

# Curriculum Co-Chair Report

Charles Daramola, Keri Kennedy, and Billie Jo Rice

## Curriculum Committee Regular Meeting

November 18th, 2:30 PM – 4:00 PM

- Please tell your faculty who are creating courses to indicate on the workflow that curriculum required edits have been made. Something as simple as “Done 11/14” or “Edits made 10/2” will suffice. More detailed comments regarding the specific edits/changes can be left, if desired.
- Please note that “suggestions” from the curriculum team, though not required, are comments made to ensure the course/program moves through the curriculum process more smoothly.
- Comments left by the GE team are based on the [CSU & UC guiding notes](#) and designed to help the course meet the requirements to be approved by the CSU and UC systems for the requested GE areas.
- Clarification of First Review and Second Review Courses and Programs
  - A course or program must be an action item on the agenda twice, once on First Review and once on Second Review.
  - A course or program is added to First Review only after it has been reviewed by the curriculum specialist, assessment committee member, articulation officer, at least one co-chair, and the workflow is complete to move forward for committee review
    - Courses are then assigned to review teams (alphabet teams) and the GE sub-team, if it is requesting any GE areas.
    - A program is assigned to the programs sub-team.
  - If any course or program needs to make edits based on the committee review, the workflow is returned to the faculty authors to view the comments and make necessary changes.
    - At least one co-chair reviews the course or program after edits are made, before it can be added to Second Review.
      - This is one reason why a course may not immediately be on Second Review for the next meeting.
  - The course or program is added to Second Review only after at least one of the co-chairs has reviewed the workflow and verified all necessary edits have been made and information is included.
- New Programs Workflows for program creation and revision.
  - Stages were added to the workflow so only one role (Department Chair, Dean, etc.) would have access to review and submit the workflow at each stage.
  - Since the old workflow included stages that allowed more than one role to review and submit, programs were being submitted to the next stage before all roles had an opportunity to review.

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## **NEW PROGRAM WORKFLOWS 2021-22 (Creation and Revision)**

**STAGE 01** – Faculty (creation)

**STAGE 02** – Department Chair Review

**STAGE 03** – Dean Review

**STAGE 04** – Assessment Review

**STAGE 05** – Technical Review

**STAGE 06** – Articulation Review

**STAGE 07** – Co-Chair Review

**STAGE 08** – Curriculum Member Review (First Review)

**STAGE 09** – Co-Chair Review (Second Review)

**STAGE 10** – VPAA Review

**STAGE 11** – Final Approval

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