CURRICULUM SUMMIT 2023

Executive Associate Dean
Joel Ebarb

Curriculum and Catalog Analyst – Office of the Registrar

Holly Tittle-Hudson

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CLA Curriculum Summit 2023

Agenda

- Welcome, Introductions, & Special Guests – **Joel**
- Goals for the Curriculum Summit – **Joel**
- Academic Proposal Process Transformation Updates – **Catherine & Lisa**
- New and Important Changes – **Kim & Holly**
- Stakeholders – **Joel**
- Important Dates – **Holly**
- PoS Workflow – **Holly**
- Responsibilities by Area – **Joel**
- Q & A

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Welcome, Introductions, & Special Guests

- **Keith Gehres - Assistant Vice Provost and University Registrar**
- **Catherine Golden - Assistant Vice Provost for Academic Initiatives**
- **Lisa Keefe - Curricular Initiatives Manager**
- **Kim Watley - Associate Registrar for Curriculum, Catalog, & Credit Evaluation**
- **Maggie Gerald – Assistant Registrar**
- **Holly Tittle-Hudson – Curriculum and Catalog Analyst**

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CLA Curriculum Summit 2023

Goals for the Curriculum Summit

- Introduce new and updated University curriculum policies
- Detail new Curriculog workflows and forms
- Review curriculum deadlines for AY 23-24
- Explain Plan of Study updating procedures
- Reaffirm stakeholder responsibilities
- Everyone hears the same words!

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New Proposals

Heavy conditional step use.

New Certificate - GRAD

- Administrative Review - Graduate
- Indianapolis Review - PWL
- Department Head - Graduate
- Director of Graduate Studies - PWL
- Academic Dean - Graduate
- Graduate Council
- Associate Provost for Graduate Programs
- ICHE and HLC
- Registrar Processing - Graduate

New Certificate - UG

- Administrative Review - Undergraduate
- Indianapolis Review - PWL
- Department Head - Undergraduate
- UEAC
- Academic Dean - Undergraduate
- ICHE and HLC
- Registrar Processing - Undergraduate

PWL	Old	New	Net
UG	14	Up to 7	-7
GRAD	Up to 22	Up to 9	-13

8/17/2023

Academic Proposals Website

https://www.purdue.edu/provost/about/provostInitiatives/academic-proposals

8/17/2023

Academic Proposal Process Transformation (APPT) Quick Takes

- Inter-College Memo (Template)

  - Required for undergraduate curricula proposals

- New Graduate Degrees – Notice of Degree (NOD)

  - Procedures

  - Survey

- Implementation Survey

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New and Important Changes

Definitions

- Key terms used in academic proposals — including credit minimums or maximums for curricula — can be found in the Data Cookbook. Use the search bar or go to the Academic Proposals Collection.

Curriculog Changes

- New streamlined proposals

- New Workflow Status icons

- Training availability on Curriculog (Walk Me Through) or through Office of the Registrar, reach out to curriculum@purdue.edu

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New Forms – **Available Now**	Old Forms - Consolidated
New Undergraduate Course	• Course Undergraduate (10000-49999) CREATE NEW
New Graduate Course	• Course Graduate (50000-69999) CREATE NEW • Course Professional (80000 Level) CREATE NEW
Change Existing Course	• Course Undergraduate (10000-49999) REVISE EXISTING • Course Graduate (50000-69999) REVISE EXISTING • Course Professional (80000 Level) REVISE EXISTING
Course Expiration	• Course Undergraduate (10000-49999) EXPIRE • Course Graduate (50000-69999) EXPIRE • Course Professional (80000 Level) EXPIRE
New Degree	• Curricula Undergraduate DEGREE or PROGRAM - CREATE NEW • Curricula Professional (DVM or DP) - Create • Graduate Degree - New
New Major	• Curricula Undergraduate MAJOR or MINOR or CONCENTRATION - CREATE NEW • Graduate Major - New
New Certificate	• Curricula Undergraduate CERTIFICATE - CREATE NEW • Graduate Certificate - New
New Concentration	• Curricula Undergraduate MAJOR or MINOR or CONCENTRATION - CREATE NEW • Graduate Concentration – New
New Minor (UG Only)	• Curricula Undergraduate MAJOR or MINOR or CONCENTRATION - CREATE NEW
Change Existing Curricula	• Curricula Undergraduate - SUSPEND OR EXPIRE • Existing PWL UG & GR Curricula Changes (includes Polytech Statewide) Admin • Existing UG Regional Curricula Changes (PFW, PNW, IUPUI) Administrative Proposal • Curricula Professional (DVM or DP) - Expire • Graduate - Add Online to Existing Grad Certificate • Graduate-Online Delivery Added to Existing Degree • Graduate - Adding Additional Curriculum Option to Existing Degree Program • Graduate Degree, Major, Certificate, or Concentration - Expiration • Graduate Degree, Major, Certificate, or Concentration - Revision

CLA Curriculum Summit 2023

New and Important Changes

Opt-In for Plans of Study

- The unit will only receive a plan of study PDF to review *IF* you indicate you have changes to be reflected in the catalog.

Timeline

- Spreadsheet available for colleges: September 1

- Opt-in changes requested by: March 1*

- Catalog submission deadline: April 1

- Catalog publish: June 1

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New and Important Changes

Opt-In for Plans of Study
- What constitutes a change? **Any update or change that will make your plan of study look different to students. If you are uncertain how a change will impact your plan of study, please reach out to <u>catalog@purdue.edu</u>**

- How do I opt-in? **An opt-in spreadsheet will be available on Purdue Box. Once the Box is live, a link will be shared with units and leadership.**

- Will I receive a PDF like I have in the past? **If you indicate you will have changes on the Purdue Box file, you will receive a PDF.**

- If so, should that PDF be marked up and sent back to the catalog team? **Yes.**

- If I do not opt-in, will I still need to submit a "No changes" document? **No. You will indicate on the Purdue Box spreadsheet you have no changes for the 2024 catalog.**

Please note: It is still encouraged that each unit meet with their Joel and the curriculum coordinator to review their plan of study **by mid-March**.

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Stakeholders

- **Academic Units** - schools, departments, units, and programs
  Head, Chair, Program Director
  Unit Curriculum Committee, Schedule Deputies, Academic Advisors

- **College of Liberal Arts**
  Associate Dean for Undergraduate Education (Ebarb)
  Assistant to the AD for UG Ed & Curriculum Coordinator
  CLA Curriculum Committee (chair)
  CLA Faculty Senate and CLA Educational Policy Committee

- **Office of the Registrar**
  University Registrar
    Academic Services Contacts

- **Office of the Provost**
  Vice Provost for Teaching and Learning
    Assistant Vice Provost for Academic Initiatives
    Undergraduate Educational Affairs Council UEAC – Associate Deans from across campus

- **Indiana Commission for Higher Education ICHE**

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Curriculum Committee

CURRICULUM COMMITTEE (7 Senators or Faculty)

One-Year Term
Paula Leverage (SLC)
Amanda Veile (ANTH)

Three-Year Term
(TBD--Dean's Appointee)
TBD (SIS)

Two-Year Term
Eli Craven (DAP)
Robert Browning (POL)
Chris Lukasik (ENGL)

Chair (one year term)
(TBD in August 2023)

Facilitator (Dean's Office)
Joel Ebarb

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Important Dates

Faculty Senate Date	Deadline for Submission to Dean's Office	Curriculum Committee Meeting
Tuesday, September 12	Previous Semester Wrap Up	If needed (August 25th)
Tuesday, October 3, 2023	Friday, September 8, 2023	Friday, September 15, 2023
Tuesday November 7, 2023 Full Faculty Meeting	Friday, October 13, 2023	Friday, October 20, 2023
Tuesday, December 5, 2023	Friday, November 10, 2023	Friday, November 17, 2023
All new courses must be in by January 5 to be considered for the catalog		
Tuesday, January 9, 2024	Previous Semester Wrap Up	If needed (December 15th)
Tuesday February 6, 2024	Friday, January 12, 2024	Friday, January 19, 2024
Tuesday, March 5, 2024 Full Faculty Meeting	Friday, February 9, 2024	Friday, February 16, 2024
Tuesday, April 9, 2024	Friday, March 8, 2024	Friday, March 22, 2024

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Important Dates for Plan of Study Opt-In

September-December 2023
- The spreadsheet will be made available to colleges via Purdue Box, and colleges are encouraged to track changes as they progress through the academic year to facilitate the opt-in process. All pages needing changed would be launched in Curriculog for colleges to complete with the existing workflow.

By December 15, 2023
- Departmental designees return the provided PDF plan of study marked up with approved updates or changes. These changes MUST be sent to catalog@purdue.edu **AND** claundergrad@purdue.edu

- Changes not submitted to **both** the Catalog team and CLA Undergrad by the specified deadlines may not be entered for publishing.

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CLA Curriculum Summit 2023

Important Dates for Plan of Study Opt-In

January 1 - February 15, 2023
- Registrar's Catalog Team will edit the plan of study in Curriculog so the changes can be reviewed, and the proposal will move to the next step.

February 15 - March 1, 2023
- The department designee will receive changes, review the changes, and approve to move proposal to the next step in Curriculog.

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Important Dates for Plan of Study Opt-In

March 1-March 30, 2023
- A review meeting will be scheduled with Executive Associate Dean Joel Ebarb, representative(s) from CLA advising, departmental leadership and/or representatives, and the CLA Curriculum Coordinator.

- The plan of study will be reviewed and approved. The plan of study is complete at the College and Department level.

By March 30, 2023
- The plan of study is returned to the Registrar's Catalog Team to be published for the next catalog year.

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Plan of Study Workflow

1. Are there updates to your PoS?
   a. Yes – Go to #3
   b. No – Go to #2

2. **If you have no changes, indicate "Opt – Out" on the Purdue Box file.** This will allow the Curriculum and Catalog team to have your plans ready for publication. **Uncertain if you have a change or if it will impact your plan of study? Please reach out to catalog@purdue.edu**

3. **If you have changes, indicate "Opt – In" on the Purdue Box file.** You will receive a PDF copy of your plan of study to mark up.
   a. These markups can be done electronically or manually; either is fine.
   b. Once all edits are completed in a clean and easily readable fashion, email the Catalog team catalog@purdue.edu *AND* cc claundergrad@purdue.edu
   c. Updates will be made to your plan of study *prior* to the units' ability to view the proposal in Curriculog.
   d. Once the proposal is moved to the approval step, verify the completed updates match those requested.
   e. Approve the proposal in Curriculog.

If no information is received by March 30th, a copy of the previous year's plan of study will be published.

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Responsibilities by Area

- ***Department*** - initiate all curriculum changes, edits, and reviews into Curriculog, following established CLA Dean's Office protocols for curriculum changes, maintain and update Plan of Study templates and selectives list annually, establish and follow all departmental curricula procedures.

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Responsibilities by Area

- ***Dean's Office & Advising*** - schedule curriculum committee meetings, provide notes/ reports, identify potential conflicts, curricular impact across CLA and outside, Plan of Study interactions and feasibility, context, sustainability

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Questions? Comments?
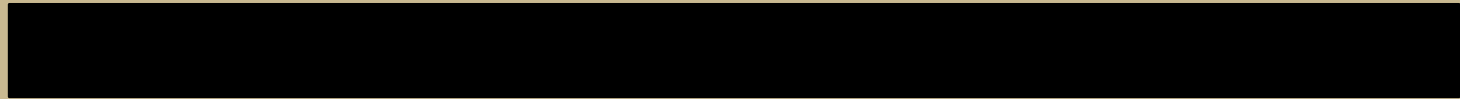
Questions or comments after the Curriculum Summit?
Please contact claundergrad@purdue.edu

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THANK YOU

Joel Ebarb
Executive Associate Dean

Holly Tittle-Hudson
Curriculum and Catalog Analyst – Office of the Registrar

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