

University Curriculum Committee

The University Curriculum Committee (UCC) is a committee that falls under the realm of Faculty Senate. Faculty Senate is the legislative body at the University that acts for the university faculty in all matters pertaining to the immediate government of the university (see FSH 1420 Article IV and Article V).

The UCC's primary purpose is to fulfill the role of shared governance in changes made to the university's curricular requirements. These include changes to curricula, courses, and general university requirements. The UCC also serves as a major facilitator to coordinate curricular matters among the university's academic divisions. Finally the UCC is charged with recommending policies and procedures concerning matriculation, advising, and registration of students. It is important to critically examine the proposed changes consider the impact of items moving forward.

The Office of the Registrar works very closely with the UCC to implement faculty approved curricular, policy, and procedure changes in a timely and efficient manner. The Office of the Registrar is also charged with producing and publishing the General Catalog which details all of the current curricular requirements, academic units, and academic policies for the University.

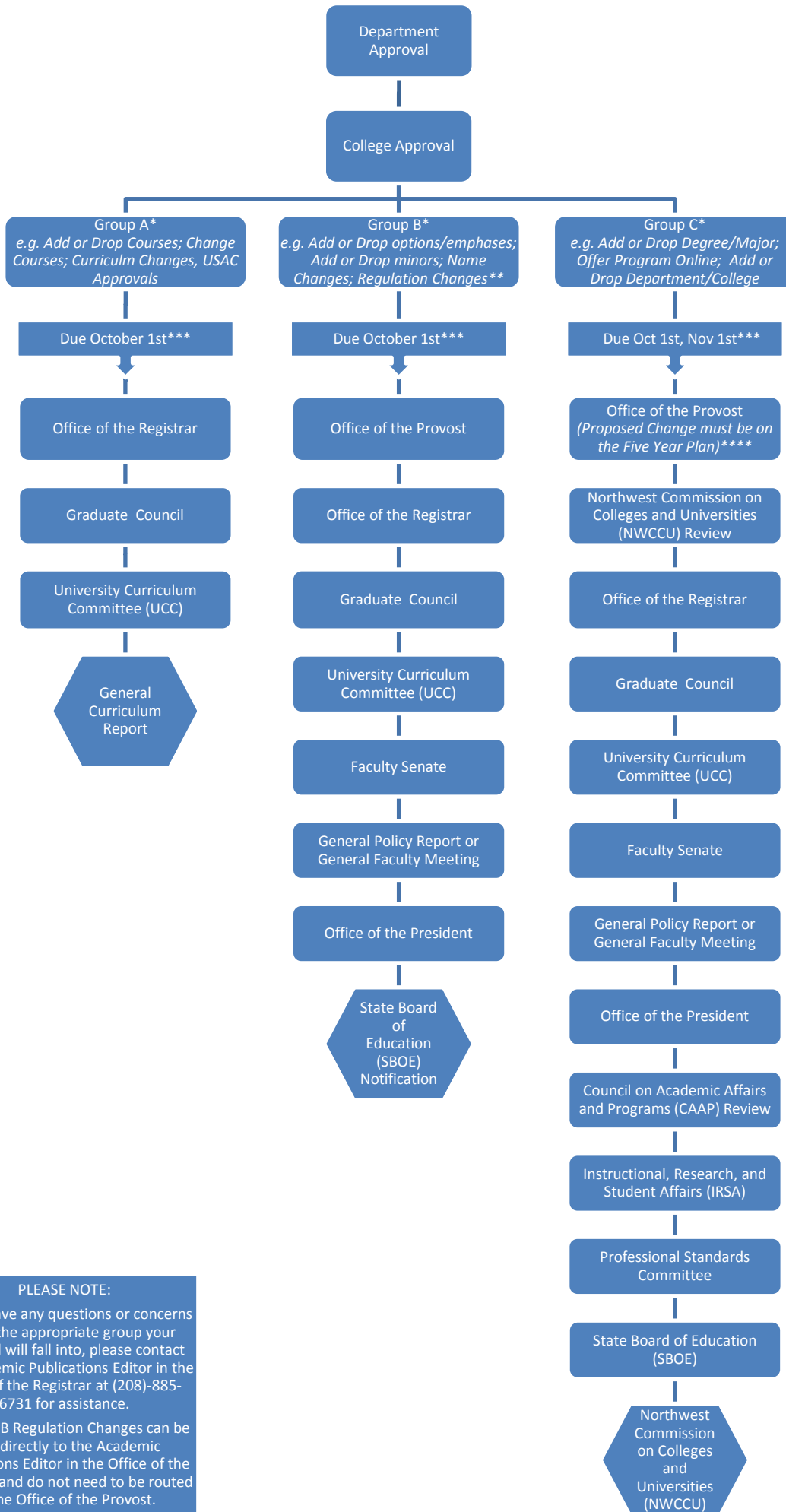
As a University Curriculum Committee member, you are responsible for representing your College on the Committee. As your College's representative you should be prepared to speak to the proposed changes that are on each week's agenda. While the Registrar's office will notify the primary contact sponsoring an item that someone should be available to speak on the submitted changes, the UCC representative should be prepared to address the issue.

Multiple changes pass through the UCC each term. It is helpful if the representative periodically notifies the faculty/departments in their college when changes are proposed or passed that may affect a department's interests. All information is posted online but is subject to timelines that may not be as efficient as a notification from the college representative. It is also helpful to let departments know when their items have passed and are moving on to the next steps in the approval process.

Deadlines for the 2019-20 academic year

- Editorial changes must be submitted by **January 31, 2020**.
- **Group A** changes effective Summer 2020 must be submitted to the UCC Secretary by **October 1, 2019**.
- **Group B** changes effective summer 2020 must be submitted to the Office of the Provost (provost@uidaho.edu) by **October 1, 2019**.
- **Group C** changes are due to the Office of the Provost (provost@uidaho.edu):
 - Final proposals for implementation Summer 2021 are due **October 1, 2019**.
 - Draft proposals for implementation Summer 2022 are due **January 5, 2020**.

TITLE	FIRST	LAST	F7	TERM	ADDRESS	PHONE	EMAIL
Faculty (B&E)	Lori	Baker-Eveleth	Chair	(2020)	Bus. & Econ/3161	5-5940	leveleth@uidaho.edu
Faculty (CLASS)	Manoj	Shrestha	F19 fill in		Pol.Sci./3165	5-0530	mks@uidaho.edu
Faculty (Law)	Mark	Adams		(2021)	Law/2321	5-5001	marka@uidaho.edu
Faculty (Engr)	Julie	Beeston		(2021)	CompSci	(CDA) 292-2671	jbeeston@uidaho.edu
Faculty (Ag)	Jim	Connors		(2022)	Ag. Ext. Educ./2040	5-6358	jconnors@uidaho.edu
Faculty (Educ)	Aleksandra	Hollingshead		(2022)	Curriculum &Inst. 3082		ahollingshead@uidaho.edu
Faculty (A&A)	Jean-Marc	Gauthier		(2021)	Virtual Tech&Design/2491		gauthier@uidaho.edu
Faculty (Science)	Mark	Nielsen		(2020)	Science/3025	5-0293	markn@uidaho.edu
Faculty (Library)	Diane	Prorak		(2021)	Library/2350	5-2508	prorak@uidaho.edu
Faculty (NR)	Steven	Shook		(2022)	Forest Products/1132	5-6802	shook@uidaho.edu
Faculty Member at Large	Sanjay	Sisodiya		(2022)	Business/3161	5-0267	sisodiya@uidaho.edu
Faculty Secretary (w/o vote)	Francesca	Sammarruca	w/o vote		Faculty Secretary/1106	5-7808	fsammarr@uidaho.edu
Vice Provost Acad. Initiatives	Cher	Hendricks	(w/o vote)		Academic Initiatives/3160	5-7259	cherhendricks@uidaho.edu
Registrar (or designee)	Lindsey	Brown	(w/o vote)		Registrar's Office/4260	5-5566	lindseybrown@uidaho.edu
Director of General Education	Dean	Panttaja	(w/o vote)		Theatre&Film/2008	5-6465	panttaja@uidaho.edu
Upper-Division Student	Jesse	Smith					smit6235@vandals.uidaho.edu
Upper-Division Student	Hannah	Spear			ASUI/2535	5-6364	hspear@uidaho.edu
Graduate Student	Louie	Land					louiel@uidaho.edu
Catalog Editor (Acting)	Rebecca	Frost	w/o vote		Registrar's Office/4260	5-2020	rfrost@uidaho.edu



PLEASE NOTE:

*If you have any questions or concerns about the appropriate group your proposal will fall into, please contact the Academic Publications Editor in the Office of the Registrar at (208)-885-6731 for assistance.

**Group B Regulation Changes can be sent directly to the Academic Publications Editor in the Office of the Registrar and do not need to be routed to the Office of the Provost.

***Changes in Group A that are received after the deadline may be considered for good and substantial reasons (see FSH 4120). Changes in Group B and C may be considered under similar circumstances however, substantial fees will be assessed by the Northwest Commission on Colleges and Universities (NWCCU).

****For questions regarding adding items to the Five Year Plan, please contact the Office of the Provost at (208)-6448 for assistance.

The three lists below show what group each change belongs to. If you have questions about which group your proposed change falls into or if your change does not clearly fall into one of the three groups, please contact the Academic Publications Editor for assistance.

Group A:

- Add/Drop a course
- Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)
- Move a course to or from Dormant status
- Change the curricular requirements for a degree
- Change the curricular requirements for a major
- Change the curricular requirements for a minor
- Change the curricular requirements for a certificate
- Change the curricular requirements for a teaching endorsement (teaching major/teaching minor)
- Add/Drop a subject prefix
- Change of subject prefix ownership
- Approval of USAC specialty programs

Group B:

- Add/Drop an option or emphasis within a major
- Add/Drop a minor
- Add/Drop a certificate (under 30 credits and no financial aid impact)
- Add/Drop a teaching endorsement (teaching major/teaching minor)
- Change the name of a degree
- Change the name of a major
- Change the name of a minor
- Change the name of an option or emphasis
- Change the name of an academic certificate
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Add/Drop/Change an academic regulation
- Add/Drop/Change a policy in the Faculty-Staff Handbook (4000s)
- Move an academic program(s) between existing administrative units

Group C:

- Add/Drop a degree/major
- Add/Drop a certificate (30 credits or greater and no financial aid impact)
- Offer a new academic program via distance education
- Add/Drop a Department/School/Program/College
- Change the name of an administrative unit
- Expand an academic program into a geographical area the University of Idaho does not already offer programs in
- Add/Drop a Branch Campus
- Offer academic credit outside of NWCCU's region
- Enter into a contractual agreement with a regionally or non-regionally accredited organization to provide courses or programs on behalf of the University of Idaho
- Requesting a special program fee or self-sustaining program fee
- Changes to an academic program component with a financial impact of greater than \$250,000.00 in a fiscal year
- Expansion of an academic program into a geographical area the University of Idaho already offers programs in
- Existing programs transitioning from less than 50% of its curricular requirements to 50% or more of its requirements being available via distance education with a financial impact of \$250,000.00 in a fiscal year or less

A Guide to Curricular Changes at the University of Idaho

This document should serve as a guide for the curricular change procedures you will be reviewing during your service on a departmental, college and/or university level curriculum committees. Each college has its own procedural path for curricular approval and this document is not intended to usurp that process.

Catalog

What is the purpose of the catalog? The function of the General Catalog is to be the authority on the curricular requirements, policies, and courses of all programs at the University of Idaho. While BANNER serves as our student information system and the vehicle of applying our changes and policies to the university, the catalog serves as the source of those policies.

When does a catalog go into effect? Each General Catalog becomes active or effective on the first day of the Summer semester. The numbering scheme for the catalog is based on those dates. The 2020-2021 General Catalog starts in the Summer 2020 semester and is active until the end of the Spring 2021 semester.

How long can a catalog be used? Catalogs remain available to students for 7 years. For example the 2013-2014 catalog will remain available to students who were matriculated in the 2013-2014 academic year or earlier until the end of the Spring 2020 semester. It is worth noting that the current year's policies, course descriptions, and prerequisites all take precedence over the older catalog.

Effective Date. All curricular changes in the General Catalog are considered effective at the start of the summer semester. For an item to be considered for inclusion in the General Catalog it must be approved by all appropriate bodies at the college level and received by the Academic Publications Editor. All submission received by the due date will be considered for the next General Catalog.

Note: a change must be approved and included in the General Catalog for it to be implemented in the Student Information System which controls scheduling, degree audit, registration, etc.

Curriculum Definitions

- ***Baccalaureate Degree:*** A credential awarded for complete of requirements entailing at least four (4) years of full-time academic study. A baccalaureate degree requires a minimum of 120 credits. The State Board of Idaho defines this as an Academic Program.
- ***Master's Degree:*** A credential awarded for completion of requirements entailing at least one (1) but normally not more than two (2) years of full-time academic work beyond the baccalaureate degree, including any required research. A master's degree requires a minimum of 30 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- ***Education Specialist Degree:*** A credential awarded for completion of requirements entailing at least two (2) but normally not more than three (3) years of full-time academic work beyond the baccalaureate degree. An education specialist degree requires a minimum of 60 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- ***Doctoral Degree:*** A credential awarded for completion of requirements entailing at least three (3) years of full-time academic work beyond the baccalaureate degree, including any required research. A doctoral degree requires a minimum of 78 credits beyond the baccalaureate degree. The State Board of Idaho defines this as an Academic Program.
- ***Major:*** A principle field of academic specialization that accounts for 25 to 50 percent of the total degree requirements.
- ***Academic Minor:*** A body of coursework that pertains to a secondary area of academic or specialization. A minimum of 18 credits is required to complete a minor. The State Board of Idaho defines this as an Academic Program Component.

- *Option:* One of two or more alternatives within the same major. The differences between the options amount to 50 percent or more of the requirements of the major.
 - To calculate the number of credits required in an option use the following formula:
 - X = Number of credits required of for the major that all students must complete regardless of option chosen (common requirements).
 - Y = Number of total credits required with the option and common requirements of the major.
 - Z = Minimum number of credits required for the option.
 - $X/0.5 = Y$
 - $Y - X = Z$
- *Emphasis:* One of two or more alternatives within the same major. The differences between the emphases amount to 20 to 49 percent of the requirements of the major.
 - To calculate the number of credits required in an option use the following formula:
 - X = Number of credits required of for the major that all students must complete regardless of emphasis chosen (common requirements).
 - Y = Number of total credits required with the emphasis and common requirements of the major.
 - Z = Minimum number of credits required for the option.
 - $X/0.8 = Y$
 - $Y - X = Z$
- *Academic Certificate:* A credential awarded for completion of a coherent program of study consisting of twelve (12) credits or more, representing a coherent body of knowledge that does not lead to a degree. For graduate certificates at least have of the credits completed must be in graduate level coursework. The State Board of Idaho defines this as an Academic Program.
- *Instructional Units:* Departments, Institutes, Office, Centers, Divisions, Schools, Colleges, Campuses, Branch Campuses, and Research Units.

Distance Education

The U.S. Department of Education defines distance education as follows:

Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--

- (1) *The internet;*
- (2) *One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;*
- (3) *Audio conferencing; or*
- (4) *Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).*

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education.

Programs that meet this criteria and have been approved by the SBOE and NWCCU will be recorded in the General Catalog.

Editorial changes

Editorial changes are those that do not require approval by a university level committee and are submitted directly to the catalog editor in the Office of the Registrar. These changes consist primarily of changes to narrative text in the catalog, minor corrections, and other non-substantive changes. Any changes to the editorial portions of the catalog should not affect curricular requirements of a program. Each department should have a person assigned to review and submit these changes. If your departmental contact has left, or you are not sure who that person is, you should contact the Catalog and Publications Editor in the Registrar's Office.

Cooperative Courses

A cooperative course is a course taught at the University of Idaho that is open to degree-seeking students in good standing from one or more approved institutions. These students are allowed to enroll in these defined courses without having to pay tuition to the University of Idaho. All students are still responsible for any special course fees attached to the courses they take here at the University of Idaho. A request for approval or discontinuance of Cooperative Course status on a course is handled as a Group A change and is submitted on a UCC Course Change Form. Because these requests are treated as any other Group A Change, they are only effective once approved at all appropriate levels and included into the General Catalog. As a result no request to approve or discontinue Cooperative Status for a course mid-year will be considered.

University Curriculum Committee (UCC) Forms

UCC maintains several forms used by the departments and colleges to convey their curricular changes to UCC for approval. All forms approved by the College Curriculum Committees are sent to the Academic Publications Editor in the Office of the Registrar. If you have questions or concerns about a form or you are uncertain which form is the correct one, contact the Academic Publications Editor for assistance.

Rationales

The rationale on any change presented to UCC is one of the most important pieces of the proposal. The key consideration to always keep in mind is to explain why you are making the changes, not an explanation of what changes you are making. Detail the impact this change will have on the students and faculty. How does the proposed change impact the Strategic Learning Goals of the University of Idaho, your college and your department? Will additional library resources be needed and if so have you contacted the University Library to discuss this change? If additional resources are required, who will pay for them? Etc.

Types of Changes

Group A, B, and C Changes. Beginning in the 2015-2016 academic year a new categorization of all processed changes that require university level committee approval was adopted. All changes will be grouped into one of three categories.

Group A: (Due Date October 1st)

- Add/Drop a course
- Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)
- Move a course to or from Dormant status
- Change the curricular requirements for a degree
- Change the curricular requirements for a major
- Change the curricular requirements for a minor
- Change the curricular requirements for a certificate
- Change the curricular requirements for a teaching endorsement (teaching major/teaching minor)

- Add/Drop a subject prefix
- Change of subject prefix ownership
- Approval of USAC specialty programs

Group B: (Due Date October 1st)

- Add/Drop an option or emphasis within a major
- Add/Drop a minor
- Add/Drop a certificate (under 30 credits and no financial aid impact)
- Add/Drop a teaching endorsement (teaching major/teaching minor)
- Change the name of a degree
- Change the name of a major
- Change the name of a minor
- Change the name of an option or emphasis
- Change the name of an academic certificate
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Add/Drop/Change an academic regulation
- Add/Drop/Change a policy in the Faculty-Staff Handbook (4000s)
- Move an academic program(s) between existing administrative units
- Expansion of an academic program into a geographical area the University of Idaho already offers programs in

Group C effective Summer 2021: (Final Draft Due Date October 1st)

Group C effective Summer 2022: (Preliminary Draft Due Date January 5th)

- Add/Drop a degree/major/certificate
- Add/Drop a certificate (30 credits or greater and no financial aid impact)
- Offer an academic program via distance education
- Add/Drop a Department/School/Program/College
- Expand an academic program into a geographical area the University of Idaho does not already offer programs in
- Add/Drop a Branch Campus
- Offer academic credit outside of NWCCU's region
- Enter into a contractual agreement with a regionally or non-regionally accredited organization to provide courses or programs on behalf of the University of Idaho

Approval Workflow

Editorial Changes

1. Department
2. College
3. Departmental Catalog Updater enters changes into CourseLeaf
4. Academic Publications Editor

Group A Changes

Group A changes must be submitted on the appropriate UCC form.

1. Department
2. College
3. Office of the Registrar
4. Graduate Council (if necessary)
5. University Curriculum Committee (UCC)
6. General Curriculum Report

Group B Changes

Group B changes must be submitted on a Group B form with any appropriate UCC form attached.

1. Department
2. College
3. Office of the Provost*
4. Office of the Registrar
5. Graduate Council (if necessary)
6. University Curriculum Committee (UCC)
7. Faculty Senate
8. General Faculty Meeting/General Policy Report
9. President's Office
10. State Board of Education (SBOE)

*Note: University of Idaho academic regulation changes may be sent directly to the Office of the Registrar for routing and processing.

Group C Changes

Group C changes must be submitted on a Program Proposal with any appropriate UCC form attached.

1. Department
2. College
3. Office of the Provost
4. Northwest Commission on Colleges and Universities Review (NWCCU)
5. Office of the Registrar
6. Graduate Council (if necessary)
7. University Curriculum Committee (UCC)
8. Faculty Senate
9. General Faculty Meeting/General Policy Report
10. President's Office
11. Council on Academic Affairs and Programs (CAAP)
12. Instructional, Research, and Student Affairs (IRSA)
13. State Board of Education (SBOE)
14. Northwest Commission on Colleges and Universities (NWCCU)

Assistance and Troubleshooting

The Academic Publications Editor in the Office of the Registrar is your best resource to contact if you have questions or concerns with the approval process, dates, deadlines, or forms for all Group A and B changes. If you have questions on group C changes, these are best directed to the Provost's Office.

If you are seeking a new number for a course or if you are concerned that a proposal is unclear, contact the Academic Publications Editor for assistance. Problems with your forms can be more easily addressed at the beginning of the curriculum submission cycle and before they come to the UCC. If your department/college is considering a complicated change or a change that is unique and does not fit any of the above models contact the Academic Publications Editor to discuss the change so a plan of action may be developed to properly implement your change with a minimum of confusion and difficulty.

University Curriculum Committee Form FAQ 's

2020-2021 Catalog

Editorial: January 31, 2020

Group A: October 1, 2019

Group B: October 1, 2019

Group C: October 1, 2018

2021-2022 Catalog

Editorial: January 31, 2021

Group A: October 1, 2020

Group B: October 1, 2020

Group C: October 1, 2019

Does my change require UCC approval?

YES

- Course titles, grade modes, descriptions, credits, prerequisites, cross- and joint-listings
- Course repeatability and reactivation
- Dropping a course from the catalog
- Curricular requirements and curricular narratives.
- Discontinuing majors, minors, options, emphases, and academic units.
- Changing the names of majors, minors, options, emphases, and academic units.
- New course numbers
 - Includes adding a brand new course or changing an existing course to a new number

NO

- Updating departmental narrative information: mission statements, location, contact, resources, etc.
- Changing the semester a course is offered
- Adding explanatory or clarifying language to existing curriculum that reflects existing policy
 - contact the catalog editor with specific instances
- Removing a course from the list of courses due to go dormant before the list appears at UCC
 - Requires a note (email or memo) from the dean to the catalog editor

NOTE:

Changes made at the course level will automatically roll through to the relevant curricula after the changes are entered into Banner. There is no need to mark course-specific changes in the curricula themselves, but this may be done to make the changes more clear for reviewers.

NOTE:

In limited instances, departments may submit certain prefix- or department- wide changes on a single form, like a prerequisite that appears in multiple places in the same prefix or updates to a core curriculum that affects multiple majors. Contact the catalog editor with specific circumstances. Unless authorized, multiple changes on one form may be sent back for full-revision.

Who do I submit my forms to? Who reviews them?

Group A

Catalog editor in the Registrar's Office. The Catalog team reviews all proposals before preparing agenda items for review by UCC.

Groups B and C

Provost's Office. After initial review by the Provost's Office, the Registrar's office reviews proposals and approves them for presentation to Graduate Council, University Curriculum Committee, Faculty Senate, the State Board, and the Northwest Commission, as required.

The catalog editor enters all approved changes into the catalog at the end of the cycle.

<i>Vacant</i>	<i>Catalog Editor</i>	<i>rfrost@uidaho.edu</i>
<i>Rebecca Frost</i>	<i>Assistant Registrar</i>	<i>rfrost@uidaho.edu</i>
<i>Joana Espinoza</i>	<i>Assistant to the Vice Provosts</i>	<i>jespinoza@uidaho.edu</i>

Where do final committee determinations appear?

Group A

After approval at UCC, these items are circulated on a General Curriculum Report – announced in the Register and published on the UCC website — and entered after a two week review period.

Groups B and C

After approval at UCC, these items appear at Faculty Senate and either appear at a University Faculty Meeting or circulate on a General Policy Report. Final Presidential approval is reported via email.

Why was my paperwork returned?

Errors that require full-revision:

- Marking changes on a curriculum that does not match the most current catalog
- Using a Group A form to propose Group B or C changes
 - ex) departments commonly submit program name changes on group A forms
- Not appearing at department and college curricular committees before submission to UCC
- Proposing to cross-list courses with different titles, descriptions, credit amounts, or grading modes
- Reusing old numbers for new courses
 - Changing course content in order to re-order study areas in curricula
 - Changing course content significantly enough that it represents a new course
- Proposing to cross-list unrelated courses OR proposing to cross-list courses without consulting the other department
- Changes that conflict with one another

Forms returned for full-revision will not have their place reserved on the schedule. Any full-revisions submitted after October 1 will go to the back of the schedule and may not appear before committee until the next cycle.

Errors that require partial-revision:

- Approval dates or vote counts left off
- Missing distance and geographical availability (except Drop forms)
- Missing memoranda for new prefixes or large-scale prefix changes
- Tracking all changes made to the paperwork, not just proposed changes to the catalog
- Proposing to cross-list courses across departments without including evidence of support

Forms submitted by October 1 and returned for partial-revision are considered On Time, but will not appear before committee until revisions are complete.

What is the policy on Dormant and Inactive Courses?

- Courses that have not been offered or have not been registered for a period of four years will be considered for dormancy.
- Dormant courses may be offered for two semester in two years. If two years pass without a request to remove from dormancy, the courses are considered for inactivation.
- Courses can be removed from consideration for dormancy at any time before the vote at UCC. Currently dormant and inactive courses require paperwork to activate.
- Neither dormant nor inactive courses appear in the Catalog.