

REMINDERS, POINTERS, TIPS AND REQUIREMENTS FOR SUBMITTING CURRICULUM

This document is a compilation of information from GC Curriculum Committee, Cathy Zimmer, and from the feedback on faculty reviewing curriculum within their departments and colleges.

Feedback from Faculty who serve as Curriculum Authority at the Department or College Level

1. The revised syllabus must be included. Even if you only change something minor, like the title or a prerequisite, you must include a revised course syllabus that matches what is in CIM.
2. Explain the reason for any and every change and how it affects students in the program in the comment box. In CIM, old information appears in red and strikethrough and new in green. Remember your curriculum moves through levels of committee to persons who do not know your program. So, if you see red replaced by green, explain it in the explanation box at the end of your course or program form.
3. When making minor changes in CIM, patchwork minor editing is fine (e.g., replacing a few words in a paragraph). When making significant changes to information in CIM, use paragraph strikeout and strikeout the entire paragraph and write a new paragraph.
4. If you change a course title, hours, add a course, delete a course, a revised program modification must be included.
5. Make sure you check with other programs if the change will affect other programs. Provide documentation of this action.
6. If you are proposing a new course, check and make sure the course number is appropriate (e.g., not used in the past, designated for the type of course you are creating).
7. If you are proposing a new course or program, explain how it will be managed with existing resources or if additional resources will be needed.
8. For Program Proposals, the course options (e.g., required, optional) and dependencies (e.g., prerequisites) must be included. This information will be made available to prospective students and information available to them should delineate their options. "To be determined by a faculty advisor" is not a valid option.
9. Typically, program course lists cannot rely on special topics courses because they are for development purposes and limited to being offered three times. However, it is acceptable to submit a special topic course as part of a program proposal if a new course proposal to convert from the special topic course to real course is submitted simultaneous to program proposal.
10. One error observed is Other departments involved with course are not consulted before modifications are considered. Consult with others and make note in comments section that there was consultation. You can even attach documentation.

Checklist used by Graduate Council Curriculum Committee

- Every curriculum submission must have a syllabus
- There must be one syllabus for each level of the course or a syllabus that describes the requirements for both levels (e.g., 6000/8000)

Element	Item	Explanation of Item
Contact Information	Instructor	Name and contact information of instructor
Course Information	Title	Title of the course matches the existing course catalog or the title of any proposed changes
	Alpha Course Identifier	Course ID number and matches course catalog or any proposed changes
	Catalog/Course Description	Include the exact language of the catalog description of the course
	Co-listed course (if applicable)	Differentiates student learning outcomes between levels of degree (i.e., graduate vs. undergraduate, MA vs. PhD). Must have at least one SLO that is different. If a course is offered at three levels, two separate syllabi must be submitted, e.g., one for the UG with 5/6 level (MA) and a second for the 5/6 (MA) verses 7/8 (PhD). Also, a brief explanation of your department's use of the 5/6/7/8 numbering system will expedite review.
Pre/corequisites	Catalog	List course names and numbers for all prerequisite and corequisite courses. Check to make sure the course names, alpha identifiers, and course numbers exist. Prerequisite and corequisite courses listed match those in the course catalog.
Assessment	Assignment/Assessment Descriptions	Include descriptions of the graded assignments/assessments.
	Co-listed course (if applicable)*	Differentiates assignment expectations between levels of degree (i.e. graduate vs. undergraduate, MA vs. PhD)

Submitting Curriculum Proposals PPT PDF (Feb 2020) by Cathy Zimmer

The following slides are helpful for any submission of graduate curriculum

1. Slide 5- If you do not enter a prerequisite, CIM will default to a minimum grade of D-.
2. Slide 6- You can add a registration restriction to prevent students from registering.

Curriculum Proposal Review Tips PDF (Fall 2020) from Cathy Zimmer

NOTE: Title of PDF when opened is Guidelines for Reviewing and Submitting Curriculum Course and Program Proposals via Course Inventory Management (CIM)

1. Syllabus template found at <https://www.utoledo.edu/offices/provost/utc/syllabus/>
2. Information on how co-list or cross-list a course (PDF page 4)
3. If you are entering a new course, enter the course first, then you can use CIM course picker for your program form (PDF page 8)
4. To follow your curriculum submission, you can use an * to find everything that starts with “math” by entering *math or ends with math use *math or everything containing math use *math*. The status is show in the workflow column (PDF page 10). PDF page 11 explains how to search for a program submission.
5. Common review oversight/errors (PDF page 15)
 - a. Syllabus and CIM proposal do not match
 - b. Other departments involved with course are not consulted before modifications are considered.
6. NOTE: Program proposals and modifications should not include course edits. Individual courses must be modified separately. Separate course proposal must be submitted. (PDF page 15)
7. What Should Not be Approved: (PDF page 15).
 - a. Proposal with comment such as “See attached”, “no changes.” We are populating the system and will take some time, so if there is no content, we need faculty proposer to add new content.
 - b. Change of course number. Course number have a history and cannot be reused.
 - c. Inaccurately submitted proposal should be returned and corrected before moving forward.
 - d. Course proposal without a syllabus attached. Modifications should include the syllabus showing the changes that are requested.
8. When a Modification Should be a NEW Proposal (PDF page 16)
 - a. For a program modification, if more than 50% of a program is changed, then it is a new program.
 - b. For courses, when 50% of the course is redesigned (title, SLO, credit hours, etc), then a new course proposal should be made.

Helpful Links found on Office of Provost

CIM Website

<https://www.utoledo.edu/offices/provost/curriculumtracking/>

Guidelines for Reviewing and Submitting Curriculum Course and Program Proposals

<https://www.utoledo.edu/offices/provost/curriculumtracking/docs/CIM-curriculum-proposal-reviewer-guidlines-MASTER-final.pdf>

Program Development Guidelines

<https://www.utoledo.edu/offices/provost/program-development/>