

*Curriculum for fun and
profit; oh, and for student
success and educational
excellence!*

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How a Proposal Becomes a Course

CSUN CURRICULUM PROCESS

Approved Curricular Changes are entered into the catalog and into SOLAR (Schedule of Classes) for the appropriate semester.

Educational Policies Committee (EPC) reviews and approves of curricula and related policies and procedures for undergraduate programs. Undergraduate courses range from 100 to 400 level.

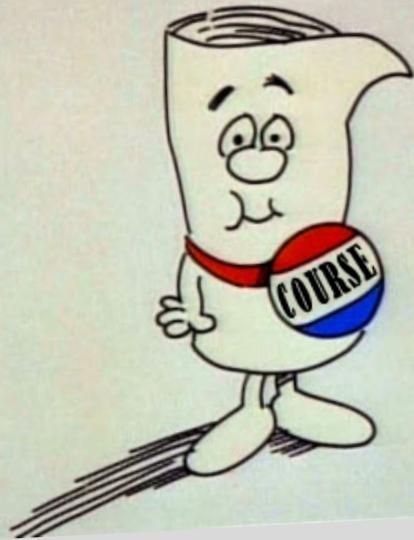
Graduate Studies Committee (GSC) reviews and approves of curricula and related policies and procedures for graduate and post baccalaureate programs. Graduate programs range 500 level and above.

Both EPC and GSC review programs that serve undergraduate, graduate, and post baccalaureate students.

Associate Deans Discuss proposed curriculum with EPC and GSC chairs at the beginning and end of spring semesters. EPC and GSC chairs set schedule of curriculum review for the next semester.

Each Associate Dean reviews final drafts and routes proposals to EPC and/or GSC

Departments develop & propose new curricula via OnBase and route to College Curriculum Committee for Review



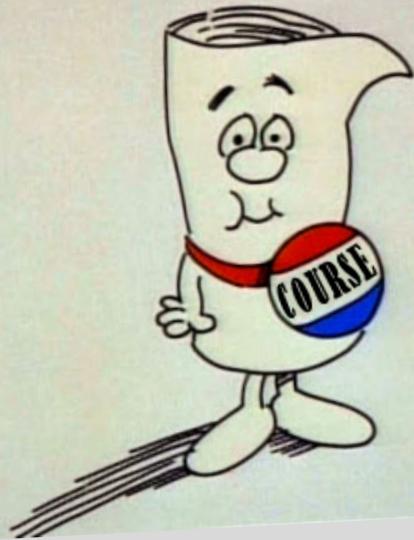
He's just a coursey
headed for EPC

Meet CP

CP is a course proposal ready for
Spring 2020.

Faculty have been working on
him.

His first step is the department.



CP and the department

After the department talks about CP, he gets voted on. If approved by the department faculty, he can go the College.

All courses must be approved by the department before going to the college.

CP goes to the College

Since CP was approved by the department in Spring 2020, he *may* be considered at the College the same semester.

It may be the next semester depending on timing.

Let's say CP is approved at the College in Spring 2020 as well.



CP goes to the University

At the end of Spring 2020, CP's associate dean indicated in OnBase that the course is ready for university consideration.

The associate deans meet with the chairs of GSC and EPC to discuss all the CPs (and other curricula) in Summer 2020.



CP and AD get ready for EPC!

CP journeys on

- If no one raises concerns at the Associate Dean/GSC and EPC Chair meeting, CP is moved to the EPC/GSC agenda
- Then...
- If CP is a 100-400 level class for undergraduates only, he is discussed at EPC in Fall 2020. If approved, he is available for scheduling one year later in Fall 2021.
- If CP is a 500-600 class (or a 400 level class available for graduate credit – must say “available for graduate credit” in the course description), he is discussed at GSC in Fall 2020. If approved, he is available for scheduling one year later in Fall 2021.

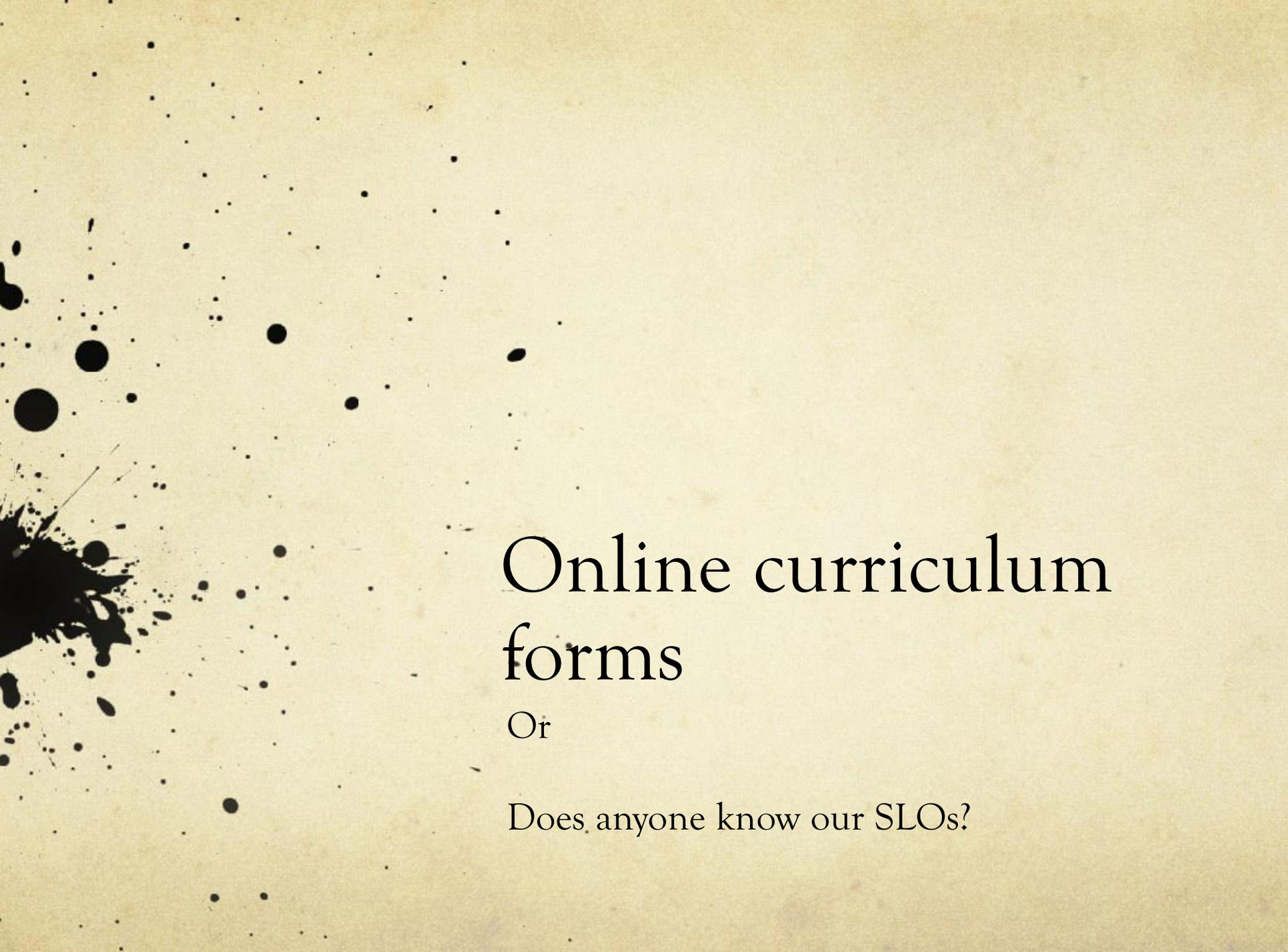
CP the GE

If CP is a GE course, it needs to meet 2 of the SLOs for the GE section selected unless...

It's Information Competence, for which it has to meet all the SLOs

It's upper division, then it must meet all the SLOs for writing intensive

It's American Institutions, then it has to meet the state guidelines



Online curriculum forms

Or

Does anyone know our SLOs?

For new courses...

- Login to OnBase
- All of the boxes have to be filled in.
- All the attachments have to be attached.
- Be sure to save as you go along as it will time out.

We love OnBase!

- Use a Supported Web Browser
- DON'T log into other CSUN web services such as Portal, Box, etc.
- Make sure the CSUN logo appears at the top left of the form
- Fill out the minimum required fields and save a draft (you can also use the Print button to save a PDF before submitting)
- Make sure you receive the confirmation message before closing your window

While we're at it

- A word about browsers...

- Use this one



- Or this one



Areas to watch for:

- Catalog Description: Make sure it matches the tone of the catalog in general and your department or program specifically.
- Date of implementation: Generally three semesters from when the form itself is filled out. Early implementation may only be justified if the proposal is necessary for accreditation, some compelling student success reason, a Chancellor's Office or campus mandate, etc.
- Basis of grading: GE courses must be letter grade only
- Number of times a course may be taken: normally once. If you want more, consult on how to justify.

Areas to watch for, continued

- Proposed uses: Make sure to check all that apply.
- Justification: Why this course? Why this change to the program? Why now?
- Course Outline and syllabus: The outline gives the overview. The syllabus is considered a sample but should provide reviewers with a sense of the scope of work and flow of the course.
- SLOs and Assessment: Identify the SLOs (program and GE) that the course meets and explain how students will be evaluated in the course

Areas to watch for, continued

- SLOs: You have to show how the course aligns with programmatic and/or GE SLOs.
- Assessment: Hopefully your department has a wonderful assessment structure already in place. If so, show how this course fits into it. In the proposal, you need to ...
 - Outline how the course fits into your program (or GE) assessment plan
 - Outline how the proposal is the result of prior assessment efforts
- This can be done in matrix form or in narrative form

Consultation and resource implications

So with whom should you consult?

- Any department that will use the course as an elective or requirement.
- Any department that has moderate to significant subject matter overlap with the course.
- Always notify the library.



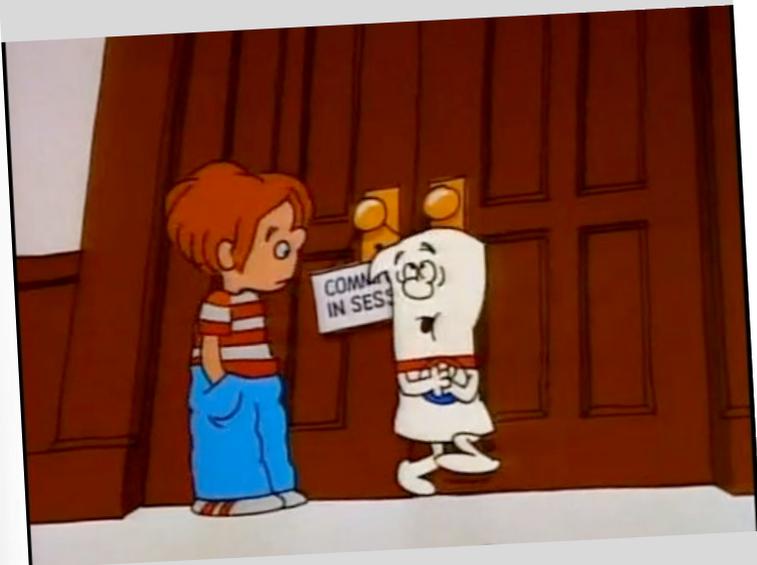
Consultation and resource implications

How long do you wait to hear?

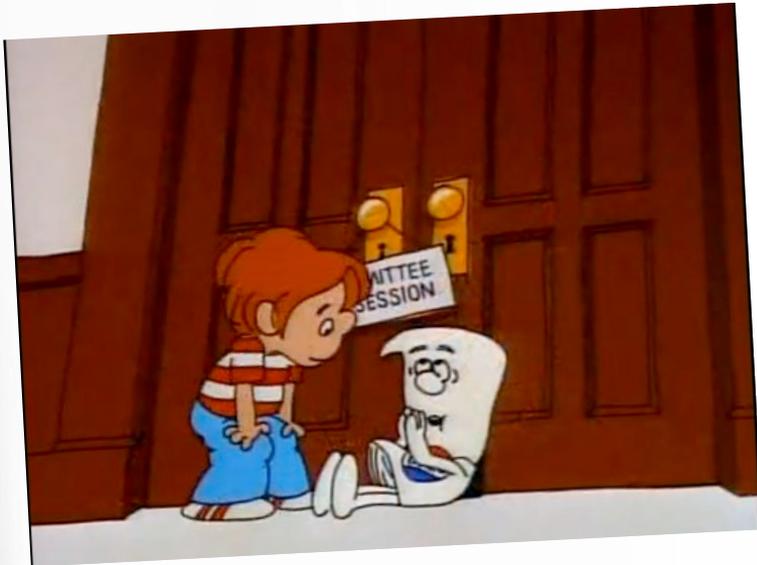
Two weeks and then the
consultation defaults to “yes.”

What if the department says no?

Indicate that on the form and be
prepared to discuss the issue(s) at
EPC, and/or GSC.



Consultation and resource implications



What if the course will impact another department financially?

Make sure all the relevant deans know

Money issues are not the purview of the curriculum committees

Still, it's best not to pretend they're not there

**THERE ARE ALWAYS
RESOURCE IMPLICATIONS**



The universe question

We rarely (if ever) delete
programs

We rarely (if ever) delete classes

Is this student friendly?



Wait, wait, what about classification?

What are C and S factors and why do they matter?

Every course has a course classification and they are all either a C or S factor class



C courses

C courses are Carnegie hour courses.

While today we believe in assessment and outcomes (have you called Bonnie yet?)...

C courses have time structures.

Those time structures are part of degree requirements.

They are also part of the collective bargaining agreements.

C courses have time limits.



C courses: by the numbers

C1-C6: 1 total hour per week per unit

C7-C14: 2 total hours per week per unit

C15-C21: 3 total hours per week per unit

C courses also have a K-factor. The K-factor is the weighted teaching load for the faculty member teaching the course.

C1-C6 have a ratio of 1 unit to 1 K factor

C7-C21 courses have higher K factors (ranging from $1/1.3$ to $1/6$)



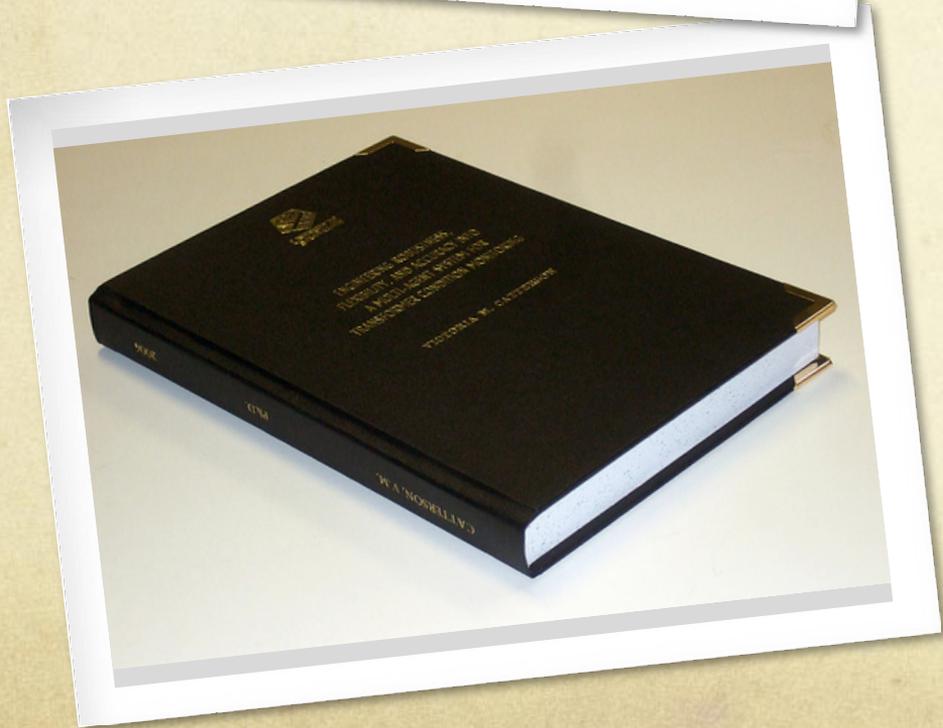


But...

How can we do internships?

Theses?

Independent study courses?





S to the rescue! (Sort of)

S-factor classes are outcome (not time) based.

Any course that has an outcome based structure or exceeds the time limits of a C-course, can be an S.

The S “problem”

- S classes have a per student K factor.
- S-48 is 4 students/1 unit
- S-36 is 3 students/1 unit
- S-25 is 2 students/1 unit
- PT faculty have to be paid for S-courses
- FT faculty have to have S-factor courses calculated at the correct K-factor

$$a_n = \begin{cases} \frac{1}{2} a_{n-1} & \text{for } a_{n-1} \text{ even} \\ 3 a_{n-1} + 1 & \text{for } a_{n-1} \text{ odd} \end{cases}$$

- S courses generate FTES like C courses do, but at much much lower rates (due to cost).
- Each graduate thesis course runs and FTES deficit of \$500-2000



Sort of.

BUT...

There is also:

✧ Program Modifications

✧ New Programs

✧ Course Modifications

✧ Mixed lab/lecture courses

✧ What has to go the the
Chancellor's office

✧ Cross-listed courses

✧ And undoubtedly lots more.



Thank you!



Questions?

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