



Curriculum Manual

**Prepared by the Office of the Provost
Summer 2020**

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SACSCOC Approvals

The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states (SACSCOC).

SACSCOC becomes involved in the curricular process when: (1) a new program or program revision is considered **Substantive Change**; (2) a program's modality changes (coming fall 2020).

SACSCOC defines substantive change as “a significant modification or expansion of the nature and scope of an accredited institution” (SACSCOC). Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs

Contact the Office of the Provost if your department is:

1. Proposing a new program (including certificates) that has 25% or more in new content.
2. Creating a dual or joint program with another institution.
3. Creating new courses with new content not previously taught.

4. Suspending or deleting a program.
5. Proposing a new degree.
6. Creating a new credential at a higher or lower level.
7. Moving a program completely online.

Substantive Change

Programs considered substantive change must complete a prospectus and submit it to the SACSCOC Liaison at least 6 months prior to program implementation. Deadlines for SACSCOC approval are January 1 for Fall implementation and July 1 for Spring implementation. Visit https://www.wku.edu/academicaffairs/pd/sacs_substantive_changes.php for additional information.

Teach-Out Plans

Suspended or deleted programs must submit a teach-out plan to the SACSCOC Liaison, and SACSCOC must give permission to close the program. A program will remain on WKU's program inventory until permission to delete is received. Departments are required to follow the submitted teach-out plan.

Assessment

All programs (including certificates) must have an assessment plan on file to meet SASCOC requirements. An assessment plan is required for all new certificates and program proposals through the curriculum management system. Contact the Office of the Provost or visit https://www.wku.edu/academicaffairs/ee/planning_assessment.php for assistance in developing student learning outcomes and assessment plans.

Resources:

SACSCOC Substantive Change Policy

<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

WKU Substantive Change Policy

<https://www.wku.edu/policies/docs/index.php?policy=290>

WKU Program Development Website

<https://www.wku.edu/academicaffairs/pd/index.php>

Planning & Assessment Information

https://www.wku.edu/academicaffairs/ee/planning_assessment.php

CPE Approvals

The Kentucky Council on Postsecondary Education must review new programs and approve all new programs and certificates. In addition, WKU must notify CPE of any change in program modality, title, or credit hours.

In addition, CIP must approve changes to CIP codes of current programs.

New Programs (not certificate programs)

New programs (not previously offered or offered over five years ago) must go through a thorough review process. When a department wants to create a new program, it is advisable to consult with the Office of the Provost to ensure the appropriate steps are followed. The CPE process must be followed when a new program is developed, a program is changed to the point of needing a new CIP code, a department wants to bring back a suspended program that is past date to reactivate, programs merge into a single program, or programs separate into different majors.

The Office of the Provost facilitates the CPE New Academic Program process.

STEP ONE: Notification of Intent (NOI) – Permission to offer a program with a selected CIP code (Reviewed by all chief academic officers at Kentucky, public institutions).
Proponents have 6 months to submit a pre-proposal form after the NOI is approved.
Failure to submit after 6 months means the process must start over.

STEP TWO: Pre-Proposal Form – Includes market demand information, offerings at other institution, budgetary information, etc. (Reviewed by all public, state institutions for 30 days with a public comment period. Departments must respond to questions/comments).

STEP THREE: Full Proposal Form – After WKU's Board of Regents Academic Affairs Committee approves the program, the department can submit the Full Proposal Form. The Full Proposal Form is reviewed by CPE's Academic and Strategic Initiatives (ASI) Committee. WKU proponents and their deans should plan to attend the ASI Committee to answer questions. After ASI approval, the Full Proposal is sent to the CPE Board for approval. The Office of the Provost will notify the department head, dean's office, and proponent when the program is approved by the CPE Board.

Certificate programs not deemed substantive changes are automatically approved by CPE after WKU Board of Regents' approval. If a certificate is considered a substantive change, the certificate must go through the new program steps listed above.

Program Modality

All programs must identify their modality type at the time of implementation. Annually, the Office of the Provost will communicate with associate deans requesting that department heads review all program modalities and make updates. In the future, SACSCOC will require notification when a program changes to an online format.

Changes to Program Hours and Titles

Annually, the Office of the Provost will communicate with associate deans requesting that department heads review all program titles and credit hours. The Office of the Provost makes updates after titles and credit hours are modified through the WKU Curricular Process. However, a review ensures the information is accurate in CPE's database.

Changes to CIP Codes

CPE requires that all programs have CIP code changes approved. Existing programs who wish to change a CIP should contact the Office of the Provost to initiate the paper to change a CIP. A CIP can only be changed once CPE approves the change.

After the CIP code for a new program is approved by the NOI committee, it cannot be modified with starting the process again.

Program Suspension/Deletions

Deleted programs are officially ended in both WKU's and CPE's program inventory. These programs cannot be reinstated.

Suspended programs have five years before official deletion. During those five years, departments can go through the WKU curricular process to reactivate the program. Upon Provost Approval, the Office of the Provost will reactivate the program in CPE's database. Programs suspended over five years ago must go through the new academic program process.

Resources:

New Academic Program Policy

<http://cpe.ky.gov/policies/academicaffairs/newacademicprogramapprovalpolicy.pdf>

WKU's Program Development Website

https://www.wku.edu/academicaffairs/pd/process_overview.php

Kentucky Postsecondary Program Proposal System (KPPPS) User Guide

<http://cpe.ky.gov/policies/academicaffairs/KPPPSusermanual.pdf>

WKU Curricular Workflows

WKU has two curricular review workflows available: full and expedited. Full review requires approval by faculty curricular committees, the Dean, Provost, and, in some cases, the Board of Regents. Expedited reviews require approval from the Dean and Provost.

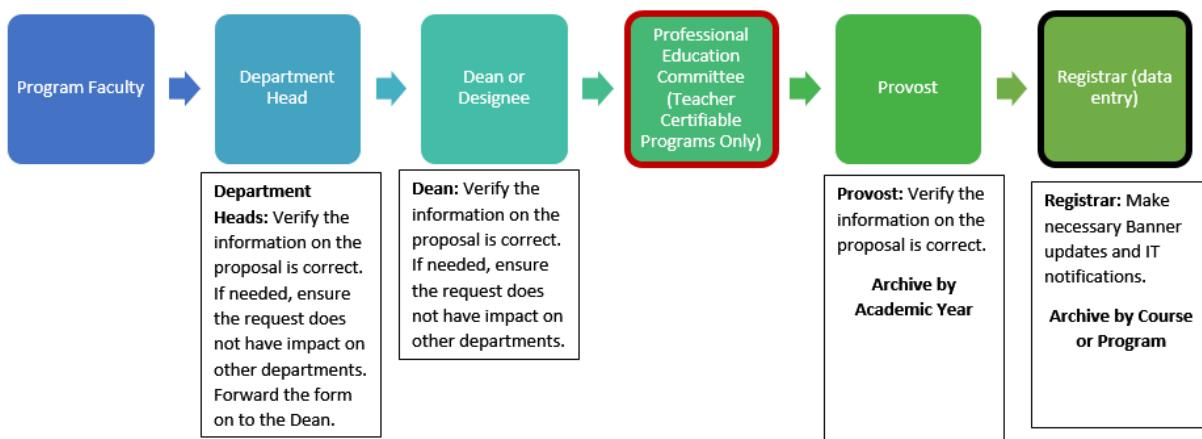
Expedited Review Workflow

Expedited review is available for the following curriculum proposals:

- Program Deletions or Suspensions
- Reactivation of Programs with no impact on other departments
- Course Deletions/Suspensions with no impact on other departments
- Course Prerequisite/Corequisite Changes if no impact on other departments
- Schedule Type Revisions
- Course Prefix Changes
- Course Descriptions Updates (Typos only)
- Number Changes without a Level Change (i.e., lower-level to lower-level or upper-level to upper-level)
- Non-Substantive Title Changes (addition/removal of Roman Numerals, changing abbreviations, no course description update)
- Repeat Limits (consult the Registrar prior to making the change)
- Program Modality

Temporary courses will follow the established approval process.

“Impact on other departments” is defined as affecting another department’s majors/minors, prerequisites, or corequisites.



Full Review Workflow

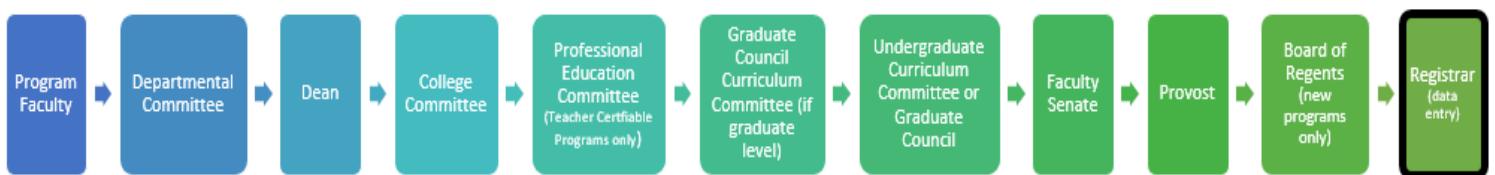
Full review is required for the following curriculum proposals:

- New Majors, Minors, or Certificate Programs
- Program Revisions
- New Courses
- Multiple Changes to a Course
- Extension of a Temporary Course
- Course Title Changes
- New Policies
- Course Suspensions/Deletions (if impact on other departments)
- Student Learning Outcome Updates
- Course Prerequisite/Corequisite Changes (if impact on other departments)
- Number Changes (level changes only)
- Revised Course Descriptions (with substantive content change)
- Credit Hour Revisions
- Establish/Delete Equivalencies
- Policy Revisions
- Request Exemption for Policies
- Course Revisions

Note: Colleges can initiate curriculum changes for programs.

Note: The below internal workflow does not include SACSCOC and CPE approvals.

Note: The Board of Regents Academic Affairs Committee must approve prior to full BOR approval.



Expedited and Full Reviews were approved by Faculty Senate February 20, 2020.

Course Proposals

Departments can submit proposals to revise courses, create new courses, create temporary courses, suspend/delete courses, and reactivate courses. Information on each is provided below.

New Courses

New courses move through the full review workflow. When creating a new course, it is important to remember:

- Course Prefix/Number combinations may be used only once and may not be recycled. Contact the Office of the Registrar to get a list of available course numbers.
- Each course must have a CIP Code assigned per the Council on Postsecondary Education. To determine the appropriate CIP Code for a new course, use the National Center for Educational Statistics website (<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>) to select the best option. The Office of the Provost can also assist in the selection.
- Course titles appear in the catalogs.
- Abbreviated course titles are limited to 30 characters (including space and punctuation) and appear on students' transcripts.
- Course descriptions should be brief and concise.
- Repeatable courses must include the number of times a student can enroll for degree credit beyond the first enrollment, and the total maximum hours for which a student may receive degree credit for this course.
- Prerequisites/Corequisites must be clearly identified and include only immediate prerequisites. Banner cannot check GPAs as prerequisites; however, it can check for specific grades in courses or test scores. In addition, Banner cannot check vague requirements such as 24 hours in the major. Permission of Instructor can be programmed as a prerequisite; however, ALL students will need an override. There is no difference between adding permission of instructor and restricting a course at the time it is added to the schedule, except for the type of override that must be issued.
- Restrictions must be clearly defined. Restrictions could be: (1) limiting the course to a specific classification; (2) only allowing specific majors in the course; (3) allowing students within a particular college to take a course.
- A grade type is required.
- A schedule type is required.
- All courses should include student learning outcomes. These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successfully completing this course. What will they know, and/or know how to do as a result of successfully completing this course?

- Library resources must be clearly identified using the Library Resources Form located at <https://www.wku.edu/library/information/forms/>.
- Implementation terms must be identified.

Temporary Courses

Follow the process established by the UCC or GCCC/Graduate Council.

Equivalent Courses

Equivalent courses must have the same course number, learning outcomes and curriculum, abbreviated title, title, credit hours, grade type, prerequisites, and corequisites. More information is available in the Course Equivalencies policy located at:

<https://www.wku.edu/policies/docs/index.php?policy=50>. Equivalent courses are interchangeable for prerequisites, corequisites, degree requirements, and Colonnade requirements.

Creating an equivalency

Creating an equivalency requires a full review. The department should contact the Office of the Registrar to ensure the course number is available. If an equivalency is being created for a course approved for Colonnade, the course must be routed through the Colonnade Committee for approval.

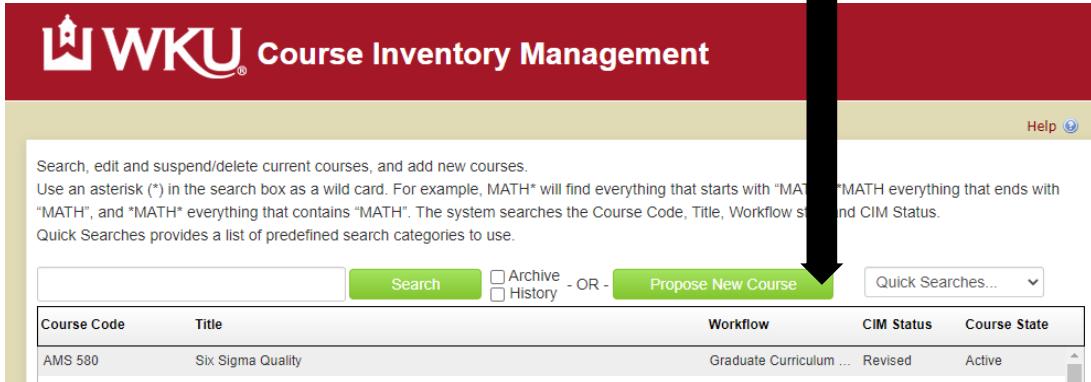
Breaking an Equivalency

Breaking an equivalency requires a full review. Since the two courses are the same, one of the two courses must be deleted. The course that wishes to break the equivalency should submit a new course proposal.

Using CourseLeaf for New Courses

Visit the appropriate curriculum committee's page to access the online curriculum system.

Select, PROPOSE NEW COURSE from the Course Management screen.



The screenshot shows the WKU Course Inventory Management interface. At the top, there is a red header bar with the WKU logo and the text "Course Inventory Management". Below the header, a green navigation bar contains links for "Propose New Course", "Quick Searches...", and "Help". The main content area has a yellow background. It includes a search bar with placeholder text "Search, edit and suspend/delete current courses, and add new courses." and instructions about using wildcards (*). Below the search bar is a table with columns: Course Code, Title, Workflow, CIM Status, and Course State. A single row is visible: "AMS 580" in Course Code, "Six Sigma Quality" in Title, "Graduate Curriculum ...", "Revised" in CIM Status, and "Active" in Course State. A large black arrow points vertically down to the "Propose New Course" button in the green navigation bar.

Course Code	Title	Workflow	CIM Status	Course State
AMS 580	Six Sigma Quality	Graduate Curriculum ...	Revised	Active

Enter all course information. And, start the workflow.



Course Revisions

Course revisions may follow either an expedited review or full review workflow. The proponents must choose the correct workflow at the time the revision is submitted.

Please note that the implementation term for course revisions is crucial. Course revision may not be made if the schedule for the proposed implementation term is posted. Advisors may have advised students based on current prerequisites/restrictions. However, course revisions will not occur in courses after registration is open. Changing prerequisites/corequisites after registration has opened causes potential registration errors for students. Implementation dates will be modified to the next available term.

Revisions that significantly impact the course such as changes to student learning outcomes, new prerequisites, corequisites, course content, etc. It is important to ask whether the course is being modified to the point it should not count as a repeat for the previous version of the course. If that is the case, the department should delete the original course and propose a new course.

Course Prefix

Because revisions in course prefixes (subject areas) have significant implications for updating the course inventory and evaluating transcript course equivalency, proposers are expected to provide an adequate rationale for the proposed revisions. Prefix revisions are eligible for expedited review.

Course Number

Courses numbers may be revised using either the expedited or full review process. Course number revision that do not affect the level of a course (lower to lower and upper to upper) courses are eligible for expedited review. However, course number changes that will change the level of a course must go through a full review.

Contact the Office of the Registrar to ensure the requested number is available.

Course Title

Course titles may be revised using either the expedited or full review. Minor changes to course titles include non-substantive title changes (addition/removal of Roman Numerals, changing abbreviations) that do not include updates to the course description. Any other title update requires a full review.

Course Prerequisites/Corequisites

Course prerequisites and corequisites can be modified through the expedited process if no other departments are impacted. However, if courses from other departments are listed as prerequisites/corequisites, the course must go through a full review. Permission of instructor may be listed in the course description; however, listing it as a prerequisite will cause every student to need a prerequisite override, even if they have the course prerequisites listed. Adding permission of instructor to a course is similar to restricting a course.

Revisions to course prerequisites or corequisites will not be made after registration has started in the desired implementation term. It is important to plan these changes in advance.

Course Restrictions

Modifications to course descriptions require full review. Restrictions must be clearly defined. Restrictions could be: (1) limiting the course to a specific classification; (2) only allowing specific majors in the course; (3) allowing students within a particular college to take a course.

Course Description

A revision to a course catalog listing requires a full review, unless typos need to be addressed. Course catalog listings should be brief and concise. They should not include prerequisites, corequisites, or restrictions.

Course Credit Hours

Course credit hour revisions require a full review. It is important to remember revising course credit hours impact students who repeat courses. Therefore, revisions may impact degree audit. If course content is changing substantially with the revision, the department should consider a new course.

Course Grade Mode

Course grade mode revisions require a full review. It is important to remember revising the course grade mode may impact students who repeat courses.

Course Learning Outcomes

Revising learning outcomes for a course requires a full review. If substantial revisions are made to student learning outcomes, a new course proposal may be required.

Multiple Revisions to a Course

Multiple revisions to a course require a full review. Multiple revisions could include any combination of the above course revisions for a single course.

Deleting/Suspending Courses

Course deletions and suspensions go through expedited review. However, it is important to know the difference between the two options. When courses are deleted, they may not be reactivated in the course inventory. Suspended courses may be reactivated. Departments are asked to review suspended courses periodically to determine if they should be officially

deleted. Courses should only be suspended, if the department plans to reteach the content in the future.

Reactivating Suspended Courses

Reactivation of suspended courses requires a full review. In addition, any programs that will use the reactivate course must be revised.

Using CourseLeaf to Revise Courses

Enter the course that needs a revision in the search field. Then, click on the course and simply enter all the necessary updates. And, start the workflow.

Search, edit and suspend/delete current courses, and add new courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", ^MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

The screenshot shows the CourseLeaf application interface. At the top, there is a search bar with a 'Search' button, and checkboxes for 'Archive' and 'History'. To the right are buttons for 'Propose New Course' and 'Quick Searches...'. Below the search area is a table listing courses:

Course Code	Title	Workflow	CIM Status	Course State
AMS 580	Six Sigma Quality	Graduate Curriculum ...	Revised	Active
ANTH 436G	Applied Archaeology	AR Curriculum Comm...	Revised	Suspended
BA 510	Advanced Organizational Behavior	BA Approval	Revised	Active
BA 515	Managerial Accounting	BA Approval	Revised	Active
BA 543	Forecasting		Revised	Suspended
CIS 513	Contemporary Business Analytics	CIS Approval	New	Active
CIT 556	Ethical Hacking and Penetration Testing	Graduate Curriculum ...	New	Active

Below the table are several buttons: 'Shred Proposal', 'Export to PDF' (with a PDF icon), and 'Export to Word' (with a Word icon). A message 'Date Submitted: 03/25/20 7:07 am' is displayed. On the right, a sidebar titled 'In Workflow' lists five steps: 1. FLKA Approval, 2. AR Curriculum Committee, 3. Graduate Curriculum Committee, 4. Graduate Council, and 5. University Senate. The 'ANTH 436G : Applied Archaeology' row in the table is highlighted with a gray background.

Colonnade Course Proposals

When creating a new course or revising a course, proponents must indicate if the course requires Colonnade approval. Review to the Colonnade website (www.wku.edu/colonnade) for application information. You must upload the Colonnade application and a Syllabus to the course proposal, if seeking Colonnade approval.

Program Proposals

The only program proposal eligible for an expedited review is a program suspension or deletion. The revision or creation of a new program requires a full review.

All programs must follow undergraduate and graduate policies when developing a program. Guidelines and policies can be found in both the undergraduate and graduate catalogs and on the WKU Policies website (<https://www.wku.edu/policies/>). Definitions for programs are defined through CPE's New Academic Program policy located at:

<http://cpe.ky.gov/policies/academicaffairs/newacademicprogramapprovalpolicy.pdf>

General Rules for Undergraduate Programs

1. Half of the coursework in the major or minor must be at the upper-level.
2. Students must complete 1/3 of the major or minor hours in residence.
3. Certificates that are at least 12 hours can substitute for minors.
4. Majors that are 48 hours or more do not require a second major or minor.
5. Majors less than 48 hours require a second major or minor.
6. All programs require a 2.0 gpa in all coursework and in all coursework earned at WKU to graduate. No exceptions are allowed.
7. The major may have concentrations. Follow the guidelines for concentrations outlined in CPE's New Academic Program policy.
8. All elective courses must be identified. Electives may not be added or removed without a curricular revision.

General Rules for Graduate Programs

1. A master's degree requires a minimum of 30 hours while specialist degrees require 60 hours of graduate coursework beyond the baccalaureate degree.
2. All elective courses must be identified. Electives may not be added or removed without a curricular revision.
3. The major may have concentrations. Follow the guidelines for concentrations outlined in CPE's New Academic Program policy.
4. Refer to additional graduate requirements by visiting:
 - ❖ <http://catalog.wku.edu/graduate/enrollment/>
 - ❖ <http://catalog.wku.edu/graduate/enrollment/#programofstudytext>
 - ❖ <http://catalog.wku.edu/graduate/enrollment/#thesisdissertationtext>
 - ❖ <http://catalog.wku.edu/graduate/enrollment/#newitemtext>

New Major or Graduate Program

The creation of a new program requires external review most of the time. Proponents should contact the Office of the Provost prior to creating a new program to get the necessary paperwork submitted to CPE and for CIP code selection.

After submitting the notification of intent to CPE and receiving approval, a new program may enter the WKU curricular workflow. Proponents must complete the new program form and submit the following:

1. The CPE Pre-Proposal
2. Proposed Budget
3. Library Resource Form
4. Student Learning Outcomes and Measurement Plan
5. Student/Market Demand Research
6. A four-year plan (undergraduate baccalaureate programs only)

The CourseLeaf Program Proposal form outlines each item that must be submitted. Refer to the SACSCOC, CPE, WKU Curricular Workflow sections for approval information.

New Certificate

The creation of a new certificate may require external review. Proponents should contact the Office of the Provost prior to creating a new certificate to determine if SACSCOC and CPE approval is required.

Proponents must complete the new program form and submit the following:

1. Proposed Budget
2. Library Resource Form
3. Student Learning Outcomes and Measurement Plan
4. Student/Market Demand Research

A CPE Pre-Proposal, CPE Full Proposal, and SACSCOC Prospectus may be required and will require additional time, if the new certificate is substantive change. The CourseLeaf Program Proposal form outlines each item that must be submitted. Refer to the WKU Curricular Workflow section for required approvals.

If the proposed certificate includes courses offered by another department/ unit, the head of that department/ unit must be consulted regarding staffing and other resources.

Undergraduate certificates that are 12 hours or more can substitute for minors.

WKU is slated to approval a new certificate definition and formal guidelines Fall 2020.

New Minors

A minor is a secondary area of study that is separate from the major and is defined by a set of course and/ or credit hour requirements within a specified discipline or with a clearly defined multi-disciplinary focus. The creation of a new minor requires the following:

1. Proposed Budget
2. Library Resource Form
3. Student Learning Outcomes and Measurement Plan
4. Student/Market Demand Research

If the proposed minor includes courses offered by another department/ unit, the head of that department/ unit must be consulted regarding staffing and other resources.

When considering total credit hours for an undergraduate minor, keep in mind that students who pursue a minor must have 54 hours total between the major and minor and 48 of those hours must be unduplicated. Therefore, if a student selects a 30 hour major, he or she must have a 24 minor. Minors less than 24 hours may result in exception forms to help the student meet graduation requirements.

The CourseLeaf Program Proposal form outlines each item that must be submitted. Refer to the WKU Curricular Workflow section for required approvals.

Using CourseLeaf for New Programs

Visit the appropriate curriculum committee's page to access the online curriculum system. Select, PROPOSE A NEW PROGRAM from the Program Management screen.

The screenshot shows the WKU Program Management interface. At the top, there is a red header bar with the WKU logo and the text "Program Management". Below the header is a search bar with a "Search" button, a "History" checkbox, and a "Propose New Program" button. To the right of the search bar are links for "Help" and "Quick Searches...". The main area contains a table with columns for "Number of Program", "Program Name", "Workflow", "CIM Status", and "Program Status". The table lists several programs: Educational Leadership, Nursing, Organizational Communication, Physical Therapy, Applied Economics, Homeland Security Sciences, and International Student Services. Most programs are listed under "99ED Approval" in the Workflow column, while Homeland Security Sciences is listed under "Graduate Curriculum ...". The CIM Status column shows "Revised" for most programs and "Active" for Homeland Security Sciences. The Program Status column shows "Active" for all programs.

Number of Program	Program Name	Workflow	CIM Status	Program Status
0010	Educational Leadership	99ED Approval	Revised	Active
0011	Nursing			Active
0012	Organizational Communication			Active
0013	Physical Therapy			Active
0410	Applied Economics			Active
0413	Homeland Security Sciences	Graduate Curriculum ...	Revised	Active
0415	International Student Services			Active

After clicking the Propose New Program option, proponents will be required to enter all necessary curricular information. In addition, departments must upload budget information and CPE documents. Answers chosen will generate the workflow for the program. Note: You can contact the Registrar for a reference number or you can enter 0000. A reference number will be assigned prior to implementation. If the department has not completed CPE's Notification of Intent, the form will not submit. CPE must approve any new programs prior to a department proposing through WKU's curricular process.

The screenshot shows a web browser window for 'New Record - Google Chrome'. The URL is nextcatalog.wku.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&_l=1594929982776. The page title is 'Program Management'. The main content is a 'New Program Proposal' form. At the top left of the form is a green button labeled 'Propose New from Existing Program'. Below it, under 'Proposed Action', is a checked checkbox for 'Active'. The form includes fields for 'Contact Person' (with Name, Email, Phone inputs and a delete icon), 'Term of Implementation' (dropdown), 'Program Reference Number' (input), 'Program Type' (dropdown), 'Degree Types' (dropdown), 'Program Name (eg. Biology)' (input), 'Will this program have concentrations?' (checkboxes for Yes and No), 'Department' (dropdown), 'Program Coordinator' (input), 'CIP Code' (input with a 'Find...' button), and 'Will this program lead to teacher certification?' (checkboxes for Yes and No). A large black arrow points from the text below to the 'Save and Start Workflow' button at the bottom right of the form.

After completing all necessary required fields, “Save and Start Workflow.” The new program will be entered into the curricular workflow.

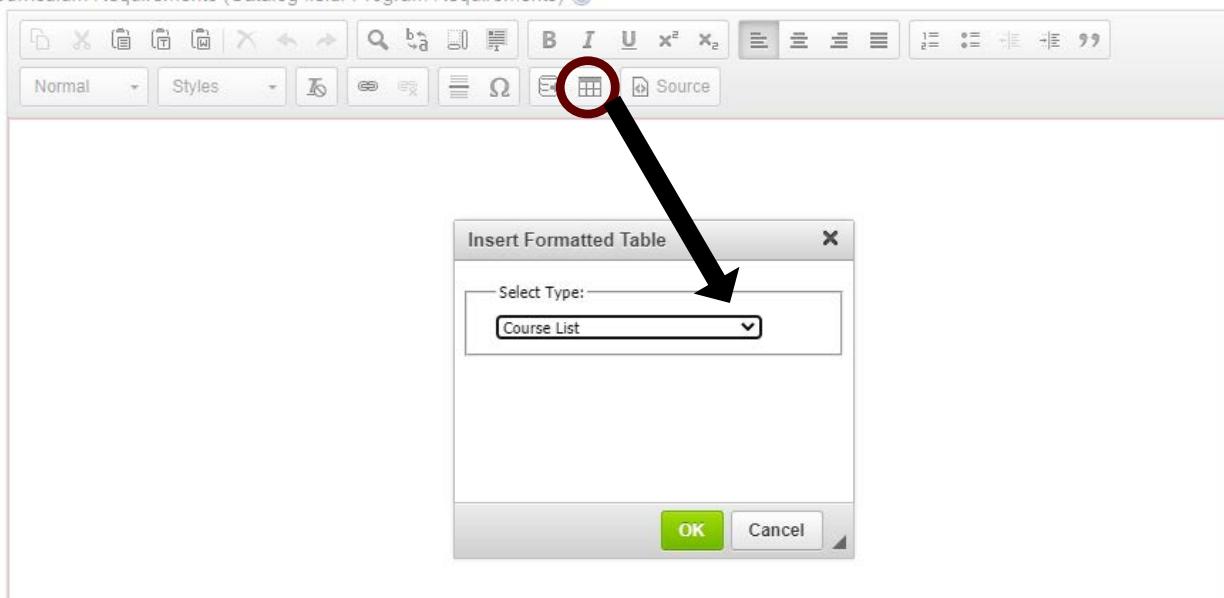


Inserting Courses

The Curriculum Requirements field is where the curriculum is outlined for the program. Proponent are free to type information here that relates to the program; however, this area must include a course list of all course requirements.

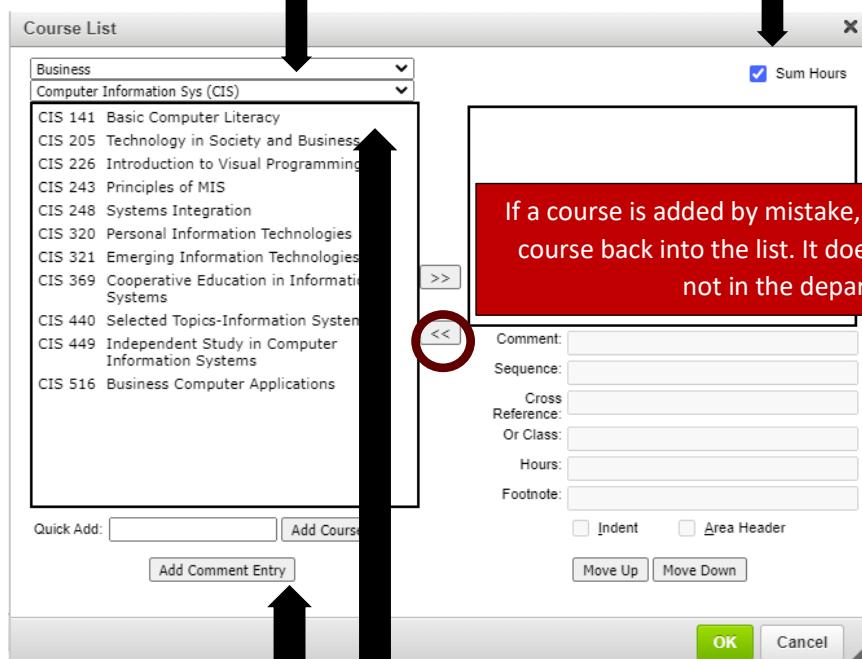
In the Curriculum Requirements field, click on the table icon. Then, select Course List.

Curriculum Requirements (Catalog field: Program Requirements) 



Select the College and Department where most of the courses are located.

Click Sum Hours to get a total for the program.



You have two options for entering courses. Move them from the course list or add them via the Quick Add.

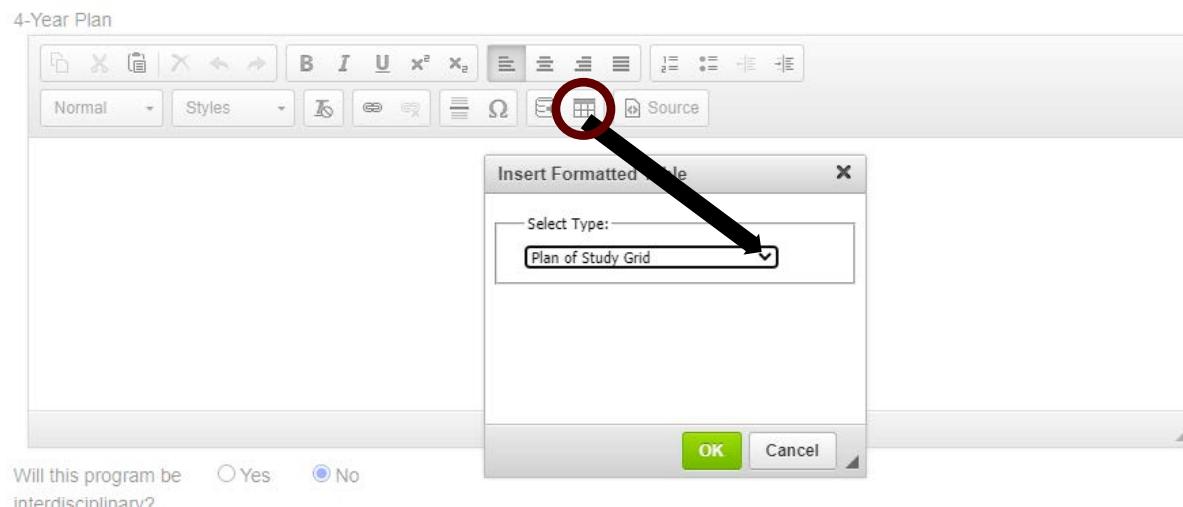
Course List Helpful Hints:

- Quick Add courses outside of your department.
- Use “Add Comment Entry” to enter statements that do not include courses such as “Colonnade – Quantitative Reasoning” or “General Elective.” When entering a generic comment, you must enter the credit hours to the “Hours” field.
- Sometimes programs require students take two courses together like BIOL 113 and 114. Two options are available that accomplish the same goal: (1) Enter the courses separately; (2) Enter one course using the “Quick Add” or “Course Selection” option. Enter the “and” course in the “Sequence” field. Make sure you use the correct prefix and include one space before the course number.
- If courses are OR’d, enter one course using the “Quick Add” or “Course Selection” option. List the string of OR’d courses in the “Or Class” field. Do not include the word “or.” Separate the courses with a comma.
- You can combine “ands” and “ors” by combining the above options.
- Move courses up and down in your list by using the Move Up/Move Down buttons.
- Comments can be inserted next to a course.
- Footnotes appear as small text next to the course.
- Be sure to hit OK to make the plan appear in the proposal.

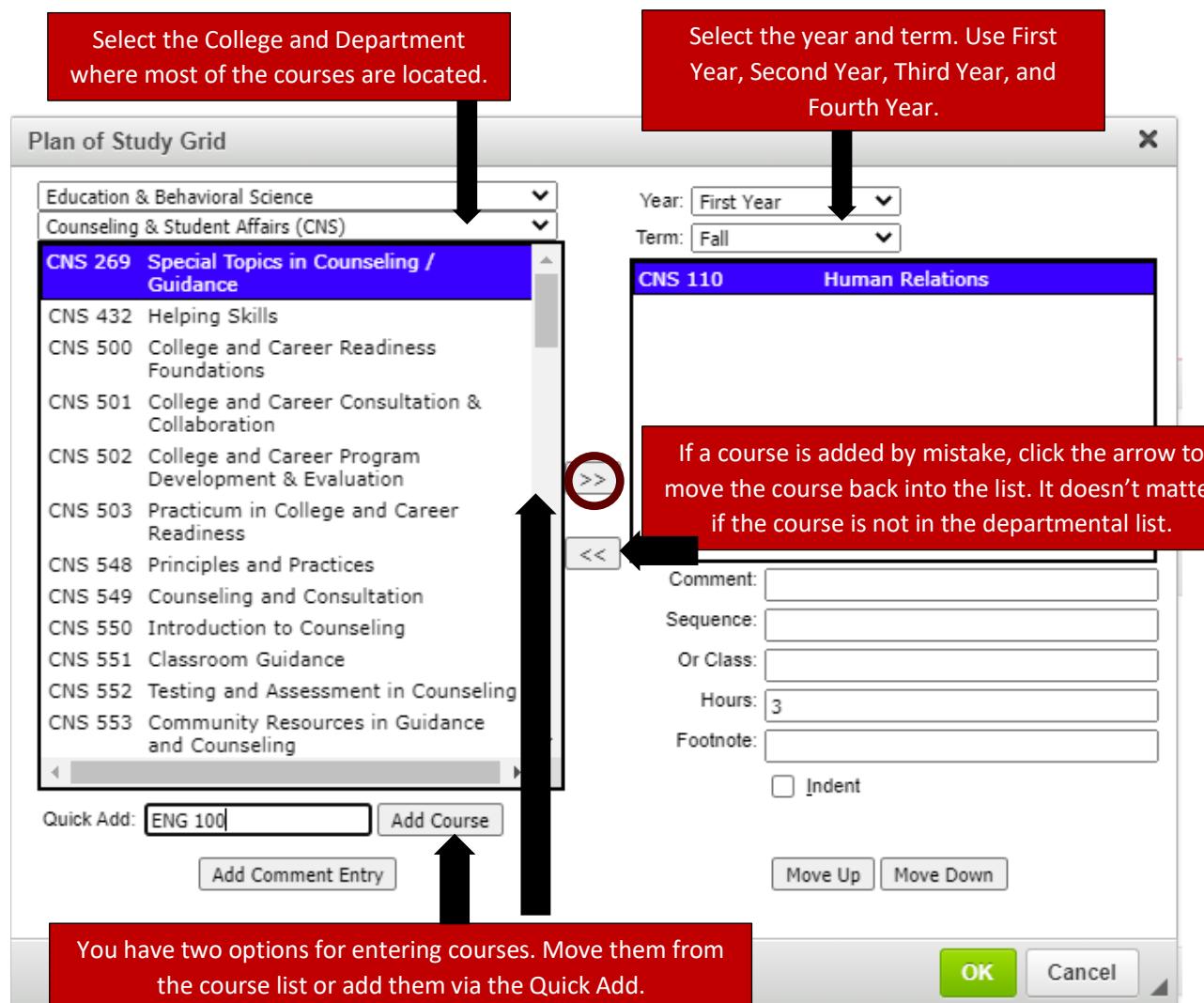
Entering Four-Year Plans (Baccalaureate Programs Only)

Undergraduate baccalaureate programs are required to enter four-year degree plans for new and revised programs. These four-year plans will load into the undergraduate catalog.

In the 4-Year Plan field, click on the table icon. Then, select Plan of Study Grid.



To build the four-year plan, enter courses by year and semester.



Four Year Plan Helpful Hints:

- Quick Add Specific Colonnade Courses.
- Use "Add Comment Entry" to enter statements that do not include courses such as "Colonnade – Quantitative Reasoning" or "General Elective." When entering a generic comment, you must enter the credit hours to the "Hours" field.
- Sometimes programs require students take two courses together like BIOL 113 and 114. Two options are available that accomplish the same goal: (1) Enter the courses separately; (2) Enter one course using the "Quick Add" or "Course Selection" option. Enter the "and" course in the "Sequence" field. Make sure you use the correct prefix and include one space before the course number.
- If courses are OR'd, enter one course using the "Quick Add" or "Course Selection" option. List the string of OR'd courses in the "Or Class" field. Do not include the word "or." Separate the courses with a comma.

- You can combine “ands” and “ors” by combining the above options.
- Move courses up and down in your list by using the Move Up/Move Down buttons.
- Comments can be inserted next to a course.
- Footnotes appear as small text next to the course.
- Be sure to hit OK to make the plan appear in the proposal.

Program Revisions

All program revisions require a full review. CPE requires a new program be submitted if a program is changed to the point of requiring a new CIP code, if program is separated into two programs, or if two programs are merged into a new program. SACSCOC approval may be required when a program’s hours are drastically reduced or increased. Contact the Office of the Provost for additional information.

When revising a program, it is important to note the following:

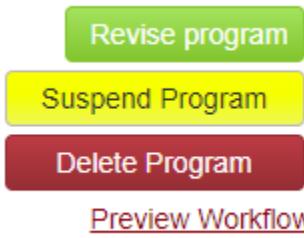
- If a program title changes, the Registrar will most likely assign a new reference number. Titles are not date specific. Therefore, changing the title of a current reference number will affect all students, even those who have graduated with the program. The same is true for concentrations.
- Departments should verify revisions continue to enforce the rules for undergraduate and graduate programs.
- CIP codes may not be revised through the WKU curricular process. Consult the Office of the Provost. CPE must approve all CIP code updates.
- Program revisions are implemented with a fall term and coincide with the publication of the undergraduate and graduate catalogs.
- Ensure the credit hours for all courses are correct, if courses had revised credit hours.
- Revised baccalaureate programs must submit an updated four-year plan showing the program revisions.

Using CourseLeaf to Revise Programs

Visit the appropriate curriculum committee’s page to access the online curriculum system. Use the search field to find the existing program.

Number of Program	Program Name	Workflow	CIM Status	Program Status
0010	Educational Leadership	99ED Approval	Revised	Active
0011	Nursing	99ED Approval	Revised	Active
0012	Organizational Communication	99ED Approval	Revised	Active

Click on the program to be revised. Then, choose the best option for the program.



To revise a program, simply make the updates within the program proposal. Those revisions will show as track changes for anyone reviewing the proposal. For assistance in updating a course list or four-year plans, refer to the “Inserting Courses” or “Entering Four-Year Plans” portion of this document.

The program revision will enter the appropriate workflow based on the program revision type (Revise, Suspend, or Delete).

Resources

CPE’s New Academic Program Policy:

<http://cpe.ky.gov/policies/academicaffairs/newacademicprogramapprovalpolicy.pdf>

WKU’s Program Development Website

https://www.wku.edu/academicaffairs/pd/process_overview.php

Policy Proposals

To create or revise an academic policy at a specific level, contact the chair of the Graduate Council or Undergraduate Curriculum Committee. Chairs, contact The Graduate Council Curriculum Committee or the Office of the Provost for required forms. Policies are not eligible for revision in the workflow system.

To request an exemption from an undergraduate academic policy, contact the chair of the Graduate Council or Undergraduate Curriculum Committee.

Chair Information

As proposal progress through the workflow, they fall to different committees for review. Anyone can view a course or program proposal that is in que for approval using one of the following links: <https://nextcatalog.wku.edu/programadmin/> and <https://nextcatalog.wku.edu/courseadmin/>.

However, Chairs must use the special approve link to approve proposals allowing them to advance to the next committee. The link is: <https://nextcatalog.wku.edu/courseleaf/approve/>. Then, follow these steps:

- Select "Your Role" from the dropdown list
- Select the course or program curriculum proposal (double click)
- According to the committee (dis)approval, choose *Edit, Rollback, or Approve* (Rollbacks require choice of prior workflow step to rollback and committee comments/explanation).

Prior to the Meeting

Proposals may continue to move into your approval “bucket” after the deadline. Therefore, it is important for the chair to monitor the courses that should be on the agenda, and let the committee know which courses will be approved. The committee can review all proposals prior to the meeting.

Request that committee members contact the proponent and copy you if any issues are found prior to the meeting. By the time of the meeting, all issues should be addressed.

Creating the Meeting Agenda

Login at <https://nextcatalog.wku.edu/courseleaf/>. Under Reports, select Course Admin Report or Program Admin Report. Be sure to run both to get both programs and course items for the agenda.

Choose “In Workflow,” select your committee level, then, “Run Report.” Scroll down to “Export” and choose preferred output type (Excel or Word). Then, merge information into one document, if you prefer.

During the Meeting

During the meeting, the committee can view each proposal live via a computer and projector. However, only the chair can approve the items. Hopefully, the items were reviewed prior to the meeting to save time. It is important to decide how you wish to approve the items. You can approve the items during the meeting, or you can take notes and approve after the meeting.

Editing Programs at the Meeting

If friendly amendments are made, the chair must make edits during the meeting to ensure the updates are correct.

Click on “Edit.” Then, make the friendly amendments on the proposal form.

The screenshot shows two windows side-by-side. The left window is titled "New Program Proposal" and "Editing: 1750: Literacy P-12". It contains fields for Proposed Action (Active), Contact Person (Name: Nancy Hulan, Email: nancy.hulan@wku.edu, Phone: 2707454324), Term of Implementation (2020-2021), Program Reference Number (1750), Program Type (Certificate), Program Name (e.g. Biology) (Literacy P-12), and other details like concentrations and GIP Code (13.1299). The right window shows the "Workflow Status" for the proposal, which is currently in the "Board of Regents" stage. A red circle highlights the "Approve" button in the workflow status bar.

Special Note for Colonnade Chair:

Proponents had to

upload the Colonnade Application and the Course Syllabus for review. If issues are found with the documents, the proponent must send the updated information to the chair. The Chair can upload the revised documents. After the revised documents are uploaded, the proposal can be approved.

If too many edits are suggested, it is recommended the proposal be “rolled back.”

Rolling Back a Proposal

When too many edits are suggested or the proposal is not approved, the chair should use the “Rollback” button. After the button is clicked, options appear for the chair to pick where the proposal will go. The chair must enter an explanation for the “rollback.” If the proposal is sent back to the proponent, it must enter the workflow again.

Approving a Proposal

When a committee approves a proposal, the chair clicks “Approve.” Then, the proposal advances to the next level in the workflow.