

# Course and Program Development - Policy and Procedures

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Approved by Provost: 5/25/17

## **Policy:**

1. The development of academic programs is a crucial aspect of the long-range well-being of the University. New programs must be mounted as student and societal needs become known. Existing programs facing declining enrollments become subject to review so that adjustment steps may be taken. In some cases a program may have to face the possibility of discontinuation. Courses within programs go through a similar evolutionary cycle.
2. It is the policy of University of Baltimore that program development be objective (based on demonstrable evidence), orderly (done in conformance to a prescribed procedure), timely (neither pre-mature nor overly delayed), efficient (cost-effective in terms of the investment of both time and energy), and in conformance with the overall mission of the school/college and the University. Program development must tap the creative talents of faculty and administrators. Procedures should not stifle those creative talents.
3. Since program development ranges from the development of new degree programs, options, concentrations, and certificates to matters involving individual courses and even the numbering of a course, it is imperative that the complexity of procedures be correlated with the complexity of the program developments. Different actions may involve different documentation and different approval levels. However, as program changes in one area will likely have an impact on other areas; it is essential that all changes be reviewed in such a way that inter-organizational impact is carefully considered.
4. All curriculum originates with faculty. Curriculum may be suggested by other bodies but actual proposals must be submitted by faculty in the school/program in which the course will reside.
5. Each school/college must define its internal curriculum procedures and ensure they are communicated to faculty.

## Procedures:

All proposals for the addition, suspension, discontinuation, or modification of an academic program, or elements thereof, must use the prescribed documents. Making more than half of a program available in an online format is a type of substantive modification. For information not included below and for clarification of the following instructions or of other issues related to curriculum approval or related documents, faculty are encouraged to contact the Office of the Provost (x5243). Forms and formats are available online at: <http://www.ubalt.edu/about-ub/offices-and-services/provost/courses-and-program-development/index.cfm>.

When a new program is being developed or an existing program is being revised significantly, including in name, faculty are encouraged to consult with their associate dean or dean to discuss setting up discussions with staff who manage program marketing prior to moving through the approval process.

The following tasks are the responsibility of the school or college from which the curriculum originates and must be completed *before* transmitting the curriculum proposal to the Office of the Provost via the appropriate associate dean:

1. Proposals must be prepared by the originating faculty on the proper forms.
  - a. Forms are found online at: <http://www.ubalt.edu/about-ub/offices-and-services/provost/courses-and-program-development/index.cfm>.
  - b. The online documents must be used each time as they will reflect the most current revisions, including any changes to USM or MHEC requirements.
  - c. Submit documents single sided for ease of scanning.
  - d. Please do not staple. Documents don't feed through the scanner when staples have been used and removed.
2. Proposals must be checked to ensure:
  - a. Course titles and course codes/numbers do not duplicate those previously used. The Records office can provide available courses numbers. Contacting Records early in the process will help the process go more smoothly;
  - b. Courses do not unreasonably duplicate those offered by another school/college. An informal conversation with the other school/college should confirm that;
  - c. New course proposals do not duplicate already existing courses.
  - d. Changes do not affect other courses or programs, e.g., a course being discontinued may be a pre-requisite for another course or may be a course that is used by another school/college/program (assistant deans who are the advising leads may provide guidance here);
  - e. All aspects of the proposal are clearly communicated so the intent of the proposal can be easily understood by those outside the initiating unit; and
- f. All references in the proposal to other courses or programs accurately reflect current, active courses and programs.
3. Course descriptions on proposal documents will be used as catalog copy and, whether new or revised, **must be clear and catalog-ready**.
4. A course being proposed as meeting a General Education requirement or a Graduation Requirement must be approved by the General Education Council (GEC). A signature is required and other documentation as required by GEC.
5. Proposals must be approved in accordance with the school's/college's governance process and ample time should be allowed for faculty review and approval.

6. Proposal documents must have all the appropriate signatures, including the required impact signatures.
  - a. A proposal must be submitted to impact areas at least one week in advance of being asked to sign off on the proposal. This can be sent electronically to the person(s) noted below under Impact Review and Approval Signatures.
  - b. All signatures should be in blue ink so originals are easily distinguished.
  - c. Signatures should be dated appropriately.
  - d. Impact signature lines should be completed; those individuals determine whether the proposal has an impact. (If there is a concern or question about a particular set of circumstances, contact the Office of the Provost for further guidance.)
7. If the curriculum being adjusted is part of a related set of changes, a cover sheet explaining what is being done and documenting the relationships to current curriculum is requested.
8. All proposals must be approved by the dean or the dean's designee.
9. Program proposals or program changes that include required courses from more than one school/college must be approved by the appropriate curriculum committees and deans' offices in all schools/colleges involved. If the proposal includes elective courses from other schools/colleges, the faculty and their associate dean should notify the other associate dean(s) involved to decide if the proposal should go through the curriculum committees of the other school(s)/college(s).
10. The dean's office transmits the proposals to the Office of the Provost, along with a cover memo that lists all the curriculum proposals being submitted and any explanatory comments that may be helpful.
11. Curriculum materials must be submitted to the provost's office (by posting on the T drive) within two weeks of being approved at the school/college governance level. They will be reviewed by the provost's Curriculum Review Committee (CRC) at its next scheduled monthly meeting, so long as there is at least a week for CRC members' review..
12. Once material has been reviewed and approved by the provost or the provost's designee, the documents and signed cover sheets are scanned and posted in the Approved Curriculum Documents SharePoint site, which anyone with a UB net ID can access.
13. Items returned to the school/college for revision may be resubmitted for CRC review at its next meeting.
14. The deans will be copied on program proposal submissions to MHEC/USM so the school/college is aware of its status.
15. Curriculum changes approved during the academic year will be posted for implementation during the following fall semester, with the exception of new programs, which have to be approved by February 15 for fall implementation to allow time for coding and other infrastructure preparation.

## **Required Course/Program Action Document(s), Routing Process, Approval Signatures**

Each curriculum proposal type must be submitted on the appropriate form(s). Each action form reflects only those documents that are required *for that action* and only those impact and approval signatures that are required *for that action*.

Select the link for the curriculum action you wish to propose. The necessary documentation and signature lines will be on the selected request form.

1. Double click within the header field to fill in the requested information. It will automatically populate any successive pages if needed.
2. Double click within the body text to complete the action-specific information.
3. Check and double check course numbers, titles, pre-requisites, etc.
4. Consult with offices as appropriate to ensure there is no conflict with other courses or programs.
5. Forward for review and approval per your school/college process. The “original” should be routed for approval and signatures within the school/college sequentially as indicated on the proposal form.
6. Distribute for impact reviews and signatures if required.
7. When the dean has approved the proposed changes, documents should be submitted *by the dean’s office* to the provost office for further routing according to the appropriate approval sequence and timeline.
8. The dean’s office will submit along with the proposal documents a transmittal memo to the provost office that lists all proposals being forwarded.
9. Incomplete or unclear proposals will be returned to the school/college for clarification.
10. The provost’s office will move materials forward within one week of the provost’s curriculum committee’s meeting. Proposals will either be approved within the provost office and posted online or forwarded to the next appropriate approval level.
11. After final approval has been received, the provost’s office will notify the appropriate units that the changes have been posted.

## **Impact Review and Approval Signatures**

Impact Review is not an approval level, but rather notification of a proposed action and an opportunity for these areas to indicate if there will be an impact on their unit that was not previously resolved with the school. Each school/college will determine who is responsible for seeking the impact signatures. Each administrative unit below has designated two people who are authorized to review and sign curriculum proposals on the unit’s behalf.

1. Library – Dean of the Library or Director, Law Library or Associate Director
2. OTS - Chief Information Officer or designee

3. Enrollment Management and Marketing (EMM) - VP for EMM or AVP for Admissions
4. Records Office – AVP for Enrollment Management/Registrar or Associate Registrar
5. Online learning – CELTT director

The General Education Council Chair will sign to signify approval for General Education or Graduation Requirement applicability.

Signatures for specific actions are required as indicated on the action-specific forms. No changes are official until all the appropriate levels of approval have been given and are so indicated with signatures. Marketing and advertising of new programs, certificates, specializations, concentrations or off-campus delivery of existing programs may not begin until the final required approval has been confirmed. Notification of final approvals (USM and MHEC) will be sent to the school/college as soon as they are received.

### **Course and Program Development – Course Definition Document**

The course definition document is the verified document of record for the stated course. It should be used by any professor who is teaching the course so that the minimum content, student learning outcomes, and assessment strategies will remain consistent. Individual faculty may spread these components across the semester and enhance them as s/he feels appropriate.

### **Full MHEC Proposal Outline**

The format and instructions for completing the MHEC proposal can be found online at: [http://www.usmd.edu/usm/academicaffairs/academic\\_programs/NewPrograms.html](http://www.usmd.edu/usm/academicaffairs/academic_programs/NewPrograms.html)

The Office of the Provost can provide upon request an example of a previously submitted program proposal to assist with preparation of a new proposal.

### **Financial Tables**

Two financial tables (Revenues and Expenditures) are required by MHEC and USM for new programs. Instructions for completing them can be found in the MHEC proposal format online at:

[http://www.usmd.edu/usm/academicaffairs/academic\\_programs/NewPrograms.html](http://www.usmd.edu/usm/academicaffairs/academic_programs/NewPrograms.html)

Model tables with built-in formulas are attached to assist in preparing the financial tables.

**Other Documentation** – Attach as needed for the specific type of proposal (may be course descriptions, faculty credentials, demonstration of compliance with Principles of Good Practice for distance education etc.)