

## CVPA Curriculum Processes and Resources

The development and review of curriculum typically begins with an individual faculty member and/or at the department level. Departments are encouraged to develop and/or maintain a clear process for curriculum review that allows for the input from the entire department membership and incorporates the use of data to inform change. Once departmental procedures have been followed, curriculum is added to the online Curriculum Action System and moves through a standard process of review. The information that follows will include both an overview of the review process and resources that enable faculty to be informed and involved.

### Curriculum Action System

The [Curriculum Action System](#) is a database with a workflow system which allows proposals to move through a set process for review beyond the department level. The workflow system establishes required approvals at all levels to ensure that appropriate committees and administrators review the curriculum. The [training and user manual](#) provides a step-by-step guide to navigating the system and a glossary of fields.

#### Additional Tips

- Any faculty member can submit actions, and these are then forwarded to the appropriate chair for review and approval.
- Any faculty member can use the *Advanced Search* feature to view any current or past proposals. This allows for monitoring progress of curriculum action as well as review of complete proposals listed on the agenda of college and university meetings.
- Individuals creating curriculum at the department level are encouraged to use the *Save Work Feature*. Once submitted, curriculum actions can only be altered through the University Registrar.
- It usually takes *AT LEAST 6 weeks for a curriculum action* to go through the complete cycle, assuming no abnormal delays. If the action must go to the Teacher Education Committee and/or the General Education Committee, the review will usually take two cycles (*AT LEAST 12 weeks*). When submitting changes for the next catalog year, special attention to the process and planned spring meetings of review bodies will help facilitate timely review.
- Justifications and links to assessment should *clearly indicate the reasons for the change* in a manner that is *clear to individuals unfamiliar* with the program and/or discipline. Faculty are encouraged to provide content and **to avoid the use of acronyms or disciplinary jargon**.
- Some faculty members have *multiple levels of privilege* in the system due to committee membership or administrative appointments.
- The department chair or his/her designee should *consult with affected departments* in advance of submitting curriculum actions.
- The initiator of a curriculum action can *email working drafts* to other department members for feedback through the Curriculum Action System.
- The *system incorporates two sections*, one for course actions and one for program changes.
- The system is *maximized for using Firefox*. Some features will not work in Explorer, Chrome, or Safari.
- Until one course/program *change clears the system*, a second change for that course or program cannot be initiated. Initiators have to watch their proposals carefully. If a program requires

newly-created or substantively-modified courses, it's best to submit the courses in one cycle and submit the program changes in the next cycle.

## College Process

Action undergoes department/program level review and design stages.

Initiator enters the action into Curriculum Action System.

*This is can be done by any Winthrop Faculty Member.*

Appropriate chair is prompted automatically to approve/deny the action.

*Chairs are encouraged to note on screen the date of the department-level vote.*

CVPA Curriculum Committee reviews and votes on the change.

*A program representative should attend the committee meeting to answer questions.*

CVPA Curriculum Committee Chair approves/denies based on the vote.

*Chairs are encouraged to note on the approval screen  
the date of the committee-level vote.*

CVPA Faculty Assembly reviews and votes on the change.

*A representative should attend the Assembly meeting to answer questions.*

CVPA Faculty Assembly Chair or designee  
approves/denies based on the vote.

*Chairs are encouraged to note on the approval screen  
the date of the CVPA Assembly vote.*

CVPA Dean or designee approves or denies the action.

Committees or individuals outside the department that have approval rights can request amendments to the actions and/or hold the action to request further information or review at the department level. Any revisions or concerns should be clearly noted in the notes when approved or denied.

### Additional Tips

- Emails are sent to the individual who has the next responsibility for approving curriculum actions at each stage in the review process. The automatically generated email will state that the curriculum action is ready for approval; however, the email is actually a signal that the action has moved to the next level and should only be approved after the committee/assembly has reviewed the action.
- Once an action has been approved at all required levels, the initiator and department chair receive notifications.
- If an action is denied, the initiator and department chair receive notifications.
- When changes have been made to an action at the request of a committee or assembly, the initiator and department chair receive notifications.

## University Process

Once curriculum action moves beyond the college, the type of action determines the committees that should review the action and which has the responsibility to act formally.

Subsequent review bodies include: General Education Committee, Teacher Education Committee, Committee on University Curriculum, Academic Council, Graduate Council, Graduate Faculty Assembly, and Faculty Assembly. Representatives are encouraged to follow the approval process, making themselves available to address questions from committees outside the college.

### *University flowcharts for Curriculum Processes organized by Student Population*

#### Actions Related to Programs/Coursework Involving Undergraduates Only

Indication of **Required Vote**, **Forwarding for Information Only**, or **No Required Action**

Curriculum Action	College Assembly	Teacher Education Committee	Committee on University Curriculum	Academic Council	Faculty Conference
Rename course or change course description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, change or drop a designator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change grade mode on a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, drop or renumber a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Actions Related to Programs/Coursework Involving Undergraduates Only

Indication of **Required Vote**, **Forwarding for Information Only**, or **No Required Action**

Curriculum Action	College Assembly	Teacher Education Committee	Committee on University Curriculum	Academic Council	Faculty Conference
Add or change requirements for a minor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add or change a pre- or co-requisite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change credit hour for an existing course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add or drop a minor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change graduation requirements in a major (no change in overall # of hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change # of hours needed to complete a degree program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add or drop a degree program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Action is forwarded to the Teacher Education Committee only when change is related to a requirement in a Teacher Education Program.

## Actions Related to Programs/Coursework Involving Both Undergraduates and Graduates

Indication of **Required Vote**, **Forwarding for Information Only**, or **No Required Action**

Curriculum Action	Simultaneously		Teacher Education Committee *	Committee on University Curriculum	Academic Council	Faculty Conference /Graduate Assembly
	College Assembly Votes	Graduate Council Votes				
Rename course or change course description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, drop or renumber a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add or change a pre- or co-requisite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Action is forwarded to the Teacher Education Committee only when change is related to a requirement in a Teacher Education Program.

## Actions Related to Programs/Coursework Involving Graduate Students Only

Indication of **Required Vote** or **No Required Action**

Curriculum Action	College Assembly	Teacher Education Committee *	Graduate Council	Graduate Faculty Assembly
Rename or change course description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, drop, or change a pre- or co-requisite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change the credit hours of an existing course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, drop, or renumber a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, change, or drop a designator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, drop or change a pre-requisite for courses <b>required</b> in a teacher education degree track/concentration or program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change graduation requirements in a teacher education degree track or program (no change in overall # of hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change # of hours needed to complete a teacher education degree program (or track/concentration in such a program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add or drop a teacher education degree program (or track/concentration in such a program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change # of hours needed to complete a degree program (or track/concentration in such a program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add or drop a degree program (or track/concentration in such a program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing graduation requirements in a degree program (or track/concentration in a degree program) with no change in overall number of hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Action is forwarded to the Teacher Education Committee only when change is related to a requirement in a Teacher Education Program.

### *Additional Resources*

- [Faculty Governance Calendar](#)
- [Timetable for Approval of Programs](#)

## **University, State, and Accreditation Process**

In cases where a [new program](#) is proposed or a program is [significantly modified](#) approval of the University President, Board of Trustees, the South Carolina Commission on Higher Education, the South Carolina Department of Education (if related to teacher licensure), and the Commission on Colleges of the Southern Association of Colleges and Schools may require additional notification and materials. Faculty and programs should work with the VPA Dean's office and the Office of Academic Affairs to insure all materials are prepared as required. The [Academic Program Approval Procedures](#) website provides an overview of the process(es) and links to external requirements and information.

## **Types of Curriculum Actions**

### *Changes to Courses (Curriculum Action System)*

- Add a new course
  - Check with Registrar to see what course numbers are available before starting process.
  - In cases of rotating special topics courses, departments are encouraged to establish general or categorical special topics courses to which a more descriptive transcript title can be added instead of creating individual courses for each possible special topic.
- Drop a course
  - Once dropped, the course number is no longer available for future use.
  - All programs that typically use this course as a required or suggested course should be notified well in advance to allow for discussion and appropriate planning.
- Modify an existing course
  - Includes actions such as changes in title, prerequisites, grade type, description, etc.
  - All programs that typically use this course as a required or suggested course should be notified well in advance to allow for discussion and appropriate planning.
  - The Curriculum Action System will create side-by-side versions of the original and modified course.

### *Changes to Minor (Curriculum Action System)*

- Add a Minor
  - All departments with affected courses should be notified well in advance to allow for discussion and appropriate planning.
- Drop a Minor
  - All departments with affected courses should be notified well in advance to allow for discussion and appropriate planning.
- Modify
  - Actions include changing general requirements and updating courses eligible for use in the minor.
  - All departments with affected courses should be notified well in advance to allow for discussion and appropriate planning.

### *Changes to Programs (Curriculum Action System and External Documentation)*

- Add a new program
  - Such actions require approval at various levels on and off campus. Working in advance with the Office of Academic Affairs is required to ensure appropriate notifications and reporting.
  - All departments with affected courses should be notified well in advance to allow for discussion and appropriate planning.
- Drop a program
  - Plans must be coordinated with the Office of Academic Affairs to ensure current students opportunities to graduate and appropriate paperwork is provided to outside review bodies.
- Modify an existing program
  - The extent to which the changes modify the program will determine the necessity of notifications beyond the University. Working in advance with the Office of Academic Affairs is encouraged to anticipate any additional requirements.
  - All departments with affected courses should be notified well in advance to allow for discussion and appropriate planning.

### *Petitions—College Level*

- College-level petitions are required for students requesting changes to degree programs housed in VPA. These typically include course substitutions or exceptions to college/department policies.
- The [form and instructions](#) are available electronically and should be submitted to the **CVPA Office of Student Services** once all signatures are secured.
- Petitions are reviewed by the VPA Curriculum Committee at the next scheduled meeting. In time sensitive situations the Dean or his/her designee may rule on petitions.

### *Petitions—Blanket*

- Blanket petitions allow departments to apply changes to multiple students in a stated category simultaneously thus eliminating the needs for individual student petitions. Such petitions typically make current changes in a program or minor retroactive for students in previous catalogs.
- The [form](#) is available electronically and should be submitted to the **CVPA Office of Student Services** once all signatures are secured.
- Petitions are reviewed by the VPA Curriculum Committee at the next scheduled meeting.

### *Petitions—University Level*

- University-level petitions are required when requesting an exception or change to a University policy with the exception of academic suspension or dismissal. These include requests related to graduation requirements and requests to meet general education requirements with courses not approved by the general education committee.
- The [form and instructions](#) are available electronically and should be submitted to the [Office of Records and Registration](#) once all signatures are secured.

### *Petitions—Academic Suspension or Dismissal*

- The petition requires a well-developed personal statement with a plan for change.

- The [form and instructions](#) are available electronically and should be submitted to the [Office of Records and Registration](#) once all signatures are secured.

#### *Special topics courses & experimental courses*

- A more descriptive title (a.k.a transcript title) can be added to an existing special topics course by submitting an [R-19](#) form to the VPA Dean's office. Once signed by the Dean or his/her designee will forward the form to the Academic Space and Scheduling Coordinator.
- Departments can offer an experimental course (a.k.a X-course) for one semester without full curriculum review.
  - The course is indicated by an "X" after the course number in the Course Offerings list.
  - An [R-19](#) form should be submitted to the VPA Dean's office. Once signed by the Dean or his/her designee the form will forwarded to the Academic Space and Scheduling Coordinator. The R-19 form clarifies the description of the course and the reason the course is needed.
  - Chairs are encouraged to indicate the following in the margin of the form to allow the course to be entered into the schedule:
    - ✓ Planned instructor if known
    - ✓ Requested time for course
    - ✓ Room request
    - ✓ Type of delivery
    - ✓ Starting cap and ending cap (to ensure appropriate room assignment)

#### *Special Course Registration Process*

- A [Special Course Registration](#) form must be completed for all courses with a travel component, all off-campus courses, and all on-campus courses with special tuition rates.
- The forms are typically submitted by chairs and program directors. The associated course should already be included in the course offerings when submitted.
- The initiator should submit the form well in advance of the course start and should monitor the approval progress.