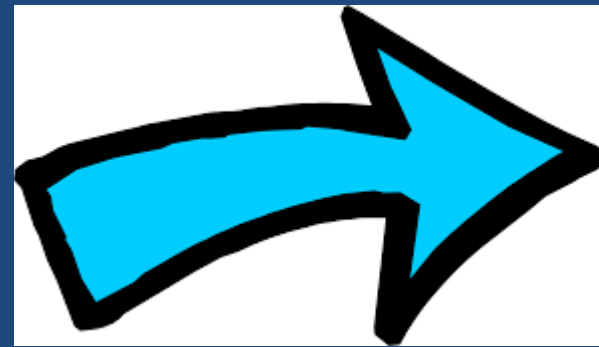
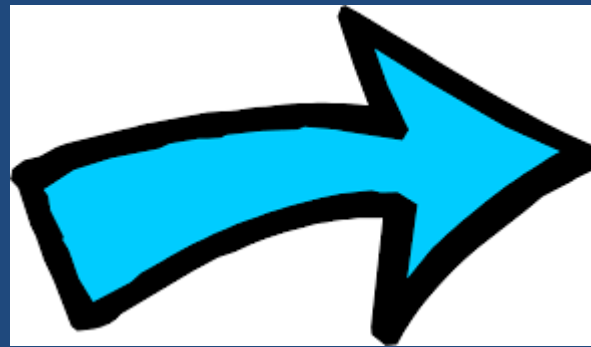
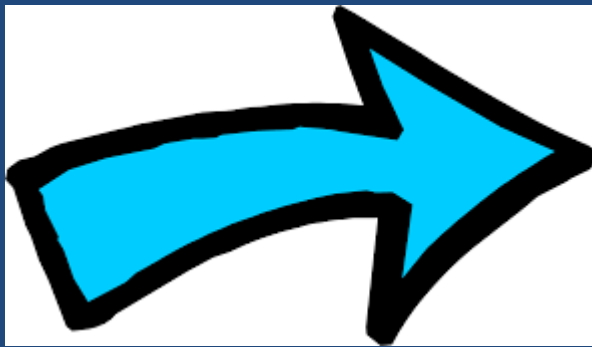
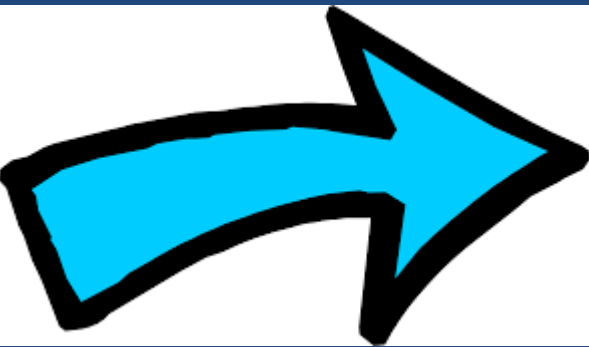


SSHA Curriculum Processes



SSHA Curriculum Processes

- Curriculum Committee
- Course Proposals
- Catalog Changes
- New Programs (majors, minors, honors programs)

What is Curriculum Committee?

- Faculty group comprised of Senate Faculty from each of our 10 Departments
- Members serve one-year, renewable terms beginning on the first day of instruction of the Fall semester
- Membership = *minimum* of one year, with two years recommended for continuity
- No limit to the number of terms
- Chair and vice-chair are elected by the committee members

Curriculum Committee Responsibilities

- ▣ Review and approve or disapprove requests for new undergraduate courses or changes in existing courses
- ▣ Examination of existing and proposed SSHA curricula
 - Majors
 - Minors
 - Honors Programs
- ▣ Review and provide comments on campus-wide initiatives or curriculum

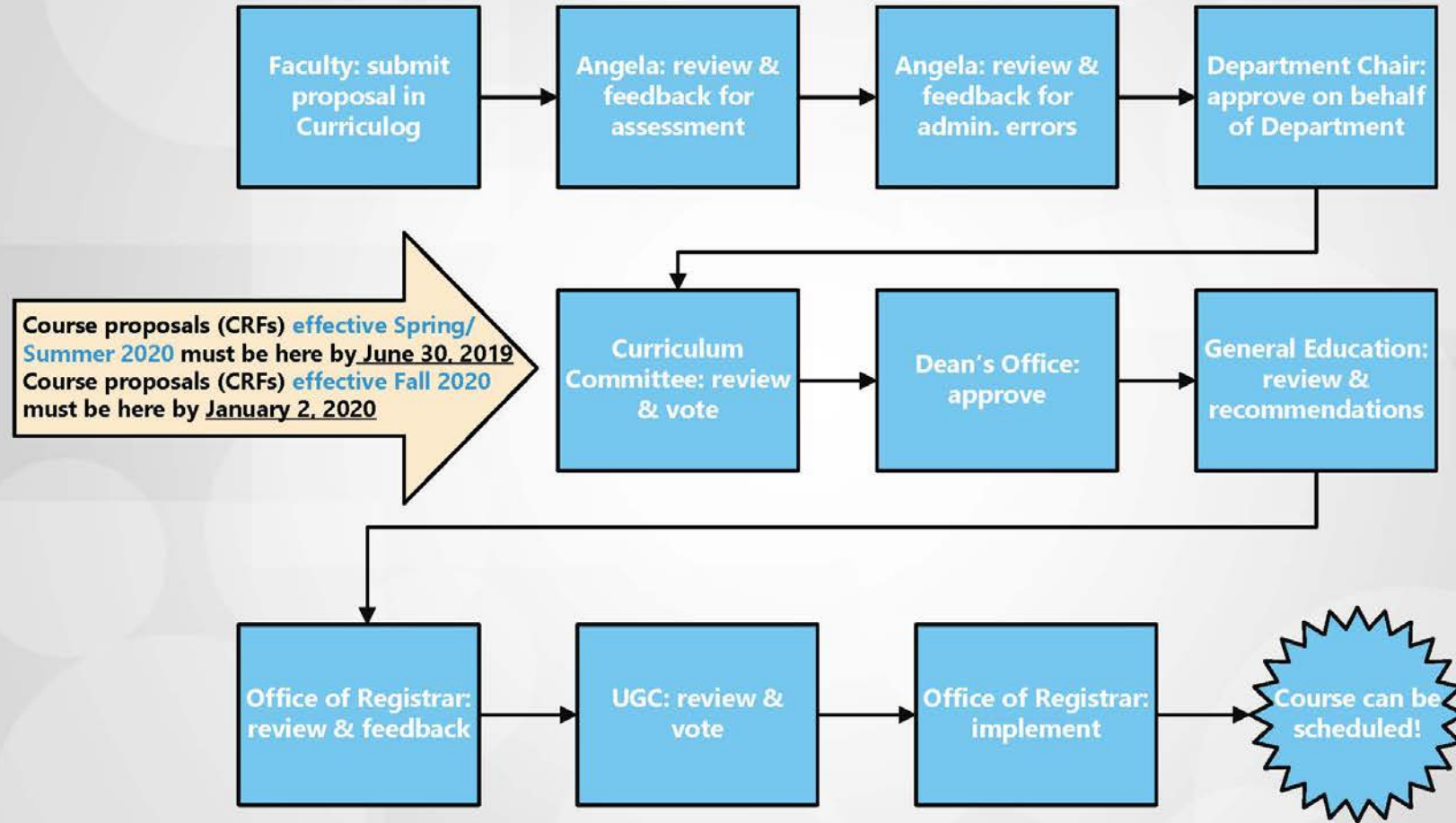
Staff Role in Curriculum Committee

- ❑ Meetings: 5-10 per term (including email vote meetings)
- ❑ Schedule meetings, create agendas, minutes
- ❑ Draft memos on behalf of the Curriculum Committee Chair/Committee, and Dean
- ❑ Collect votes
- ❑ Administer Faculty Votes for new and substantially revised curriculum items (1-3 per semester)
- ❑ Maintain Faculty Points of Contact List

Course Proposals (CRFs)

- ❑ SSHA faculty submit approximately 100/year
- ❑ Course creation and revision
- ❑ Curriculog
 - ❑ Implemented March 2018
- ❑ One-on-one and group trainings

Course Proposal (CRF) Cycle



Review Process: Assessment Review

- Course Learning Outcomes(CLOs)
- Program Learning Outcomes (PLOs)
- General Education
- Course outline
 - ▣ Textbooks/Materials
 - ▣ Forms of Assessment
 - ▣ Course Learning Outcomes
 - ▣ Program Learning Outcomes

Review Process: Administrative Review

□ New Courses

- ▣ Can the course number be used?
- ▣ Is the course title/abbreviated course title clear?
- ▣ Course description:
 - 75 words or fewer
 - Starts with a verb (not “This course...”)
- ▣ Has the course been previously offered?
- ▣ Cross-listed?

Review Process: Administrative Review

□ Revised Courses

- ▣ Are all changes accounted for?

- ▣ Were other changes made?

- ▣ Cross-listed?

- ▣ Course Outline?

- Does course outline match course proposal?

- Does course number/title match course proposal?

Catalog Cycle



Types of Catalog Changes

- Changes sent directly to Office of the Registrar
- Non-Substantial Changes
- Substantial Changes
- All changes are submitted by department chairs to our office, and we facilitate each process and submit to Office of the Registrar.

Examples of Changes

- Directly to Office of the Registrar:
 - ▣ Copy Editing
 - ▣ Grammar
 - ▣ Punctuation
 - ▣ Letters from Dean

Examples of Changes

□ Non-Substantial

- ▣ Program Descriptions
- ▣ Removal of course from list of elective options
- ▣ Adding a course to list of elective options (from same School)
- ▣ Course title/unit update (if course proposal is approved and units are not affected)

Examples of Changes

- Substantial Changes
 - ▣ Program Learning Outcomes
 - ▣ Removal of a course(s) from a list of elective options when the removal of the course(s) makes a certain course(s) required.
 - ▣ Adding of a course(s) to a list of elective options when the course is offered from outside the school.
 - ▣ Changes to degree, minor, or concentration/emphasis requirements within an existing degree program
 - ▣ Change to program/major/minor title


Catalog Approval

Substantial Changes

- Program Faculty propose revision/approve within discipline
- Department
- School Curriculum Committee
- Full SSHA Faculty Vote
- School Executive Committee
- Dean
- WSCUC (if substantive)
- Undergraduate Council

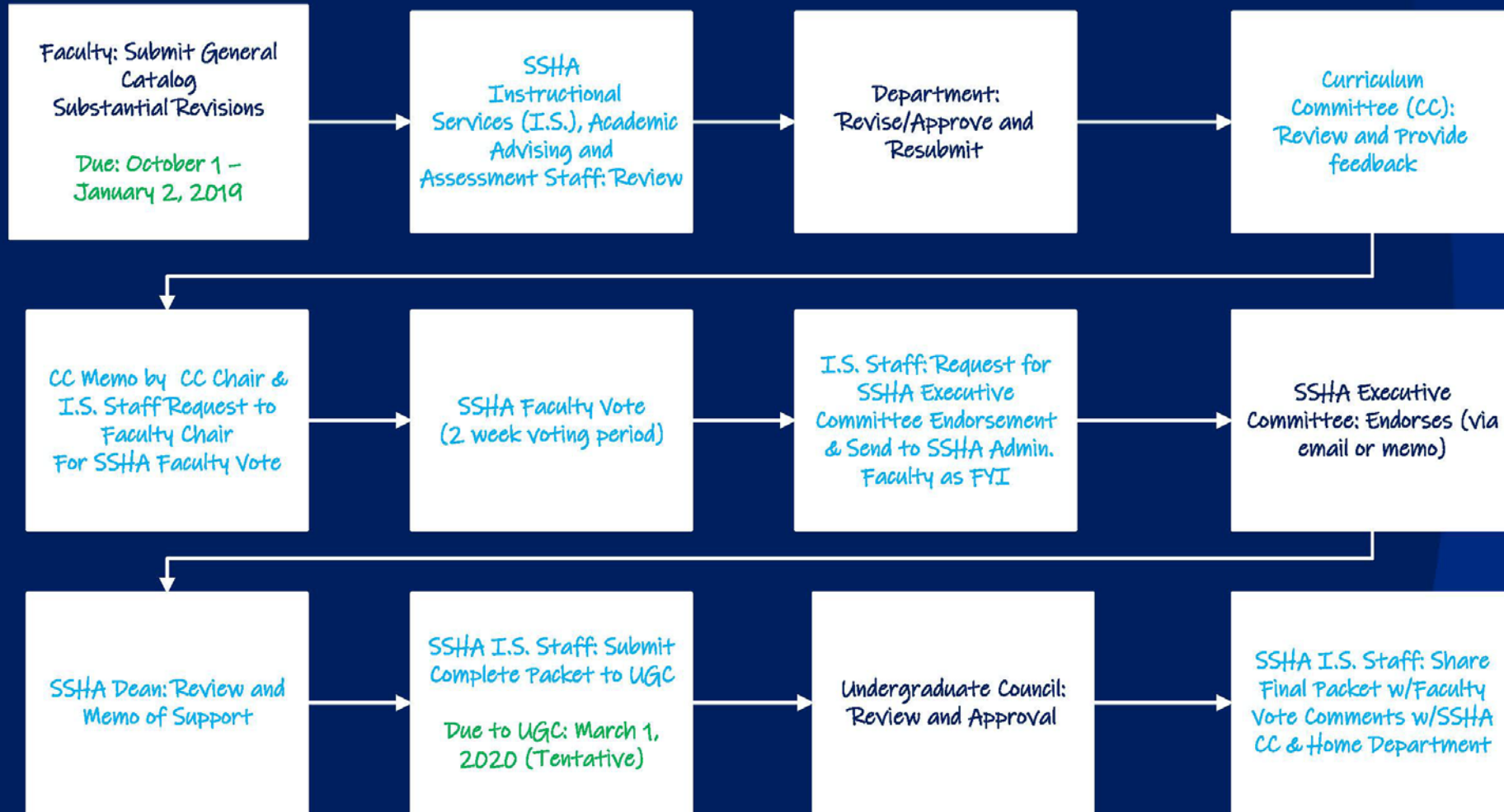
Non-Substantial Changes

- Program Faculty propose revision/approve within discipline
- Department
- School Curriculum Committee
- Dean



All approvals sent to Registrar

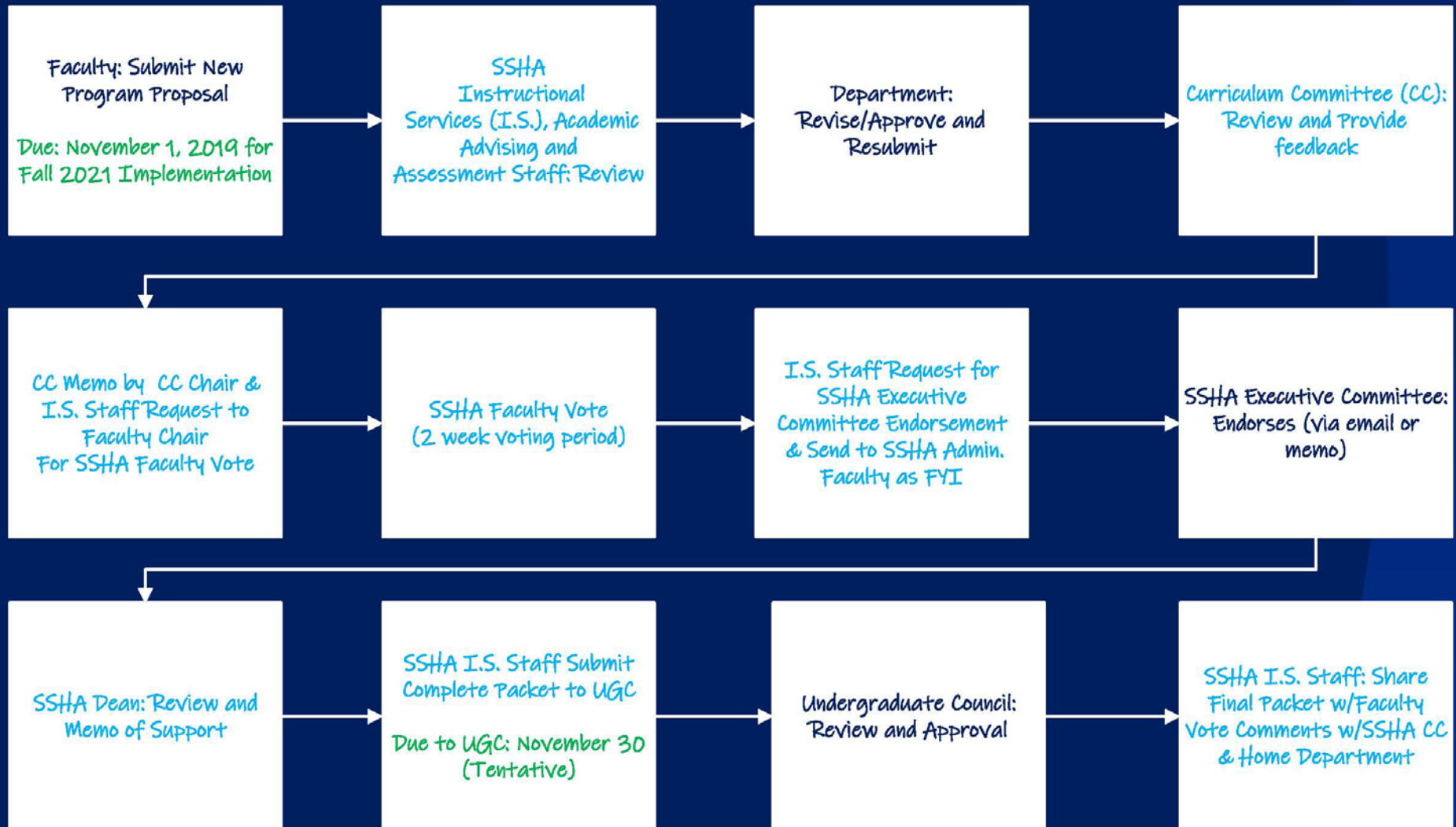
Substantial Changes to General Catalog

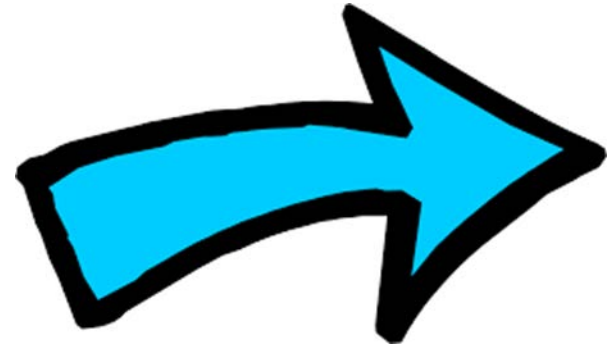
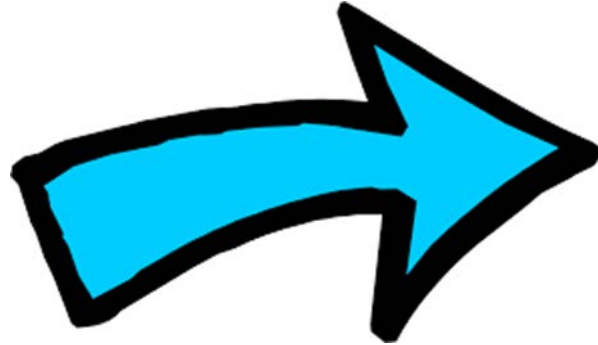
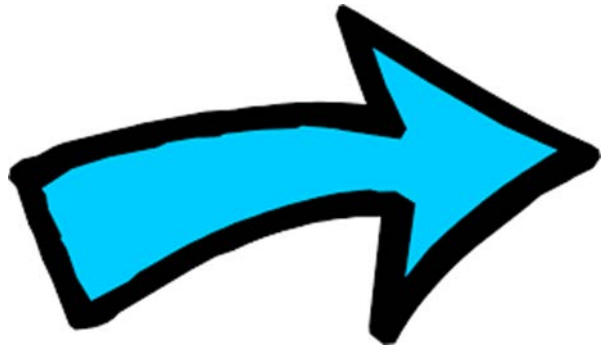


New Programs

- Majors
- Minors
- Honors Programs

SSHA New Program Proposals





Questions?

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