

Curriculum Committee Proposed Changes to Curriculum Approval Process and Flow

October 6, 2011

First page – current CurricUNET workflow:

The first attached page shows the way curriculum currently moves through CurricUNET. Each level (row) in the diagram represents a physical action by persons in the indicated roles to accept or approve either a course or program before it can be moved to the next level (row). For example, on the second level, a new or revised course must be physically accepted/approved by the Articulation Officer, Associate VP of Library, Curriculum Leader, Discipline Faculty, and SLO Leader. Due to the restructure of Academic Affairs at Hartnell College, the roles of Associate VP of Library and Curriculum Leader no longer exist. As a result, curriculum proposals may not move to the next level (row) in CurricUNET, which has essentially stopped the approval process function in CurricUNET since summer 2011.

Second page – new CurricUNET workflow:

The curriculum committee has reviewed and approved changes to the CurricUNET Workflow as shown on the second attached page. Approval by the Academic Senate of the diagram on this page gives permission to the Curriculum Committee Chair and Curriculum Dean to revise the workflow for new and revised courses and programs in CurricUNET.

The new workflow reduces the number of required actions in CurricUNET, eliminates unnecessary roles, and adds new roles of Area Dean, Area Admin and Curriculum Dean. For example, the actions on the second level (row) now replace roles in the current workflow as follows:

- Associate VP of Library becomes Library Resource—a person (not yet identified) in the Library, who will review the need for new Library Resources when applicable to a new or revised course or program;
- Curriculum Leader/Discipline Faculty becomes the Area Dean (instructional administrator) for the discipline (e.g. Kathy Mendelsohn for Languages and Fine Arts), who will certify that the faculty within the division concur with the proposed revisions or new course or program; and
- the function of the SLO Leader will now be performed by a curriculum committee member, who will review new and revised student learning outcomes (SLO), if applicable, on the fifth level (row) of the process.

The third level (row) of the new CurricUNET workflow sends the new or revised course or program back to the Faculty Initiator if anyone on the second level (row) recommends changes to the content of the course outline or program requirements. The Area Admin (Division Administrative Assistant or a designee) is added to this level to make “cosmetic” changes, such as misspelled words or typographic errors, if such changes are recommended. The Area Admin also facilitates division changes to the class schedule and course catalog, so this level (row) informs the Area Admin that changes to courses may be approved soon.

When all necessary changes have been made, the course or program is sent to the fourth level (row) for final review of the content by the Curriculum Committee Chair and for the Area Dean to confirm that recommended changes have been completed. The Curriculum Chair then adds the course or program to the agenda for the next curriculum committee meeting.

On the fifth level (row), Curriculum Members—including ten faculty, two instructional administrators, Articulation Officer, Dean of Student Affairs and Vice President of Academic Affairs—review the new or revised course or program prior to the curriculum committee meeting. They may request further changes, which are made by the faculty initiator, or approve the course or program. New courses and programs require two readings of the curriculum committee; course revisions can be approved with only one reading at one meeting.

The last level (row) in CurricUNET is facilitated by the Dean of Curriculum & Instructional Support along with staff in the Academic Affairs division. Details about this step are described below.

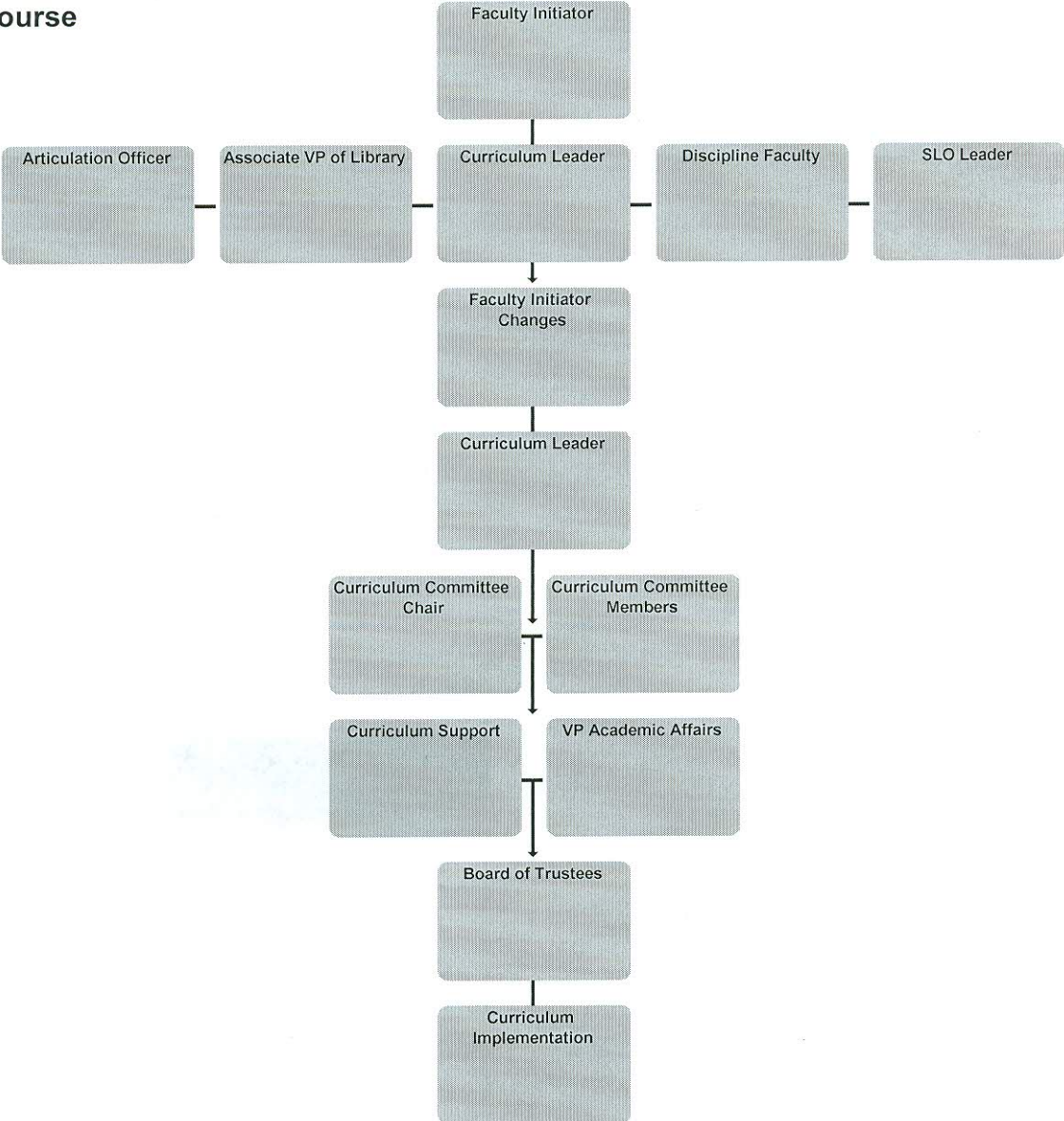
Third Page – Administrative Workflow:

The workflow on the third attached page does NOT require physical action in CurricUNET workflow. The Administrative Workflow is facilitated by administrators and staff in the Academic Affairs division and progresses concurrently to the approval workflow in CurricUNET, which is facilitated by faculty representatives on the curriculum committee. The dashed boxes and arrows represent the decision processes on campus to assure adequate resources to support the curriculum after it is approved. In addition, Academic Affairs is responsible for:

- finalizing the approval process and appropriate documents in CurricUNET;
- obtaining approval from the Board of Trustees and the CCC Chancellor's Office (including review of the regional consortium for CTE programs);
- facilitating input of the curriculum into Datatel for scheduling classes and student registration, as well as MIS reporting;
- development and publication of the course catalog including all approved curriculum from the previous academic year; and
- reporting substantive changes to the ACCJC for accreditation purposes.

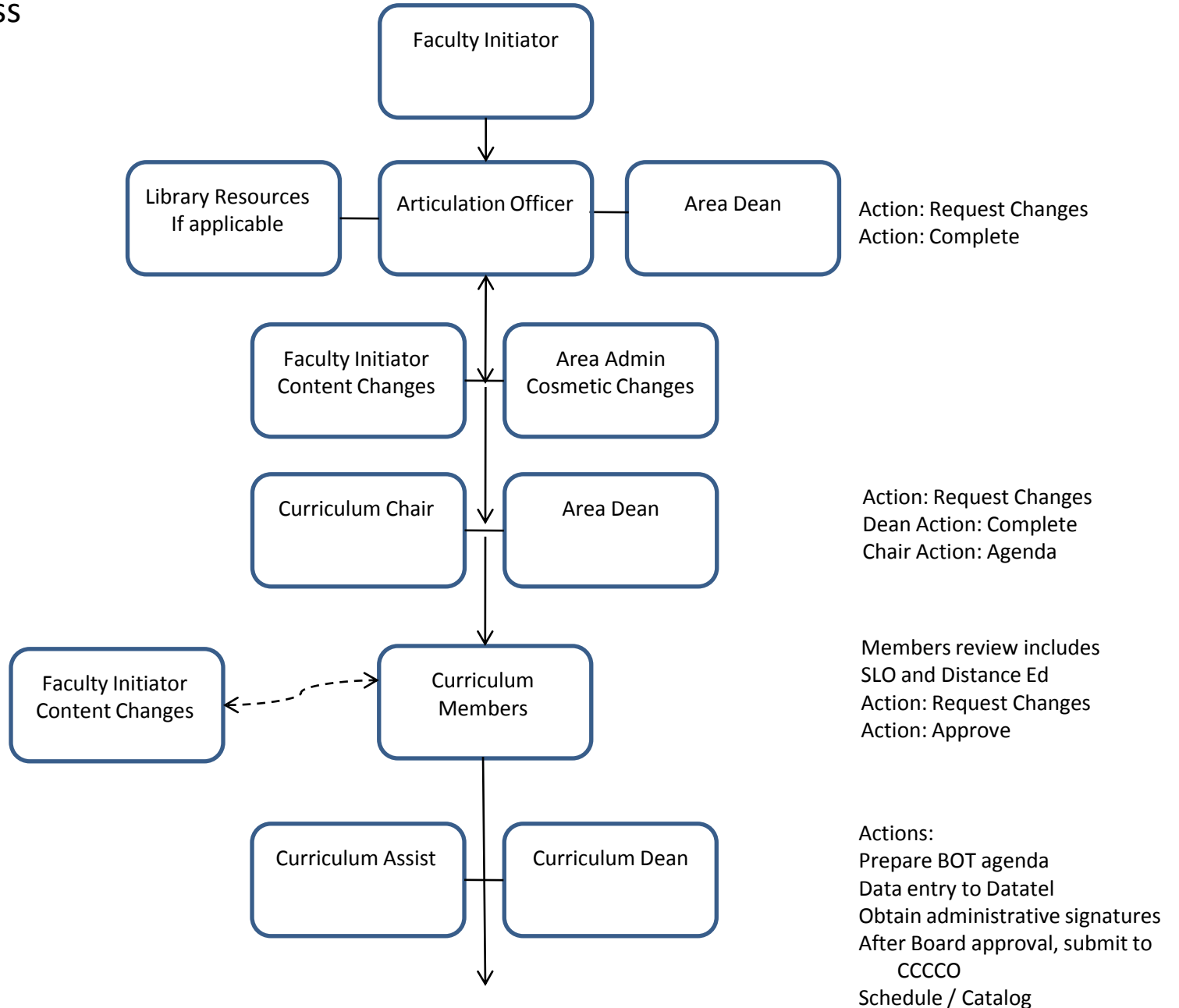
Academic Affairs is also responsible for monitoring CurricUNET to be sure the technology is working properly.

New Course



Proposed Curriculum
Review Process
10/6/11

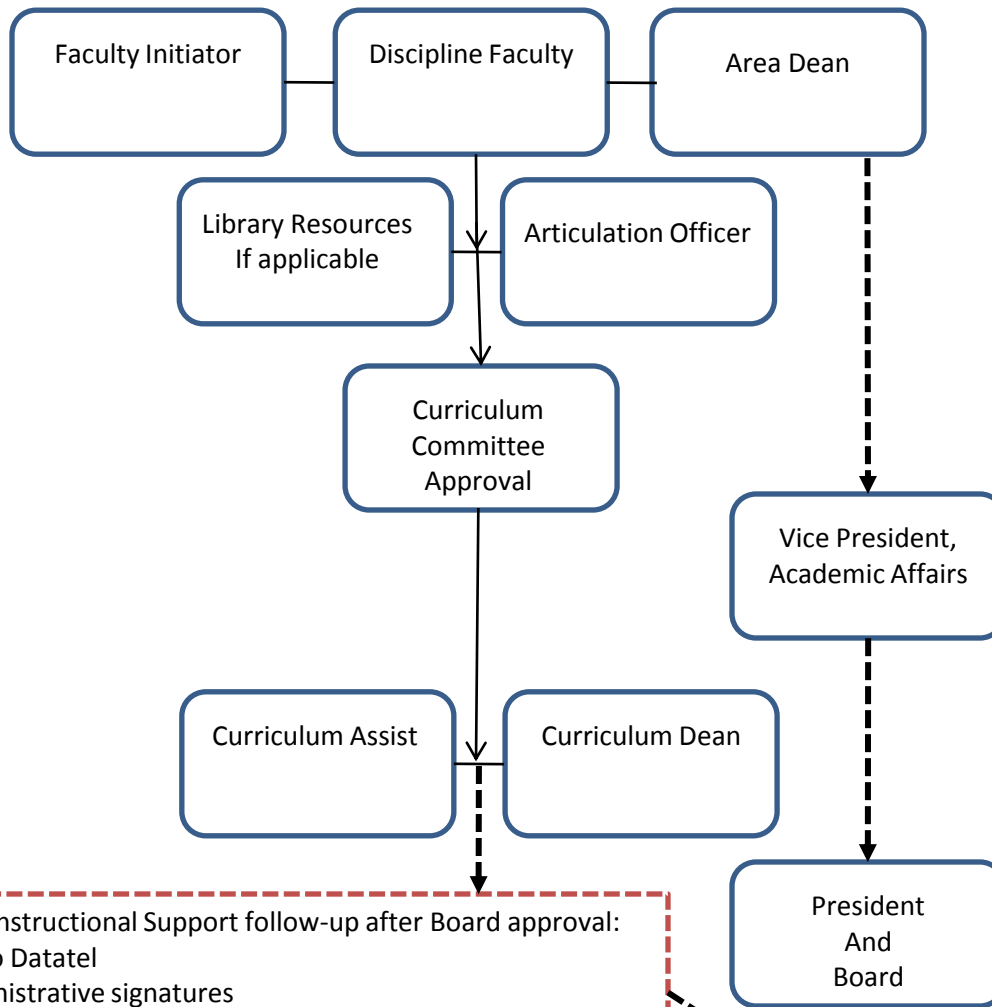
CurricUNET Workflow



Proposed Curriculum Review Process

10/6/11

Administrative Workflow



Establish the need for new course and/or program.
Consult Advisory committee (CTE)
Area Dean begins to identify resources – faculty workload, schedule impact, facilities & equipment.
Faculty consult with Library and Articulation Officer to identify resources and discuss articulation.

Area Dean reports to Deans & VP that curriculum is being developed. Implications and resources are discussed.

Curriculum Dean prepares BOT agenda
Deans and VP determine costs and resource availability.
Area Dean and discipline faculty prepare narrative for CCCC approval and ACCJC reporting.

Curriculum & Instructional Support follow-up after Board approval:
Data entry to Datatel
Obtain administrative signatures
Submit to regional consortium (CTE)
Submit to CCCC

After CCCC approval:
Substantive Change Report (ACCJC)
Gainful Employment report to USDOE (CTE)
Schedule / Catalog