

Curriculum Business Process Workflow

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- What is the **Curriculum Business Process Workflow**?
 - The CBPW is the process by which curriculum is created, modified and formally approved by both college faculty and the university.
 - The CBPW has two separate pathways:
 - New Course Creation
 - Course/Curriculum Modification
- New Course Creation
 - Adding new courses to the college's existing degree programs
- Course/Curriculum Modification
 - Modifying current courses to meet new requirements
 - This includes changes to titles, learning outcomes, course descriptions, the number of units offered, etc.
- Who controls the process?
 - At the college level, faculty control the curriculum (courses) and initiate change through the process outlined on Slide 4, using the resources available in the College's Intranet.
 - After college-level approval, courses are routed through required university approvals
 - The same system is used for both undergraduate and graduated courses
 - Undergraduate courses require approval of several UA subcommittees
 - Graduate courses require approval of 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 course in question should be offered as updated)	Date OSSCE needs all documentation by for processing
Fall	November 1
Summer	November 1
Spring	May 15

- Example: to offer a new course in Summer or Fall 2017, OSSCE must receive all documentation by November 1, 2016
- Example: to offer a new course in Spring 2018, OSSCE must receive all documentation by May 15, 2017
- **This means information is due roughly 1 year prior to the first offering of the course or availability of modifications**

College of Nursing

Curriculum Workflow Visual Guide



University Curriculum Approval Process [Overview]

This visual is provided to illustrate why the deadlines are so far in advance.

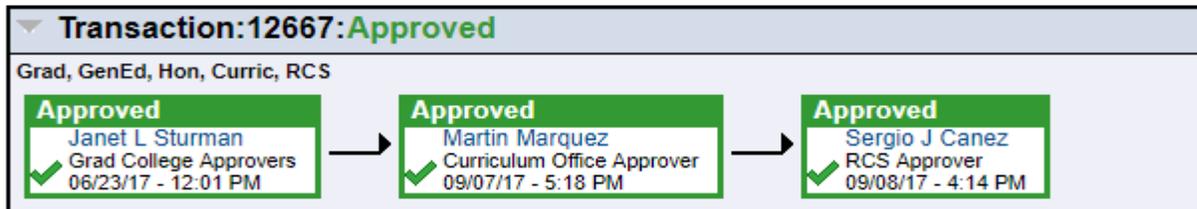
Dept Head Approval



College Dean Approval



Grad, GenEd, Hon, Curric, RCS



- At each approval stage, the approver can leave a comment.
- Comments do not generate an automatic notification – requires someone to log into the system regularly to check on progress.
- At the third level, there is a required 10-day “waiting period” for university-wide review by the CAAC (Academic Deans) committee.
- This routing chain substitutes Dean Sturman of the Graduate College or Undergraduate Council.
- All three levels are required for both Undergraduate & Graduate courses.
- This process can take as little as 30 days, and as long as 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 are submitted to the university
 - The university must approve all new courses or modifications
 - Allows the updated course description and content to appear in the university’s catalog

What are the OSSCE Worksheets?

- To facilitate new course creations and course modifications via the university's curriculum management process (in UAccess), OSSCE has developed two worksheets
- Each worksheet requests specific information.
 - This information may be in the syllabus, or it may not
 - All fields must be completed. Each field corresponds to a required field in the UAccess form
- Missing fields may delay input into UAccess and subsequent approvals
- **Worksheets are available in the College's Intranet (via Employee Commons – use College ID/password to login) as Word documents to download**

OSSCE Course Creation Checklist

This completed checklist must accompany the request for a course creation. The Office of Student Support & Community Engagement [OSSCE] cannot process a course creation without the checklist.

OSSCE recommends that faculty submitting a course creation request review Curricular Affairs' "Quick Guide to Efficient Course Approvals". All course requests must use the appropriate template.

Provide these materials to OSSCE as soon as possible. Adhere to the schedule shown below. UA departments responsible for course creation require that we follow the submission deadlines. We cannot expedite their process.

Additional Tips & Tricks

- **Review** the [“Guides & Forms”](#) page from Curricular Affairs
 - The [Undergraduate Curriculum Updates Process Guide](#) provides an overview to the different types of processes that fall under Curricular Affairs.
 - [“Defining Unit of Credit...”](#) document provides helpful commentary.
- **Explore** [Room & Course Scheduling](#) for great resources.
 - The bullet point on Learning Outcomes is relevant to updating syllabi
- **Use** the **CON Syllabus Template** when developing your courses.
 - The [Undergraduate Syllabus Policy](#) and [Graduate Syllabus Policy](#) contain important information to consider when developing your syllabus

Additional Tips & Tricks

- There is no mechanism for “just-in-time” or “last minute” modifications or creations.
 - Once the catalog (list of available courses) goes live, the modifications or creations are automatically moved to the next available 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.***”

Need additional resources?

CON Intranet

1. Log into the [College of Nursing Intranet](#) – available using the Employee Commons area (requires your College of Nursing user ID + password).
2. Navigate to “Faculty Resources” (Pink column).
3. Scroll down about ¾ of the screen to “Teaching Resources”.
4. Next to “Syllabi Templates & Curriculum Modification Information”, click the “+” sign. This will expand the category.
5. Each bullet point is a link to the appropriate file. Clicking on the link will open or download the file for use.

LHTI Support Services

Submit a ticket

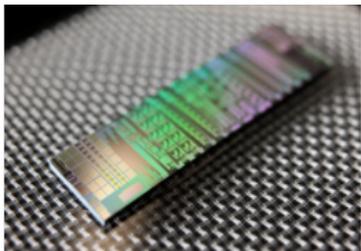
CON-ServiceDesk@email.arizona.edu

Location: CON 351

Phone: (520) 626-HELP (4357)

Hours: 8:00 AM to 5:00 PM

Monday through Friday, excluding [University holidays](#)



Intranet

CON internal network

Click the “+” sign to expand the options.

Teaching Resources

- CON Faculty Resource Center
- -- D2L Policies --
- -- Forms and Templates --
- -- Micromedex --
- -- Syllabi Templates & Curriculum Modification Information --
- Skills List – Faculty Verification
- DNP Portfolio – Faculty
- Degree Program Outcomes
- UA Faculty Resource Center

Each of these links will open a document for you to download and use/modify/review.

-- Syllabi Templates & Curriculum Modification Information --

- CON Undergraduate Syllabi Templates
- CON Doctoral Syllabus Template
- UA Undergraduate Syllabus Template
- OSSCE Course Modification Checklist
- OSSCE Course Creation Checklist