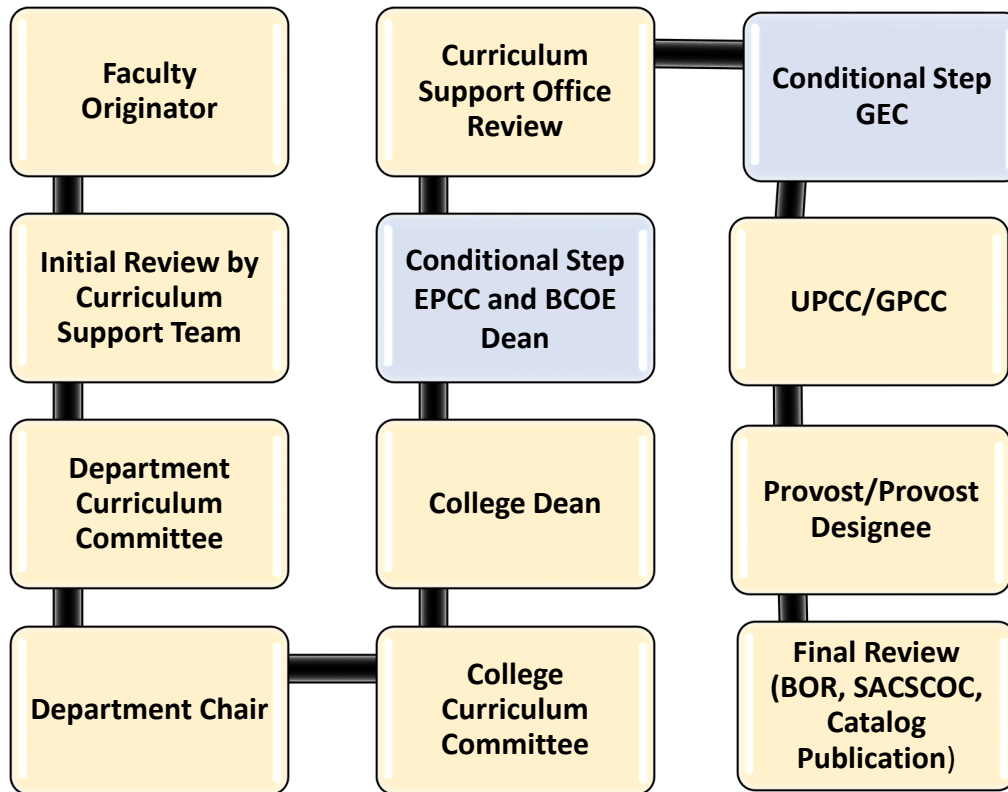


# At a Glance Guide to Curriculum for Chairs and Deans 2020-2021

## Where to Find Curriculum Proposals

Kennesaw State University uses an online curriculum management system called **Curriculog** for the management of curriculum proposals. Curriculog is designed for faculty and administrators who are involved in adding, modifying, terminating, or deactivating curriculum proposals for courses, minors, certificates, and degree programs. [Login to Curriculog](#) using your KSU ID (without @kennesaw.edu) and KSU password.

## Visualization of the Current Curriculum Process at KSU



### Abbreviations

EPCC- Educator Preparation Curriculum Committee

BCOE- Bagwell College of Education

GPCC- Graduate Policies and Curriculum Committee

UPCC- Undergraduate Policies and Curriculum Committee

GEC- General Education Council

BOR- Board of Regents at the University System of Georgia

SACSCOC- Southern Association of Colleges and Schools Commission on Colleges, KSU's institutional accreditor

## **Who Regulates Curriculum?**

There are a variety of policies and procedures that regulate curriculum at Kennesaw State University as well as by the University System of Georgia Board of Regents and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our institutional accreditor. KSU can interpret and build on USG rules, but cannot contradict or violate them. As an institution within the University System of Georgia, Kennesaw State University' undergraduate programs are required to adhere to the requirements set forth in the USG's [Academic & Student Affairs Handbook](#).

## **The Types of Changes that go through the Curriculum Process**

Any change to a course, program, or certificate, or any new course, program, or certificate, needs to go through the KSU Curriculum Review process. Some changes may need to go through Kennesaw State University's curriculum process **and** then external review by the University System of Georgia (USG) and/or the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC), KSU's institutional accreditor.

## **Deadlines and Effective Dates for Curricular Proposals**

In general, course proposals desiring to be implemented in the spring semester must be through the entire approval process necessary for that change by mid-October. Only course changes can currently be implemented mid-academic year. All changes to be implemented in the fall catalog must be approved through the entire curriculum review and approval process necessary for that change by mid-February. This ensures that all changes can be processed in time for registration. The draft catalog is published in mid-March and the final catalog on July 1.

## **Where to Find Out More**

The [Curriculum, Instruction, and Assessment homepage](#) houses the curriculum dockets for the UPCC and GPCC committees, where curriculum that has been reviewed and approved through the Curriculum Support Office level is added. This allows anyone to see where their curriculum proposals are in the queue for the university level committees. The homepage also has the Curriculum Committees Master Calendar, which details all meetings of all university level groups as well as BOR meetings. The Curriculum Guide is also on the website, which can be a resource to clarify or check a question or concern, or you can access the Curriculum Support Directory to ask a person if a question or concern arises.

## **Reviewing Curriculum**

Proposals at the department chair level are considered working documents and can be edited. It is important that chairs ensure that the proposals are complete and accurate before they move to the college curriculum committee. Proposals at the college dean level are the last step where the proposal is considered a working document. After approval by the dean or dean designee, the proposal moves to the Curriculum Support Office Review step and is locked. No further edits can be made, and if the proposal is not approved at higher levels of review, then it will return to the originator to begin the process over. As an approver on a working document, chairs and deans can upload additional supporting information and/or offer clarifying comments on a proposal. It is important to remember that curriculum proposals are reviewed by faculty across the institution.

The list below outlines the what chairs and deans should be considering each type of proposal. These guidelines are also available on the [CIA website](#).

## Items that will be reviewed at the Department Chair step of the Curriculum Cycle

<b>Program, Minor, and Certificate Proposals:</b>	
<input type="checkbox"/>	The department chair ensures that the proposed changes can be implemented with consideration for budget impacts.
<input type="checkbox"/>	The department chair ensures that the proposed changes align with the department's mission and goals.
<input type="checkbox"/>	The department chair ensures that all possible impacted parties have been informed of the proposed changes.
<input type="checkbox"/>	The department chair ensures that the attached documentation is correct and justification for a premium priced program is appropriate (Graduate programs only).
<input type="checkbox"/>	The department chair ensures that the proposed timeline reflects the department's needs.
<input type="checkbox"/>	The department chair ensures that the resources and faculty are available to implement the additional avenues of delivery (if applicable).
<input type="checkbox"/>	The department chair ensures that the proposal demonstrates a contribution to KSU's strategic plan and mission.
<input type="checkbox"/>	The department chair ensures that the resources are available to support the program's administrative structure.
<input type="checkbox"/>	The department chair ensures that the impacts of targeting specific students for the program have been considered, especially on other programs.
<b>Course Proposals:</b>	
<input type="checkbox"/>	The department chair ensures that the proposed changes can be implemented with consideration for budget impacts.
<input type="checkbox"/>	The department chair ensures that the proposed changes align with the department's mission and goals.
<input type="checkbox"/>	The department chair ensures that the proposed timeline reflects the department's needs.
<input type="checkbox"/>	The department chair ensures that the resources are available to support the course delivery method(s) selected.
<input type="checkbox"/>	The department chair ensures that the proposed changes can be implemented and that all possible impacted parties have been informed of the proposed changes.
<input type="checkbox"/>	The department chair confirms the degrees and disciplines of the faculty approved to teach the course.
<input type="checkbox"/>	The department chair confirms that the department has the resources to offer a course regularly in the General Education Core Curriculum (General Education Area A-E course proposals only).
<input type="checkbox"/>	The department chair ensures that any resources mentioned as necessary to assess a new course are available, including personnel resources (new course proposals only).
<input type="checkbox"/>	The department chair ensures that the attached course fee form is complete and that the justification for a course fee is appropriate
<input type="checkbox"/>	The department chair ensures that there are resources to support the proposed workload for teaching the course and may clarify faculty impact or need.
<input type="checkbox"/>	The department chair agrees with the list of required equipment and may explain how intended purchases will be paid for (if applicable).
<input type="checkbox"/>	The department chair may note how any needed acquisitions from the library will be addressed (if applicable).
<input type="checkbox"/>	The department chair speaks to any required equipment and its effect on the department's ability to offer the course.
<input type="checkbox"/>	The department chair notes any resource concerns or space requirements that might affect the department's ability to offer the course.

## Items that will be reviewed at the Dean step of the Curriculum Cycle

<b>Program, Minor, and Certificate Proposals:</b>	
<input type="checkbox"/>	The college dean reviews the justification for the proposed premium priced program and ensures that it is appropriate and in alignment with college requirements or policy (Graduate program proposals only).
<input type="checkbox"/>	The college dean ensures that the proposed changes align with the college's mission and goals.
<input type="checkbox"/>	The college dean ensures that the instructional and other resources needed to implement the proposed changes are available.
<input type="checkbox"/>	The college dean ensures that any proposed changes to program admission requirements align with both the college and with KSU's mission and goals.
<input type="checkbox"/>	The college dean ensures that the proposed changes contribute to KSU's strategic plan and mission.
<input type="checkbox"/>	The college dean ensures that the resources are available to support the program's administrative structure.
<input type="checkbox"/>	The college dean considers the impact of attracting the students identified by the program within the college and university context.
<b>Course Proposals:</b>	
<input type="checkbox"/>	The college dean ensures that the proposed changes align with the college's mission and goals.
<input type="checkbox"/>	The college dean ensures that the instructional and other resources needed to implement the proposed changes are available.
<input type="checkbox"/>	The college dean confirms that the department has the resources to offer a course regularly in the General Education Core Curriculum (General Education Area A-E course proposals only).
<input type="checkbox"/>	The college dean ensures that the justification for the course fee is appropriate and in alignment with college requirements or policy (if applicable).
<input type="checkbox"/>	The college dean reviews the faculty workload for the proposed change and ensures that the resources are available.
<input type="checkbox"/>	The college dean determines if any deficiencies (space, resources, etc.) prevent the course from being effectively taught in its proposed format.

### Useful Resources and Links

[Curriculum Guide](#)

[Curriculog training videos in OwlTrain](#)

[Curriculog login for Kennesaw State University](#)

[Curriculum Resources website](#)

[Degrees and Majors Authorized \(DMA\) list for Kennesaw State University](#)

[Kennesaw State University Catalog](#)

[Kennesaw State University R2 roadmap](#)

[Kennesaw State University 2018-2023 Strategic Plan](#)

[Kennesaw State University Mission and Vision Statement](#)