

Curriculum Management: From Proposal to the Cal Poly Catalog

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During Session, please...

- ✓ SILENCE CELLPHONES
- ✓ SAVE QUESTIONS TO THE END OF THE SESSION
- ✓ AVOID SIDE CONVERSATIONS
- ✓ COMPLETE OUR SURVEY

...Thank You!



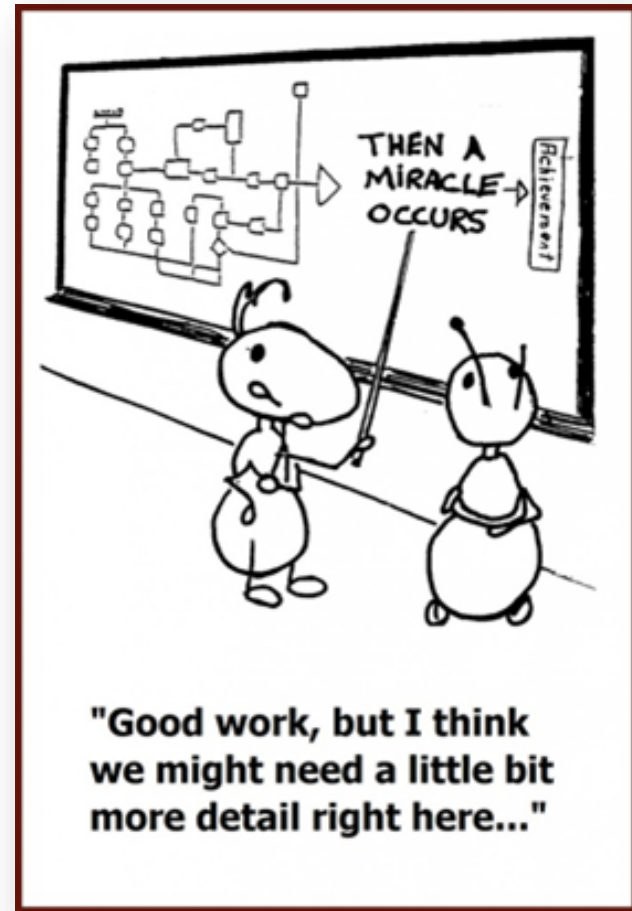
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Session Objectives

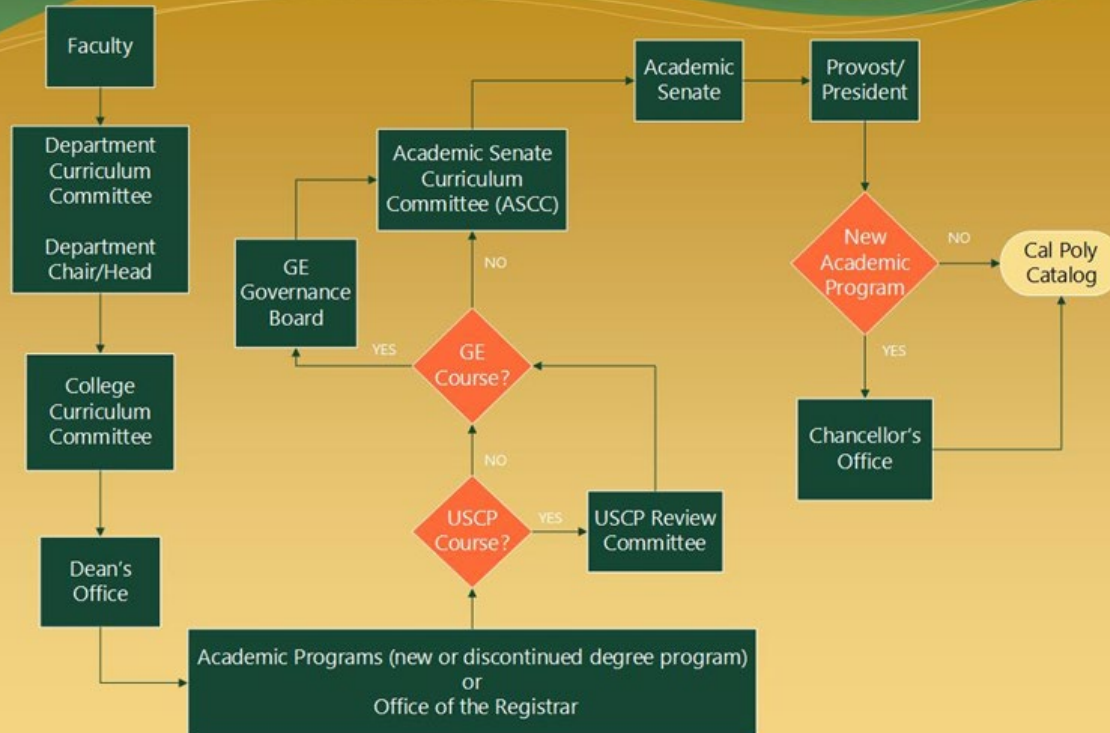
- Understanding the catalog review process
- Navigating the Curriculum Handbook
- Using the Curriculum Management system



Catalog Review Process



Catalog Review Cycle - Curriculum Development & Approval Process



Curriculum Handbook

<https://registrar.calpoly.edu/curriculum-handbook>

- Designed to aid faculty in the development of courses and programs
- Information regarding the Catalog Review Cycle
- Status of proposals
- Curriculum Management System



2019-20 Catalog Review Cycle

During the catalog review cycle, the following types of proposals may be submitted:

- Course Proposal
 - ✓ Deactivate a course
 - ✓ Add a new course
 - ✓ Edit a course
- Program Proposal
 - ✓ Deactivate a program
 - ✓ Add a new minor, concentration or specialization
 - ✓ Edit a program



2019-20 Out-of-Cycle Proposals

- Certain proposals may be submitted for consideration for the current catalog
- Propose a new course or add online delivery
 - ☐ Not for General Education (GE)
 - ☐ Does not create a new curriculum requirement for students
- Propose an edit for an existing course
 - ☐ Making requisites less restrictive
 - ☐ Adding a cross-listing
- Propose a new minor
- Propose a new degree program



2020-21 Catalog Proposals

New course or online delivery of a course

For a new/online course to be offered in:	GEGB or ASCC must receive proposal by:	Department starts planning their class schedule:*	Class schedule published:*	Registration for classes starts:*
Summer 2020	November 1, 2019	January 2020	April 2020	April 2020
Fall 2020	November 1, 2019	January 2020	May 2020	May 2020
Winter 2021	April 3, 2020	May 2020	October 2020	November 2020
Spring 2021	September 25, 2020	August 2020	February 2021	February 2021

Edit a course to make its requisites less restrictive or to add a cross-listing

For an edit to a course to first be effective:	Office of the Registrar must receive proposal by:	Department starts planning their class schedule:*	Class schedule published:*	Registration for classes starts:*
Summer 2020	December 6, 2019	January 2020	April 2020	April 2020
Fall 2020	December 6, 2019	January 2020	May 2020	May 2020
Winter 2021	April 3, 2020	May 2020	October 2020	November 2020
Spring 2021	September 25, 2020	August 2020	February 2021	February 2021



Future Catalog Proposal Timelines

- Starting with the 2021-22 catalog, we'll be back to a standard catalog review cycle
- Agility of one year catalog eliminates the need for out-of-cycle timelines
- GE recertification will occur as part of each catalog review cycle

Courses for Recertification Review	Catalog Review Cycle
GE Areas A and B	2021-22
GE Areas C, D and E (Lower-Division)	2022-23
GE Areas C and D (Upper-Division)	2023-24



Curriculum Handbook

- Policy and guidelines for course and program proposals
- Resources for writing course learning objectives
- Selected topic proposals
 - Policy
 - Timelines

Status of Proposals

- Out of Cycle summary for current academic year
- Catalog Review Cycle summaries for current or next catalog
 - Complete summary of new programs, deactivated programs, and program name changes
 - College-by-college summaries
 - New programs, deactivated programs, program name changes
 - Curriculum changes where a course offered by another department has been added or removed
 - All course proposals (new, edits, and deactivations)

Curriculum Management System

- Online Curriculum Management system is used by faculty for submitting, reviewing, and approving course and program proposal for the Cal Poly Catalog
- First used for the 2015-17 catalog
- Access is through the Curriculum Management portlet on the Cal Poly portal
- All faculty automatically receive access
- The system is comprised of three areas
 - Course Inventory Management
 - Program Management
 - Workflow

Curriculum Management

Use the online forms and electronic workflow in the Curriculum Management system to submit proposals for the catalog. For additional information, refer to the [Curriculum Handbook](#).

Course Inventory Management

- Edit, deactivate, reactivate, or propose a course.

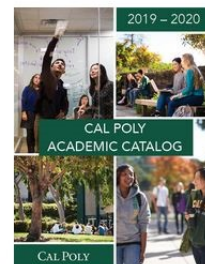
Program Management

NOTE: As the General Education template is being revised and applied to curricula for the 2020-21 catalog, programs may not be edited in the Curriculum Management system. In the interim, departments will still have access to deactivate or to propose new programs (e.g. concentrations, minors) in the system for the Summer 2021 catalog.

- Edit a program's description, learning objectives/outcomes, or curriculum.
- Deactivate or propose a concentration, graduate certificate, minor, or specialization. (Contact Academic Programs and Planning to propose, elevate or deactivate a degree program.)

Workflow

- View and manage workflow, if you have approval responsibility, such as chair of a curriculum committee or chair/head of a department.



Course Inventory Management

- Deactivate a course
- Edit a course
- Propose a new course
- View approved course proposals

Program Management

- Deactivate a program
- Edit a program
- Propose a new program
- View approved program proposals

Workflow

- View and manage workflow by role
- Commonly used by department chairs/heads, associate deans, and chairs of curriculum committees
- Approver can edit, roll back, or approve a proposal when it's in their workflow
- Once a proposal is in workflow, it can't be edited by anyone except the individual who has it in their workflow
- Reviewer and rollback comments display at bottom of proposal

Recap

- Are familiar with the catalog review process
- Know where to find information in the Curriculum Handbook
- Understand how the Curriculum Management system is used



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- Questions?
- Contact us at catalog@calpoly.edu

