Dear CFA Curriculum Committee members:

This document provides information and guidelines that will be helpful throughout your time on the CFA Curriculum Committee. I hope that this document will help you stay organized during this Spring's curriculum processes, and we encourage you to save this letter for later reference. I understand that serving on this committee is a significant time commitment and am sincerely grateful for your time and efforts!

This year's CFA Curriculum Committee members:
    Art & Art History – John O'Connell
    Dance – Steve Koester
    Film & Media Arts – Lien Fan Shen
    Music – Steve Roens
    Theatre – Bob Nelson, committee chair
    Dean's Office – Melonie Murray, Associate Dean (ex officio)
    Dean's Office – Liz Leckie, Associate Dean (ex officio)

In this document, you will find:
- This committee's charge per the College Charter
- A list of your responsibilities
- A table outlining the curriculum process & timeline
- Instructions about how to propose curriculum changes
- Important contacts and links
- Guidelines for working in Kuali

As always, please reach out if you have any questions regarding the curriculum process.

Sincerely,

Melonie B. Murray
Associate Dean of Academic Affairs
College of Fine Arts

THE CFA CURRICULUM COMMITTEE CHARGE

The College Charter reads:

> *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.[1]*

YOUR RESPONSIBILITIES

- Familiarizing yourself with the curriculum process and college deadlines
- Familiarizing yourself with Kuali (trainings will be offered by the Dean's Office each Fall)
- Working with your home unit to set regular department/school curriculum meetings and discussions
- Setting internal curriculum proposal deadlines within your home unit
- Supporting your unit's faculty members who are submitting proposals
- Serving as a liaison between your home unit and the Dean's office on curricular matters and ensuring that your unit's faculty members are aware of policies and deadlines
- Reviewing and approving (as appropriate) Kuali proposals that come from your unit
- Soliciting and submitting *all* required documents for your unit's proposals (At a minimum, this will include the spreadsheet and a letter of support from your Department Chair/School Director.)
- Attending 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 unit's proposals)
- Working with your faculty and the Associate Dean on any necessary curricular proposal revisions
- Cleaning up any old/obsolete Kuali proposals at the end of the cycle

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[1] https://www.finearts.utah.edu/images/CFA_Charter_Approved_06-20-16.pdf

CURRICULUM PROCESS & TIMELINE

January & February	Preparation	1) Familiarize yourself with the curriculum process, deadlines, and committee meeting dates for the year. (You can do so by checking the CFA Central Calendar and/or visiting the CFA Curriculum Committee webpage.) Be sure to mark all important dates on your calendar early! 2) Set up your unit's internal meetings/discussions schedule and set internal deadlines for faculty members to have their proposals submitted. We suggest that your departmental meeting is held by Feb. 1 and that your internal deadline for faculty submissions is *at least* one week prior to the college's deadline. Ensure that your unit's faculty members are aware of all deadlines. 3) Solicit curriculum proposals from your unit and assist your unit's faculty members by providing information pertaining to Kuali and required documentation (see below for details on required documentation).
February 1	Kuali Clean-up	By Feb. 1, you are responsible for deleting any old/obsolete requests from your unit in Kuali. (See Kuali Tips & Tricks for instructions.)
February 15	CFA Deadline	All Kuali submissions and required documents are due to the Dean's Office. (See below for list of required documents.) *Late submissions will not be considered.*
March 1	Revisions requested	If the college requires any revisions for your unit's submissions, we will be in contact by March 1. The Associate Dean will work with you on any requested revisions.
March 15	Revisions Due	If the college requests revisions from your unit, they are due by March 15.
April 5	CFA Curriculum Committee Meeting	**1-3pm, CFA Conference Room** All CFA Curriculum Committee members are required to attend the meeting having reviewed *all* curriculum proposals. Instructions on how to access curriculum proposals will be emailed a minimum of two weeks prior to the committee meeting.
April 12	Revisions requested	If the college requires any revisions for your unit's submissions, we will be in contact by April 12. The Associate Dean will work with you on any obvious revisions that need to be made.
July 12	Kuali Clean-up	By July 12, you are responsible for deleting any old/obsolete requests from your unit in Kuali. (See Kuali Tips & Tricks for instructions.)
August 23	Campus Submission	The Dean's Office will submit all approved curriculum proposals to Curriculum Administration and continue to work with the units if additional questions should arise from Curriculum Administration.

HOW TO PROPOSE CURRICULUM CHANGES

Required Documents: All required documents must be submitted to the Dean's Office via email.

1. *Overview Spreadsheet:* Each unit **must** submit an overview spreadsheet that details all of the proposals they are submitting for the cycle. This spreadsheet is critical in ensuring that the Dean's Office and Curriculum Committee have received all submitted documents. YOU are responsible for completing this document and submitting it to the Dean's Office via email.

2. *Department Chair/School Director Memo of Support:* One memo **must** address *all* of the proposals coming from the unit (including a list of course numbers submitted for change/addition/inactivation and any program changes/additions/inactivations). This memo should be solicited by YOU, completed and signed by the Department Chair/School Director, and submitted to the Dean's Office in electronic format only. (Additionally, the Curriculum Administration requires a separate memo of support for each *new* program proposal. See "Proposal-Specific Requirements" below for details.)

Course Proposals: All *course* proposals (changes, additions, and inactivations) must be entered in Kuali, approved by the unit's Department Admin, Curriculum Administration, Registrar, CFA Curriculum Committee Member, and approved by the Department Chair/School Director BEFORE the CFA deadline. (Be sure to plan ahead and allow time for completion of each step by the CFA deadline.)

- Note: Often making a minor change to a course (such as changing the course number or credit hours) will have consequences for a program or other courses. Be sure to check the "dependencies" in Kuali, as you might need to also submit a Program Change Form.

Proposal-Specific Requirements:

1. *New Courses:* When proposing a "New Course" in Kuali, a sample syllabus is required. The syllabus must be an editable electronic format and is submitted with the "New Course" proposal through Kuali.

2. *Course Fee Requests/Changes:* To change or add course fees ("Propose Changes") in Kuali, note that the University Curriculum Administration requires a detailed course fee justification and budget. This information must be included within the Kuali proposal. For details about the Curriculum Administration's requirements, go to https://curriculum.utah.edu/.

3. *Program Changes:* Revisions to a Degree/Emphasis/Minor/Certificate programs must be reviewed by the CFA Curriculum Committee. This proposal does not go through Kuali, but must be emailed directly to the Dean's Office. The following documents must be submitted electronically:
   - CFA Program Change Form;
   - Official catalog program page redlined to show exactly how the revised catalog should appear (Be sure to redline *both* the requirements *and* the four-year plan)

4. *New Degrees*
   - "Full" Proposal Template (see Curriculum Administration website)
   - NWCCU Document (see Curriculum Administration website)
   - NWCCU Budget Document (see Curriculum Administration website)
     NOTE: NWCCU documents are not required if 75% of the curriculum already exists.
   - Letters of Support:
     - From the <u>Department Chair/School Director</u>, including a statement about assuming financial responsibility
     - From the <u>Dean,</u> including a statement about assuming financial responsibility. This will be solicited by the Associate Dean after the proposal has been approved by the CFA Curriculum Committee.
     - From the <u>Library</u>
     - From any <u>Interdisciplinary Programs</u> from participating areas
     - Letters from the <u>Community/Industry</u> (recommended, but not required)

5. <u>*New Emphases*</u>
   - "Abbreviated" Proposal Template (see Curriculum Administration website)
   - NWCCU Document (see Curriculum Administration website)
   - NWCCU Budget Document (see Curriculum Administration website)
     NOTE: NWCCU documents are not required if 75% of the curriculum already exists.
   - Letters of Support:
     - From the <u>Department Chair/School Director</u>, including a statement about assuming financial responsibility
     - From the <u>Dean,</u> including a statement about assuming financial responsibility. This will be solicited by the Associate Dean after the proposal has been approved by the CFA Curriculum Committee.
     - From the <u>Library</u>
     - From any <u>Interdisciplinary Programs</u> from participating areas
     - Letters from the <u>Community/Industry</u> (recommended, but not required)

6. <u>*New Minors*</u>
   - "Abbreviated" Proposal Template (see Curriculum Administration website)
   - NWCCU Document (see Curriculum Administration website)
   - NWCCU Budget Document (see Curriculum Administration website)
     NOTE: NWCCU documents are not required if 75% of the curriculum already exists.
   - Letters of Support:
     - From the <u>Department Chair/School Director</u>, including a statement about assuming financial responsibility
     - From the <u>Dean,</u> including a statement about assuming financial responsibility. This will be solicited by the Associate Dean after the proposal has been approved by the CFA Curriculum Committee.
     - From any <u>Interdisciplinary Programs</u> from participating areas
     - Letters from the <u>Community/Industry</u> (recommended, but not required)

7. *New Certificates*
   - "Abbreviated" Proposal Template (see Curriculum Administration website)
   - NWCCU Document (see Curriculum Administration website)
   - NWCCU Budget Document (see Curriculum Administration website)
     NOTE: NWCCU documents are not required if 75% of the curriculum already exists.
   - Letters of Support:
     o From the <u>Department Chair/School Director</u>, including a statement about assuming financial responsibility
     o From the <u>Dean,</u> including a statement about assuming financial responsibility. This will be solicited by the Associate Dean after the proposal has been approved by the CFA Curriculum Committee.
     o From any <u>Interdisciplinary Programs</u> from participating areas
     o Letters from the <u>Community/Industry</u> (recommended, but not required)

Important Links & Contacts

Curriculum Administration

CFA Curriculum Resources

Melonie Murray
Associate Dean for Faculty & Academic Affairs
melonie.murray@utah.edu

Bridget Miller
Administrative Officer
bridget.miller@utah.edu

TIPS & TRICKS

Kuali is a software program that the University of Utah utilizes for curriculum administration. This document explains the curriculum workflow within the Kuali system and provides helpful tips and tricks about working with Kuali to propose curriculum changes.

Curriculum Workflow

There are several levels to the workflow (or process/chain of events) when new courses or changes to an existing course are proposed through Kuali.

Individual & Departmental Level
1. *Any faculty or staff member* at the University of Utah can submit proposals to add or change existing courses through Kuali. *Note: individuals should not submit any proposed changes or additions unless the changes have been vetted and approved by faculty.*
2. Department/School Administrator Initial Check – This step is to ensure the proposal is complete.
3. The *Curriculum Administration* office checks to ensure all information entered is accurate, complete, and appropriate and either approves or returns for revisions.

Departmental Level
4. The *Department/School Curriculum Committee Chair* checks to ensure all information entered is accurate, complete, and appropriate and either approves or returns for revisions.
5. The *Department Chair/School Director* reviews the proposal. If the Department Chair/School Director approves, it is assumed at the college-level that the proposal has been vetted and approved by the faculty members of the pertinent unit.

College Level
6. The *Associate Dean and the CFA Curriculum Committee* reviews the proposal and either approve or send back to the department/school for revision.
7. The *Dean* reviews for final college approval.
8. The *Curriculum Administration* completes the final review. If approved, the change will go into effect in the semester indicated on the proposal. *Note: Proposals are submitted a year in advance. For example, proposals submitted in Fall 2018 should be for changes that will go into effect in Fall 2019.*

Viewing the Audit Log

Viewing the audit log allow you to see the history of a proposal or course in Kuali. To view the audit log, follow the steps below:

1. Select the course by searching by the course name:
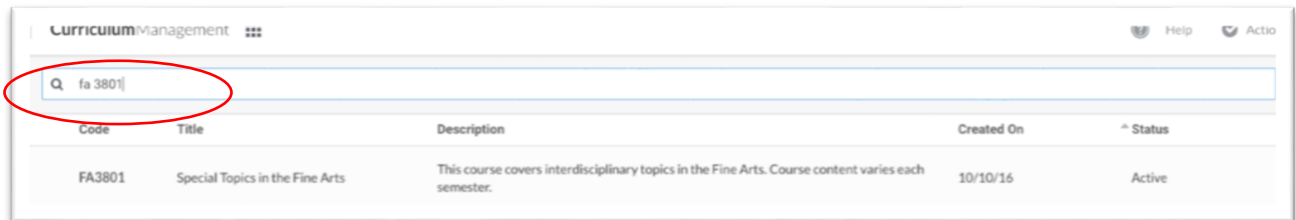
2. Click on the course name to view course details:
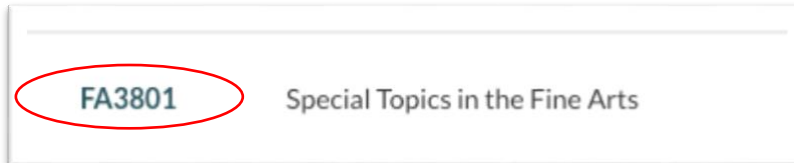
3. The audit log can be found by clicking the "3 bar" icon on the right side of the page:

4. The audit log will appear on your screen. Click on "View/Hide" to see the details of the exact change that was made by users listed.
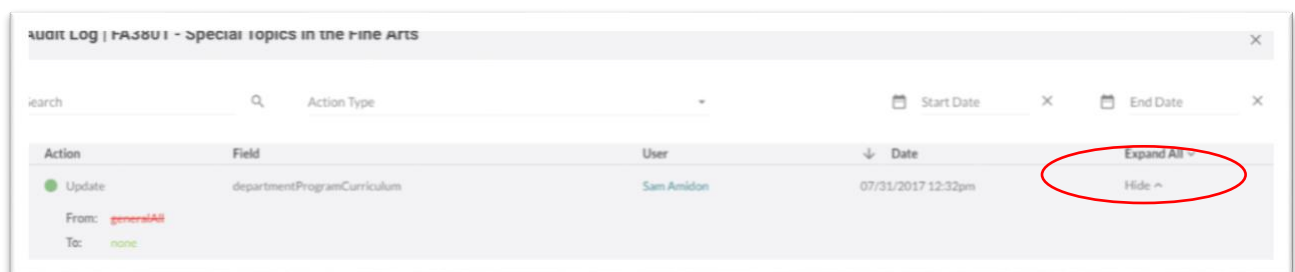
Creating a New Course
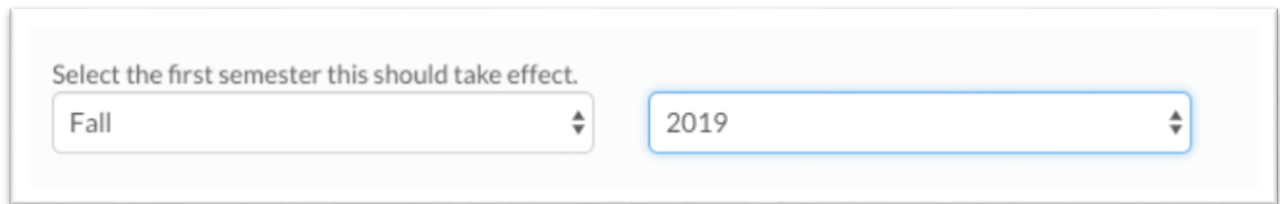
1. To start a new course, click on "New Course". *Note: A course syllabus is required for all new courses.*
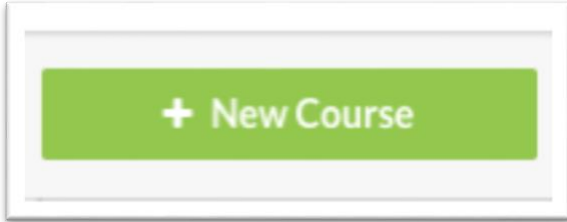
2. Identify the semester that you wish the change to <u>take effect</u>. (This is <u>*not*</u> the semester during which you are proposing the course.)

3. Justification – Explain why the course is being created. You can also note the semester you intend the course to go into effect. This should <u>never</u> be left blank.

4. Proposal Information – If you are proposing a new course please speak with Curriculum Administration before selecting your **course number**. You can also refer to the course numbering policy; see this guide to help determine your selection. The **Grading Basis** must be in alignment with the course numbering policy.

5. Department/Program Curriculum Committee Selection & College Curriculum Committee selection will <u>always</u> be "General (all)". This dictates the Kuali workflow route for the course.

6. Course Information
    - The **Short Title** is the title that appears on the class schedule.
    - The **Course Title** is the title that appears in the course catalog.
    - The **Course Description** will also appear in the course catalog and provides students with course information. This should <u>never</u> be left blank. You can also note if this class meets with another course in this section.
    - The **Component** is how instruction will be given, i.e. lecture, studio, etc. (Click here for component definitions.)

7. State Authorization – This section is required by state law and helps Curriculum Administration determine if disclosures or secondary compliance measures with other states need to be considered. This section <u>cannot</u> be left blank.

State Authorization

Can/will this course be taken online or via distance-education?
○ Yes
○ No

For Practicum, Clinical or Field Work courses: can/will any part of this course be completed at a location outside of Utah?
○ Yes
○ No

Professional Programs
○ Pre-licensure
○ Post-licensure
○ Neither / Does not apply

8. Credits – You can choose to assign a fixed or range (variable numbers) of credits for the course. If you are assigning a range and the course is repeatable for credit, please ensure that the number of times the course can be repeated and the credit range are in alignment.

Credits

Credits
● Fixed
○ Range

Repeatable Status
☐ Course is Repeatable for Credit.

9. Similar Courses & Cross-listed Courses
    - **Similar** courses and **cross-listed** courses are **NOT** the same thing.
    - **Similar** courses have similar content but are treated as two separate courses. For example, if an undergraduate and a graduate course meets together but receive different credit amounts.
    - **Cross-listed** courses must be identical in Kuali and are treated as the same course. If a change is made to one of the courses, the cross-listed course must have an identical proposal submitted in Kuali. Curriculum Administration will not approve a cross-listed course unless both courses have identical proposals in Kuali.
    - Note: Cross-listed courses are not required to have the same pre-requisites.

10. Pre-Requisites & Co-Requisites
    - Pre-Requisites are courses students must take prior to registering for another course.
    - Co-Requisites are courses students must be enrolled in at the same time as another course.
    - In the "Prerequisite/Co-requisite" text box, enter information that will appear in the catalog to inform students of any prerequisites or co-requisites.
    - The logic formulas or "Add Rule" allows PeopleSoft to recognize the pre-requisite requirements. However, for a pre-requisite to be enforced by the Registrar's Office the PERC Report must be completed in addition to the Kuali proposal.
    - Be wary of changing from upper division to lower division if the course is listed as a pre-requisite for another course, as it may affect how students receive upper division credit. Please coordinate with the other appropriate departments before making a change. Pre-requisites *must* be in Kuali and the catalog to be enforced.

    For questions about logic formulas – Contact Emerson Pratt in Curriculum Administration.

11. Dependencies – This section will automatically populate to indicate if the course is listed as a prerequisite or a co-requisite for any other courses or programs on campus. If so, it is your responsibility to communicate with the appropriate department.

12. Supporting Documents – Here you can attach budgets, committee notes, documentation for course fees, a course syllabus etc. If you do upload documents, please use clear file names.

13. Course Fees
    - If course fees are requested, a second approval process will begin in the system and go through the Curriculum Policy Review Board for approval. Curriculum changes submitted with a course fee proposal will not be approved until the course fee is reviewed.
    - If there are **no** course fees, leave this section blank, even inputting a 0 will start the approval process.
    - If you are removing a course fee the same approval process for adding a course fee will start.
    - The chartfield **must** be complete in the format of 01-ORGID-ACTIVITY-ACCOUNT. The University Cashier must collect the student fees. Associated learning outcomes with the course fees must be included. You can copy learning outcome language straight from the program fees. Do not leave any section blank.
    - Associated Learning Outcomes **must** be connected to the course fees for consideration.

14. Outcomes – You enter learning outcomes if you are proposing a new course. You cannot add if you are proposing a course change. These learning outcomes will be linked to program outcomes and University of Utah outcomes in the catalog once approved in Kuali.

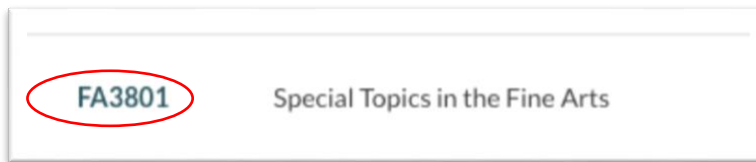15. Once the proposal is complete click "Leave Edit Mode" (a) and then click "Submit for Approval" (b).

a.

b.

Proposing a Change to an Existing Course

1. Type the name of the course you would like to propose a change to in the search bar.
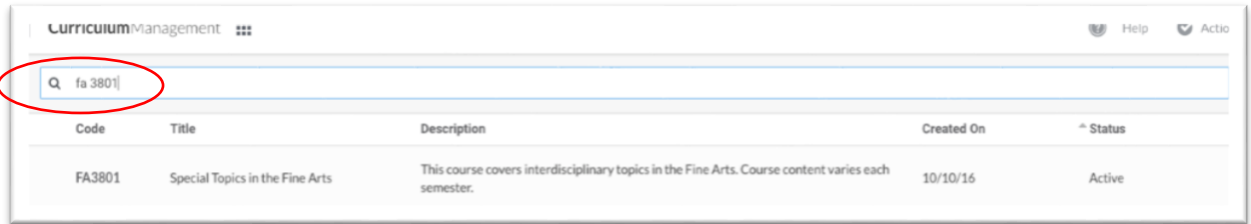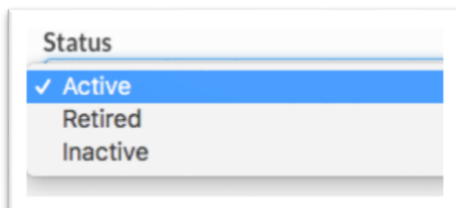

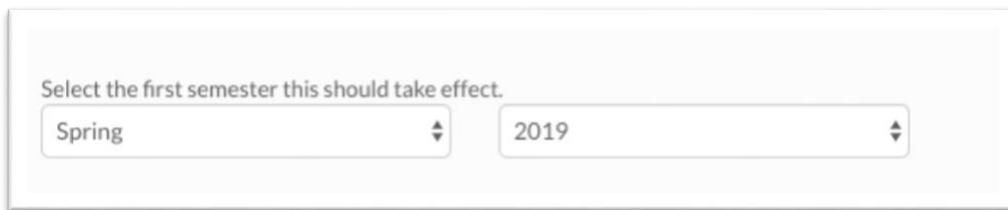2. Click the course to start the proposal.

3. Select propose changes to edit the course.

4. Course Status – You can retire, inactivate, or activate a course. Retiring a course will delete the course in the system, <u>this option should not be used</u>. Inactivating a course will remove it from the course catalog.

5. Identify the semester you wish the change to <u>take effect</u>. (This is *not* the semester during which you are proposing the course.)
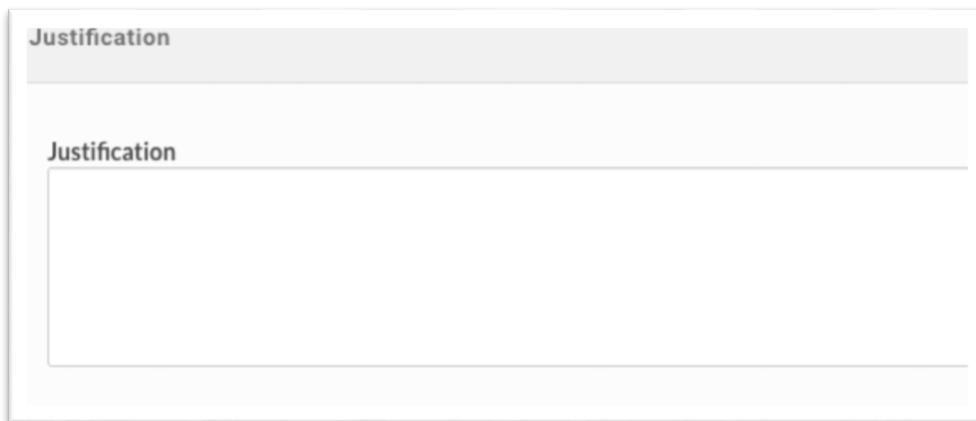
Select the first semester this should take effect.

Spring	2019

6. Justification - Communicate all of the changes you are making to an existing course and a rationale for why the changes need to occur. You can also note the semester you intend the changes to take effect. This should <u>never</u> be left blank.
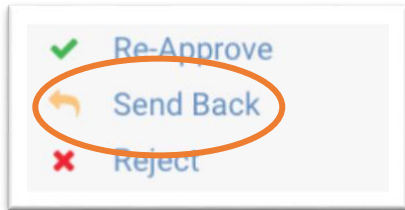
Justification

Justification

7. Make the changes within the Kuali page that are explained in the justification. See section above on Creating a New Course for explanations about each area of the Kuali page.

Approval Process Notes

If you are prompted to review a proposal for approval, you will have three options: Approve (or Re-Approve, Send Back, or Reject.

- If you approve the proposal, simply select **Approve** (or Re-Approve).
- If the proposal needs revision, select **Send Back.** You can add comments directly in Kuali to communicate why you are sending the proposal back to the originator.

If you select Send Back, the originator will receive a notification like this:

> **Sent Back!**
>
> This item has been sent back to you. Please make the appropriate changes and re-approve.
>
> From: Comment:
> Lyndi Duff   Melonie requested that this be reviewed at the next curriculum committee.

- Never *reject* a course proposal. This action deletes the course proposal. If a proposal needs revision, select Send Back.

Other Helpful Guidelines to Propose Adding/Changing a Course:

General Education Courses
- Cannot be repeated for credit
- Cannot have variable credit hours
- Cannot have prerequisites

Students are your audience for the short title, long title, and course description
- Seek clarity and accuracy
- Think about how to attract students to your course

Course Description Content
- The best descriptions are concise, provide an overview of basic course content, and reveal how that course content will be delivered (e.g., lecture, discussion, critiques, etc.). If writing, creative production, and/or performance will be a major component of the class, mention it.
- Write the course description in a general enough way that multiple people could teach it in multiple different ways, but also avoid vagueness.
- Strive for economy of language. For example, use "This course introduces" rather than "This course provides an introduction to" or "this course is designed to introduce".
- While we encourage economy of language, most course descriptions will be more than 1-2 sentences.
- Avoid using the words "student" or "students." Focus on course content.
- Because the catalog can be searched by keywords now, think about putting specific keywords into your description.
- The course description should "match" the title, otherwise one or the other needs revision.

Course Description Copy-editing, grammar issues
- Proofread your descriptions. Be sure to avoid run-ons and sentence fragments.
- Avoid specialized, disciplinary language, unless absolutely necessary in upper-division major course descriptions. Also, avoid language that may go out-of-date.
- Avoid the use of "etc." Say what you mean.
- Avoid the use of "and/or", unless absolutely necessary.
- Avoid passive voice.
- Avoid vagueness.
- Remember the difference between the United States (a country) and America (a continent).

Delete an Old/Obsolete Proposal:

1. Select Proposals from the left-hand side main menu.
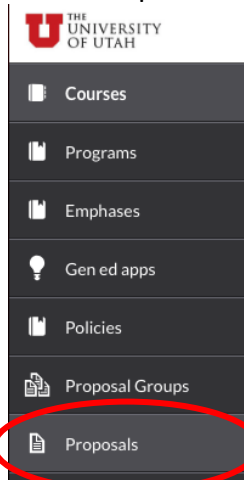
2. Filter "Draft" and "My Proposals" using the right-hand side menu.
   Note: *This will filter your proposals that are in draft form. If you are **not** the originator of the proposal, please forward these instructions to the proposal originator and they will be able to complete the next steps.*

Filters:

Type

☐ Courses

☐ Programs

☐ Gen ed apps

☐ Emphases
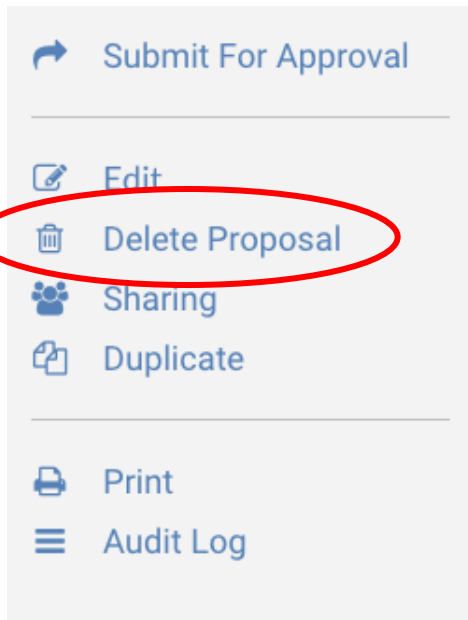
☐ Policies

Status

☑ Draft

☐ Approved

☐ Review

☐ Rejected

My Proposals

☑ My Proposals

3. Select the course you wish to delete by clicking on the title.

FILM2250   Popular Film and Television: Summer 2019   Courses
            Gender and Sexuality

4. Select "Delete Proposal" from the right-hand side menu.

5. This will delete the proposal and it should no longer appear in your proposals list.

_____

Please reach out to the following people if you have any questions/concerns.

Melonie Murray	Lyndi Duff
CFA Associate Dean	Curriculum Administration
melonie.murray@utah.edu	curriculum@utah.edu
Bridget Miller	Emerson Pratt – Kuali Logic
CFA Administrative Officer	Curriculum Administration
bridget.miller@utah.edu	e.pratt@utah.edu