degree/emphasis/minor/certificate) proposals must be reviewed and approved by the CFA Curriculum Committee. The processes are different depending on the type of program being proposed. Note: A consultation meeting with Associate Dean Lien Fan Shen is required prior to proposing a new program.

## CURRICULUM PROCESS & TIMELINE

**\*\*Required meetings & deadlines in RED\*\***

FALL CYCLE		
August & September	<b>Preparation</b>	<ol style="list-style-type: none"> <li>1) Familiarize yourself with the curriculum process, deadlines, and committee meeting dates for the year. Be sure to note all important dates on your calendar early!</li> <li>2) Kualī trainings will be offered in the Fall (Dates TBD), and you are required to attend one of these sessions.</li> <li>3) Schedule your department's internal meetings and set internal deadlines for faculty to submit proposals. We suggest you plan your departmental meetings prior to Oct. 1 (Fall) and Feb. 1 (Spring), and internal deadlines for submissions should be at least one week prior to the college's deadline. Ensure your faculty are aware of these deadlines.</li> <li>4) Solicit curriculum proposals from your department, support your faculty and department in submitting proposals. (See responsibilities above.)</li> </ol>
August 28	<b>CFA Curriculum Committee Training Meeting</b>	<b>2:00 – 3:30 p.m., via Zoom</b> This meeting serves as an orientation for the committee and are instrumental in the committee moving forward effectively and efficiently. <i>CFA Curriculum Committee members must attend.</i>
September 6 or September 7	<b>Kualī Trainings</b>	<b>Sept. 6: 3:00 – 4:00 p.m., Sept. 7: 10:45 – 11:45 a.m., via Zoom</b> Curriculum Administration will host 2 Kualī training sessions for the CFA. All CFA Curriculum Committee members must attend <i>one</i> . Chairs/Directors and admins will also be invited.
October 20	<b>CFA Deadline</b>	All Kualī submissions and required documents are due to the Dean's Office by the end of the day. (See below for list of required documents.) <b><i>Late submissions will not be considered.</i></b>
November 3	<b>Revisions Requested</b>	If the college requires any revisions for your department's proposals, we will be in contact by the end of the day. Associate Lien Fan Shen may work with you on any requested revisions.
November 17	<b>Revisions Due</b>	If the college requests revisions from your department, they are due by the end of the day.
December 4	<b>CFA Curriculum Committee Meeting</b>	<b>2:00 – 5:00 p.m., via Zoom</b> All CFA Curriculum Committee members are required to attend this meeting having reviewed all curriculum proposals. Instructions for how to access curriculum proposals will be emailed approximately two weeks prior to the meeting.
December 8	<b>Revisions Requested</b>	If the committee requires any revisions for your department's proposals, we will be in contact by the end of the day. Associate Dean Lien Fan Shen will work with you on any requested revisions.
December 15	<b>Revisions Due</b>	If the committee requests revisions from your department, they are due by the end of the day.
January 19	<b>Campus DEADLINE</b>	The Dean's Office will submit all approved curriculum proposals to Curriculum Administration and continue to work with departments if additional questions arise from Curriculum

		Administration.
<b>January</b>	<b>Kuali Clean-up</b>	You are responsible for deleting any old/obsolete proposals from your department.
<b>SPRING CYCLE</b>		
<b>January</b>	<b>Preparation</b>	<p>1) If you have not done so already, schedule your department's internal meetings and set internal deadlines for faculty to submit proposals. We suggest you plan your departmental meeting prior to Feb. 1, and internal deadlines for submissions should be at least one week prior to the college's deadline. Ensure your faculty are aware of all deadlines.</p> <p>2) Solicit curriculum proposals from your department, support your faculty and department in submitting proposals. (See responsibilities above.)</p>
<b>February 16</b>	<b>CFA Deadline</b>	<p>All Kuali submissions and required documents are due to the Dean's Office by the end of the day. (See below for list of required documents.)</p> <p><b><i>Late submissions will not be considered.</i></b></p>
<b>April 5</b>	<b>Revisions Requested</b>	If the committee requires any revisions for your department's proposals, we will be in contact by the end of the day. Associate Dean Lien Fan Shen will work with you on any requested revisions.
<b>April 8</b>	<b>CFA Curriculum Committee Meeting</b>	<p><b>2:00 – 4:00 p.m., via Zoom</b></p> <p>All CFA Curriculum Committee members are required to attend this meeting having reviewed all curriculum proposals. Instructions for how to access curriculum proposals will be emailed approximately two weeks prior to the meeting.</p>
<b>April 12</b>	<b>Revisions Due</b>	If the committee requests revisions from your department, they are due by the end of the day.
<b>April/May</b>	<b>Kuali Clean-up</b>	You are responsible for deleting any old/obsolete proposals from your department.
<b>August 23</b>	<b>Campus DEADLINE</b>	The Dean's Office will submit all approved curriculum proposals to Curriculum Administration and continue to work with departments if additional questions arise from Curriculum Administration.

### **CFA Fall 2023 General Education and Bachelor Degree Requirement Curriculum Changes**

Starting Fall 2024 the GE and BD requirements will change to align with USHE schools. Do not plan to add major requirements to the degree program as a result of this change. In order to accommodate these

changes, please follow the following steps:

Step 1:

- Review and revise all undergraduate programs/emphasis of study (4-year sample plans) (not minors).
  - Students will need:
    - one HF (please delete the second HF)
    - one BF (please delete the second BF)
    - one SF
    - one AS (please change the “SF/AS” to “AS”)
  - There are no changes to AI, WR, CW, DV, IR courses

Step 2:

- For BMus and BFA:
  - Relabel QA to QL and should be taken within the first 3 semesters
- For BA degrees:
  - Relabel QA to QL
  - Delete QB (no longer required)
  - There is no change to the language requirement.

As a result of these changes, it would be best if students could take 15 credits.

Step 3:

- All undergraduate degree programs/emphases in the CFA need to add a Fine Arts (FF) designation to a course.
  - Identify a lower-division course that meet the FF content criteria to assign a FF designation to one course that all UG majors, within each unit, must take to complete the degree.

Fine Arts Designation Content Criteria

(<https://us.utah.edu/general-education/application.php#ff>)

- *Courses in the fine arts introduce students to ways of experiencing and understanding a variety of artistic concepts, structures, and forms by focusing on big questions, both contemporary and enduring. Such courses explore the world through diverse aesthetic viewpoints and practices and seek to foster critical and creative interpretations of artistic expression. These courses help students develop critical, creative, and interpretive skills needed to function in an increasingly diverse world and contribute to society as educated and informed citizens.*

Step 4:

- All undergraduate degree programs/emphases in the CFA need to add an Experiential Learning (EL) designation to a course within the undergraduate major degree programs.
  - Identify courses that meet the EL content criteria and to assign an EL designation to courses that all UG majors, within each unit, must take within the first 60 credit hours of residency at the University of Utah.

## EL Designation Content Criteria

*For the purposes of this EL requirement, experiential learning is understood as a process of deep engagement, critical reflection, and connection with broader systems. Courses that carry the EL designation provide opportunities for students to engage with the material, each other, instructors, and the broader campus or surrounding community, reflect on this engagement, and identify points of connection. All students in courses with this designation will have explicit curricular opportunities to develop their skills in connecting course material to lived experiences and will deepen connections to others. Courses with this designation are not the only experiential learning that occurs at the University but are ones in which experiential learning is a primary process for achieving learning outcomes.*

In addition to the Curriculum Committee Instructions document provided, there are also curriculum-related processes that require departmental/unit monitoring.

### **Catalog Revisions and Updates**

Catalog updates include any updates to the department catalog page, contact info, admission language, graduation language, and 4-Year Sample Plans. Note that these changes do not go through the CFA Curriculum cycle.

There are two steps to completing this process:

1. Always check the Departmental program page for change (<https://catalog.utah.edu/#/programs>).
  - a. Typos can be corrected.
  - b. Changes to contact info, admission or graduation language can be corrected.
  - c. Links to external documents can be updated.
2. Always check all of the units' program pages (majors, emphases, minors) <https://catalog.utah.edu/#/content/6384dcbd7f698e001cf23b06>
  - a. Typos can be corrected.
  - b. Changes to contact info, admission or graduation language can be corrected.
  - c. Links to external documents can be updated.

When a program change has been approved by the CFA Curriculum Committee and Dean, they will be reported to Curriculum Administration by the Dean's Office.

### **Course Scheduling**

- Responsibility: Unit-level
- Chairs/Directors are final authority.

### **Degree Audit**

- Responsibility: CFA Academic Advising team to ensure accuracy based on the catalog

### **Program Reviews or Accreditation: Music**