

# Curriculum Implementation

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## *Definitions*

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**Academic Plan:** an area of study—such as a major, minor, or specialization—that is within an academic program or within an academic career

**Approved:** unless otherwise indicated, this refers to approval by Academic Senate

**Effective date:** Term in which curriculum change is effective (or begins); for programs, this is the first catalog requirement term for the major; for courses, this is the term in which the course is first offered

**Implementation team:** staff and administrators responsible for technical and administrative implementation of curriculum changes; includes:

Academic Programs, Registrar, Academic Advising, IITS Advising Systems

**Implementation date:** date that curriculum change has been entered in PeopleSoft and is ready for use

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## *Process*

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### Curriculum change is submitted

When a curriculum change is proposed, it is submitted to the University Curriculum Committee (UCC). If necessary, and once approved by UCC, the change may also be referred to the General Education Committee (GEC). The committee(s) review the changes and provide suggested revisions prior to submission to Academic Senate.

### Curriculum change is reviewed

Members of the implementation team attend UCC and GEC meetings to consider the technical and administrative implementation of proposed curriculum changes or addition (including requirement design, testing, implementation, etc.), and provide expertise. If necessary, a separate meeting with implementation team members may be scheduled to further assess particularly complicated changes.\*

*\*If additional consideration is necessary, it is communicated to UCC/GEC chairs and, if applicable, requests to remove complex changes from the consent calendar should be made.*

## Curriculum change is **approved**

Academic Senate approves curriculum changes. Further approval is required from the Chancellor's Office for new programs. This approval initiates the following steps:

- (1) **New programs:** approval of new program, including CIP code, CSU major code, and effective term is distributed by Dean of Academic Programs once received from the Chancellor's Office
  - Dean of Academic Programs will confirm ownership (Academic Org) with college and provide to Registrar
  - Registrar will respond to group with date for creating plan codes (note: this does not change the effective term of the curriculum change)
- (2) **New courses or program/course changes:** Curriculum Specialist sends email to summarize recent curriculum changes to distribution list (includes Business Intelligence, Institutional Planning & Analysis, IITS Advising Systems, advising units, Academic Scheduling, Registrar, etc.) and indicates expected *implementation date* and *effective date*

## System changes are **tested** and **implemented**

- (1) Curriculum Specialist creates/updates courses and/or enrollment requirement groups (ERG) with the appropriate effective date in test environment and notifies Registrar/Student Records Analyst and the IITS Advising Systems unit for testing
- (2) Registrar/Student Records Analyst provides list of issues and/or approval to Curriculum Specialist, once testing is complete
- (3) IITS Advising Systems unit designs and implements changes to Academic Requirements Report(s), as well as the Degree Planner
- (4) Deadline for completion is indicated in annual Curriculum Implementation Dates document

## For new programs only:

- (1) Registrar's Office creates new Academic Plan codes
- (2) Registrar's Office notifies PFAL and department chairs, Academic Programs, IITS Advising Systems, and advising units that plan codes have been created and the date that students may begin to declare the major

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*Process Flow*

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Submit

- Curriculum change form submitted to department chairs, College Curriculum Committees, UCC and/or GEC

Review

- Curriculum change reviewed by UCC/GEC
- Implementation team provides expertise and potential technical and/or administrative obstacles
- If necessary, implementation team meets separately (in advance of UCC/GEC) to discuss technical and administrative implementation in more detail

Approve

- Academic Senate and, for new programs, Chancellor's Office, approve
- Notification of new program/course or curriculum change is provided by Academic Programs to implementation team (and others)

Test

- Curriculum Specialist enters curriculum changes in course catalog in test environment in PeopleSoft and notifies Registrar and IITS Advising Systems unit
- Registrar's Office tests and provides feedback/approval
- Advising Systems unit tests and provides feedback/approval

Implement

- Curriculum changes are entered in PeopleSoft production
- Note: implementation deadline is indicated in Annual Curriculum Implementation Dates document