

UNIVERSITY CURRICULUM COMMITTEE

2020-21 Meeting #1 - 8-31-2020

Members (those present in bold):

Jim Connors, Chair*

Mark Adams*

Bert Baumgaertner*

Julie Beeston*

Lindsey Brown

Jean-Marc Gauthier*

Kalynn Hanley*

Aleksandra Hollingshead*

Mark Nielsen*

Dean Panttaja

Diane Prorak*

Francesca Sammarruca

Steven Shook*

Sanjay Sisodiya*

* indicates voting member

Guests Present: Rebecca Frost, Dwaine Hubbard, Amy Kingston

Chairperson Jim Connors confirmed quorum and called the meeting to order at 3:30 pm.

The minutes from April 13, 2020 were approved.

Announcements and Communications

Members were welcomed to the new 2020-21 UCC cycle.

New Business

Members and guests who were present introduced themselves.

Jim Connors would like each committee member to designate an alternate in case there are meetings they are unable to attend.

Jim Connors is a professional registered parliamentarian and is available if anyone has questions about the process. Refer to the documents he sent out (attachments #1 and #2) –parliamentary procedures and standing rules. Among those rules, he is suggesting time limits on debate. Bert Baumgaertner asked for clarification about what constitutes debate, for time limit purposes. Jim explained that he expects to be lenient if there is discussion back and forth. He sees the time limits as more important if there is a controversial issue that garners substantial debate. The proposed rules were unanimously approved

First, Rebecca Frost briefly reviewed the Guide to Curricular Changes (attachment #3).

There was a discussion about deadlines and clarification of submission deadlines for changes in Group A, Group B, and Group C. The Provost's office is moving away from strict submission deadlines for Group C changes. They will be accepted throughout the year but they may not make it into the next catalog, based on when the process starts and how complex the change is.

Lindsey Brown, the Registrar, emphasized the importance of Group A and Group B deadlines. They will be enforced more stringently this year. Last year, in part due to program prioritization, many changes came through well after the catalog was due to be published. That should not happen in the future.

Rebecca Frost did a demonstration of the new online curriculum management system (CIM), including the benefits, how the system works, and a discussion of how it will impact UCC agendas and meetings.

There was a discussion about whether the new proposed UCC agenda/packet format will work. The proposed format will be structured like last year's UCC packets, but with links to each proposal in CIM rather than having details of the proposal listed directly in the packet. Steven Shook mentioned that he will miss the convenience of being able to print the packet and review it anytime, even without having a computer there, but the committee generally agreed they can make it work.

Sanjay Sisodiya asked whether people will be able to continue making changes to a proposal after the UCC has received the link in the packet. The answer is no – once a proposal is in the workflow, edits are locked unless we send it back to a previous workflow step, which will not happen once it has been added to a UCC packet. Sanjay also asked about how soon the UCC packets will be sent out. He explained that it is difficult to collaborate with other faculty members if the agenda comes out too close to a scheduled UCC meeting. Amy Kingston, UCC Secretary, responded that the goal is to have UCC packets out to the committee on the Tuesday prior to meeting.

There was a discussion of the upcoming CIM trainings – who needs to attend, how long are the trainings, and when are the trainings. Amy Kingston has an email to send out to UCC committee members, associate deans, department chairs, and departmental schedulers. The committee was asked to forward that email to anyone in their departments that might need CIM training and to encourage attendance.

Julie Beeston asked if the trainings would be recorded, since she thinks faculty may ignore these trainings until it is time for them to propose changes in CIM. Yes, they will be recorded. Amy Kingston is also working on a Users' Manual with screen shots to help those who are unable to attend the trainings.

Sanjay Sisodiya asked if the CIM training is mandatory. Rebecca Frost replied that training is mandatory for approvers, but not for those who will just be entering proposals. However, it is highly recommended for anyone who will be submitting proposals.

Additional Questions or Discussion

Francesca Sammarucca began a discussion about identifying student representatives for the UCC. Jim Connors responded that he did not have any students in mind right now, but the committee members are welcome to suggest people. Otherwise, Francesca will work with the Committee on Committees to identify students to fill those positions (2 undergraduate students, 1 graduate student).

Chairperson Jim Connors closed the meeting at 4:55 pm. UCC will reconvene on Monday, September 14, 2020.

Amy Kingston
UCC Secretary

UCC University Curriculum Committee Guide to Parliamentary Procedure

In order for business to be properly transacted, rules of parliamentary procedure must be followed. The following guide provides some basic parliamentary procedure rules to conduct UCC business in an orderly and efficient manner. Consult *Robert's Rules of Order Newly Revised* (12th ed., 2020) for more complete description of parliamentary procedure rules.

I. Obtaining the Floor

- A. Recognition must be gained before a committee member may address the committee.
- B. To obtain the floor, a member may state “Mr. or Madam Chair” during a face to face meeting, or use the Raise Hand button during a Zoom meeting.

II. Introducing A Motion

- A. When a member is recognized for the purpose of making a motion, he/she should move the main motion as was printed in the agenda.
- B. Another member seconds the motion.
- C. After the motion has been moved, seconded and stated by the Chair, it is open for debate.

III. Amending a Motion

- A. A motion can be changed by use of the motion to Amend.
- B. The purpose of primary amendment is to modify or perfect the main motion. A primary amendment must relate (be germane) to the main motion. Only one primary amendment can be offered at a time.
- C. Three forms of the motion to Amend are:
 - 1. Insert or Add - To insert words, or, if they are placed at the end of the sentence, to add words.
 - 2. Striking Out - Striking out a words or sentence(s) which are consecutive.
 - 3. Strike Out and Insert - To strike out words and insert different words in the same place.

4. Substitution
 - a. Substitution is striking out words, sentences, or the entire motion and inserting different words or proposing a substitute motion.
 - b. If the substitute motion is not acted upon favorably, further amendments can be offered to perfect the original main motion.

D. Amending an Amendment

1. The purpose of a secondary amendment is to modify or perfect the primary amendment.
2. Only one secondary amendment can be on the floor at one time.

IV. Subsidiary Motions

A. Subsidiary motions help in handling the main motion. Subsidiary motions include:

1. Lay on the Table
 - a. Highest ranking subsidiary motion
 - b. Used to temporarily set the main motion aside to take up an item of immediate urgency.
2. Previous Question (Close Debate)
 - a. Can be applied to the immediate pending motion or a series of pending motions.
 - b. Requires a $\frac{2}{3}$ vote to pass.
 - c. Immediately closes debate and requires a vote on the pending motion(s).
3. Limit or Extend the Limits of Debate
 - a. Can be used to limit or extend the limits of debate.
 - b. Requires a $\frac{2}{3}$ vote to pass.
4. Postpone Definitely - Sets aside the pending motion to a specific time.
5. Commit - Refers the pending motion to a special or standing committee, or back to a department or college curriculum committee.

6. Amend - Changes the main motion by addition, subtraction, or substitution. (See II. above)
7. Postpone Indefinitely
 - a. Used to kill the main motion without taking a direct vote on the main motion.
 - b. Lowest ranking subsidiary motion.

V. Privileged Motions

- A. Privileged motions pertain to special matters of immediate importance that must be handled immediately. Privileged Motions include:
 1. Fix the time to which to adjourn - Sets the time, date and location of the next meeting.
 2. Adjourn - Closes the current meeting
 3. Recess - Take a short recess in the meeting.
 4. Raise a question of privilege
 - a. Asks the assembly for permission to do something. Questions of privilege generally relate to delegate's safety, health, integrity or protection of property.
 - b. Types of questions of privilege
 - (1) Personal privilege
 - (2) Privileges of the assembly
 5. Call for the orders of the day - Requires the assembly to adhere to its published order of business.

VI. Incidental Motions

- A. Incidental motions relate, in different ways, to the pending business or to business otherwise at hand. Incidental motions deal with questions of procedure arising out of: another pending motion or item of business.
- B. Point of Order - A point of order is raised when there is a violation of the rules of order, standing rules, or any other violation.
- C. Parliamentary Inquiry - A parliamentary inquiry is used when a delegate has a question pertaining to a parliamentary rule.

- D. Request for Information - A point of information is used when a delegate has a question related to a motion before the assembly.

- E. Other incidental motions
 - 1. Appeal
 - 2. Suspend the rules
 - 3. Methods of voting
 - 4. Division of the assembly
 - 5. Division of the question

Characteristics of Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	(1)	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	Neg only (4)
Close Debate (Previous Question)	Yes	No	No	$\frac{2}{3}$	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	$\frac{2}{3}$	Yes
Postpone to a Certain Time	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (2)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes (2)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	$\frac{2}{3}$	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair rules	No
Request for Information	No	No	No	Chair answers	No
Suspend the Rules	Yes	No	No	(3)	No
Withdraw a Motion	No (4)	No	No	Majority (4)	Neg. Only
Motions That Bring A Question Again Before The Assembly					
Reconsider	Yes	Yes (1)	No	Majority	No
Rescind	Yes	Yes	Yes	Maj. with notice or _ (4)	Neg. only
Take from the Table	Yes	No	No	Majority	No

(1) _ vote until completion of all new business, majority vote after completion of new business (Standing Rule 1.23)

(2) If applied to a debatable motion

(3) Rules of Order - $\frac{2}{3}$ vote, standing rules - majority vote

(4) Refer to *Robert's Rules of Order Newly Revised* (12th edition) for rule(s)

University Curriculum Committee

Standing Rules

- 1.0 Meetings
 - 1.1 UCC meetings will be held on Mondays at 3:30 pm during fall and spring semesters. Meeting location will be in the Cataldo Room of the Bruce M. Pitman Center, at another location as announced, or virtually using Zoom.
 - 1.2 Guests are welcome to attend UCC meetings but have no rights to debate.
- 2.0 Recognition of Committee Members
 - 2.1 To seek recognition by the chair, a member shall use the Raise Hand function in the Participants window of Zoom.
- 3.0 Debate
 - 3.1 Informal discussion of a subject is permitted while no motion is pending.
 - 3.2 There is no limit to the number of times a member can speak to a debatable motion. Debate will be limited to 3 minutes for the first debate and 1 minute for subsequent debates.
 - 3.3 The chair, without leaving the chair, may speak in informal discussion and debate, and vote on all questions.
- 4.0 Voting Procedure
 - 4.1 Vote shall be taken using the Yes/No function in the Participants window of Zoom.
 - 4.2 Votes may also be taken using the Poll function within Zoom, or audible roll call.
 - 4.3 Members participating in the Zoom meeting by telephone may vote by voice, email, or text to the chair.
 - 4.4 The chair's announcement of the voting result shall include the number of members voting on each side of the question.
 - 4.5 Business may also be conducted by unanimous consent.
- 5.0 Technical Malfunctions
 - 5.1 Each member is responsible for his/her connection to the Zoom meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

A Guide to Curricular Changes at the University of Idaho

This document serves 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 should not override that process.

Catalog Overview

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. BANNER serves as our student information system and the vehicle of applying changes and policies to the university, but the catalog serves as the original 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. However, students are subject to the degree requirements from their specific catalog year. They can opt to change to any available active catalog, beginning with the year they matriculated and going forward to the current catalog. Note: Students can choose to use one catalog for their major and a different eligible catalog for their General Education requirements. They can adjust their major catalog year in VandalWeb and their General Education catalog year via a paper form available on the Registrar's website.

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 department and college levels and received by the Academic Publications Editor at catalog@uidaho.edu no later than the published deadline of October 1.

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

Program Definitions

- ***Baccalaureate Degree:*** A credential awarded for completion 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. Master's degrees often include thesis tracks and non-thesis tracks. 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 (which can include the master's degree if approved by COGS). 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. These are displayed on both the transcript and diploma.
- *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. These are displayed on a student's transcript, but not on the diploma.
- *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. These are not displayed on a student's diploma, but they are displayed on the transcript if they are part of the major's name.
 - To calculate the number of credits required in an option use the following formula:
X = Number of credits required 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. These are not displayed on a student's diploma, but they are displayed on the transcript if they are part of the major's name.
 - 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.
$$X/0.8 = Y$$
$$Y - X = Z$$
- *Shared Core Classes*: When a major includes emphases or options, there is often a core group of required classes shared among all the emphases or options. These are typically listed at the top of the list of required courses for the major.
- *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. A certificate must be defined as either a graduate academic certificate or an undergraduate academic certificate. For graduate certificates, at least half the credits completed must be in graduate level coursework. The State Board of Idaho defines this as an Academic Program. These are displayed on the transcript, but not on the diploma. There is also a separate certificate issued to the student upon completion.
- *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.

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, most commonly Washington State University. These students can enroll in these specific courses without having to pay tuition to the University of Idaho. Students are still responsible for 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 should be 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.

Cross- and Joint-Listed Courses

A cross-listed course is a single course offered collaboratively by two or more programs. Cross-listing is an academic process that allows two or more programs to share responsibility for a single course. For courses to qualify for cross-listing, the programs wishing to cross-list a course must demonstrate that each program will be responsible for supplying resources to support the course.

For a cross-listed course to be approved, each program must submit a course approval form for the course. The course approval forms must be identical in every way, except for the three- or four-letter subject code. You must clearly explain in the rationale on the course approval form how the course meets the criteria for cross-listing and how the cross-listing benefits students. The course approval forms must be submitted simultaneously by all programs for approval. Each program is responsible for ensuring that they submit a course approval form and that the information is identical. Forms that are not identical or are not submitted at the same time will not be considered by the committee.

When a cross-listed course is offered, it must be scheduled through both units and will be published under both listings in the General Catalog. It is the responsibility of all programs to coordinate the scheduling and maintenance of a cross-listed course.

When there is a change to a cross-listed course, both programs must submit a form reflecting the change. Once again, the course approval forms must be identical and must be submitted simultaneously for the change to be considered by the committee. A program cannot change a cross-listed course without an identical corresponding submission from the collaborating program.

To discontinue a cross-listed course, both programs need to submit paperwork. The program that wishes to cancel the course should submit a form to drop it and the other program should submit a form removing the cross-listing from the course. If a program submits a drop for a cross-listed course without the collaborative program submitting a course change to remove the cross-listing, the cancellation will not be considered by the committee.

Standard Course Numbers

There are standard course numbers available for use by any department, per FSH 4130. These do not need to go through UCC approval to be activated. A department can begin offering one of the standard courses by contacting the Academic Publications Editor (catalog@uidaho.edu). However, changes to standard courses (e.g., customizing the course description or limiting the available credit range) must go through the UCC approval process. Departments are strongly discouraged from using a standard course number for a specific course. These numbers should be reserved university-wide for the categories below. Standard course numbers include:

- Seminar (200, 400, 501, and 601)
- Workshop (203, 403, 503, and 603)
- Special Topic (204, 404, 504, and 604)
- Professional Development (405, 505, and 605)
- Internship (298, 398, 498, 598, and 698)
- Directed Study (299, 499, 502, and 602)
- Practicum in Tutoring (optional 400s numbers)
- Master's Research and Thesis (500)
- Graduate Practicum (597)
- Non-thesis Master's Research (599)
- Doctoral Research and Dissertation (600)

Many standard courses have restrictions placed on them. See FSH 4130 for more details.

- Special Topic – Extended discussion on a topic or subject area not covered in an existing course offering. They may not duplicate existing catalog course material, and each topic may only be offered three times in this format.
- Professional Development - A professional activity designed to provide information or skills, which have practical value. They are intended for in-service teachers in the state of Idaho and participant fees are often subsidized by the state.
- Directed Study - A method of delivering specially designed content to a student outside of the normal classroom environment. They may not duplicate existing catalog course material. They are limited to five students or less and may not use a general university classroom space.

The Curriculum Change Process

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 if you are not sure who that person is, you should contact the Academic Publications Editor in the Registrar's Office at catalog@uidaho.edu.

General Education Changes

Changes to General Education requirements (such as adding/removing certain courses from the lists of approved General Education classes) begin with the University Committee on General Education before coming to UCC for approval. Questions can be addressed to that committee.

Other Types of 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, Group B, and Group C. For more specific instructions about initiating changes from these groups, please see <https://www.uidaho.edu/provost/academic-initiatives/planning>. It is important to adhere to the published deadlines as late submissions may be denied.

Group A: (Due October 1st to catalog@uidaho.edu)

- 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
- Add/Drop coop designation for a course

Group B: (Due October 1st to provost@uidaho.edu)

- Add/Drop an option or emphasis within a major
- Add/Drop a minor
- Add/Drop a certificate (under 30 credits)
- Add/Drop a teaching endorsement (teaching major/teaching minor)
- Change the name of a degree
- Change the name of a major or 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)
- Convert an option or emphasis to its own program
- Consolidate an existing UG program to create one or more new UG programs
- Add/Drop/Change an academic regulation
- Move an academic program(s) between existing administrative units
- Expand an academic program into a U of I designated region
- Change an existing program from face-to-face to online delivery
- Add an online component of more than 50% of a program to an existing program
- Expand a program into a U of I designated Region

Group C/Full Proposal forms: (Work with the provost office on deadlines.)

- Add/Drop a degree/major

- Add/Drop a certificate (30 credits or greater)
- Add/Drop a Department/School/College
- Expand an academic program into a geographical area outside of U of I designated regions
- Add/Drop an off-campus instructional program or branch campus
- Make changes to an academic program component with a financial impact of greater than \$250,000 in a fiscal year

Other program changes – must contact the Provost's Office if you are looking at one of these changes

- Change a policy in the 4000 section of FSH
- 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
- Consolidate or Merge a Graduate program.

University Curriculum Committee (UCC) Submission Process

UCC is now using an online curriculum management program called CourseLeaf Curriculum (CIM) to manage all course and curricular change proposals. For access and training, contact the Academic Publications Editor at catalog@uidaho.edu. 2020-21 is the transition year for this program. If you have already begun using old paper forms for course or curricular changes, they can still be submitted to catalog@uidaho.edu. Those paper forms will no longer be accepted as of 2021-22.

Rationales

The rationale on any change presented to UCC is one of the most important pieces of the proposal. The goal 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.

Learning Outcomes

Currently, learning outcomes are required for all programs and changes to learning outcomes must receive UCC approval. Institutional Effectiveness and Accreditation (IEA) is then notified of these changes. We do not currently manage learning outcomes for individual courses. That may happen in the future.

Approval Workflow

Editorial Changes – due January 31

1. Department and/or College determines necessary changes
2. Departmental Catalog Updater enters changes into CourseLeaf
3. Academic Publications Editor approves changes for subsequent catalog

Group A Changes – due October 1

Group A changes must be submitted on the appropriate UCC form (2020 is last year for this option) or online via CIM.

1. Department
2. College

3. Office of the Registrar
4. Graduate Council (if necessary)
5. University Committee on General Education (if necessary)
6. University Curriculum Committee (UCC)
7. General Curriculum Report

Group B Changes – due October 1

Group B changes must be submitted on a Group B Short form (2020 is last year for this option) with any appropriate UCC form attached or online via CIM.

1. Department
2. College
3. Office of the Provost*
4. Office of the Registrar
5. Institutional Effectiveness and Accreditation
6. Graduate Council (if necessary)
7. University Committee on General Education (if necessary)
8. University Curriculum Committee (UCC)
9. Faculty Senate
10. General Faculty Meeting/General Policy Report
11. President's Office
12. State Board of Education (SBOE)
13. Northwest Commission on Colleges and Universities (NWCCU) – notification only

*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 form with any appropriate UCC forms attached or online via CIM with required forms attached.

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