

NDSU Streamlining Curricular Course Changes in CourseLeaf Proposal

Proposal Date February 19, 2019

Approved by University Curriculum Committee on April 1, 2019

Approved by Faculty Senate on April 8, 2019

Background

Administration and faculty continue to discuss and explore potential efficiencies through existing technology. CourseLeaf's CIM Courses module is capable of updated programming to streamline the review process for simple course edits.

Proposal

Change current curricular review procedures at NDSU (outlined at <https://www.ndsu.edu/facultysenate/acadaffairs/channels/>) and within CourseLeaf to separate curricular course change requests into the categories of 1) substantive and 2) non-substantive and expedite the curricular review process for changes that fall within the latter category.

The category of substantive course changes would include:

- approval of new courses, including general education courses
- addition or deletion of course co-pre-requisites
- changing course credits
- requests for cross-listing of courses
- requests to seek general education classification for an existing course
- requests to revalidate current general education courses
- requests to add a graduate section to an undergraduate course (e.g., piggy-backing)

Substantive course changes would continue to follow the existing workflow path/curricular review process indicated at <https://www.ndsu.edu/facultysenate/acadaffairs/channels/>.

The category of non-substantive course changes would include:

- activation and inactivation of existing courses
- revision of course bulletin descriptions
- revision of course titles
- changes in course numbering
- typos

Expedited review would still involve entering proposed "non-substantive" changes in CourseLeaf. The current review process would be updated:

- 1) Expediting the workflow for non-substantive changes
 - Initiator > Department Chair or Head > College Curriculum Committee (FYI only) > Graduate Council (FYI only) > University Curriculum Committee (consent agenda) > Faculty Senate
- 2) Removing the requirement to submit a syllabi as part of requesting these changes.

Rationale

North Dakota State University could benefit from more efficient method for approving curriculum changes. Currently, non-substantive changes and other requests can take a long time and involve a lot of faculty effort. Meanwhile, substantive change requests, which also require significant time in review, are delayed often. This proposal will:

- Permit greater focus on substantive matters of curriculum, by saving initiating and reviewing entities at North Dakota State University time spent on non-substantive curricular matters.
- Encourage departments to make curricular updates in a timely fashion, creating more nimble and innovative curricula that match evolving program needs.
- Create greater consistencies in curricular review at all levels, with improved understanding of what should be reviewed in each proposal.

Next Steps

Proposal presented to University Curriculum Committee, with ultimate approval at Faculty Senate. Registrar Rhonda Kitch would coordinate statement of work with CourseLeaf representatives and ensure the Office of Registration and Record's budget can fund the effort. Goal for updates to be ready by start of fall 2019 semester.