# Academic Program and Curriculum Processes

College of Education and Human Sciences
University of Nebraska-Lincoln
Updated on June 30, 2022

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#### Course Development

- Check University Syllabus Policy (March 1, 2022).
- Check <u>University Undergraduate Curriculum Committee Handbook</u> (August 2018)
- Check CEHS Syllabus Recommendations (Spring 2022).
- Questions to consider:
  - ✓ How unique is this newly proposed course? Do other departments offer a similar course?
  - ✓ Is the justification for the new course evident and clear both in CIM and in the syllabus?
  - ✓ Are prerequisites enforceable?
  - ✓ Is grading policy clear, coherent, and comprehensive?
  - ✓ Are all required and updated syllabus statements included in the syllabus with accurate information?
  - ✓ Are all details clear enough for any faculty to be able to teach the course based on the syllabus?

#### New Undergraduate Course

. Department

- Faculty discuss the new course idea with department faculty and staff. Review <u>University Undergraduate Curriculum Committee Handbook</u> (pp. 5-11).
- Faculty or staff submit the proposal in Course Inventory Management (CIM).\*
- Department's Undergraduate Curriculum Committee and Department faculty review and consider the proposal.\*

College

• College Undergraduate Curriculum Committee reviews and considers\*\* the proposal in CIM.

- University Undergraduate Curriculum Committee reviews and considers\*\* the proposal in CIM.
- University Registrar Editor reviews → PeopleSoft data sync

<sup>\*</sup>The process might vary across departments. Check with department's Undergraduate Curriculum Committee Chair or staff member(s) in charge of curriculum-related work.

<sup>\*\*</sup>If not approved, the proposal is sent back to the prior step.

#### **New Graduate Course**

• Department

- Graduate faculty discuss the new course idea with department faculty and staff. Review <u>Guidelines for Proposing New Graduate Courses</u>.
- Graduate faculty or staff submit the proposal in Course Inventory Management (CIM).\*
- Department's Graduate Education Committee and Department graduate faculty review and consider the proposal.\*

College

• College Executive Graduate Committee reviews and considers\*\* the proposal in CIM.

- Office of Graduate Studies and Graduate Council review and consider\*\* the proposal in CIM.
- University Registrar Editor reviews → PeopleSoft data sync

<sup>\*</sup>The process might vary across departments. Check with department's Graduate Chair or staff member(s) in charge of curriculum-related work.

<sup>\*\*</sup>If not approved, the proposal is sent back to the prior step.

#### Program Development

- Check UNL Academic Policies and Procedures.
- Check <u>UNL Graduate Studies Policy</u>.
- Questions to consider:
  - ✓ Check pre-proposal questionnaire <u>here</u>.
  - ✓ Do other departments and colleges offer a similar program? How unique is this newly proposed program?
  - ✓ Are educational goals and objectives included?
  - ✓ Was a clear justification for the program provided?
  - ✓ Does the proposal describe the impact on the existing academic community?
  - ✓ Do course requirements meet the minimum credit hours required?
  - ✓ Are admissions requirements aligned with the university policies?
  - ✓ Is a clear articulation of the resources necessary for a viable program provided?
  - ✓ Have all courses been approved and ready to be taught?

#### Types of Academic Programs available at UNL

Undergraduate Pr	ograms	Graduate Programs
• Major/Degree (120 cr.)	•	Major/Degree (30 cr.* for master's; 90 cr.* for PhD; 96 cr.* for EdD)
• Minor (12-18 cr.)	•	Minor (9 cr.* for master's; 15 cr.* for doctoral)
<ul> <li>Option (approx. 50% and no le major requirements)</li> </ul>	ess than 18 cr. of the •	<b>Specialization</b> (9 cr.* of degree requirements)
<ul> <li>Emphasis (approx. 30% or no l major requirements)</li> </ul>	ess than 12 cr. of the •	Certificate (12-20 cr.)
• Certificate (12-20 cr. majority	at 300-400 level)	
<ul> <li>Accelerated master's program level courses taken in senior year</li> </ul>	` ·	Accelerated master's program** (Up to 12 cr. 800-level courses taken in senior year)

<sup>\*</sup>Credit hours included in parentheses are minimum requirements.

<sup>\*\*</sup>Accelerated master's program must be approved by both Executive Graduate Committee and Undergraduate Curriculum Committee.

#### New Undergraduate Program

Department

- Faculty discuss the new program idea with department faculty and staff. Review UNL Academic Policies & Procedures.
- Faculty or staff submit the proposal with required materials using forms downloaded from EVC Office website.
- Department's Undergraduate Curriculum Committee and Department faculty review and consider the proposal and submit the approved materials to College Undergraduate Curriculum Committee (shong5@unl.edu).

College

- College Undergraduate Curriculum Committee reviews and considers\* the proposal.
- Dean reviews and considers\* the proposal, and Dean's Office submits materials to EVC Office.

University

- EVC Office reviews and considers\* the proposal.
- Major, Degree, and Certificate: Reviews and approval by Academic Planning Committee (APC), Chancellor, NU Central Administration, an external review team, Board of Regents, NE Coordinating Commission for Postsecondary Education are required.

\*If not approved, the proposal is sent back to the prior step.

#### **New Graduate Program**

Department

- Graduate faculty discuss the new program idea with department faculty and staff. Review Graduate Studies website.
- Graduate faculty or staff submit the proposal with required materials using forms downloaded from EVC Office website.
- Department's Graduate Education Committee and Department graduate faculty review and consider the proposal and submit the approved materials to College Executive Graduate Committee (<a href="mailto:shong5@unl.edu">shong5@unl.edu</a>).

College

- College Executive Graduate Committee reviews and considers\* the proposal.
- Dean reviews and considers\* the proposal, and Dean's Office submits materials to Office of Graduate Studies.

- Office of Graduate Studies and Graduate Council reviews and considers\* the proposal.
- EVC Office reviews and considers\* the proposal.
- Major, Degree, and Certificate proposal: Reviewed by Academic Planning Committee (APC), Chancellor, NU Central Administration, an external review team, Board of Regents, NE Coordinating Commission for Postsecondary Education

<sup>\*</sup>If not approved, the proposal is sent back to the prior step.

## Changes to an Existing Undergraduate Program

Department

- Faculty discuss the proposed changes with department faculty and staff.
- Faculty submit the proposed changes with required materials using the form downloaded from CEHS website (Faculty & Staff -> Undergraduate Program Change Form).
- Department's Undergraduate Curriculum Committee and Department faculty review and consider the proposal and submit the approved materials to College Undergraduate Curriculum Committee (shong5@unl.edu).

College

- Changes to teacher education programs need to be approved by CEHS Certification Officer (sskretta2@unl.edu).
- College Undergraduate Curriculum Committee reviews and considers\* the proposed program changes.
- All changes approved by November will be reflected in the following academic year's <u>Undergraduate Catalog.</u>

\*If not approved, the proposal is sent back to the prior step.

## Major Changes to an Existing Graduate Program

▼ Department

- Faculty discuss the proposed changes with department faculty and staff. Review Graduate and Professional Catalog.
- Use forms downloaded from <u>EVC Office website</u>. Department's Graduate Education Committee and Department faculty review and consider the proposal and submit the approved materials to College Executive Graduate Committee (shong5@unl.edu).

College

- College Executive Graduate Committee reviews and considers the proposed program changes.
- Dean reviews and considers the proposal, and Dean's Office submits materials to Office of Graduate Studies.

- Office of Graduate Studies, Graduate Council, and EVC Office review and consider the proposed program changes.
- Major, Degree, and Certificate proposal: Reviewed by Academic Planning Committee (APC), Chancellor, NU Central Administration, an external review team, Board of Regents, NE Coordinating Commission for Postsecondary Education

<sup>\*</sup>Examples of **major changes**: Changing all courses, changing program structure, changing the intent of the program, changing credit hours, etc.

<sup>\*\*</sup>If not approved, the proposal is sent back to the prior step.

## Minor Changes to an Existing Graduate Program

Department

- Faculty discuss the proposed changes with department faculty and staff. Review <u>Graduate and Professional Catalog</u>.
- Department's Graduate Education Committee and Department faculty review and consider the proposal.

<sup>\*</sup>Examples of **minor changes**: Changing a few courses, changing course sequence for a program, etc.

#### **Timelines to Consider**

Process	Timeline
New Undergraduate Course	<ul> <li>University UCC (1<sup>st</sup> week each month) and College UCC (2<sup>nd</sup> and 4<sup>th</sup> Wednesdays) review proposals from August through early May.</li> <li>Duration varies, but it usually takes 2-3 months for a course to be approved.</li> </ul>
New Graduate Course	<ul> <li>University Graduate Council reviews proposals from August through June. College EGC meets from August through early May (3<sup>rd</sup> and 5<sup>th</sup> Thursdays).</li> <li>Duration varies, but it usually takes 2-3 months for a course to be approved.</li> </ul>
New Undergraduate Program	Duration varies, but it takes 12-18 months for a program to be approved.
New Graduate Program	Duration varies, but it takes 12-18 months for a program to be approved.
Changes to an Existing Undergraduate Program	<ul> <li>Changes need to be approved by November to be reflected in the following Academic Year Catalog.</li> <li>It takes 1-2 months for program changes to be approved.</li> </ul>
Major Changes to an Existing Graduate Program	<ul> <li>University Graduate Council and College EGC (3<sup>rd</sup> and 5<sup>th</sup> Thursdays) meets from August through early May.</li> <li>Duration varies, but it usually takes 5-6 months for changes to be approved.</li> </ul>

### Questions?

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