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Curriculum Responsibilities

Department Level

- Organize faculty curriculum committee(s)
- Conduct an annual curriculum review
- Propose curriculum changes to the college dean

College Level

- Help departments understand and follow university policies and procedures
- Ensure that department curricula are clearly articulated and fully supported
- Review and, when justified, recommend department curriculum proposals to the University Curriculum Council or Graduate Council

University Level

- Associate deans responsible for curriculum assist in establishing and implementing university curriculum policy and procedure through full participation in the functions of the University Curriculum Council
- Curriculum oversight by the University Curriculum Council in collaboration with the Graduate Council, Faculty General Education Council (FGEC) and the University Council on Teacher Education (UCOTE)

University Curriculum Council

The function of the University Curriculum Council is to advise, support, and represent the Academic Vice President in matters of learning, teaching, and curriculum including, but not limited to, approval and oversight of undergraduate programs and courses, graduate courses, grade rules, examination policy, catalog content, limited enrollment programs, curriculum policy and procedure, and the improvement of teaching and learning through periodic review of program and course objectives, expected learning outcomes, teaching strategies, and assessment.

University Curriculum Council

as of 01 February 2012

Council Reports to:

Webb, Brent Academic Vice President

Executive Council:

Keith, Jeff (Chair)	2-4331	Associate Academic Vice-President, D-380 ASB
Bell, John D.	2-3037	Dean, Undergraduate Education, 302 MSRB
Osguthorpe, Russell T.	2-1804	Center for Teaching and Learning, 3810 HBLL
Smith, Brooke (Curr. Specialist)	2-4245	Registrar's Office, B-150 ASB

Members:

Allred, Barry	2-4530	Registrar, Student Academic & Advisement Services, B-150 ASB
Barton, Gary	2-2368	Associate Dean, Fine Arts and Communications, A-501 HFAC
Clark, Gregory	2-3581	Associate Dean, Humanities, 4002 JFSB
Crane, James	2-7308	Assistant Dean, Graduate Studies, B-383 ASB
Fee, John	2-3464	Law School, 418 JRCEB
Glines, Lee	2-4149	Associate Dean, Continuing Education, 395 HCEB
Graham, Charles	2-4110	Associate Dean, Education, 301 MCKB
Kowallis, Bart J.	2-2467	Associate Dean, Physical & Mathematical Sciences, N-181 ESC
Magleby, Spencer	2-3151	Associate Dean, Engineering & Technology, 270 CB
Murdoch, Robert	2-5107	Assistant University Librarian, Library, 2060 HBLL
Neiger, Brad	2-3313	Life Sciences, 301B WIDB
Pedersen, Tyler	2-6291	Counseling & Career Center, 1536 WSC
Ravert, Patricia	2-1167	Associate Dean, Nursing, 500D SWKT
Ringer, Jeff	2-3378	Kennedy Center, 237-E HRCB
Roper, Susanne	2-2058	Associate Dean, Family, Home, & Social Sciences, 990Q SWKT
Scanlon, Rory	2-3430	Associate Dean, Undergraduate Education, 350A MSRB
Thompson, Michael	2-2794	Associate Dean, Management, 730 TNRB
Wright, Dennis	2-3290	Associate Dean, Religious Education, 370-C JSB

Curriculum, Learning, and Teaching Alignment

Mission, Purpose, and Goals	Value Added	Assessment, Analysis, Evaluation, and Improvement	
		Line	Support
BYU Mission & AIMS ↑	“BYU experience” ↑	President’s Council and Academic Vice President’s Council	University Curriculum Council and the Office of Planning and Assessment
Program Purpose & Goals ↑	Curricular Structure ↑	Deans/Department Chairs, University Curriculum Council, And Graduate Council	College/school/department curriculum committees and the Office of Planning and Assessment
Course Purpose & Goals	Learning Processes & Student Outcomes	Individual faculty, program-level faculty committees, Faculty General Education Council, and University Curriculum Council	Department/school curriculum committees, Educational Resource Group*, and faculty professional development seminars and workshops

*Educational Resource Group includes: Center for Instructional Design (CID), Faculty Center, Testing Services, Harold B. Lee Library, Department of Independent Study, and BYU Bookstore.

6/28/04

Curriculum Planning Cycle

This document will aid those responsible for development and maintenance of curriculum. The timeline indicates the University's cycle leading to publication of the yearly graduate and undergraduate catalogs and class schedules.

Department and college curriculum personnel should note the year-round process of curriculum review and development. However, **after catalog and class schedule publication deadlines, changes to the curriculum of the university should not be expected.** (Exceptions must remedy a gross error or meet an unusual need as determined by the University Curriculum Council.)

Curriculum personnel should coordinate the **yearly review** of all undergraduate and graduate level programs and courses (**especially 500-level courses**) to make sure they are completed by the October 1 deadline.

Course or program changes approved at the department and college level must be submitted on schedule for review at the university level (see Program & Course Documentation section). All approved course or program changes will be included in the next published graduate and undergraduate catalog and will be effective beginning the year reflected by each catalog.

DEFINITION OF CURRICULUM REVIEWS:

The following must be reviewed and approved by the University Curriculum Council and/or the Graduate Council before they can be officially integrated into the curriculum of a college or department:

Course Change

Any change in a course, (i.e., course number, credit hours, lecture hours, lab hours, name of course, description, prerequisites, etc.), addition of a new course, or deletion of an existing course.

Any changes to courses (i.e. credit hours) that affect degree programs require submission of a program change request.

Course changes, additions, or deletions are submitted by departments to their college curriculum representative for review, approval, and submission to the University Curriculum Council.

Program Change (major, minor, certificate)

Any change to an existing program, (i.e. name, requirements, etc.), a new program, or the deletion of an existing program.

Department Change

A request for a department name change, creation of a new department, or the deletion of an existing department.

Programs (or departments) will not be changed during the curricular year. Programs approved for a curricular year (starting each fall semester) will remain until the following year.

ANNUAL CURRICULUM REVIEWS:

Each department and college should conduct annual reviews of all programs and courses offered. The following items should be included in this review:

- Limited enrollment programs
- Undergraduate programs that exceed 60-hours
- Minors
- Certificate programs
- Proliferation of teaching areas
- Proliferation of emphases/specializations
- Number of students enrolled in each program
- Number of graduates from each program

Program or course changes resulting from annual reviews should conform to the Planning Cycle Timeline that follows.

Planning Cycle Timeline

CURRICULUM, PROGRAM REVIEWS, COURSE OFFERINGS, AND CLASS SCHEDULING

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Curriculum Review	Annual Departmental Curriculum and Program Reviews c submit paperwork of changes to University Curriculum Council for approval as reviews are finalized by departments and colleges.									Review 100-400 level only. Start next year's graduate reviews.		
Graduate Catalog	Next curricular year printed							1st Proof* to departments for next catalog	Next catalog Pending**; 1 st Proof due approx. Oct 1 st .		Final Proof due approx. Nov 11.	
Undergrad Catalog		Next curricular year's Final Proof	Published					1st Proof* of next catalog to departments			Changes in curriculum due Nov 1.	1st Proof of catalog due 12/1
Class Schedule		Fall's Final Proof Due Back	Fall's class schedule online		Winter's Source Documents Distributed			Winter's Final Proof Due Back	Winter's class schedule online Sp/Su Source Documents Distributed		Sp/Su Final Proof Due back	Sp/Su class schedule online Fall Source Documents Distributed
Registration Begins		For Sp/Su approx. Feb 1		For Fall approx. Apr 1						For Winter approx. Nov 7		

*Summarizes all curriculum and program changes approved through mid-August.

**The University Curriculum Council analyzes all items left pending as of end of Summer Term. No new curriculum or programs for next year can be approved unless there are compelling reasons for doing so and the University Curriculum Council approves an exception.

Procedures

Curriculum Changes

1. The department elects to make changes to its curriculum (courses or programs). Faculty fill out the proper forms and submit them to the department chair for approval and a signature. This must meet the fall deadline to be effective the next curricular year. (Plan one year in advance.)
2. The signed curriculum forms are then submitted to the college dean's office for the associate dean assigned as the college's representative on the University Curriculum Council (UCC). The associate dean reviews the request with the College Curriculum Committee and determines approval or denial. If denied, the request goes back to the department. If approved, the UCC representative signs the form(s).

If there is not a College Curriculum Committee the associate dean must be responsible for ensuring the request meets all university policies and procedures.

3. The forms are then sent to the university curriculum administrative assistant who produces a summary of the curriculum changes requested by the department, attaches this summary to the submitted forms, makes copies, and presents them to the UCC Executive Committee.
4. The UCC Executive Committee decides which curriculum review items can be "Approved Without Discussion" and which need to be presented to the UCC for review.
5. The curriculum administrative assistant prepares the agenda for the UCC meeting, including the "Approved Without Discussion" list and copies of items that need to be reviewed by the UCC. The agenda, any review items, and additional material the Executive Committee determines UCC members need before the next meeting are put into packets and distributed to Council members on the Friday before the Tuesday UCC meeting.
6. During the UCC meeting, each member who has a review item on the agenda presents the college or department's case. The representative should be prepared to represent the department or college interests. If there are questions of substance the representative cannot answer, the item under discussion may be tabled until further information can be obtained. If the UCC elects to deny a request or send it back to the department or college for further work and/or information, the college representative is responsible to work with those responsible to resolve issues or announce the UCC's denial and share the reasons for such.
7. After the UCC meeting, the curriculum administrative assistant updates the computer database with the curriculum changes that were approved.
8. An email is sent to departments with a copy of the summary of the curriculum requests that have been approved. The UCC member responsible for the department also receives a copy of this email with the summary attached.

University Catalogs (Graduate and Undergraduate)

1. When it is time to update the university catalogs the curriculum administrative assistant reviews copies of all the summary sheets of approved curriculum changes and inserts the changes into the undergraduate catalog and the Graduate Office dean's administrative assistant works on the graduate catalog.
2. Once all information is updated in the catalog, final proofs are generated and distributed to all academic departments. When final proofs are returned, the curriculum administrative assistant and Graduate School administrative assistant checks to make sure that all changes have been approved by the UCC or Graduate Council. This includes a check of late changes that have been approved. Changes from the final proofs are inserted in the catalog.
3. After the catalogs are set, they are posted online ready for use.

4. If catalog errors are discovered or changes are approved after publication, the curriculum administrative assistant makes the corrections or changes in the online HTML catalog.

Major Academic Plans (MAPs)

1. MAP sheets for each undergraduate major degree program (and a few minor programs) are updated based on curriculum changes approved for the next curriculum year.
2. The curriculum administrative assistant ensures the MAP reflects the same degree requirement information printed in the catalog. Sometimes, more explanatory or directive information is included on a MAP than in the catalog because additional space is available.
3. Once MAPs are completed and sent to College Advisement Centers for copying and distribution, copies of the MAPs are posted online.

Reqsheets (templates for the Progress Reports)

1. After undergraduate major or minor program changes have been approved, the curriculum administrative assistant makes changes to the computer curriculum database for each undergraduate program. This, in turn, generates the Progress Reports and MyMap for students who enter the program during the affected curricular year.
2. Past years' program requirements are usually not changed at the time new degree setups are created on the curriculum database.

From time to time, advisors will ask the curriculum administrative assistant to fix a setup for a past year because courses have been deleted or changed in such a way that the Progress Report and MyMap are not reflecting correct information. The CAC and curriculum administrative assistant determine a way to show necessary changes on the Progress Report and MyMap without destroying historical data or causing increased confusion. This helps students keep on track in their degree programs even though there are some adjustments in the courses listed to fill requirements. Students who have already taken an old course will receive credit and students who need to take an equivalent course will be directed to an appropriate equivalency. When this cannot be accomplished cleanly in the database for the Progress Report and MyMap system, advisors work with students individually to help them fill requirements appropriately and in a timely manner

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