2019-2021 Catalog Review Cycle


Top Resource: Registrar’s office [catalog@calpoly.edu](mailto:catalog@calpoly.edu)
Susan Olivas, Associate Registrar for Curriculum, Catalog and Scheduling
Stuart Fryer, Curriculum and Catalog Lead
Shayna Bailey, Catalog Editor

Review Process and Roles - [http://registrar.calpoly.edu/departments-colleges](http://registrar.calpoly.edu/departments-colleges)
Flow of approval, responsibilities, protocol for impasse and resolution

Course Policies and Guidelines - [http://registrar.calpoly.edu/course-policies-guidelines](http://registrar.calpoly.edu/course-policies-guidelines)

Course Learning Objectives – Link to writing good CLOs (can also consult CTLT)
- Information on CLOs, Instruction Mode, Proposing and Editing Courses, GE, USCP, Online Courses, and Special Topics Courses
- Align CLOs, Assessment, and Classroom Activities.
- Bloom’s taxonomy – action-oriented verbs. At the end of the course, the student should be able to............
- Assessment – generally you won’t have the same assessments for every CLO (e.g., don’t just copy and paste “Homework, quizzes, exams” for every CLO)
- [http://registrar.calpoly.edu/course-learning-objectives](http://registrar.calpoly.edu/course-learning-objectives)

Consultation with Other Departments - [http://registrar.calpoly.edu/consultation-other-departments](http://registrar.calpoly.edu/consultation-other-departments)
- Professional courtesy, opportunity for collaboration
- Consultation memo – format is online

Reviewing Proposals during Catalog Review Cycle (from main page)
- Course Proposal Checklist, Curriculum Proposal Checklist (for Programs)
- Catalog Review Notification Memo Template (from Department to College Curriculum Chair)

Program Policies and Guidelines - [http://registrar.calpoly.edu/program-policies-guidelines](http://registrar.calpoly.edu/program-policies-guidelines)
- Editing an Existing Program, Proposing New Minors/Concentrations/Specializations/Degree Programs/Graduate Certificate Programs, Discontinuing a Program, Name Changes

Submission Timelines - [http://registrar.calpoly.edu/2019-2021-catalog](http://registrar.calpoly.edu/2019-2021-catalog)
- Timelines listed for catalog cycle, new courses, editing courses
- Proposals from the College due date: MAY 1, 2018
- Outside of a catalog review cycle, the only edits that may be proposed for a course are: (a) making requisites less restrictive, (b) adding a crosslisting and (c) adding online delivery of a course that has traditionally been offered in-person (proposal is required only if more than 50% of the course’s contact hours are being replaced with technology)

*Two most common reasons ASCC rolls back courses:
Poorly worded CLOs and Lack of Consultation