



“WHO REVIEWS WHAT” FOR PROGRAM PROPOSALS

| KEY |
|---|
| 1. Originator |
| 2. Initial Reviewer |
| 3. Department Curriculum Committee |
| 4. Department Chair |
| 5. College Curriculum Committee |
| 6. College Dean |
| 7. Curriculum Support Office |
| 8. Undergraduate Policies and Curriculum Committee |
| 9. Graduate Policies and Curriculum Committee |
| 10. Other (Faculty Affairs, EPCC, Fiscal Services, General Education Council, etc.) |
| 11. Provost or Provost Designee |

| Curriculog question: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | What each level should consider: |
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| Proposed Changes | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator uploads all supporting documentation and completes all answers. The initial reviewer ensures that the proposal is on the correct proposal version and type for the changes being requested. The initial reviewer ensures that all required supporting documentation is included and consistent with the proposal and checks the proposal for accuracy as well as for basic formatting and grammar errors. If the proposed changes involve or could possibly involve USG and/or KSU policy, the initial reviewer contacts any additional levels of review needed, including but not limited to the curriculum support office, the accreditation liaison, the assessment team, and/or the registrar's office. The department committee ensure that the proposed changes are in alignment with department's mission and goals. The department chair ensures that the proposed changes can be implemented with consideration for budget impacts. The department chair ensures that the proposed changes align with the department's mission and goals. The college curriculum committee determines the alignment of the proposed changes within the college. The college curriculum committee considers the impact of the proposed changes within the college, as well as the quality of the proposed changes. The CSO office ensures that the proposed changes align with USG and KSU policy and ensures that all required supporting documentation is included and consistent with the proposal. The CSO office ensures that the requested changes can be functionally implemented. The university level committee ensures that the proposed changes do not overlap with existing programs. The Provost or Provost designee reviews the proposal for accuracy and ensures that all possible impacted parties have been informed of the changes. |

| Curriculog question: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | What each level should consider: |
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| Impact of Changes | | | | | | | | | | | | <p>1 The faculty originator describes in detail the impact of the proposed changes and the rationale for them. The originator uploads supporting documentation (assessment, student data, accreditation, etc.) The originator ensures that all possible impact is considered, and documents support that those possibly affected have been notified of these changes.</p> <p>2 The initial reviewer ensures that all required documentation is uploaded, that all answers are completed and consistent in the proposal, and that all points of impact have been identified. If there is concern about the functionality of the proposed changes, the initial reviewer seeks additional feedback from the CSO office and/ or registrar’s office.</p> <p>3 The department committee ensures that the proposed changes can be implemented and identifies all possible impacted parties.</p> <p>4 The department chair ensures that the proposed changes can be implemented and that all possible impacted parties have been identified and contacted.</p> <p>5 The college curriculum committee ensures that the justification for the proposed changes demonstrate a continued commitment to rigor and quality.</p> <p>6 The CSO office ensures that the proposed changes align with USG and KSU policy. The CSO office ensures proper documentation is attached and aligns with the proposal. The CSO office ensures that the requested changes can be functionally implemented.</p> <p>7 The university level committee considers overlap with other programs.</p> <p>8 The Provost or Provost designee reviews the proposal for accuracy and ensures that all possible impacted parties have been informed of the proposed changes.</p> |

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| Program Name | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator ensures that the program name appears exactly as it does on the DMA (Degrees and Major's Authorized) List. The initial reviewer ensures that the name is correct. The CSO office will work with a program if they are changing their name, as this is a substitutive change and forms must be prepared and submitted to the USG. |
| Graduate Only] Is this a premium priced program? Are you requesting a new fee, a modification to fees, or special tuition for this program? | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator determines with their chair and/or dean if the program should be a premium priced program. If so, they must attach the appropriate fee request form to the proposal. The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. The department committee finds the rationale for the proposed premium priced program necessary and appropriate. The department chair ensures that the attached documentation is correct and justification for a premium priced program is appropriate. The college curriculum committee finds the justification proposed for the program to be a premium priced program to be reasonable and complete. The college dean reviews the justification for the proposed premium priced program and ensures that is appropriate and in alignment with college requirements or policy. The CSO office ensures that the attached documentation, if applicable, is correct and completed. The graduate university level committee reviews the appropriateness and alignment across campus. The form goes through the approval process as required by Fiscal Affairs. The Provost or Provost designee holds the proposal until Fiscal Affairs approval is finalized. |

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| Is this a teacher education proposal originating from outside the Bagwell College of Education? Yes/No | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator determines if a proposal meets this criterion to ensure proper routing. The initial reviewer ensures that the box is checked. The CSO office checks that the program proposal is routed correctly. If a program is a teacher education proposal outside of Bagwell it will be reviewed by EPCC and the BCOE Dean. |
| Implementation Term/Year | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator ensures that the implementation year is possible after consulting with curriculum deadlines for the current academic year cycle. The initial reviewer ensures that the implementation date is possible. The department committee ensures that the proposed timeline reflects the program's needs. The department chair ensures that the proposed timeline reflects the department's needs. The CSO office ensures that the proposed timeline is possible. The Registrar's office reviews at CSO level to confirm that the course implementation is possible as proposed. The Provost or Provost designee ensures that the proposal can be implemented at the requested date, and if not, works with the program to alter the implementation date as needed. |
| Type of Existing Approved Delivery | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator ensures all current delivery modes are selected. The initial reviewer ensures that the answer is complete. |
| Request for additional type of delivery | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator determines and selects the type of delivery. The initial reviewer ensures that the answer is complete, and that supporting documentation aligns with delivery type(s) selected. The department committee ensures that the proposal is in alignment with the program mission and goals. The department chair ensures that the resources and faculty are available to implement the additional avenues of delivery. |

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| | | | | | | | | | | | | <ul style="list-style-type: none"> ■ The Provost or Provost designee ensures that the program can be offered with the resources noted in proposal. |
| Off-Campus Instructional Site (If Applicable) | | | | | | | | | | | | <ul style="list-style-type: none"> ■ The faculty originator completes, if applicable. ■ The initial reviewer ensures that the answer is complete and aligns with the proposal. ■ The department committee ensures that all aspects of an off-campus site have been considered. ■ The department chair ensures that the proposed changes can be implemented, and that all possible impacted parties have been informed of the proposed changes. ■ The college curriculum committee determines that the impact of the proposed changes have been fully considered for the college. ■ The CSO office ensures that the proposed changes align with USG and KSU policy. ■ The university level committee ensures a lack of conflict with other programs. ■ The establishment or addition of an off-campus site may require SACSCOC approval or notification and/or BOR approval. ■ The Provost or Provost designee ensures that all parties have been informed and all external approvals have been sent. |

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| Provide an overall summary of program changes/additions | | | | | | | | | | | | <p>The faculty originator describes in detail the program changes and the rationale supporting the proposed changes. The faculty originator attaches all required documentation.</p> <p>The initial reviewer ensures all necessary documentation is uploaded, all answers are completed and consistent in the proposal, and that all points of impact have been identified. The initial reviewer ensures that the proposal is consistent with the corresponding materials including that the side-by-side overview. The initial reviewer checks credit hour totals.</p> <p>The department committee ensures that the proposed changes align with the program’s mission and needs.</p> <p>The department chair ensures that the proposed changes can be implemented and that all possible impacted parties have been informed of the proposed changes.</p> <p>The college curriculum committee determines the quality of the proposed changes and looks for content overlap within the college.</p> <p>The college dean ensures that the proposed changes align with the college’s mission and goals. The college dean ensures that the instructional and other resources needed to implement the proposed changes are available.</p> <p>The CSO office ensures that the proposed changes align with USG and/or KSU policy. The CSO office ensures that all required documentation is attached and aligns with the proposal. The CSO office ensures that the requested changes can be functionally implemented.</p> <p>The university level committee ensures a lack of conflict with other programs.</p> |

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| Please explain any changes required to the program's admission policies | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes the rationale and includes any supporting documentation (assessment, student data, accreditation, etc.) The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. The department committee ensures that the justification is reasonable and ensures that all possible impacts on students have been considered. The department chair ensures that the proposed changes can be implemented, and that all possible impacted parties have been informed of the proposed changes. The college curriculum committee determines alignment within the college, impact within the college, and that the impact of the proposed changes have been fully considered. The college dean ensures that any proposed changes to program admission requirements align with both the college and with KSU's mission and goals. The CSO office determines that proper documentation is attached, and that the rationale is comprehensive. The CSO office will work with Enrollment Services to verify gate changes can be implemented as desired by the department. The university level committee ensures lack of conflict with other programs, that the rationale is comprehensive, and ensures that the impact of the proposed changes have been fully considered. The Provost or Provost designee reviews to ensure alignment with institutional mission and policies. |

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| Check to confirm that you have attached a side-by-side and/or crosswalk document | | | | | | | | | | | | <p>■ The faculty originator completes the side by side template showing the proposed changes in the program. The faculty originator will also include a crosswalk for current students if needed.</p> <p>■ The initial reviewer ensures that the side by side comparison is uploaded and aligns with the narrative of the proposed changes.</p> <p>■ The department committee reviews the attached side by side document to ensure that all changes are identified, all credit hours are correct, and all prerequisites and required coursework are accounted for.</p> <p>■ The CSO office determines that proper documentation is attached and complete. If there is a crosswalk needed for students in previous catalog years, the CSO office ensures that it is functional.</p> |
| Program Catalog Description | | | | | | | | | | | | <p>■ The faculty originator imports the current catalog description and makes any edits. All changes must be consistent in all accompanying documentation.</p> <p>■ Initial reviewer formats the program catalog description, if necessary, to ensure that it is consistent with catalog formatting requirements. The initial reviewer ensures that this description is the same in all documentation. The initial reviewer will check for basic spelling and grammar.</p> <p>■ The department committee determines that the program’s catalog description is accurate and checks for spelling and grammar.</p> <p>■ The CSO office ensures that the program catalog description is free of typos and grammar errors. The CSO office will clarify any concerns about content or wording.</p> |
| Prospective Curriculum | | | | | | | | | | | | <p>■ The faculty originator builds the curriculum to reflect the new catalog design and/or completes the prospective curriculum template. If needed, the initial reviewer can assist.</p> <p>■ The initial reviewer ensures documentation is uploaded, that the answer is fully completed, and that all points of impact have been identified. Initial reviewer does preliminary formatting check.</p> |

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| | | | | | | | | | | | | <ul style="list-style-type: none"> ■ The CSO office ensures that the prospective curriculum is formatted correctly and aligns with the documentation provided. |
| <p>[Undergraduate Only] If this proposal contains changes to Area F of a major or degree program, does it meet the USG Area F guidelines for that program? If "no", please provide a justification for the deviation from the USG Area F guidelines. If "yes", please explain use of Area A-E courses in program (including Area F).</p> | | | | | | | | | | | | <ul style="list-style-type: none"> ■ The faculty originator describes any changes to Area F in as much detail as possible. The faculty originator attaches any appropriate documentation. ■ The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. ■ The CSO office ensures that the proposed changes align with USG and KSU policy. The CSO office determines that, if applicable, documentation is attached. ■ The undergraduate university level committee ensures that any deviations from USG Area F are justified and coherent. |

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| <p>What is the rationale for the program revision? Please include information if this change is required by an outside accreditation agency and/or assessment data.</p> | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes the rationale and includes any supporting documentation The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. The department committee ensures that the proposed change(s) demonstrate a continued commitment to rigor and quality. The department chair ensures that the proposed changes can be implemented, and that all possible impacted parties have been informed of the proposed changes. The college curriculum committee ensures that the justification demonstrates a continued commitment to rigor and quality. The college dean ensures that the rationale for the proposed changes are in alignment with college mission and goals. The CSO office ensures that proper documentation, if applicable, is attached. The university level committee ensures that the proposed changes proposed are in alignment across campus and follow all policies and requirements. The university level committee ensures that there is a lack of conflict with other programs. The Provost or Provost Designee reviews the proposal to ensure that the rationale is in alignment with institutional mission and policies. |
| <p>Explain how these changes reflect alignment with department goals and mission</p> | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes how the proposed changes align with the department's goals and mission. The initial reviewer ensures that the answer is complete. The department committee ensures that the proposed changes are in alignment with department's goals and mission. The department chair ensures that the proposed changes are in alignment with the department's goals and mission. |

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| <p>[Undergraduate Only] How do these changes contribute to KSU's strategic plan and mission statement?</p> | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes in detail how specific changes proposed for this program contribute to KSU's strategic plan and mission. The initial reviewer ensures that the answer is complete. The department committee ensures that the proposal demonstrates a contribution to KSU's strategic plan and mission. The department chair ensures that the proposal demonstrates a contribution to KSU's strategic plan and mission. The college curriculum committee determines that the proposed changes demonstrate a contribution to KSU's strategic plan and mission. The college dean ensures that the proposed changes contribute to KSU's strategic plan and mission. The undergraduate university level committee reviews to ensure contribution is in alignment with KSU's strategic plan and mission. The Provost or Provost designee reviews to ensure contribution is in alignment with KSU's strategic plan and mission. |
| <p>[Undergraduate Only] Describe the administrative structure for oversight of the program. For interdisciplinary programs, describe mechanisms to assure representation of all participating units.</p> | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes how the program will be managed and assessed. Interdisciplinary programs need to detail each unit's participation and responsibilities. The initial reviewer ensures that the answer is complete. The department committee ensures that the structure is accurate. The department chair ensures that the resources are available to support this administrative structure. The college dean ensures that the resources are available to support this administrative structure. The Provost/Provost Designee reviews to ensure that program can be administered with resources noted in proposal. |

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| [Graduate Only] Where in the program is there evidence of knowledge of literature in the discipline? | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes in detail evidence of engagement and attaches any supporting documentation. The initial reviewer ensures that the answer is complete. The department committee ensures that the evidence provided is compelling and comprehensive. The graduate university level committee ensures that the evidence is compelling and comprehensive. |
| [Graduate Only] Where in the program is there evidence of engagement in research and/or appropriate professional practice? | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes in detail evidence of engagement and attaches any supporting documentation. The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. The department committee ensures that the evidence is compelling and comprehensive. The graduate university level committee ensures that the evidence is compelling and comprehensive. |
| [Undergraduate Only] Learning Outcomes: List or attach important learning outcomes, goals or objectives of the program. | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator lists or attaches the student learning outcomes, goals, or objectives for the program. The initial reviewer ensures that the answer is complete, and that any documentation noted is attached to the proposal. The department committee ensures that the learning outcomes are aligned with the program. The CSO office reviewer responsible for assessment will review the learning outcomes to ensure that they are measurable. |

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| Check to confirm you have attached an Improve KSU Assessment plan | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator attaches an updated plan that reflects changes resulting from the proposed program revision. The initial reviewer ensures that documentation is uploaded. The department committee ensures that the assessment plan considers all program changes. The CSO office determines that the proper documentation is attached. The CSO office reviewer responsible for assessment will review the attached Improve KSU Assessment plan. |
| Describe the students you expect to target and attract with these changes. | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator offers a detailed explanation of the types of students and provides any predictive enrollment data. The initial reviewer ensures that the answer is complete, and any referenced documentation is attached to the proposal. The department committee ensures that the impacts have been considered, especially on other programs. The department chair ensures that the impacts have been considered, especially on other programs. The college curriculum committee considers the impact of attracting the students identified by the program within the college. The college dean considers the impact of attracting the students identified by the program within the college and university context. |
| What is the career path for these students? | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator describes the career path(s) and provides supporting evidence. The initial reviewer ensures that the answer is complete and that any referenced documentation is attached to the proposal. The department committee finds the answer compelling and complete. The college curriculum committee finds the answer compelling and complete. The university level committee finds the answer compelling and complete. |

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| I have attached an Academic Program Map | | | | | | | | | | | | <ul style="list-style-type: none"> The faculty originator attaches a program map with revised changes, inclusive of all prerequisites, and which shows students taking enough hours each semester to remain full time. The Program Map demonstrates how students can complete the program in the required number of semesters and credit hours. The initial reviewer ensures the Program Map is attached and checks credit hour totals. The department committee ensures program map is accurate. The CSO office checks the map to ensure that there are not any hidden prerequisites, that program hours are correct, etc. |