



# Curriculum Workflow for Course Proposals

<b>Important Caveats</b>	<ul style="list-style-type: none"><li>▪ A course must receive full approval from UVU’s UCC and other university stakeholders before engaging in any marketing, recruitment, or implementation activities.</li><li>▪ Delays or issues encountered in any workflow step may cause a later implementation date for a course, if approved.</li><li>▪ Curriculum items saved in a repository maintained by the Curriculum Office shall be retained according to standard operating procedures established by Academic Programs, Assessment, and Accreditation.</li></ul>
<b>Terms</b>	<ul style="list-style-type: none"><li>▪ CIM: Curriculum Inventory Management</li><li>▪ UCC: University Curriculum Committee</li><li>▪ UVU: Utah Valley University</li><li>▪ Impact Search: A method of researching all programs and courses potentially impacted by a curriculum change, conducted by the Curriculum Office.</li></ul>

This document outlines key persons, goals, and required action items for each step of the curriculum workflow for course proposals. Phase 1 occurs outside the university designated curriculum software, CourseLeaf CIM. Phase 2 takes place within CourseLeaf CIM. During Phase 2, the steps align with curriculum approval workflow implemented in CourseLeaf CIM.

For additional resources and information, visit the Curriculum Office’s website at: <https://www.uvu.edu/curriculumoffice/>

# Phase 1

*This phase of curriculum workflow takes place outside of CourseLeaf CIM.*

## Course Planning

<b>Key Persons</b>	Proposing faculty member (must be a full-time, benefits-eligible employee who is classified as faculty and affiliated with a school/college)
<b>Goals</b>	Identify the need to: (a) develop a new course, (b) modify an existing course, or (c) discontinue an existing course.
<b>Required Action Items</b>	<p><b><u>Proposals for Course Discontinuance</u></b></p> <ul style="list-style-type: none"> <li>✓ Hold preliminary discussions with faculty colleagues within the academic program/department and beyond to develop a strong written justification for the course discontinuance proposal.</li> <li>✓ Assess all course- and program-related matters with the academic program coordinator/director, support staff members, and the advising director to determine the impact of discontinuance.</li> <li>✓ Communicate the course discontinuance proposal to the department chair to facilitate budget assessment, ensure curriculum alignment with school/college and institutional goals, and coordinate resource allocation.</li> <li>✓ If the course is listed in a course or program outside the faculty member/s department, the department chairs must be notified of its discontinuance proposal.</li> <li>✓ If the proposal stands to impact an active articulation agreement, the Program Manager - Articulations and Pathways must be notified.</li> </ul> <p><b><u>Proposals for New or Modified Courses</u></b></p> <ul style="list-style-type: none"> <li>✓ Hold preliminary discussions with faculty colleagues within the academic program/department and beyond to develop a strong written justification for the new or modified course proposal.</li> <li>✓ Assess all course- and program- related matters with the academic program coordinator/director, department chair, support staff members, and the advising director to determine the impact of the new or modified course.</li> <li>✓ Communicate the new or modified course proposal to the department chair to facilitate budget assessment, ensure curriculum alignment with school/college and institutional goals, and coordinate resource allocation.</li> <li>✓ Refer to the university’s catalog and CourseLeaf CIM to identify areas of possible overlap.</li> <li>✓ Special designations (i.e., GE, GI, Honors, WE) may require additional steps/information. Please refer to their individual websites or contact the committee chair for up-to-date information.</li> <li>✓ If the proposal stands to impact an active articulation agreement or will lead to the creation of a new one, the Program Manager - Articulations and Pathways must be notified.</li> </ul> <p><b><u>Proposals for Minor Editorial Changes to Existing Courses</u></b></p> <ul style="list-style-type: none"> <li>✓ Minor editorial changes encompass changes that do not alter existing course requirements. Examples of minor editorial changes include grammar, spelling, formatting, or a removal that does not change the content.</li> </ul>

	<ul style="list-style-type: none"><li>✓ For consideration, proposing faculty members email the Curriculum Office once their course proposal has been submitted in CourseLeaf CIM.</li><li>✓ Staff members in the Curriculum Office conduct an initial review of the submitted course proposal to ensure it meets the established criteria for minor editorial changes.</li><li>✓ During the initial review, Curriculum Office staff also look for other issues. If the course proposal contains issues beyond minor editorial changes, the proposing faculty member will be informed that the proposal must follow the standard curriculum workflow.</li><li>✓ If the course proposal qualifies for minor editorial changes, a Curriculum Office staff member will email the UCC Chair and the Senior Associate Provost for Academic Programs, Assessment, and Accreditation for approval. Once approved, the Curriculum Office staff member will document the approval by entering a reviewer note on the course proposal in CourseLeaf CIM.</li><li>✓ For course proposals approved for minor editorial changes, a Curriculum Office staff member will adjust the workflow to bypass the department peer review vote and proceed directly to final processing.</li></ul>
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# Phase 2

*This phase of curriculum workflow takes place within CourseLeaf CIM.*

## Enter and Submit Course Proposal Form

<b>Key Persons</b>	Proposing faculty member
<b>Goals</b>	Enter and submit the course proposal in CourseLeaf CIM.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Enter all required information into the course proposal form in CourseLeaf CIM.</li> <li>✓ Any course modifying the course prefix, course number, or total credit hours, or a course deletion requires an “Impact Search.” Contact the Curriculum Office for assistance.</li> <li>✓ For special designation courses (i.e., GE, GI, Honors, WE), attach the required additional documentation.</li> <li>✓ Submit the course proposal. Proposing faculty member is herein referred to as the submitter.</li> </ul>
<p><b>Important Note:</b> All course proposals impacting other courses or programs <u>must</u> be submitted concurrently in CourseLeaf CIM for review and approval. From this point forward, these associated items are reviewed and approved together as a bundle.</p>	

### Step 1: Curriculum Impact and Issues Review

<b>Key Persons</b>	Curriculum Office staff
<b>Goals</b>	Review course proposal to identify curriculum impacts and issues.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Once the course proposal form has been submitted, Curriculum Office staff conduct a comprehensive review to identify impacts and issues on existing and new curriculum.</li> <li>✓ Curriculum Office staff work directly with the submitter to resolve curriculum impact and issues.</li> <li>✓ If curriculum impact and issues are not resolved within 30 days, Curriculum Office staff roll back the curriculum proposal(s) to the submitter. The submitter must address identified curriculum impact and issues and resubmit the curriculum proposal(s).</li> <li>✓ When curriculum impact and issues are resolved, the course proposal moves to the next workflow step.</li> </ul>

### Step 2: Department Peer Review and Vote

<b>Key Persons</b>	Faculty members in the submitter’s academic department who are affiliated with the curriculum (must be full-time, benefits-eligible faculty members)
<b>Goals</b>	Review the course proposal at the department level and vote in CourseLeaf CIM.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Department faculty review the course proposal.</li> <li>✓ Department faculty members submit an individual vote of “yes” or “no” in CourseLeaf CIM.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ To advance to the next workflow step, a course proposal must receive 67% affirmative votes from the department faculty affiliated with the curriculum.</li> <li>✓ Department faculty members may add feedback as appropriate in the comments section on the course proposal form.</li> <li>✓ If the course proposal is denied, the submitter has the option to appeal to the UCC.</li> </ul>
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### **Step 3: Intercollegiate View and School/College Curriculum Committee Review**

<b>Key Persons</b>	<ul style="list-style-type: none"> <li>▪ Reviewers from school/college curriculum committees</li> <li>▪ Curriculum Office staff</li> <li>▪ Associate dean(s)</li> <li>▪ Others with view access in CourseLeaf CIM</li> </ul>
<b>Goal</b>	Review the course proposal at the school/college level during the first 15 days of the month, excluding June and July.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Conduct a review of the course proposal.</li> <li>✓ Ensure the course proposal meets the guidelines and requirements delineated in the University Curriculum Procedures.</li> <li>✓ Use a cross-institutional perspective to identify areas of possible overlap.</li> <li>✓ Facilitate budget assessment, ensure curriculum alignment, and coordinate resource allocation in accordance with school/college and university goals.</li> <li>✓ Provide feedback as appropriate in the comments section on the course proposal form.</li> <li>✓ The Curriculum Office staff moves the course proposal to the next workflow step at the conclusion of the 15-day cycle.</li> </ul>

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### **Step 4: Submitter Reviews and Addresses Feedback**

<b>Key Persons</b>	Submitter (i.e., proposing faculty member)
<b>Goals</b>	Review and address feedback for the course proposal.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Evaluates feedback provided in the comment section on the course proposal form.</li> <li>✓ Enters changes directly in the course proposal form.</li> <li>✓ Must add a reviewer comment to indicate what changes they have made or provide rationale for changes not made.</li> <li>✓ When proposal is ready, click “approve” in CourseLeaf CIM.</li> </ul>

## Step 5: Compliance Review

<b>Key Persons</b>	<ul style="list-style-type: none"> <li>▪ Academic Planning and Effectiveness</li> <li>▪ Office of Accreditation and Academic Assessment</li> <li>▪ UVU Online (if applicable)</li> <li>▪ Graduate Council (if applicable)</li> </ul>
<b>Goals</b>	Review the course proposal to assure accuracy and ensure that the course proposal complies with applicable regulations, policies, and guidelines.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Conduct a review of the course proposal.</li> <li>✓ Add feedback where needed in the comments section on the course proposal form.</li> <li>✓ When proposal is ready, Office of Accreditation and Academic Assessment staff member clicks click “approve” in CourseLeaf CIM.</li> </ul>
<b>Important Note:</b> All graduate proposals must be reviewed and approved by the Graduate Council.	

## Step 6: Quality Assurance Review

<b>Key Persons</b>	<ul style="list-style-type: none"> <li>▪ Curriculum Quality Assurance Group (UCC QA groups)</li> <li>▪ Submitters (i.e., proposing faculty member)</li> </ul>
<b>Goals</b>	Review the course proposal for accuracy, adherence to UVU policy and curriculum procedures, and technical soundness.
<b>Required Action Items</b>	<ul style="list-style-type: none"> <li>✓ Prior to the scheduled meeting, the UCC QA groups review course materials to prepare.</li> <li>✓ Reviewers hold a meeting to conduct a technical review of the course proposal and provide feedback.</li> <li>✓ Where concerns were previously identified, the Submitters shall attend the meeting.</li> <li>✓ For outstanding concerns following the meeting, the Curriculum Office staff may:               <ul style="list-style-type: none"> <li>○ Complete minor edits per submitter and committee approval.</li> <li>○ Provide feedback for major edits in the comments section on the course proposal form and roll it back to the submitter.</li> </ul> </li> <li>✓ When proposal is ready, Curriculum Office staff click “approve” in CourseLeaf CIM.</li> </ul>
<b>Important Notes:</b>	
<ul style="list-style-type: none"> <li>▪ Submitters not able to attend the meeting shall delegate to a colleague.</li> <li>▪ This is the final approval step for course proposals that have updates to <u>only</u> the course description and/or CLOs (Course Learning Outcomes).</li> <li>▪ Course proposals that impact other courses and/or programs may be held at this step until all associated proposals have reached the QA steps.</li> </ul>	



## Step 7: UCC Review and Vote

<b>Key Persons</b>	UCC members
<b>Goals</b>	Conduct final internal review of the course proposal.
<b>Required Action Items</b>	<ul style="list-style-type: none"><li>✓ Complete a comprehensive review of the course proposal.</li><li>✓ Ensure that the course proposal meets the guidelines and requirements delineated in the University Curriculum Procedures.</li><li>✓ Use a cross-institutional perspective to identify areas of possible overlap.</li><li>✓ UCC either approves or denies the course proposal.</li></ul>
<b>Important Note:</b> Denied course proposals will be saved as a PDF in a repository maintained by the Curriculum Office, and the course proposal will be removed from CourseLeaf CIM. Depending on the circumstances, denied course proposals may either be permanently rejected or given opportunities for resubmission and reconsideration after required revisions are made.	

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## Final Processing

Unless otherwise specified, new courses associated with new programs will not be processed until the proposed program has been fully approved.

Back-end logistics and final processing actions are performed in university designated software systems within the Academic Affairs, Digital Transformation, and Student Affairs Divisions.