Course Add/Modify Business Process Workflow

June 25, 2021

THE UNIVERSITY OF ARIZONA
College of Nursing

Course Add/Modify Business Process Workflow

- The process by which courses are created or modified and then approved
- Approval is required from both college faculty and the university
- Two separate pathways
  - New Course Creation: adding new courses to the college's existing degree programs
  - Course Modification: changes to existing course title, learning outcomes, descriptions, units, etc.
- At the college level, faculty control courses through the process on Slide 4
- After college approval, courses are routed through required university approvals
  - The same system is used for both undergraduate and graduate courses
  - Undergraduate courses require approval of several UA subcommittees
  - Graduate courses require approval of several UA subcommittees and the Graduate College
  - All courses, new or modified, are subject to a mandatory university-wide review period
  - Final approval comes from the Curricular Affairs Office

College of Nursing Course Deadlines

Term in which new/modified course will first be offered	Date by which OSAA needs all documentation for processing
Fall	November 1
Summer	November 1
Spring	May 15

Example #1

To offer a new course in Summer or Fall 2022, OSAA must receive all documentation by November 1, 2021

Example #2

To offer a new course in Winter 2022 or Spring 2023, OSAA must receive all documentation by May 15, 2022

Please note: Information is due to OSAA roughly 1 year prior to offering the first new/modified course

Visual Guide

Faculty (in communication with Program Director & Division Chair) initiate discussion for creating a new course OR modifying an existing course

→

Create ticket with LHTI
CON-ServiceDesk@arizona.edu

→

Prepare key elements (ideas or actual content) of the syllabus (EISLOs, Course Description, Number of Units, and Course Content) and send to LHTI team prior to course consult

→

Collaborate with LHTI team to complete syllabus and determine other course needs (interactives, QM, curriculum mapping)

→

Submit final syllabus to Program Director, Division Chair & OSAA Director for review

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Submit syllabus to appropriate CISC subcommittee for review

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CISC subcommittee reviews & approves by vote OR requires additional edits and updates

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Course should also be discussed at the appropriate faculty forum [Doctoral Forum, BSN meeting, etc.] prior to subcommittee vote, or soon thereafter.

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Final draft of syllabus sent to Main CISC for review. Main CISC forwards to Faculty Council either as FYI to Faculty or for formal vote.

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Faculty Council informs faculty of change and syllabus information on D2L and then requests formal vote as appropriate. Vote is coordinated by Faculty Council.

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Vote occurs using D2L or electronic ballot system

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Chair of Faculty Council provides results of votes to all faculty and to the Office of Student & Academic Affairs

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The **course or committee chair** will provide OSAA with a clean (no comments, edits, missing information) copy of the syllabus + the OSAA Course Creation or Course Modification checklist document within 1 week of the vote results

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OSAA initiates university approval process by copying the information into UAccess and routing the course(s) for approval.

→

OSAA communicates any requested changes from the university back to the faculty member(s) who initiated the original change or new course request [see next slide for breakdown of university process]

→

Once the course reaches final approval or denial, OSAA communicates decision to course chair/program lead.
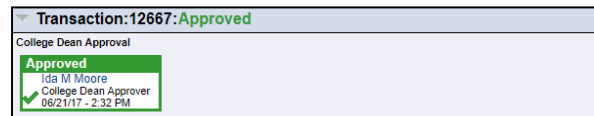
4

University Approval Process

- Each approver can leave a comment

- Comments do not generate automatic notification

- OSAA logs in regularly to check on progress

- A required, 10-day waiting period for university-wide review by the GAAC or UAAC (Academic Deans) is included.

- This routing automatically substitutes Dean Pitts of the Graduate College or Undergraduate Council, as appropriate.

- All approval levels are required for all courses – graduate and undergraduate.

- This process can take 30 - 90 days to receive approval.

- Who is involved in the university approval process?
  - Room & Course Scheduling
  - Curricular Affairs
  - Graduate College or Undergraduate Council

- What happens after the full faculty vote for approval?
  - The new course or modified course is submitted to the university
  - The university must approve all new courses and course modifications
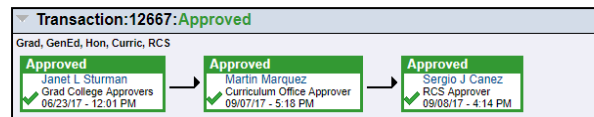 - The new/updated course information will appear in the university catalog

Dept Head Approval

Transaction:12667:Approved

Dept Head Approval

Approved	Approved
Abigail H Sorg	Ida M Moore
RCS Approver	Dept Head Approvers
06/21/17 - 1:57 PM	06/21/17 - 2:32 PM

College Dean Approval

Transaction:12667:Approved

College Dean Approval

Approved
Ida M Moore
College Dean Approver
06/21/17 - 2:32 PM

Grad, GenEd, Hon, Curric, RCS

Transaction:12667:Approved

Grad, GenEd, Hon, Curric, RCS

Approved	Approved	Approved
Janet L Sturman	Martin Marquez	Sergio J Canez
Grad College Approvers	Curriculum Office Approver	RCS Approver
06/23/17 - 12:01 PM	09/07/17 - 5:18 PM	09/08/17 - 4:14 PM

OSAA Checklists

- To facilitate new and modified courses, OSAA developed two checklists

- Each checklist requests specific information
  - This information may be in the syllabus, it may not
  - All fields must be completed
  - Each field corresponds to a required field in UAccess

- Missing fields may delay input into UAccess and subsequent approvals

- Checklists are available for download from the College website: Resources > Teaching & Learning > Curriculum & Program Administration

College of Nursing: New Course Checklist

To create a new course in the College of Nursing, send 1) this completed Checklist and 2) the faculty-approved course syllabus – both in Word -- to the Office of Student & Academic Affairs (OSAA) to CON-StudentAffairs@arizona.edu by or before the deadlines below. Please note: UA departments responsible for course creation require that we follow these submission deadlines. We cannot expedite their process.

To add a course for Fall or Summer semester, OSAA must receive the request by November 1 of the previous year. To add a course for Spring semester, OSAA must receive the request by May 15 of the previous year.

This checklist must be accompanied by and responses below must match the course syllabus.

Resources

- Curricular Affairs Guides & Forms

- Academic Administration Course Approval Process

- Course Syllabus Policy: undergraduate

- Course Syllabus Policy: graduate

- College of Nursing Course Add/Modify Checklists

Tips

- No mechanism for 'just-in-time' or 'last-minute' modifications or creations

- Once course catalog is published, new courses and course modifications automatically move to next term

- Rationale from Room & Course Scheduling:

"The reasoning for the deadline is that we don't change course catalog information for courses once a semester has been published and students have begun enrolling in courses for that semester. Our goal is for students to be able to trust that the course catalog information is accurate no matter when they look at it; modifying courses after the catalog is published for the semester would mean that students could never be sure that the catalog data they see today is what they'll get when they go to class in the given term."