

2021-2022 Catalog Review Cycle

Great Resource: <http://registrar.calpoly.edu/curriculum-handbook>

Top Resource: Registrar's office catalog@calpoly.edu

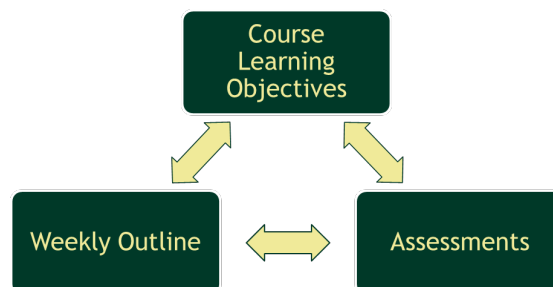
Review Process and Roles - <http://registrar.calpoly.edu/departments-colleges>

Flow of approval, responsibilities. Also Impasse and Resolution

Course Policies and Guidelines - <http://registrar.calpoly.edu/course-policies-guidelines>

Course Learning Objectives – Link to writing good CLOs below (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>



Checklists for Course and Program Proposals - <https://registrar.calpoly.edu/curriculum-handbook>

- Share these checklists with department faculty to assist them with submitting proposals
- As curriculum committee members, use these checklists when reviewing proposals

Consultation with Other Departments

- Most consultation is automated through the Curriculum Management system as long as 'trigger' questions in online forms are answered correctly
- Manual consultation is still needed in the following cases:
 - Propose a new program that includes courses offered by another department.
 - Propose a new course to be added to another department's curriculum.
 - Propose a new course with course requisites offered by another department.
 - Edit a course, adding or removing course requisites offered by another department.
- Consultation memo templates available at https://registrar.calpoly.edu/Curriculum_Forms

Program Policies and 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 - Proposals to be approved by college (Associate Dean) by **JUNE 1, 2020**

Two most common reasons why ASCC rolls back new course proposals

- CLOs can be improved
- Need consultation with other departments