Curriculum Overview

**Office of the Registrar
University Curriculum and Catalog**

www.reg.msu.edu/ucc/ucc.asp

Administrative Support

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Overview

- Understand and improve the curricular process
- Assist colleges and departments in achieving curricular change responsive to their needs
- Helpful hints and resources
- Questions and answers

Whose responsibility is it to shape the curriculum?

The faculty!

The faculty shapes the curriculum for students.

- Directed to the skill and knowledge needs of students.

ACADEMIC GOVERNANCE SYSTEM

- **The academic governance system** is

  the "system for the participation of faculty and students in the development of policy on academic matters."

  Bylaws for Academic Governance
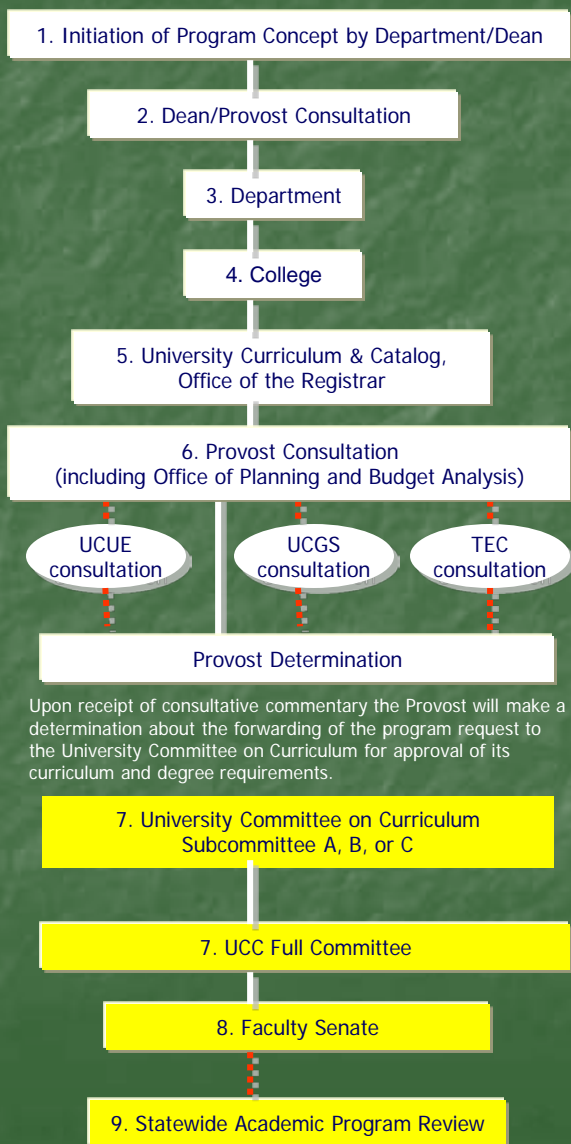
ACADEMIC GOVERNANCE SYSTEM (cont.)

- The academic governance system is essentially a large communication system.

  - Includes committees that have faculty and student representatives.

  - The **University Committee on Curriculum (UCC).**

    - The UCC exercises "delegated" authority over the curriculum.

Path of Academic Program and Curricular Requests

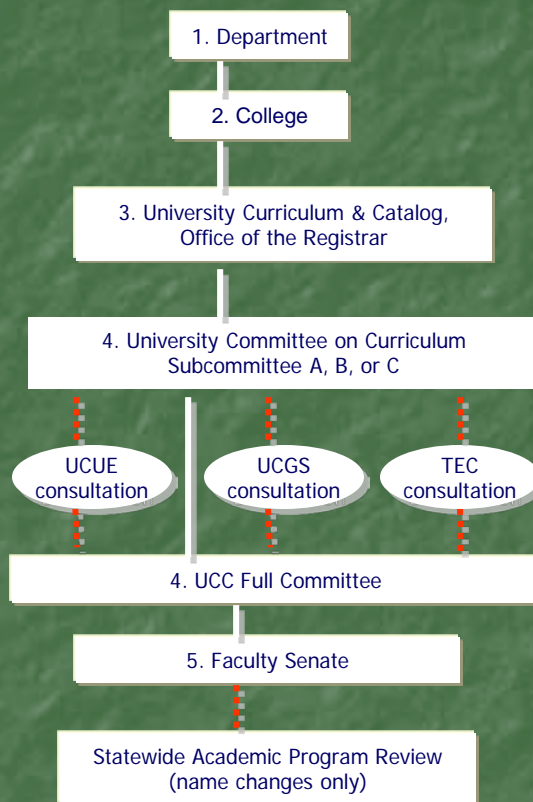Numbers on charts refer to the outlined procedural steps in each overview web document.

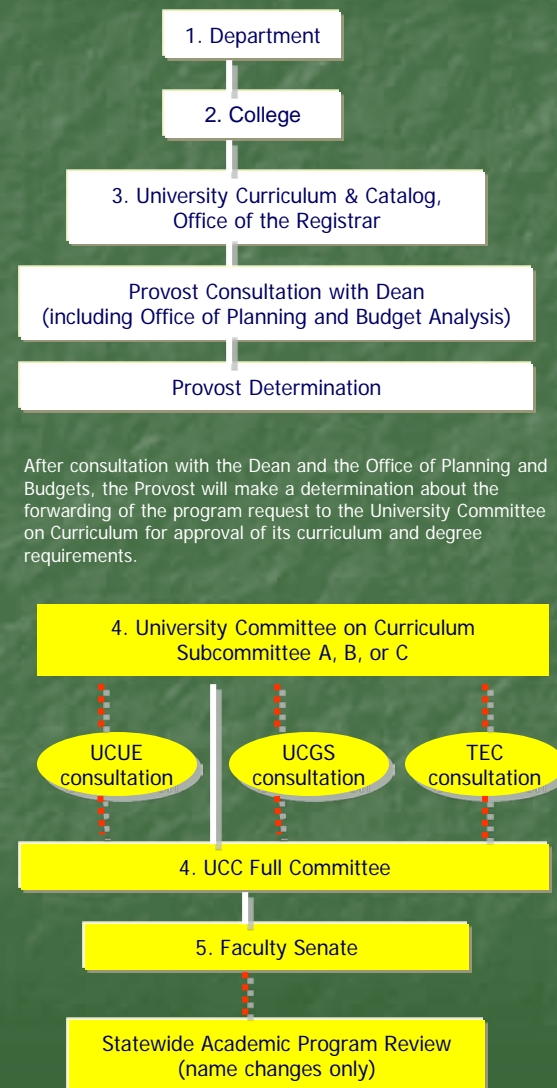## New Requests
(www.reg.msu.edu/Read/UCC/newoverview.pdf)

1. Initiation of Program Concept by Department/Dean

2. Dean/Provost Consultation

3. Department

4. College

5. University Curriculum & Catalog, Office of the Registrar

6. Provost Consultation
(including Office of Planning and Budget Analysis)

UCUE consultation

UCGS consultation

TEC consultation

Provost Determination

Upon receipt of consultative commentary the Provost will make a determination about the forwarding of the program request to the University Committee on Curriculum for approval of its curriculum and degree requirements.

7. University Committee on Curriculum Subcommittee A, B, or C

7. UCC Full Committee

8. Faculty Senate

9. Statewide Academic Program Review

Change Requests
(www.reg.msu.edu/Read/UCC/changeoverview.pdf)

1. Department

2. College

3. University Curriculum & Catalog, Office of the Registrar

4. University Committee on Curriculum Subcommittee A, B, or C

UCUE consultation

UCGS consultation

TEC consultation

4. UCC Full Committee

5. Faculty Senate

Statewide Academic Program Review
(name changes only)

UCUE = University Committee on Undergraduate Education
UCGS = University Committee on Graduate Studies
TEC = Teacher Education Council
8/11

Change Requests with Funding Implications
(www.reg.msu.edu/Read/UCC/changeoverview.pdf)

1. Department

2. College

3. University Curriculum & Catalog, Office of the Registrar

Provost Consultation with Dean
(including Office of Planning and Budget Analysis)

Provost Determination

After consultation with the Dean and the Office of Planning and Budgets, the Provost will make a determination about the forwarding of the program request to the University Committee on Curriculum for approval of its curriculum and degree requirements.

4. University Committee on Curriculum Subcommittee A, B, or C

UCUE consultation

UCGS consultation

TEC consultation

4. UCC Full Committee

5. Faculty Senate

Statewide Academic Program Review
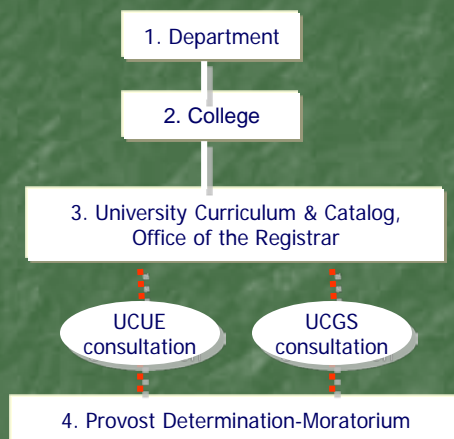(name changes only)

Path of Academic Program and Curricular Requests

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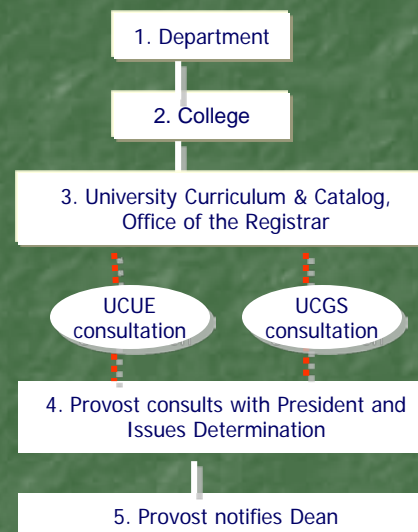
Moratorium Requests
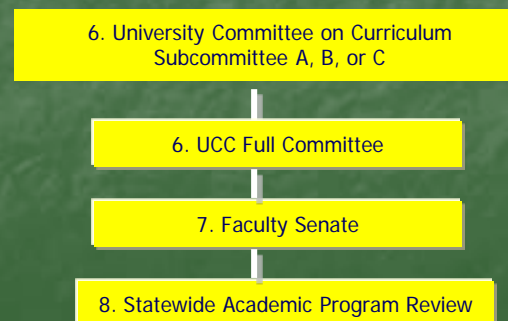(www.reg.msu.edu/Read/UCC/moratoriumoverview.pdf)

- 1. Department
- 2. College
- 3. University Curriculum & Catalog, Office of the Registrar
  - UCUE consultation
  - UCGS consultation
- 4. Provost Determination-Moratorium

Discontinuation Requests
(www.reg.msu.edu/Read/UCC/discontinuationoverview.pdf)

Must be preceded by an approved moratorium.

- 1. Department
- 2. College
- 3. University Curriculum & Catalog, Office of the Registrar
  - UCUE consultation
  - UCGS consultation
- 4. Provost consults with President and Issues Determination
- 5. Provost notifies Dean

If the Provost approves the discontinuation, the Provost sends a memorandum to the University Committee on Curriculum requesting action on the request to delete the program's curriculum, degree requirements, and specified courses.

- 6. University Committee on Curriculum Subcommittee A, B, or C
- 6. UCC Full Committee
- 7. Faculty Senate
- 8. Statewide Academic Program Review

UCUE = University Committee on Undergraduate Education
UCGS = University Committee on Graduate Studies
TEC = Teacher Education Council
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University Committee on Curriculum (UCC)

The UCC has <u>four</u> subcommittees:

- <u>Subcommittees A, B, and C</u> have faculty and student representatives who review courses and programs submitted by all colleges on behalf of their departments and schools.
    - <u>Subcommittee A</u> includes the Colleges of:
        - Agriculture and Natural Resources, Engineering, Human Medicine, Lyman Briggs, Natural Science, Nursing, Osteopathic Medicine, and Veterinary Medicine
    - <u>Subcommittee B</u> includes the Colleges of:
        - Agriculture and Natural Resources (Department of Agricultural Economics), James Madison, Law, and Social Science
    - <u>Subcommittee C</u> includes the Colleges of:
        - Arts and Humanities (RCAH), Arts and Letters, Business (Eli Broad), Communication Arts and Sciences, Education, and Music
- <u>Subcommittee D</u> is composed of the chairs of the subcommittees. This committee considers policy and procedural matters.

UCC Full Committee

- The Full Committee is comprised of Subcommittees A, B, C, and D, considers recommendations from the subcommittees, UCUE, UCGS, TEC and votes on the recommendations. This becomes the **Report of the UCC to Faculty Senate.**

University Committee on Undergraduate Education (UCUE)

- **Undergraduate** program changes that have academic policy implications or impact students must be approved by UCUE.
  - Most requests involve grade-point requirements and admission requirements.
  - It also provides consultation on new programs, moratoria, and discontinuations.

University Committee on Graduate Studies (UCGS)

- Reviews all new or changed **graduate** programs with attention to policy implications. It also provides consultation on all requests for moratoria and discontinuations.

Teacher Education Council (TEC)

- **Teacher Education Council** reviews all new or changed programs that lead to teacher certification.

Report of the UCC to Faculty Senate

- **Serves as the official record of all approved courses and programs.**

- **View reports at:**
  www.reg.msu.edu/UCC/ReportsAC.asp

In addition to being approved by Faculty Senate, some programs are also sent for Statewide Academic Program Review.

- **Statewide Academic Program Review Criteria**

    - New degree program
      (new field of study for the institution)
    - Spin off
      (conversion from an existing degree program)
    - Discontinuation
      (degree program deletion)

Program Submission Cycle for the University Committee on Curriculum

- **For a SPRING effective date, colleges must be submit program requests by September 1st.**

    - New programs that fit Statewide Academic Program Review criteria must be submitted by January 1ˢᵗ for the following spring of the next year.

- **For a FALL effective date and availability for annual enrollment, colleges must submit program requests by January 1st.**

    - More detailed information on the Academic Program Submission Cycle is available at *https://www.reg.msu.edu/ucc/programcycle.asp*

Creating a Program Request

- Program requests must be entered by an authorized Academic Programs user in the Academic Programs system.

    - *https://www.reg.msu.edu/Forms/FormsMenu.asp*

Changing an Existing Academic Program

- Enter changes by creating an "academic program change request" in the Academic Programs system.
  - Take care to include all necessary signoffs and approvals.
  - Sign-off is a request for support or commentary (act of collegiality)
    - Units have 14 days to respond
    - Indication of support/non-support is not binding
  - Approval is a request for support (required)
    - Example: interdepartmental programs require approvals
    - Example: a program uses another unit's course as a requirement in a program

Requesting a Moratorium in an Academic Program

- Request a "moratorium in an academic program" in the Academic Programs system.
  - A moratorium suspends admission to a program
    - Current students are not affected
  - After consultation with appropriate committees, the Provost will make a determination.

Discontinuing an Academic Program

- If a moratorium is in effect, "discontinuation of an academic program" in the Academic Programs system may be requested.
    - After consultation with appropriate committees, the Provost and the President, programs will be phased out and discontinued based on current student enrollments and time limit to degree.

Academic Programs: Guidelines and Procedures

- Detailed information regarding guidelines and procedures for academic programs can be accessed on the University Curriculum and Catalog website:
  - *www.reg.msu.edu/ucc/guidelines.asp*

Creating a New Course

- Course requests must be entered by an authorized COURSES user in the COURSES system.

    - *https://www.reg.msu.edu/Forms/FormsMenu.asp*

- Contact Joy Speas for COURSES Training.

New Courses

- A new course may have a two-year interim approval in SIS after being approved by the College.

- The request for interim approval must be made to the University Curriculum and Catalog office. **After interim approval is granted, the course may be scheduled**.

- Concurrently, the new course will continue its normal route through the governance process.

Changing an Existing Course

- Enter changes by creating a "course change request" in the COURSES system.
  - If the change is substantial and completely alters the content of the course, submit a "new course request" instead.
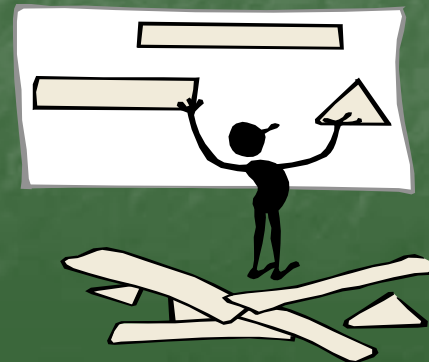
Course Changes

- Must go through the academic governance process.

- May **not** be scheduled as an interim course (avoids negative impact on students).

Deleting a Course

- Request the "deletion of a course" in the COURSES system.

  - Course numbers may not be reused for a period of six years.

Deleting a Course

- Four Year Rule – The UCGS and UCC support the practice of deleting from the catalog courses that have not been taught in the preceding <u>four</u> calendar years.

- After the end of every Summer Semester, courses that have not been taught during the preceding 4 calendar years (12 calendar semesters including summer sessions) shall be identified and administratively deleted from the catalog with notification to the Associate Dean.

To find all the information needed for MSU's curricular process, visit . .

University Curriculum and Catalog Website
www.reg.msu.edu/UCC/UCC.asp

- Status
  - New degree programs, Department and College Names, Discontinuation of Programs, Moratoria, Subject Codes
- Academic Programs (Keyword Search)
- Course Descriptions
- Academic Programs and COURSES
- Academic Policies and Procedures
- Academic Programs: Guidelines and Procedures
  - Academic Program Terminology
- University Committee on Curriculum

Important Items to Remember

- ☑ Think about how your change affects other existing programs or courses and notify affected units before the college submits to the Office of the Registrar, University Curriculum and Catalog.
- ☑ Don't assume others know. Share!
- ☑ Approvals and sign-offs are necessary!

  Program and course review will be delayed if missing.
- ☑ Contact Joy Speas for COURSES Training
- ☑ If you have questions, ask!

Office of the Registrar

- University Curriculum and Catalog within the Office of the Registrar serves to:

    - Explain academic policies and procedures

    - Develop and maintain the University catalog
        - Academic Programs
        - Course Descriptions

    - Assist units in implementing curricular changes via academic governance

    - Facilitate faculty efforts in shaping the curriculum.

Whom to Contact

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