Curriculum Workflow for Program Proposals

Important Caveats	- A program must receive full approval from UVU's UCC and other university stakeholders, as well as from the UBHE and NWCCU, before engaging in any marketing, recruitment, or implementation activities. - Delays or issues encountered in any workflow step may cause a later implementation date for a program, if approved. - 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.
Acronyms	- CIM: Curriculum Inventory Management - NWCCU: Northwest Commission on Colleges and Universities - UBHE: Utah Board of Higher Education - UCC: University Curriculum Committee - USHE: Utah System of Higher Education - UVU: Utah Valley University

This document outlines key persons, goals, and required action items for each phase of the curriculum workflow for program 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.

Program Planning

Key Persons	Proposing faculty member (must be a full-time, benefits-eligible employee who is classified as faculty and affiliated with a school/college)
Goals	Identify the need to: (a) develop a new academic program, (b) make substantive changes to an existing program, (c) discontinue an existing program, or (d) make minor editorial changes to existing programs.
Required Action Items	***Proposals for Program Discontinuance*** ✓ Hold preliminary discussions with faculty colleagues within the academic program/department and beyond to develop a strong written justification for the program discontinuance proposal. ✓ 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. ✓ Develop plan to address considerations delineated in USHE Policy R401. ✓ If the proposal stands to impact an active articulation agreement, the Program Manager - Articulations and Pathways must be notified. ***Proposals for New Programs or Substantive Changes to Existing Programs*** ✓ Hold preliminary discussions with faculty colleagues within the academic program/department and beyond to develop a strong written justification for the new or substantive change program proposal. ✓ 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 the new program or substantive changes to existing programs. ✓ 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. ✓ Consult with the Office of Accreditation an Academic Assessment about program feasibility. The Office of Accreditation an Academic Assessment will provide appropriate data, walkthrough, and interpretation. ✓ Refer to the university's catalog and CourseLeaf CIM to identify areas of possible overlap, as well as academic program offerings at surrounding technical colleges and other USHE institutions. In cases where overlap has been identified, the proposing faculty member holds and documents subsequent discussions with respective faculty to resolve concerns. ✓ Consult with the director of the Fulton Library to identify additional resources needed to support the curriculum. A minimum of two weeks may be needed to gather needed information and bids from external sources. ✓ Develop all the following minimum requirements: 　　o Program overview that includes a strong rationale for its need. 　　o Program listing and degree map (also called graduation plan or plan of study grid) developed in collaboration with academic advisor(s). 　　o Program assessment plan.

	o Program feasibility report from the Office of Accreditation an Academic Assessment.
	o Program financial plan developed in collaboration with finance point of contact for the school/college and/or Budget Office.
	o Program strategic enrollment management plan.

Proposals for Minor Editorial Changes to Existing Programs

✓ Minor editorial changes encompass changes that do not alter existing program, emphasis, or minor requirements. Examples of minor editorial changes include grammar, spelling, formatting, or a removal that does not change the content.

✓ For consideration, proposing faculty members email the Curriculum Office once their program proposal has been submitted in CourseLeaf CIM.

✓ Staff members in the Curriculum Office conduct an initial review of the submitted program proposal to ensure it meets the established criteria for minor editorial changes.

✓ During the initial review, Curriculum Office staff also look for other issues. If the program proposal contains issues beyond minor editorial changes, the proposing faculty member will be informed that the proposal must follow the standard curriculum workflow.

✓ If the program 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 program proposal in CourseLeaf CIM.

✓ For program 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.

School/College Prioritization

Key Persons	▪ Proposing faculty member ▪ Associate dean(s) and dean of the respective school/college
Goals	Screen and prioritize program proposal following the respective school/college process for inclusion on the Horizon Document.

Required Action Items	✓ Follow respective school/college process for academic program screening.
	✓ If program proposal is prioritized, proposing faculty member:
	    1. Works with the school/college dean's office to add the program to the Horizon Document.
	    2. Contacts the Curriculum Office for the appropriate R401 document.
	    3. Uses information from Step 1 to complete the R401 document.
	    4. Reviews and finalizes R401 document with school/college faculty representatives and other appropriate school/college stakeholders (e.g., department chair, department chair of associated programs).

Phase 2

This phase of curriculum workflow takes place within CourseLeaf CIM.

Enter and Submit Program Proposal Form

Key Persons	Proposing faculty member
Goals	Enter and submit the program proposal in CourseLeaf CIM.

Required Action Items	✓ Enter all required information into the program proposal form in CourseLeaf CIM.
	✓ Attach both the completed R401 document and additional documents containing required information below not readily in the R401 template to the program proposal form in CourseLeaf CIM:
	    o Program assessment plan.
	    o Program feasibility report from the Office of Accreditation and Academic Assessment.
	    o Program financial plan developed in collaboration with finance point of contact for the school/college and/or Budget Office.
	    o Program strategic enrollment management plan.
	    o [*Proposal for Program Discontinuance Only*] A teach-out plan will be required. A teach-out plan is a written plan that (1) specifies how students will be enrolled at other institutions of higher education; or (2) delineates course offerings for a maximum of two years after discontinuing the program or until there are no other admitted students who are entitled to complete the program, whichever comes first.
	✓ Submit the program proposal and all associated courses. Proposing faculty member is herein referred to as the submitter.

Important Note: All course proposals associated with a program proposal <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.	

Step 1: Curriculum Impact and Issues Review

Key Persons	Curriculum Office staff
Goals	Review program proposal to identify curriculum impacts and issues.
Required Action Items	✓ Once the program proposal form has been submitted with all required attachments, Curriculum Office staff conduct a comprehensive review to identify impacts and issues on existing and new curriculum. ✓ Curriculum Office staff work directly with the submitter to resolve curriculum impact and issues. ✓ 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). ✓ When curriculum impact and issues are resolved, the program proposal moves to the next workflow step.

Step 2: Department Peer Review and Vote

Key Persons	Faculty members in the submitter's academic department who are affiliated with the curriculum (must be full-time, benefits-eligible faculty members)
Goals	Review the program proposal at the department level and vote in CourseLeaf CIM.
Required Action Items	✓ Department faculty members review the program proposal. ✓ Department faculty members submit an individual vote of "yes" or "no" in CourseLeaf CIM. ✓ To advance to the next workflow step, a course proposal must receive 67% affirmative votes from the department faculty affiliated with the curriculum. ✓ Department faculty members may add feedback as appropriate in the comments section on the program proposal form. ✓ If the program proposal is denied, the submitter has the option to appeal to the UCC.

Step 3: Intercollegiate View and School/College Curriculum Committee Review

Key Persons	▪ Reviewers from school/college curriculum committees ▪ Curriculum Office staff ▪ Associate dean(s) ▪ Others with view access in CourseLeaf CIM
Goal	Review the program proposal at the school/college level during the first 15 days of the month, excluding June and July.
Required Action Items	✓ Conduct a review of the program proposal. ✓ Ensure the program proposal meets the guidelines and requirements delineated in the University Curriculum Procedures. ✓ Use a cross-institutional perspective to identify areas of possible overlap. ✓ Provide feedback as appropriate in the comments section on the program proposal form. ✓ The Curriculum Office staff moves the program proposal to the next workflow step at the conclusion of the 15-day cycle.

Step 4: Submitter Reviews and Addresses Feedback

Key Persons	Submitter (i.e., proposing faculty member)
Goals	Review and address feedback for the program proposal.
Required Action Items	✓ Evaluates feedback provided in the comment section on the program proposal form. ✓ Enters changes directly in the program proposal form.

	✓ Must add a reviewer comment to indicate what changes they have made or provide rationale for changes not made. ✓ When proposal is ready, click "approve" in CourseLeaf CIM.

Important Note: Specific changes made by the submitter may necessitate updates to the R401 document.

Step 5: School/College Dean Review

Key Persons	School/college dean
Goals	Review the program proposal submitted from their respective school/college.
Required Action Items	✓ Conducts a review of the program proposal. ✓ Either: (1) clicks "approve" in CourseLeaf CIM, or (2) provides feedback in the comments section on the program proposal form and rolls it back to the submitter.

Important Note: If it is decided not to resubmit the rolled-back program proposal, the Curriculum Office must be contacted within 30 days. A PDF of the program proposal will be saved in a repository maintained by the Curriculum Office, and the program proposal will be removed from CourseLeaf CIM.

Step 6: Compliance Review

Key Persons	▪ Academic Planning and Effectiveness ▪ Office of Accreditation and Academic Assessment ▪ Office of Financial Aid and Scholarships ▪ UVU Online (if applicable) ▪ Graduate Council (if applicable)
Goals	Review the program proposal to assure accuracy with the program financial plan and ensure that the program proposal complies with applicable regulations, policies, and guidelines.
Required Action Items	✓ Conduct a review of the program proposal and attached documents. ✓ Add feedback where needed in the comments section on the program proposal form. ▪ When proposal is ready, Office of Accreditation and Academic Assessment staff member clicks click "approve" in CourseLeaf CIM.

Important Note: All graduate proposals must be reviewed and approved by the Graduate Council.

Step 7: Quality Assurance Review

Key Persons	- Curriculum Quality Assurance Group (UCC QA groups) - Submitters (i.e., proposing faculty member)
Goals	Review the program proposal for accuracy, adherence to UVU policy and curriculum procedures, and technical soundness.

Required Action Items	✓ Prior to the scheduled meeting, the UCC QA groups review course materials to prepare.
	✓ Reviewers hold a meeting to conduct a technical review of the program proposal and provide feedback.
	✓ Where concerns were previously identified, the Submitters shall attend the meeting.
	✓ For outstanding concerns following the meeting, the Curriculum Office staff may:
	    o Complete minor edits per submitter and committee approval.
	    o Provide feedback in the comments section on the program proposal form and roll it back to the submitter.
	✓ When proposal is ready, Curriculum Office staff click "approve" in CourseLeaf CIM.

Important Note: Submitters not able to attend the meeting shall delegate to a colleague.	

Step 8: UCC Review and Vote

Key Persons	UCC members
Goals	Conduct final internal review of the program proposal.
Required Action Items	✓ Complete a comprehensive review of the program proposal. ✓ Ensure that the program proposal meets the guidelines and requirements delineated in the University Curriculum Procedures. ✓ Use a cross-institutional perspective to identify areas of possible overlap. ✓ UCC either approves or denies the program proposal. ✓ If the program proposal is denied, the submitter has the option to appeal to the Provost and Senior Vice President of Academic Affairs. They will review the appeal and determine whether the program can advance to the next approval step.

Important Notes:
- Program proposals that have associated course proposals must be fully approved as a bundle before final processing.
- Denied program proposals and all associated course proposals will be saved as PDF documents in a repository maintained by the Curriculum Office, and the program 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.
- Proposals for new programs and substantive changes to existing programs have additional approval steps.

Additional Approval Steps for New Program Proposals, Program Discontinuance, and Substantive Changes to Existing Programs

New Program Proposals

Academic Affairs Council
- ✓ Senior Associate Provost for Academic Programs, Assessment, and Accreditation presents program proposal to Academic Affairs Council for approval.

Office of the Commissioner of Higher Education
- ✓ Reviews new certificate or degree programs for eligibility for UVU Board of Trustees approval.
- ✓ Coordinates the Peer Review Council process involving chief academic officers and chief institutional officers at USHE institutions.
    - o Publishes the complete R401 document for new certificate, associate, bachelor's, or master's degrees on a web portal for a 30-day period review and comment period.
    - o Convenes a Peer Review Council meeting for questions and oral feedback. The submitter shall attend this meeting.
    - o Summarizes feedback and sends back to the institution.
    - o **Important Note**: Master's degree programs undergo stricter scrutiny for approval compared to associate and bachelor's degrees. State policy permits regional universities to offer "select master's degrees to meet regional demand" (refer to USHE Policy R312, section 6.3.1.1), which must meet one of the following criteria: sufficient labor market demand justifies offering the program within the institution's service region, even if similar programs exist elsewhere in the state (see 3.12.1); or utilizing modalities like face-to-face and hybrid instruction to enhance program affordability, student access, and completion rates, specifically tailored to local demand (see 3.12.2). As part of this protocol, every master's program undergoes a labor market analysis conducted by the chief economist at the Commissioner's Office before the proposal is published on the web portal for review by USHE institutions.

Academic Affairs sub-Board of Trustees
- ✓ Senior Associate Provost for Academic Programs, Assessment, and Accreditation presents program proposal to Academic Affairs sub-Board of Trustees for approval.

UVU Board of Trustees
- ✓ Senior Associate Provost for Academic Programs, Assessment, and Accreditation or Provost and Senior Vice President for Academic Affairs presents program proposal to UVU Board of Trustees for approval.

NWCCU
- ✓ Director of the Office of Accreditation and Academic Assessment notifies NWCCU for approval.

Proposals for Program Discontinuance and Substantive Changes to an Existing Program

Academic Affairs sub-Board of Trustees
- ✓ Senior Associate Provost for Academic Programs, Assessment, and Accreditation presents program proposal to Academic Affairs sub-Board of Trustees for approval.

UVU Board of Trustees
- ✓ Senior Associate Provost for Academic Programs, Assessment, and Accreditation or Provost and Senior Vice President for Academic Affairs presents program proposal to UVU Board of Trustees for approval.

NWCCU
- ✓ Director of the Office of Accreditation and Academic Assessment notifies NWCCU for approval.

Final Processing

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