# COLLEGE OF LIBERAL ARTS CURRICULUM SUMMIT 2018

PURDUE
UNIVERSITY.

# CLA Curriculum Summit- Agenda

- **Welcome and Introductions**
- **Goals for the Curriculum Summit**
- **Vocabulary**
- **Stakeholders**
- **UCC and CLA Core**
- **Acalog and Curriculog**
- **Timelines**
- **Narratives and Workflow Charts**
- **Responsibilities of Departments**
- **Responsibilities of Dean's Office/ Advising**
- **Q & A**
- **Moving Forward**
- **Adjourn**

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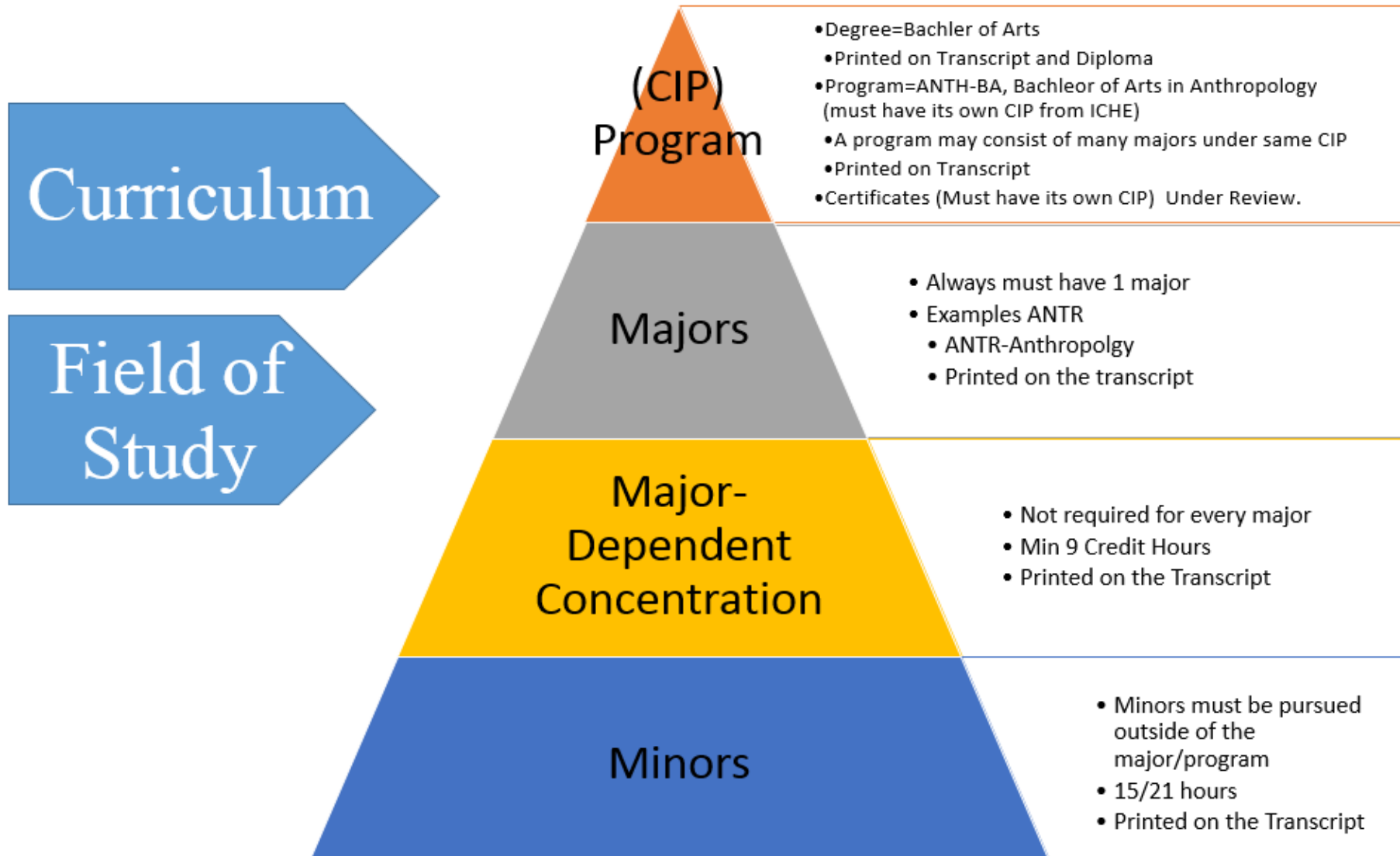# Goals for CLA Curriculum Summit

- **Overview of Acalog and Curriculog**

- **Discuss workflow and timelines**

- **Explain Plan of Study (Acalog) procedural changes**

- **Explain the 18 month timeline for <u>new programs</u>**

- **Identify stakeholder responsibilities**

- **Everyone hears the same words!**

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**Classification of Instructional Programs (CIP)**
Provides taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000.

Curriculum

Field of Study

**(CIP) Program**

- Degree=Bachler of Arts
- Printed on Transcript and Diploma
- Program=ANTH-BA, Bachleor of Arts in Anthropology (must have its own CIP from ICHE)
- A program may consist of many majors under same CIP
- Printed on Transcript
- Certificates (Must have its own CIP)  Under Review.

**Majors**

- Always must have 1 major
- Examples ANTR
  - ANTR-Anthropolgy
  - Printed on the transcript

**Major-Dependent Concentration**

- Not required for every major
- Min 9 Credit Hours
- Printed on the Transcript

**Minors**

- Minors must be pursued outside of the major/program
- 15/21 hours
- Printed on the Transcript

# CLA Curriculum Summit- Vocabulary

- Degree: examples are BA Bachelor of Arts, BS Bachelor of Science

- Program: example is Bachelor of Arts in Anthropology

- Major: a program must have at least 1 major, but may have multiple

- Minor: must be pursued outside of the major/program, 15/21 credit hours

- Concentration: associated with a major, minimum 9 credit hours

- Certificate – see next slide

- Plan of Study: an approved arrangement of courses that leads to program completion (not a  bingo sheet)

- Course: a credit-bearing educational experience classified by instructional delivery

- Instructional Type Classification: designation that reflects course organization and method(s) of instructional delivery (LEC lecture, REC recitation, SEM seminar, LAB laboratory, SD studio, IND individual study, etc.)

# CLA Curriculum Summit- Certificates

- **What is a Certificate?**

- A course-based or co-curricular certificate is a supplemental academic program that is by design multidisciplinary.  A course-based certificate is primarily comprised of campus-based coursework of at least 15 but no more than 21 credit hours. A co-curricular certificate is comprised of an array of outside-the-classroom experiential learning activities for which students earn at least 3 and no more than 9 credit hours.

This definition has been proposed by the UEAC and will be shared with the university EPC to review…

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# Who are the stakeholders

- Course and Curriculum Governance:

- Academic Units - schools, departments, 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 (Tittle-Hudson)
    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
    Senior Vice Provost for Teaching and Learning (Dooley)
    Undergraduate Educational Affairs Council UEAC – Associate Deans from across campus

- Indiana Commission for Higher Education ICHE (Vibbert)

# CLA Curriculum Committee AY 2018-2019

**One-Year Term**
- Harry Denny (ENGL)

**Two-Year Term**
- Stacey Connaughton (COM)
- Lynn Hooker (VPA)
- Silvia Mitchell (HIST)
- James Farr (HIST/Dean's Appointee)

**Three-Year Term**
- Taylor Davis (PHIL)
- Song No (SLC)

**Facilitator (Dean's Office)**
- Joel Ebarb

**8.23.18:** Curriculum Committee schedule is still being established.

**First meeting will be the week of September 3.**

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# UCC and CLA Core

- **University Core Curriculum:**
- http://www.purdue.edu/provost/students/s-initiatives/curriculum/coreCurriculum.html

- The core curriculum is a set of common learning outcomes required of all undergraduate students. It acts as a mechanism by which all Purdue University students share a similar educational experience and, in doing so, achieve a set of common goals.
- Students must complete a minimum of 30 credit hours satisfying the specific foundational learning outcomes.

- **Outcomes/categories:**
- http://www.purdue.edu/provost/students/s-initiatives/curriculum/outcomes.html

| Outcome | Requirements |
| --- | --- |
| 1. Written Communication | One course |
| 2. Information Literacy | One course |
| 3. Oral Communication | One course |
| 4. Science | Two courses |
| 5. Science, Technology and Society | One course |
| 6. Mathematics/Quantitative Reasoning | One course (minimum College Algebra) |
| 7. Human Cultures:  Humanities | One course |
| 8. Human Cultures:  Behavioral & Social Sciences | One course |

# UCC and CLA Core

- **College of Liberal Arts Core Curriculum:**
- https://www.cla.purdue.edu/students/academics/requirements/core.html

- **A Three-Part Curriculum**
- Each liberal arts major is designed as a four-year plan of study and includes three types of courses: Major, Core, and Elective. Most students take five courses per semester, with some of each type.

- **Liberal Arts Core Curriculum:**
- https://www.cla.purdue.edu/students/academics/pos/core.pdf

| | |
|---|---|
| Written Communication | Aesthetic Awareness |
| Oral Communication | Racial and Ethnic Diversity |
| Other Languages | Gender Issues |
| Mathematics and Statistics | Social Ethics |
| Western Heritage | Individual and Society |
| United States Tradition | Global Issues |
| Other Cultures | Natural Sciences |

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# Acalog and Curriculog at Purdue University

- Purdue West Lafayette launched **Acalog** in Spring 2016, followed by **Curriculog** in Spring 2017, to provide an electronic academic program and course approval system for creating, modifying, and accessing degree programs, individual courses, and catalog information.

- *Acalog:* In spring 2016, the 2014-2015, 2015-2016, and 2016-2017 Undergraduate and Graduate Catalogs were published online using the Acalog software. Acalog provides for a database-driven catalog, meaning that the content of each page is dynamically created for each user. The database is integrated with Banner, the student information system, and with Curriculog which allows for seamless transfer of information and one central database.

- *Curriculog:* In spring 2017, Curriculog was launched for all curriculum and course actions. This includes a set of forms and routing processes that reflect the information gathered and the routing for the former Short Form and Long Form.

- With Curriculog, users choose the form based on the type of action they wish to do (e.g., create a new course, make changes to an existing program), and once the form is complete, it will be routed to the approvers in the queue. When the proposal is approved, it will automatically load into Banner and will be ready for the next version of the catalog.

# What is Curriculog?

- *Can proposals be submitted throughout the year?*

Yes, proposals can be submitted any time throughout the year, but will be implemented according to the established deadlines.

- *Can changes continue to be made through the Spring semester for implementation the following Fall?*

All changes, regardless of size and scope, must follow the established deadlines for the process to be effective.  Proposals can continue to be submitted throughout the academic year, and they will be approved for implementation based on the date approved.

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# 18 month timeline

- **Why 18 months for a new program or major?**

- Each school/department has their own internal curriculum process. This process must be completed before the change or new task is formally entered into Curriculog.

- The online catalog is published once per year. CLA deadline for materials to be considered is very early: March 1. The catalog is published June 1.

- Admissions begins admitting and recruiting students only to a program that exists before the recruiting season begins.

- New courses are much easier, and can be processed in as little as two months. However, new courses can only be added to POS Plans of Study once a year, with the publication of the annual catalog. If the course has not been added to the POS in time for catalog publication, it can be offered but students will not see the course listed as a POS option.

# CLA Faculty Senate Dates

- Tuesday, September 11, 2018          STEW 202
- Tuesday, October 16, 2018             STEW 310
- Tuesday, November 13, 2018          STEW 310-- **Full Faculty**
- Tuesday, December 11, 2018          STEW 310
- Tuesday, January 15, 2019            STEW 310
- Tuesday, February 19, 2019           STEW 202
- Tuesday, March 19, 2019               STEW 202-- **Full Faculty**
- Tuesday, April 16, 2019                 STEW 310

# Existing POS Plans of Study Review
## Deadlines 2018/2019 for 2019/20120 Catalog

| | |
|---|---|
| **August 2018** | **Curriculum timeline, College/ Department level review and approval process for AY 19/20 begins.** |
| **October 2018** | **2019/2020 Plans of Study templates (Acalog) available for review from Office of the Registrar**<br><br>• School/ Department review for ALL current and approved Plans of Study.<br>• If there are substantial changes, these must be shared with the OTR Office of the Registrar and approved by the CLA Curriculum Committee and the CLA Senate.<br>• All CLA Curriculum Committee and CLA Senate approvals MUST be completed by March 1. (Last date for CLA Senate approval is February 19, 2019) |
| **March 2019** | **Meetings between CLA Dean's Office, Academic Advising, and individual Academic Units to review existing and/or make final revisions to all Plans of Study (POS)** |
| **April 1, 2019** | **Deadline for CLA Dean's Office and Advising to submit ALL materials to Office of the Registrar for 19/20 catalog** |
| **June 1, 2019** | **Undergraduate and Graduate Catalog published online** |

# CLA Curriculum Summit

All units are strongly encouraged to complete all curriculum management projects by the end of the fall semester. This will help ensure that changes are reflected in the next year's catalog.

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# Narratives and Workflows- Courses

| What do you want to do? | Narrative | Workflow |
|---|---|---|
| **Create a New Course** | http://www.purdue.edu/registrar/documents/curriculum/Course_Narrative_Create_New_Course.pdf | http://www.purdue.edu/registrar/documents/curriculum/Course_Workflow_Create_New_Course.pdf |
| **Revise an Existing Course** | http://www.purdue.edu/registrar/documents/curriculum/Course_Narrative_Existing_Course_Various_Changes.pdf | http://www.purdue.edu/registrar/documents/curriculum/Course_Workflow_Existing_Course_Various_Changes.pdf |
| **Expire an Existing Course** | http://www.purdue.edu/registrar/documents/curriculum/Course_Narrative_Expiring_A_Course.pdf | http://www.purdue.edu/registrar/documents/curriculum/Course_Workflow_Expiring_Course.pdf |

# Narratives and Workflows- Curriculum

| What do you want to do? | Narrative | Workflow |
|---|---|---|
| **New Degree Program or Certificate** | http://www.purdue.edu/registrar/documents/curriculum/Undergraduate_New_Program_Degree_or_Certification_Narrative.pdf | http://www.purdue.edu/registrar/documents/curriculum/Undergraduate_New_Program_Degree_or_Certification_Workflow.pdf |
| **New Major, Minor, or Concentration (added to existing degree program)** | http://www.purdue.edu/registrar/documents/curriculum/Undergraduate_Revision_to_Existing_Program_Narrative.pdf | http://www.purdue.edu/registrar/documents/curriculum/Undergraduate_Revision_to_Existing_Program_Workflow.pdf |
| **Eliminate or Expire a Degree Program, Major, Minor, Concentration or Certificate** | http://www.purdue.edu/registrar/documents/curriculum/Undergraduate_Eliminate_or_Expire_Curriculum_Narrative.pdf | http://www.purdue.edu/registrar/documents/curriculum/Undergraduate_Eliminate_or_Expire_Curriculum_Workflow.pdf |

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# Responsibilities by Area

- **Department-** initiating all curriculum changes, edits, and reviews into Curriculog, following established CLA Dean's Office protocols for curriculum changes, maintaining and updating Plan of Study (Acalog) templates and selectives list annually, establish and follow all departmental curricula procedures.

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# Responsibilities by Area

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

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# Curriculog Training Opportunities Computer Lab Training

This training event will provide hands-on understanding of the Curriculog tool. Attendees are invited to bring actual proposals for courses or curricula that they would like to put into the system or provide some example proposals for hands-on learning. Please send an e-mail to **curriculum@purdue.edu** to reserve a space for training.

| Date | Time | Location |
|---|---|---|
| August 24, 2018 | 2 p.m. to 3 p.m. | SC G046 |
| September 13, 2018 | 10 a.m. to 11 a.m. | HAMP 3144 |
| September 25, 2018 | 3 p.m. to 4 p.m. | MTHW 301 |
| October 23, 2018 | 1:30 p.m. to 2:30 p.m. | SC 183 |
| November 14, 2018 | 10 a.m. to 11 a.m. | SC 246 |
| December 6, 2018 | 9 a.m. to 10 a.m. | BRNG B282 |

# CLA Curriculum Summit

- *I have a question. Who do I contact for help?*

- *claundergrad@purdue.edu*

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