

Curriculog/Catalog Process

Final Schedule for 2024-25 Publication

Curriculog open for submissions first day of Fall Quarter

DG designation(s) - *launched* in Curriculog by Nov. 1

New courses or outcomes changes - *launched* in Curriculog by Nov. 15

Curriculum (course) changes or retirements - *launched* in Curriculog by Nov. 30

Program (degree or certificate) changes and/or retirements - *launched* in Curriculog by Dec. 15

IC discussion of program changes that impact more than one department by March 15

IC discussion of program changes that impact other department faculty load by April 1

Goal is to publish the catalog before summer and fall registration begins- May 1st

Elements that need to happen **prior** to changes being launched in Curriculog

- post DACUM curriculum review, updates and changes
- DACUM - recommendation held by no later than Oct. 15

Curriculum/program/catalog process sequence (with details)

Courses

- Courses changes (except outcomes and D/G designation request) can be submitted through November 30.
 - Diversity & Globalism designation requests are due Nov 1st for committee review process.
 - Course learning outcome changes MUST be *launched* no later than Nov 15th for review to be complete by November 30.
- Learning outcomes need to be reviewed for those courses ~Nov 30
- Courses meeting certain criteria (substantial course rewrite, credit change, distribution change, 'Related Instruction' change, prerequisite change, new course) are reviewed by the curriculum committee
- Courses are approved or pushed back

Programs

- (Significant) WF program changes/new programs need to be approved by/ shared with advisory committees - Fall or Spring
- Program (degree or certificate) changes and/or retirements - *launched* in Curriculog by Dec. 15
 - Submit program map with Curriculog as part of approval process (contact Program Manager for Academic Pathways for assistance)
- New programs/new degrees, as well as program changes that impact courses outside the department, need to be presented to Senate. This will be done after launch (12/15).
 - The Division Chair will notify the Senate executive committee by the end of the first week of Winter quarter of programs needing Senate review and request to present in the first Senate meeting of Winter quarter (third Wednesday of the month).
 - The program changes or new program will be discussed by the Senate.
 - The Senate will typically want to hear about the proposal from the proposer, gather feedback from the divisions, discuss needed changes (if any) with the division chair and

then the Senate votes in one of the next two Senate (by mid-February) meetings on the proposal. If the Senate fails to vote on the proposal by mid-February, then the proposal is considered approved.

- Once approved by the Senate, the Division Chair can then approve and the proposal will continue through the Curriculog approval process.
- IC/Curriculum committee will discuss the proposal in their late February/early March meeting.
- Program changes that impact more than one department need to be discussed in IC by March 15
- New programs and changes to programs that impact faculty load in other departments need to be shared with coordinators before schedules for summer and fall are created- April 1st
 - Need process for implementation
- WF program changes need to be approved by SBCTC prior to activating.*

Process following Curriculum push to Catalog

- AARs updated or built prior to Summer (ideal) and Fall registration
 - Notification to PM Academic Pathways to build/change
- Academic plans need to be created or updated in Watermark
- Program maps created or updated in Pathway Mapper
- Communication about program changes, new programs, pre-requisite course changes, needs to go to campus (PM for Academic Pathways in collaboration with Director prepares message to campus) special attention to Pathway Advising and ISP
- PDF copy of Catalog sent to Veterans Affairs
- Notification of program name changes, additions and deletions to Registrar
- Notification of program name changes, additions and deletions to Marketing and Communications
- SBCTC inventory needs to be updated (this is automatic when we add a program to the SBCTC inventory)
- NWCCU inventory needs to be updated - annual review (new/retired programs & programs with 25% or more change)- Add a checkbox in the Curriculog process

- Retiring inactive programs—annual degree clean-up (Summer project: June/July)
 - Programs with no/few students get “last date of entry” in SBCTC
 - Three years later, those programs are moved to “inactive” status
 - Those programs are “deleted” (retired) from Curriculog
 - This happens prior to the new catalog being published

Additional processes to be scheduled

- Need to formalize an instruction cabinet policy about reviewing courses at least every 4 years (align timing with program improvement process)
- Timeline for catalog editing/formatting? Do we need to add time for this?
- Need to build a better certificate approval process especially for short-term (15 CR certs)

*Ideally move this to prior to entry into Curriculog in 25-26