Tips for Reviewing and Submitting Curriculum Proposals

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Reviewing Course Proposals

For both new courses and modifications

- **Course proposal and syllabus should reflect the same information:**
  - Title
  - Catalog description
  - Credit hours
  - Prerequisites/Corequisites

- **Syllabus template** https://www.utoledo.edu/offices/provost/utc/syllabus/

- **Review Student Learning Outcomes**

- **Correct typos and grammar issues**

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STUDENT LEARNING OUTCOME RESOURCES

https://www.utoledo.edu/aapr/assessment/resources.html

Online resources include:

- How to write and effective SLO

- **Self-Check**: How do I know if a SLO is well-written?

- **Examples**: Upon successful completion of this course, students will be able to...

- Highlights **common issue** with SLO

- Curriculum Mapping

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Reviewing Course Proposals

Catalog course description contains the following:

- Subject Code and number
- Title
- Credit hours
- Catalog description
- Prerequisite(s)/Corequisite(s)
- Terms Offered

ACCT 4250 Taxation of Business Entities

3 credit hours

This course covers the taxation of corporations, their shareholders, and other business entities. Topics include formation of business entities, taxation of income, and tax treatment of distributions.

Prerequisites: ACCT 3120 with a minimum grade of C and ACCT 3210 with a minimum grade of C

Term Offered: Spring, Summer, Fall

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Reviewing Course Proposals

Prerequisite: A <u>course</u> or a <u>placement test</u> that is <u>required</u> to be <u>taken before entry</u> into a course.

- In CIM, list all prerequisites (courses and test scores) in the order they should appear. **Indicate a specific grade level for each prerequisite course. The system defaults to a D- unless otherwise indicated.**

<u>Prerequisite Examples:</u>
ACCT 3120 with a minimum grade of C or ACCT 5120 with a minimum grade of C and ACCT 3210 with a minimum grade of C

CRIM 6000 with a minimum grade of D- and CRIM 6200 with a minimum grade of D- and CRIM 6400 with a minimum grade of D-

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Corequisite: A <u>course</u> required to be <u>taken simultaneously</u> with another.

<u>Example of Corequisite</u>

BIOL 5040 Advanced Microbiology Laboratory

   Corequisites: BIOL 5030 Advanced Microbiology

Registration Restriction: A restriction to a course which <u>prevent students from registering</u> for the course unless they meet the restriction.

Restrictions can be to include or exclude students by degree, major, program, college, student attribute, cohort, class (FR, SO, JR, SR) and level.

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Reviewing Course Proposals

Co-Listed Course: A Co-Listed course is <u>offered at more than one</u> level (i.e. undergraduate and graduate)

- CIM proposal should include syllabi for **both levels** attached (one for each level being proposed)

- In CIM, SLO should be different for different academic levels

Cross-Listed Course: A course offered under more than one departmental subject code. The courses will

- carry identical catalog descriptions in each listing, and

- will have identical course prerequisites.

- Cross-listing is used when two different courses meet in the same room at the same time and taught by the same instructor.

Reviewing Course Proposals

Co-List/Cross-List Courses are listed together on <u>one</u> CIM proposal form.

Viewing: **ACCT 3110 : Intermediate Financial 1**

Also listed as: **ACCT 5110**

- New cross-listed or co-listed courses should be using <u>one</u> proposal form.

- Co-listing or cross-listing of existing courses may require some work on the back end to get formatted in to one proposal.

Reviewing Program Proposals

Confirm total credit hours in CIM requirements and/or plan-of-study match the overall credit hours.

Minimum number of credit hours for completion:

Requirements field should display courses needed to complete the program

- List all courses which comprise the certificate, minor, degree or concentration

- Requirements section will appear in the University Catalog.

- *Course list* format will prepopulate title and credit hour and have appropriate course bubble attached

Reviewing Course Proposals

MS IN OCCUPATIONAL HEALTH

Overview | **Admissions** | Requirements

The MSOH degree has a minimum of 40 credit hours for degree requirements. The curriculum incorporates the general areas of science, technology, management, and communication within the context of the core courses and thesis requirements for the MSOH degree.

All MSOH students take the following courses. For those students not requiring an internship, 1 advised elective is added.

PUBH 5020	Occupational Health	3
PUBH 5060	Occupational Safety	3
PUBH 5160	Environmental Health	3
PUBH 5260	Haz Mat and Emerg Response	3
PUBH 5310	Chemical Agents	3
PUBH 5410	Hazard Control	3
PUBH 5520	Biological Agents	3
PUBH 5620	Physical Agents	3
PUBH 5700	Risk Assessment	3
PUBH 6000	Biostatistics	3
PUBH 6010	Public Health Epidemiology	3
PUBH 6960	Internship in Public Health (3 credits required if <1 year experience, otherwise 3 credits advised electives)	3
PUBH 6970 or PUBH 6990	Project in Public Health Thesis Research	4
Total Hours		**40**

This is what a student sees in the catalog

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Reviewing Program Proposals

Plan-of-Study field is not required for graduate programs.

- It is a suggested order to how take the courses

- If tool used, no year needed, just terms.

- Plan-of-Study section appears in the University Catalog.

Only appropriate text should be listed in "requirements" and "plan-of-study" fields.

- Do not include admission requirements

- Should not include comments for reviewer

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Reviewing Program Proposals

This is what a student sees in the catalog

MS IN NURSING: NURSE EDUCATOR

Overview | Plan of Study

CURRICULUM

Sample Full-time Plan of Study

FIRST TERM		HOURS
NURS 6720	Tchg, Lrng and Evaluation Nurs	4
NURS 5400	Theoretical and Ethical Found	3
NURS 5680	Advanced Physiology and Pathophysiology	3
INDI 6000	Introduction to Biostatistical Methods	3
NURS 5530	Public Policy and Health Care	3
	Hours	16
SECOND TERM		
NURS 6710	Develop Instruc Progrm Nursing	3
NURS 5910	Advanced Nursing Research	3
NURS 5330	Health Assessments	3
	Hours	9
THIRD TERM		

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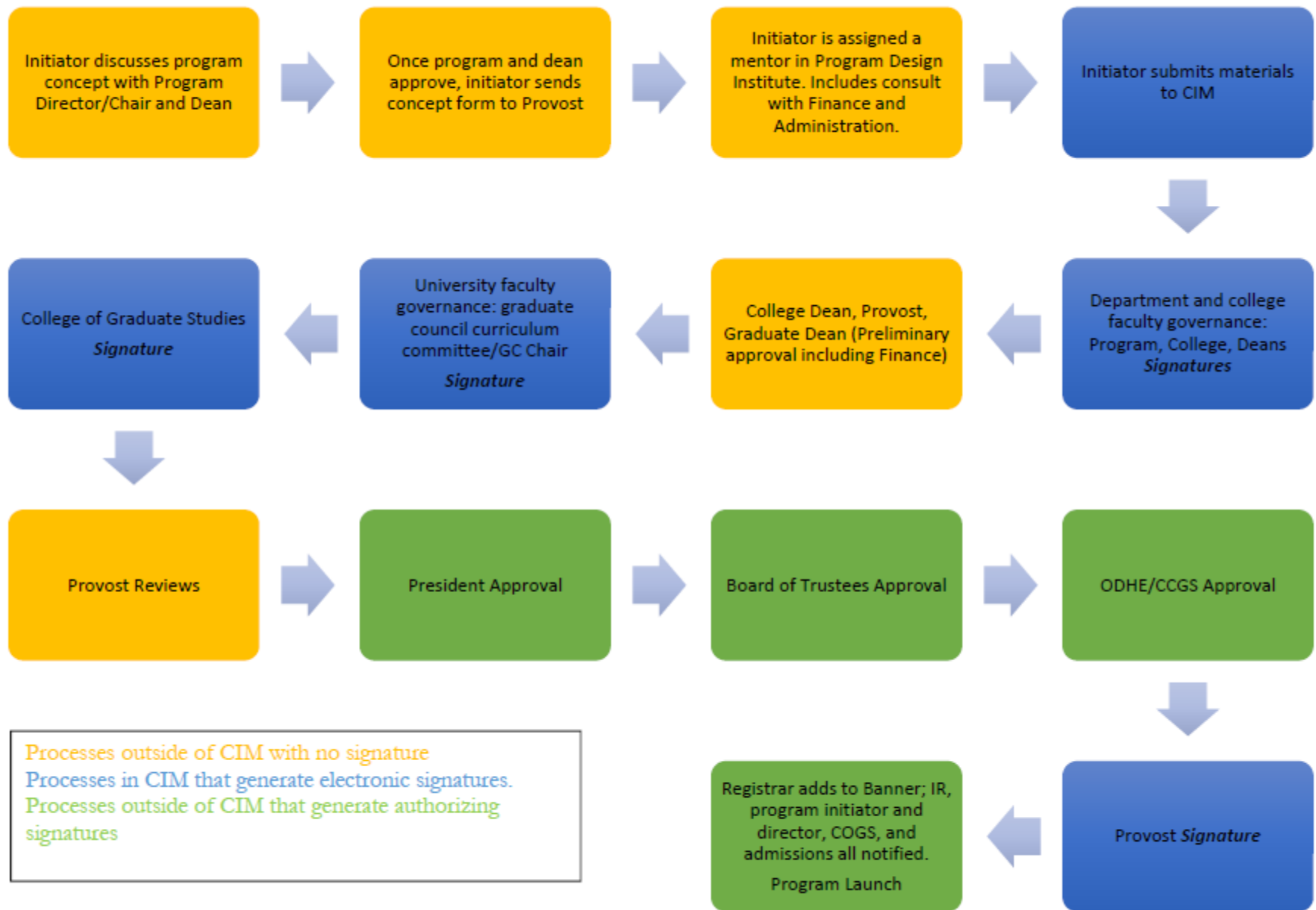# Review Program Proposals

For programs with new courses.

- Course should be entered into CIM first,
- once entered the new course will appear in CIM course picker for use on program form.

Program Development Guidelines/Program Design Institute:
https://www.utoledo.edu/offices/provost/program-development/

New Graduate Program Approval Flowchart

Initiator discusses program concept with Program Director/Chair and Dean → Once program and dean approve, initiator sends concept form to Provost → Initiator is assigned a mentor in Program Design Institute. Includes consult with Finance and Administration. → Initiator submits materials to CIM

↓

College of Graduate Studies *Signature* ← University faculty governance: graduate council curriculum committee/GC Chair *Signature* ← College Dean, Provost, Graduate Dean (Preliminary approval including Finance) ← Department and college faculty governance: Program, College, Deans *Signatures*

↓

Provost Reviews → President Approval → Board of Trustees Approval → ODHE/CCGS Approval

↓

Registrar adds to Banner; IR, program initiator and director, COGS, and admissions all notified.

Program Launch ← Provost *Signature*

Processes outside of CIM with no signature
Processes in CIM that generate electronic signatures.
Processes outside of CIM that generate authorizing signatures

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Updated: Dec 9, 2019

Edits display through Red/Green Mark Up

Minimum number of credit hours for completion: **33**

Requirements

List all courses which comprise of the certificate, minor, degree or concentration

PUBLIC HEALTH ~~HEALTHCARE SYSTEMS~~ MANAGEMENT

The **Public Health** ~~Healthcare Systems~~ Management major ~~with a concentration in Public Health~~ is designed for students who intend to seek or continue managerial careers in healthcare administration. Students are not able to apply any of these courses towards the **MBA** Administration major. Students majoring in **Public Health** ~~Healthcare Systems~~ Management must complete all of the following courses.

Must complete the MBA core course requirements in addition to the following:		
PUBH 6010	Public Health Epidemiology	3
PUBH 6020	Management and Leadership in Public Health	3
PUBH 6090	Issues in Public Health	3
PUBH 6050	Concepts and Issues in Environmental Health	3

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REQUIREMENTS FOR THE DOCTORAL PROGRAM

For the doctor of philosophy degree, a student must complete a total of 90 hours of graduate credit including the following:

~~MATH 6730~~	~~Methods Of Mathematical Physics II~~	~~3~~
PHYS 7220	Classical Mechanics	3
PHYS 7250	Classical Electrodynamics I	3
~~PHYS 7260~~	~~Classical Electrodynamics II~~	~~3~~
PHYS 7320	Quantum Mechanics I	3
~~PHYS 7330~~	~~Quantum Mechanics II~~	~~3~~
PHYS 7450	Statistical Mechanics	3
PHYS 8040	**Physics and Astronomy Professional Development Seminar**	**1**
Select at least 18 additional hours of credit in physics in courses numbered higher than 6100 approved by the student's committee		18
Dissertation research [1]		30–60
Total Hours		90

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ATTR 6730 : Optimization of Performance and Wellness

Prerequisites, Corequisites, and Restrictions

Is there a prerequisite(s)?

> Yes

Prerequisites as displayed in the Catalog:

> KINE 6630, Minimal grade: B-, Academic level: GR
> Or ATTR 6630, Minimal grade: B-, Academic level: GR

Modified or New Prerequisites

> **KINE 6620, Minimal grade: B-, Academic level: GR**
> **Or ATTR 6620, Minimal grade: B-, Academic level: GR**

Can the pre-requisite be taken at the same time as the course?

> **No**

Course Inactivation Proposal

Viewing: **KINE 6620 : Clinical Skills II**

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Finding Proposals at Graduate Council Level for Approval

Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

	Search	☐ Archive ☐ History	- OR -	Propose New Course	Quick Searches... ▼

Course Code	Title	Workflow	Status
	Pediatric Internship in Speech Language Pathology	GR SLP Curriculum...	edited
SOC 6280	Applied Social Research Methods	GR SOC Curriculu...	edited
PSY 6720	Social Cognition	Graduate Council ...	added
PHYS 8040	Physics and Astronomy Professional Development Seminar	Graduate Council ...	added
ATTR 6120	Evaluation and Management of Peripheral Joint Injuries	Graduate Council ...	edited
ATTR 6150	Foundations of Athletic Training Practice	Graduate Council ...	edited
ATTR 6220	Evaluation and Management of Head and Spine Injuries	Graduate Council ...	edited

Finding Proposals at Graduate Council Level for Approval

Program Management

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Quick Searches provides a list of predefined search categories to use.

| | Search | History | - OR - | Propose New Program | Quick Searches... ▼ |

Program Code	Program Name	Workflow	Status
CE-ITEC-CRG	Intrprt Teamng Erly Ch, Certificate	GR TED Curriculu...	edited
BU-ACCT-MSA	Accounting, MSA	Graduate Council ...	edited
BU-ABAN-MS	Applied Business Analytics, MS	Graduate Council ...	edited
BU-ABAN-MABA	Applied Business Analytics, MABA	Graduate Council ...	edited
SM-PHYS-PHD	Physics, PhD	Graduate Council ...	edited
AR-ECON-MA	Economics, MA	Graduate Council ...	edited

Help

CIM HELP

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

- CIM FAQS

- CIM Courses Help Document

- CIM Program Help Document

CIM Training

Feb. 13: 11 a.m.-noon, Carlson Library 1035

Feb. 21: 2-3 p.m., Carlson Library 1035

Feb. 24: 3-4 p.m., Carlson Library 1035

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