

2014 – 2015 Submission Guidelines for Curricular Revisions CEHHS Curricular Review Committee (CRC) Graduate & Undergraduate

Please review guidelines closely and contact the Dean's Office (Dr. Dixie Thompson or Millie Cheatham) if additional information is needed. **Proposals that do not meet the submission guidelines, including published deadlines with complete supporting documentation, will not be accepted.**

Departmental Approval/Responsibilities Before Submitting Proposals

- I. Departments review curricular revisions based on their established practices and procedures.
- II. Collect all **necessary supporting documentation**, including:
 - **Rationale statement:** Why is the curricular revision needed?
 - **Impact on other units statement (with letters of support, when necessary).** Address the following:
 - Does the proposed change drop or alter courses required by other programs?
 - Does the proposed change require courses offered by other programs?
 - Is the course a general education, tracking, or high demand course?
 - Is the course a prerequisite or corequisite for other courses?
 - Is the course cross-listed in other units?
 - **Financial impact statement:** Does the course require additional resources or workload for faculty? If yes, provide source(s) of funding.
 - **List of student learning outcomes for the course and/or program, and which of those outcomes, if any, are supported by the requested change. If a course is related to multiple disciplines, choose the one where it has the highest impact and include the student learner outcomes for that area.**
 - **One-sentence summary of how assessment activities support the need for this change.**
 - **Additional Documentation, when necessary.** Does the change require Dean's review, academic officer, or higher approval before proceeding? If so, documentation of approval should accompany the proposal when submitted to the Dean's Office.
- III. Prepare a narrative summary of all departmentally approved curricular revisions in the appropriate format ("Narrative Summary Preparation" section below), and submit it to the Dean's Office electronically (mcheatha@utk.edu) by the deadline.

Narrative Summary Preparation by Department

Overall Format

- Prepare the narrative summary using Microsoft Word .
- The document should be divided into two parts:
 - Part 1: Course Changes
 - Part II: Program Changes
- An effective date for the proposed changes should be included at the beginning of the document.
- Document should be prepared using 8 point Arial font with NO FORMATTING. Please do not use bold, italics, shading, strikethrough, tabs, etc.
- When creating catalog text, follow the established conventions found in the *UT Editorial Guide* (available at: <http://communications.utk.edu/resources/editorial.php>).

Narrative Summary Part 1: Course Proposals & Revisions

General Information

A. Curricular Approval Process

Consult the Required Approvals for Curricular Changes chart to determine the level of approval(s) required. Documentation of academic officer approval (email, memo, etc.), if required, must accompany the proposal.

B. Arrangement of Information

Course information should be ordered as follows:

- Course Number
- Course Title
- Course Credit Hours
- Course Description
- Writing-Emphasis (used by Arts and Sciences)
- Cross-listing
- General Education Designation (undergraduate courses only)
- Contact Hour Distribution (required if more than one instructional mode, i.e. lecture and lab)
- Grading Restriction(s)
- Repeatability
- Credit Restriction
- (RE) Registration Enforced Prerequisite(s)
- (DE) Department Enforced Prerequisite(s)
- (RE) Registration Enforced Corequisite(s)
- (DE) Department Enforced Corequisite(s)
- Recommended Background
- Comment(s)
- Credit Level Restriction (for 500-level courses which do not permit undergraduate credit)
- Registration Restriction(s)
- Registration Permission

C. Banner Enforcement

Pay close attention to how your course proposal is presented! Certain fields are automatically enforced in the Banner system while others are not. The following fields **ARE** enforced in Banner.

- Cross-listing
- General Education (via Banner DARS)
- Grading Restriction
- Repeatability
- Credit Restriction (via Banner DARS)
- (RE) Registration Enforced Prerequisite
- (RE) Registration Enforced Corequisite
- Credit Level Restriction
- Registration Restriction
- Registration Permission (maintained at the CRN level and may vary)
- The following fields **ARE NOT** enforced in Banner:
- (DE) Department Enforced Prerequisite
- (DE) Department Enforced Corequisite
- Recommended Background
- Comment(s)

Types of Course Revisions and How to Process Them

Departments should arrange course changes alphabetically by subject area, and then by the type of information being revised: Academic Discipline Changes, Course Adds, Course Drops, Course Revisions (grouping like changes together).

Academic Discipline/Subject Changes

- If the name of an academic discipline is being changed, all courses in the former academic discipline must be dropped and added under the new academic discipline.
- An **equivalency table** is also required that lists current courses and the proposed equivalent replacements (see example below).
- If the academic discipline includes secondary cross-listed courses, new course numbers for the secondary cross-lists are required.
- Prior to submitting the proposal, contact Millie Cheatham to request a new academic discipline code (974-0818; mcheatha@utk.edu)

| Equivalency Table Current Courses Fall 2014 Agricultural Economics (AGEC) | Equivalent Courses Effective Fall 2015 Agricultural and Resource Economics (AREC) |
|--|--|
| 110 | 110 |
| 201 | 201 |

Course Adds

Course Numbers

- If proposing a new course, contact Millie Cheatham in the Dean's Office for course numbers available for use.
- Course numbers (of recently dropped courses) may not be reused for six years. Course numbers used for secondary cross-lists may not be reused at all.
- Course numbers *491, 492, and 493* are reserved for Foreign Study, Off-Campus Study, and Independent Study respectively.
- Course numbers *ending in 7 and 8* are reserved for honors courses.
- Course number *129* is reserved for use by the Vice Provost for Academic Affairs.

Course Attributes

- See the remainder of this section for other required course elements to be included when adding new courses (title, credit hours, description, etc.)

Course Revisions

Include only the course details that are being revised with the existing information under the heading "Formerly: " Do not format revision at all (no bold, underlining or italics. (See examples at the end of this document.)

Course Title Changes

- The short course title must be limited to 30 characters including spaces.
- The long course title must be limited to 100 characters including spaces.
- Requests to allow variable titles (Special Topics, Selected Readings, etc.) must be approved by the Curriculum Committee and the Council and should be included in materials for CRC.

Credit Hour Changes

- If course credit hours change, make sure that program outlines/showcases are also revised to accommodate the increase/decrease in hours.
- Credit hour changes should comply with the university's credit hour definition: "The unit of credit is the semester credit hour. One semester credit hour represents an amount of instruction that reasonably approximates both 50 minutes per week of classroom-based direct instruction and a minimum of two hours per week of student work outside the classroom over a fall or spring semester. Normally, each semester credit hour represents an amount of instruction that is equivalent to 700 minutes of classroom-based direct instruction. The amount of time that is required to earn one semester credit hour in a laboratory, fieldwork, studio, or seminar-based course varies with the nature of the subject and the aims of the course; typically, a minimum of two or three hours of work in a laboratory, field, studio, or seminar-based setting is considered the equivalent of 50 minutes of classroom-based direct instruction. Semester credit hours earned in courses such as internships, research, theses, dissertation, etc. are based on outcome expectations established by the academic program."

Description Changes

- A course description should be provided for every course, no matter how brief.

Cross-List Changes

- Any changes to cross-listed courses must come from the primary department and should be designated with a † (cross) symbol.
- The supporting information must identify the secondary course and provide evidence that the collaborating department has been notified of the change.

General Education Changes

- General education courses should be designated with a * (star) symbol.
- Proposals will be sent to the University Curriculum Committee (if the course is brand new) as well as the General Education Committee (proposals can be processed concurrently) *after CRC approval*.
- See "High Impact Courses" section for potential additional requirements.

Contact Hour Distribution Changes

- If a course utilizes more than one schedule type/instructional mode (lecture and lab, studio and discussion, etc.), the distribution of hours must be included, such as "3 hours lecture and 1 hour lab."
- In the Banner system, the credit hours for a course must be distributed among the "lecture," "lab," and "other" options, so it is important that this information be accurate.

Grading Restriction Changes

- If a course does not include the standard grading options (A-F, S/NC, and audit), the restricted grading option(s) must be noted (Satisfactory/No Credit grading only, Letter grade only, etc.)

Repeatability Changes

- Repeat limits must be included for all variable credit courses, either by the number of times the course may be repeated or by the maximum number of hours earned.

Credit Restriction Changes

- If a course includes restrictions on how the credit may be applied, the restriction must be indicated (e.g. May not be applied toward the microbiology concentration, students may not receive credit for both 410 and 510, etc.).

Prerequisite and/or Corequisite Changes

- Course prerequisites and corequisites that are enforced by the registration system (Banner) should be labeled (RE) for “registration enforced.”
- Course prerequisites and corequisites that are enforced by the department (not Banner) should be labeled (DE) for “department enforced.” Whether or not to enforce (DE) prerequisites or corequisites is solely at the discretion of the department.
- If a prerequisite or corequisite includes a cross-listed course, list the primary version of the course.
- The Banner system cannot enforce GPA restrictions at this time.

Recommended Background Changes

- Recommended background is just that...a recommendation. It is not enforced in Banner.

Comment Changes

- The comment field is used for additional information that does not fit into one of the other categories. Comments are not enforced in Banner.

Credit Level Restriction Changes

- Credit level restrictions are used to limit the type of credit awarded (e.g. some 500-level courses are for graduate level credit only).

Registration Restriction Changes

- Registration may be restricted to a particular major, student level (UG, GR, etc.), classification (freshman, sophomore, etc.), degree, concentration, minor, college, or a specific qualification (teacher licensure, honors program, etc.).
- Registration restrictions are enforced in Banner.

Registration Permission Changes

- If the course requires consent of the instructor, department, etc., it must be indicated.
- Permissions are enforced in Banner at the CRN level.
- This provides flexibility for courses such as Special Topics where some instructors may want a permission on their particular topic/CRN while others may prefer open enrollment.

Course Changes with Fees

- Any changes to courses with fees should be designated with a \$ (dollar sign) symbol.

Schedule Type/Instructional Method Changes

- The default schedule type/instructional method is lecture and conventional classroom/lab.
- The schedule type/instructional method must be specified if it is different than the default.
- Each schedule type is linked to an instructional method as outlined below.

Valid Schedule Types and Instructional Methods:

| Schedule Type | | Instructional Method | |
|---------------|-------------------------------|----------------------|--------------------------------------|
| Code | Description | Code | Description |
| BR | Brass | 01 | Conventional Methodology |
| CLN | Clinical | 10 | Clinical |
| CON | Contract | 01 | Conventional Methodology |
| DIS | Discussion | 01 | Conventional Methodology |
| DRM | Drum | 01 | Conventional Methodology |
| ENS | Ensembles | 01 | Conventional Methodology |
| FAC | Use of Facilities | 13 | Other Non-Conventional Media |
| FLU | Flute | 01 | Conventional Methodology |
| FS | Field Study/Supervision | 06 | Student Teaching & Field Supervision |
| GMI | Group Musical Instruction | 01 | Conventional Methodology |
| GUI | Guitar | 01 | Conventional Methodology |
| HRN | Horn | 01 | Conventional Methodology |
| IMI | Individual Music Instruction | 01 | Conventional Methodology |
| INS | Instrumental | 01 | Conventional Methodology |
| INT | Intensive Study | 01 | Conventional Methodology |
| KBD | Keyboard | 01 | Conventional Methodology |
| LAB | Lab | 01 | Conventional Methodology |
| LEC | Lecture | 01 | Conventional Methodology |
| LL | Lecture/Lab Combined | 01 | Conventional Methodology |
| LO | Live Online | 03 | Other Computer-Based Instruction |
| OBO | Oboe | 01 | Conventional Methodology |
| OFF | Off Campus Study | 06 | Student Teaching & Field Supervision |
| PER | Percussion | 01 | Conventional Methodology |
| PRA | Practicum | 06 | Student Teaching & Field Supervision |
| PSI | Personalized Self Instruction | 09 | Independent Study |
| PVL | Private Lessons | 01 | Conventional Methodology |

| Schedule Type | | Instructional Method | |
|---------------|---------------------|----------------------|----------------------------------|
| Code | Description | Code | Description |
| RCL | Recital | 01 | Conventional Methodology |
| SAX | Saxophone | 01 | Conventional Methodology |
| SEM | Seminar | 01 | Conventional Methodology |
| STD | Studio Work | 01 | Conventional Methodology |
| STR | String | 01 | Conventional Methodology |
| TE | Technology Enhanced | 03 | Other Computer-Based Instruction |
| TN | Tennessee Online | 02 | Internet/Web Based/Online |
| TRP | Trumpet | 01 | Conventional Methodology |
| VOC | Voice | 01 | Conventional Methodology |
| WS | Workshop | 01 | Conventional Methodology |
| WW | Woodwind | 01 | Conventional Methodology |

Course Drops

- If the course being dropped is a prerequisite and/or corequisite, provide a list of those courses to insure they are updated.
- If the course being dropped is a general education or other high demand course, see section on “High Impact courses.”
- If the course being dropped is cross-listed in other units, provide a list of the cross-list(s) to insure they are updated.
- If the course being dropped is required by other programs, provide a list of those programs to insure they are updated.

ADDITIONAL NOTES FOR HIGH-IMPACT COURSES

A. Adds

- Adding a general education or other high demand course carries with it significant responsibility. As enrollment grows, so might departments' dependence on the course to be available for their students at the appropriate times (particularly in structured programs like nursing). Some courses might even serve accreditation requirements. Therefore, if a course with interdisciplinary applications is proposed and approved, the department must be prepared to meet campus demand. Further, the department must communicate early and often whenever modifications to the course are being considered.
- **Proposals to add a high impact course must be submitted to CRC for the spring meetings or the first fall meeting in order to comply with the University agenda deadline of October 1.** New gen ed courses must have approval by both the Curriculum Committee (if the course is brand new) and the General Education Committee. General education courses should be designated with a * (star) symbol. Course proposal forms and category criteria are available at: <http://web.utk.edu/~ugcouncil/genedrequirement.html>.

B. Drops

- To drop a general education course, a tracking course, or a similar high demand course, a proposal **must be submitted to CRC for one of the spring meetings or the first fall meeting in order to satisfy the University agenda deadline of October 1st**
- The proposal must include a timeline for notifying affected departments and a phase out schedule that reasonably accommodates student demand.
- The University Curriculum Committee and the General Education Committee (when applicable) may require a one-year phase out period to allow adequate time for curricular adjustments.

C. Revisions

- Enrollment-related revisions to a general education course, a tracking course, or a similar high demand course **must be submitted to CRC for one of the spring meetings or the first meeting in the fall in order to comply with the University agenda deadline of October 1st**. Enrollment-related revisions include:
 - Adding a registration restriction that significantly reduces the number of eligible enrollees (e.g. advertising majors only, admission to teacher education, etc.)
 - Adding a registration permission that blocks all potential enrollees (e.g. consent of instructor, consent of program director, etc.)
 - Adding a prerequisite/corequisite not required by other programs
 - Increasing or decreasing credit hours
 - The Curriculum Committee and the General Education Committee (when applicable) may postpone implementation of requested revisions to allow adequate time for curricular adjustments.
 - Minor revisions to general education courses (title change, description change, etc.) must be reviewed by the general education committee to reaffirm eligibility.

Narrative Summary Part II: PROGRAM Proposals & Revisions

Curricular Approval Process

Consult the Required Approvals for Curricular Changes chart to determine the level of approval(s) required. Documentation of academic officer approval (email, memo, etc.), if required, must accompany the proposal.


THEC Policy A1.1

- “New academic programs requiring Commission approval are those that differ from currently approved programs in level of degree or major offered, as reflected in the institution's catalog and the Commission’s academic inventory, subject to specified provisions.”
- “Renaming an existing program without an essential change in the originally approved curriculum does not require Commission approval.”
- “A reconfiguration of existing programs without an essential change in the originally approved curriculum and without a net gain in the number of programs (e.g., a consolidation of two programs into one) does not require Commission approval.”
- “Additions, deletions, and revisions of sub-majors (options, concentrations emphases, tracks, etc.) without an essential change in the originally approved major curriculum do not require Commission approval.”

Types of Program Revisions and How to Process Them

Departments should arrange revisions alphabetically by program area, and then by the degree level: Ph.D., Ed.S., Masters, Certificates at the Graduate Level; Majors and then Minors at the UG level.

Adds

- New programs should be designated with a  (diamond) symbol.
- See <http://www.tennessee.edu/system/academicaffairs/resources/index.html> for information on new program proposals.

Drops

- Program drops should be designated with a  (diamond) symbol.
- See <http://www.tennessee.edu/system/academicaffairs/resources/index.html> for academic program discontinuance procedures.

Revisions

Arrange the revisions in a “From/To” format and underling in the “To” section what has changed (See examples at the end of this document.)

- Make sure course additions, drops, and credit hour changes are reflected in the showcase.
- Make sure the program’s total hours are correct.
- Make sure all general education requirements are met. Use an asterisk (*) to identify these courses.
- If the revision is limited to one or two changes, only the affected semester(s) should be included. If the changes are more extensive, the entire showcase should be included.
- Consult the *online catalogs* for showcase examples.