

Curriculum Management 2019-2020

Office of the Provost
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UNIVERSITY OF
South Carolina



South Carolina

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Learning Outcomes and Objectives

Foundation Statement: Transparent degree requirements create universal understanding and consistency in advising and across curricular sources, promote a culture of student responsibility, and support University initiatives for curricular cohesion.

Learning Outcomes

Participants will be able to:

- Understand, locate, and use policies that guide course and curriculum approval in developing new courses and programs or modifying them.
- Understand and use universal academic terminology, including Program of Study language, when discussing programs and curricular information.
- Evaluate departmental programs, as relevant to developing major maps, improving transparency and understanding of Bulletin information, and scribing DegreeWorks.
- Communicate Provost curricular initiatives to colleagues in their departments.

Objectives

- Consistency among University sources of curricular information.
- Reduction of students graduating with degree hours in excess.
- Increased knowledge and usage of University curriculum resources (Bulletin, Major Maps, DegreeWorks, Academic Programs website, Curriculum Services Website, and UAC Training Modules).
- Fewer curriculum proposals returned due to inaccuracies or missing information.
- Fewer proposals missing the December Faculty Senate meeting for approval for the next Bulletin year.
- Mutual understanding of universal academic terminology.
- Understanding of how Bulletin information and department input (course substitutions or rules and exceptions) affect DegreeWorks accuracy.
- Increased DegreeWorks functionality due to more transparency in degree requirements.
- Increased usage of DegreeWorks among departments.



ACAF 2.00 Creation and Revision of Academic Programs (Summary)

- Academic Program Development: Responsibility and Oversight
 - Faculty have authority over curriculum
 - Provost's Office oversees approval process and ensures compliance with SACSCOC
 - APL's serve as the main information resource on academic program actions and as liaison to Provost's Office.
- Program Action Approval Process
 - Required approvals may take between 6 months to 2 years for full review.
 - Programs cannot advertise or admit students before approval notification from CHE and SACSCOC, when appropriate.
 - In most cases, program actions will begin in a department or unit of a campus, college or school. After consultation with the APL and receipt of unit-level approval, a pre-authorization request will be submitted to the provost for initial approval (the APL will assist in determining if this is not necessary).
 - Program actions must be reviewed and approved by Faculty Senate.
 - Cognates and sub-concentrations are not reviewed or approved by any faculty governance.
 - All program actions must be submitted through the Academic Programs Proposal System (APPS) and be approved by the dean of the college or school.
 - The Provost's Office must approve all program actions on the Columbia and Palmetto College campuses. Additional approvals may be required for some colleges or programs.
 - Program actions that may significantly affect the curriculum offerings at the regional Palmetto College campuses must be reviewed by the Palmetto College Office.
 - All new academic programs and program name changes must be approved by the president and the University Board of Trustees.
 - The Provost's Office coordinates the notification and submission of all program actions to CHE and to SACSCOC.
- Program Development Guidelines
 - Academic Programs should include: program objectives, learning outcomes, curriculum requirements, and progression/graduation requirements, consideration of faculty and departmental resources, measurable program demand, impact upon existing programs at the university and across the state, and sources of funding.
 - Undergraduate Minors, Concentrations, or Research Tracks should include: prerequisite requirements, curriculum requirements, consideration of faculty and departmental resources, and measurable program demand. They do not require program objectives, learning outcomes, or graduation requirements.

- Academic Certificates may only be offered by the regional Palmetto College campuses.
- University Bulletins
 - Official University Undergraduate and Graduate Bulletins exist in electronic form only.
 - The online bulletins are frozen on December 15 each year.
 - Bulletins are maintained by the Office of the Registrar.
 - Changes to the bulletins must be approved by the appropriate faculty governance bodies.
 - The effective date for a program change is the publication date of the next bulletin, after any required Board of Trustees, CHE and SACSCOC approvals and notifications are completed.
 - New programs can be added to the bulletin at any time after the approvals and notifications.
- Also covered in the policy:
 - CHE and SACSCOC notification and approval requirements.
 - Academic Program Definitions, including the Program of Study and its components
 - Classification of Instructional Programs (CIP): the university uses the federal taxonomy of disciplines and assigns a 6-digit code for each major/program. A CIP code is specific to a particular category of instructional program. Most graduate and undergraduate programs offered by any one department fall under the same CIP code.
 - International Academic Programs
 - Dual, Joint and Other Collaborative Degree Programs
 - Interdisciplinary or InterProfessional Programs
 - Program Assessment
 - Program Review
- Academic Program Development: Responsibility and Oversight
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 - International Academic Programs
 - Dual, Joint and Other Collaborative Degree Programs
 - Interdisciplinary or InterProfessional Programs
 - Program Assessment
 - Program Review

ACAF 2.03 Creation and Revision of Academic Courses (Summary)

- Faculty own the curriculum
- The deans of the colleges and schools are responsible for maintaining unit- and campus-level compliance with CHE and SACS regulations.
- APL's serve as the main information resource on academic program actions and as liaison to Provost's Office.
- Faculty Governance Procedures
 - Course actions usually begin in a department or unit.
 - If the course action has the potential to impact the curriculum offering of other units or campuses, then concurrence must be obtained.
 - Course actions are submitted in the Academic Program Proposal System (APPS).
- Procedures for Columbia Campus
 - If course actions impact the offerings at the regional Palmetto campuses, the Palmetto College Office and Vice President for System Planning will be notified.
 - Levels of approval: unit head → college/school representative → Distributed Learning & Committee on Instructional Development (if 50% or more distributed learning) → Curriculum and Courses Committee → Faculty Senate
 - Once fully approved, a new course can be added to the bulletin.
 - The earliest effective date for a course change is the publication of the next bulletin (unless change is only to delivery method, in which case, it is effective for the next term).
- Cross-listed courses: "A cross-listed course is a course that is offered under more than one course subject and is not appropriate for courses with the same course subject. Once a cross-listed course is approved, the courses are viewed as equivalent and identical and should ideally be able to be taken interchangeably within degree programs which require the course."
 - Cross-listed courses must have the exact same criteria as listed below:
 - 1. Course Number (if possible; at minimum the course numbers for the cross-listed courses must have be at the same level, i.e., lower division, upper division, mixed, graduate)
 - 2. Title
 - 3. Course Description
 - 4. Pre-requisites and Co-requisites
 - 5. Catalog Restrictions (e.g., by student level or program)
 - 6. Carolina Core or GLD designations (if applicable)
 - 7. Grade Mode (i.e., letter grade or pass/fail)
 - 8. Schedule Type (e.g., lecture, lab, seminar) a. Cross-listed courses may have different course delivery and location.
- Course Syllabus: All undergraduate and graduate courses must have a course syllabus that includes the following:
 1. Course title (including course subject designator and number)

2. Instructor name and relevant contact information
 3. Final Exam day and time, as appropriate (from Office of the Registrar's website)
 4. Class meeting days, times, and location, or equivalent
 5. Undergraduate or Graduate Bulletin course description
 6. Course learning outcomes
 7. Required text(s) and/or suggested readings, as appropriate
 8. Course requirements and grading
 - a. Assignments, projects, quizzes, and/or exams with brief descriptions of expectations with points/weights assigned to each activity.
 - b. Courses at the Mixed/Advanced Undergraduate/Entry Level Graduate Courses (500/600--level) must include separate grading schemes for undergraduate and graduate credit and one or more assignments for graduate credit that are clearly differentiated from undergraduate assignments
 - c. Grading scheme and weights including what a student must do to receive a grade of A through F for a letter grade-based course, or an S or U, or a T or U, as appropriate for a non-letter grade course
 9. Topical outline of content to be covered, including a time allocation framework (e.g., week 1, week 2, etc. to include 14 weeks for a standard academic year course 6 session). The time allocation framework will be adjusted for other term lengths accordingly, consistent with course credit hours as defined in section III D.
 10. For Distributed Learning Courses, the syllabus is expected to articulate estimated time commitments of instructional time and course activity time consistent with course credit hours as defined above. The Committee on Instructional Development shall maintain and administer guidelines for such courses.
 11. Statement regarding academic integrity, honorable behavior and/or the Carolinian Creed (or excerpt thereof). Additional information may be found at the Office of Academic Integrity website (www.sa.sc.edu/academicintegrity/). Sample syllabi statements may be found on the Center for Teaching Excellence website: https://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/index.php.
 12. Course attendance policy consistent with the expectations stated in the respective Academic Bulletin.
 13. Statement regarding disability services. Additional information may be found at the Student Disability services website: www.sa.sc.edu/sds/ and in policy STAF 6.02 Support Services and Accommodations for Students with Diagnosed Disabilities. Sample syllabi statements may be found on the Center for Teaching Excellence website: https://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/index.php
- Also covered in the policy:
 - Definitions, including learning outcomes and requirements for a course syllabus.
 - Course scheduling guidelines, including special topics courses, independent study courses, and internships and experiential learning courses.

ACAF 3.00 Assessment of Student Learning (Summary)

- Definitions
- Policy oversight
 - The chief academic officer is responsible for ensuring that all academic programs undergo annual learning outcomes assessment.
 - The Director of Institutional Effectiveness and Accreditation is responsible for collecting and reviewing the academic program assessment plan documentation.
- Procedures
 - General Education Assessment
 - Implementation: Carolina Core Faculty
 - Administrative Oversight: OIRAA
 - Reporting: Carolina Core Committee and OIRAA
 - Evaluation: Carolina Core Committee and OIRAA
 - Undergraduate Program Assessment
 - Implementation: Program Faculty
 - Administrative Oversight: OIRAA
 - Reporting: Program Faculty via Assessment Plan Composer report
 - Evaluation: Department Chair or School Director and OIRAA
 - Criteria for Evaluating Good Practice

ACAF 3.50 Academic Bulletins and Planning Calendar (Summary)

- The Academic Bulletins are the official documents of record concerning graduate and undergraduate academic programs and regulations.
- The Academic Planning Calendar integrates the dates by which the publishing/activation of the academic bulletins, the master schedule, and degree audit system are required to occur on an annual basis.
- The Academic Planning Calendar is maintained by the Office of the Provost and coordinated by the Office of the University Registrar.
- The Undergraduate Bulletin is edited under the supervision of the Dean of Undergraduate Studies.
- The bulletin should reflect all pertinent actions taken during the previous academic year by the Faculty Senate.
- On December 15 of each year, the bulletins are “frozen” to become the archived bulletin of record for the coming academic year.
 - Only under the following circumstances are bulletin updates permitted between the freeze date and the next academic year:
 - Approved new academic programs
 - Approved new courses
 - Approved new program concentrations
- Oversight of Academic Bulletin Revisions
 - Substantive revisions must be reviewed and approved prior to submission to the University Registrar. (Responsible entities and due dates are outlined in the policy)
 - Non-substantive revisions may be made throughout the year with approval of University Registrar or the Registrar’s designee.

Program of Study (Degree Requirements)

1. **Carolina Core** (*required*)
2. **College Requirements:** required of majors within the college
3. **Program Requirements:** required for the specific program, but not major courses
 - a. Supporting Courses
 - b. Cognate
 - c. Minor
 - d. Electives (*to reach required hours to graduate*)
4. **Major Requirements** (*required*)
 - a. Major Courses
 - b. Major Electives
 - c. Concentration
 - d. Thesis/Dissertation/Capstone

Curriculum Approval Process

Internal Approvals:

1. Academic Unit Head (Chair)
2. Academic Unit Heads for departments affected by the action (only if needed)
3. Distributed Learning (if new or change DL course) –*courses only*
4. College/School Representative (usually the APL)
5. Undergraduate Dean
6. Instructional Development (if new DL course) –*courses only*
7. Registrar (Banner Validation and Degree Audit)
8. Carolina Core Specialty Team Chair –*Carolina Core courses only*
9. Curricula and Courses Committee
10. Faculty Senate

External approvals:

11. Board of Trustees –*programs only (if needed)*
12. CHE –*programs only (if needed)*
13. SACSCOC notification and/or substantive change –*programs only (if needed)*

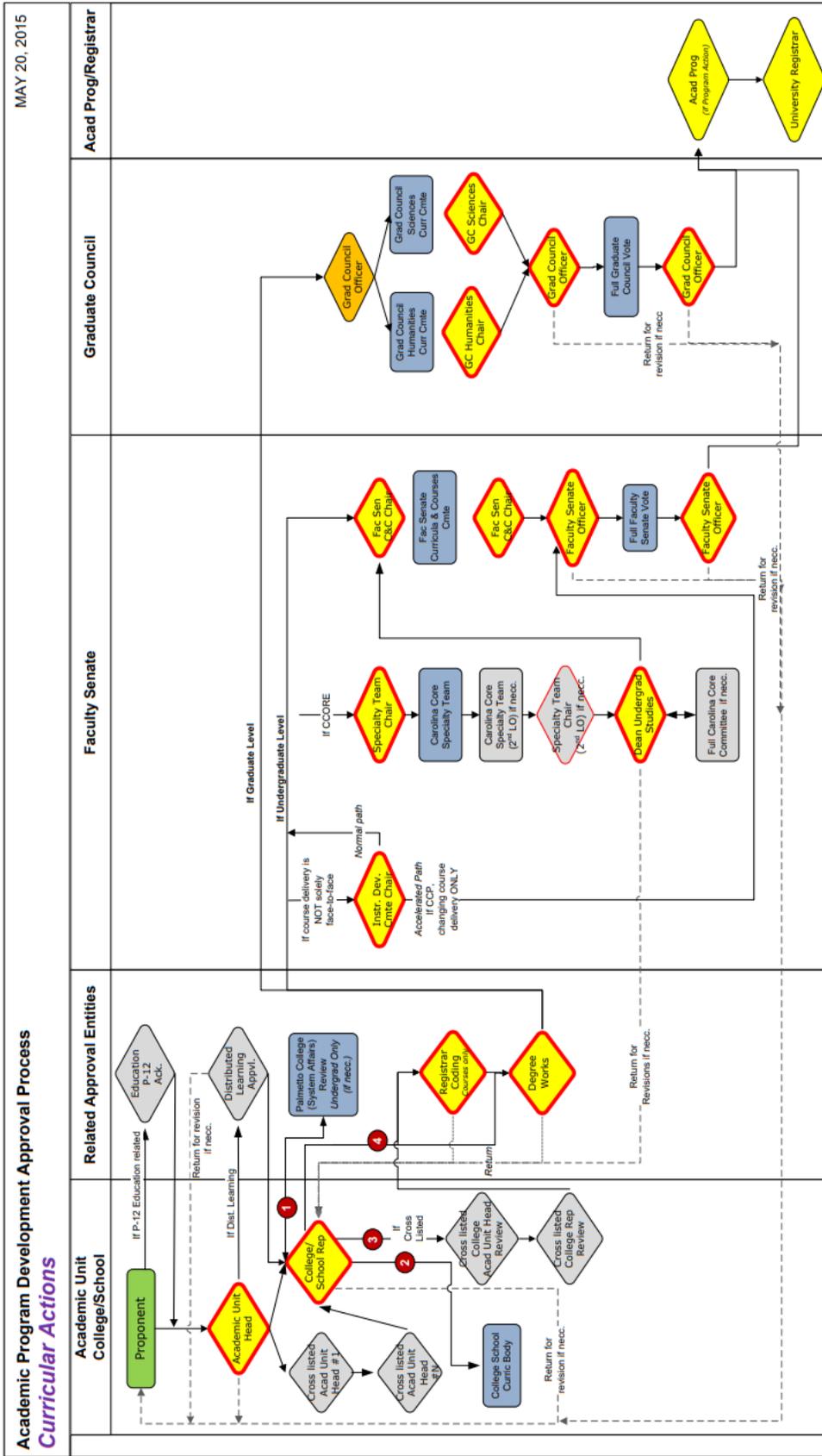
Effective Year

- New courses, programs, and concentrations can be effective for the next term after all approvals and notifications.
- Course, program, and concentration changes or deletions will be effective for the next bulletin year if all approvals are received 10 days prior to the November Curricula and Courses Committee meeting and approved by Faculty Senate.

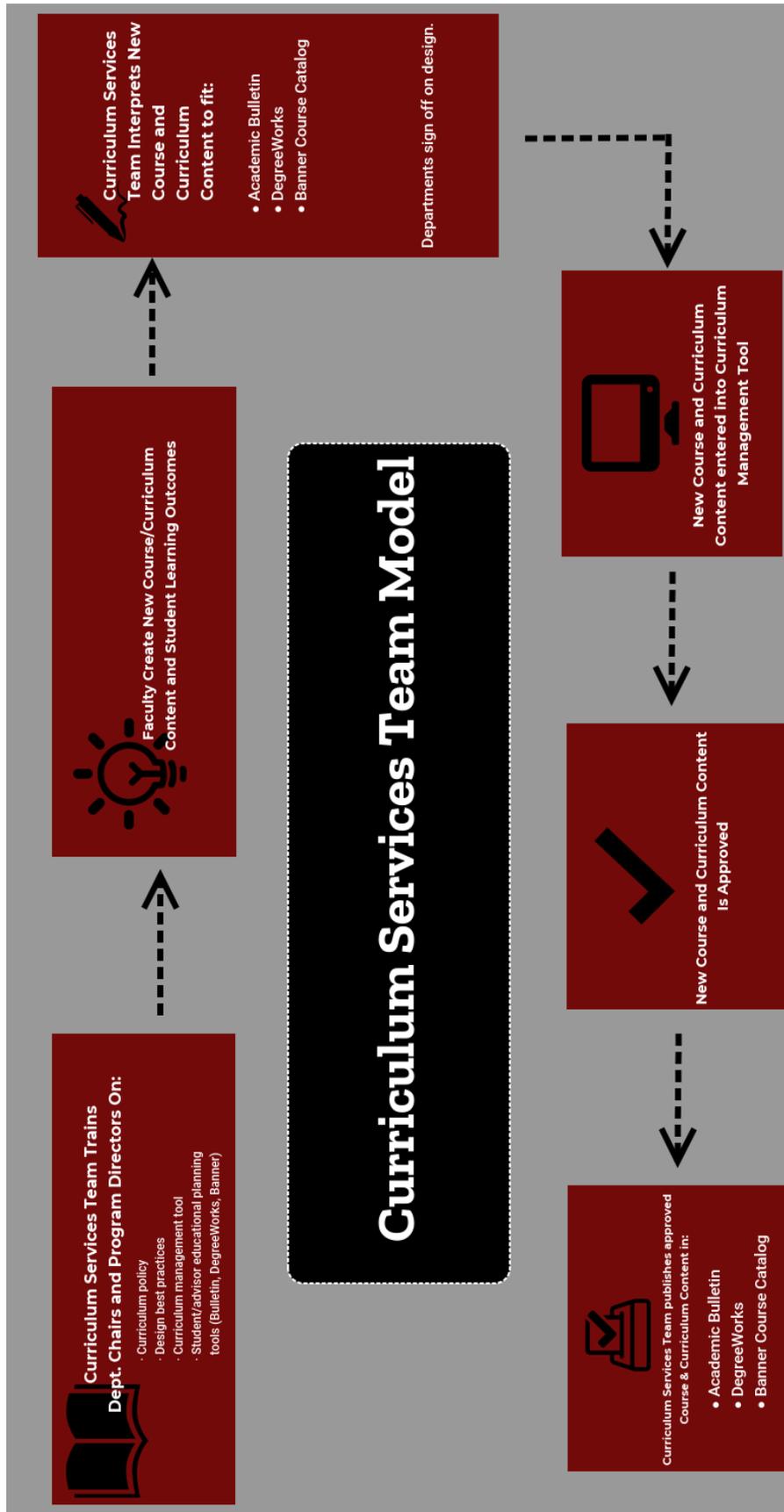
Dates to Remember:

- All proposals must reach the Committee on Curricula and Courses 10 days prior to the November meeting in order to make the December Faculty Senate cutoff for curriculum changes.
- The new Bulletin is published February 15th each year.

APPS Approval Flowchart



Curriculum Services Workflow



Glossary of Academic Terminology

- **Academic Program**
 - A major-degree combination

- **Carolina Core**
 - The Carolina Core provides the common core of knowledge, skill and academic experience for all Carolina undergraduate students.
 - It provides the foundation for subsequent specialized study and for lifelong learning.
 - Students will complete a minimum of 31 credit hours to satisfy Core requirements

- **Carolina Core Components (“Components”)**
 - the 10 goals of the Carolina Core represent a universal portfolio of learning outcomes delivered through a variety of courses

- **Carolina Core Codes (“Codes”)**
 - Three letter acronyms to designate the Carolina Core Components

- **Carolina Core Requirements (“Requirements”)**
 - Each of the ten components of the Carolina Core has specific Learning Outcomes and Credit Hour Requirements.
 - Credit hours will range between 0 – 7 Credits depending on selection of either stand-alone or overlay approved courses to meet Core components.

- **Carolina Core Foundational Courses (“Foundational Courses”)**
 - Approved courses that span the liberal arts and sciences to meet at least one of the ten Core components.
 - These courses apply across disciplines and are intended for students to take early in the undergraduate experience.
 - Foundational courses may be taken as stand-alone or overlay approved courses.

- **Carolina Core Lower Division (“Lower Division”)**
 - Comprises the 10 components and learning outcomes of the Core, including both Stand-Alone and Overlay Approved components

- **Carolina Core Stand-Alone Course (“Stand-Alones”)**
 - An approved foundational course which will meet one of the ten Carolina Core components

- **Carolina Core Overlay Approved Course (“Overlays”)**
 - An overlay course is a single, three credit hour foundational course that satisfies two Carolina Core components.

- Overlay courses are not required in the Carolina Core but offer the option of meeting two Carolina Core components with a single course.
 - A maximum of two overlay approved courses may be used to meet Carolina Core components.
- **Carolina Core Integrative Course (“Integrative Course”)**
 - Near the end of the *program of study*, a student will take an integrative course in which selected Core learning outcomes are integrated into discipline-specific study.
 - This major-specific coursework meets the Carolina Core requirement for an Integrative Course.
 - Since the Integrative Course is already required in the student’s major, no additional hours are added to Carolina Core requirements.
- **Cognate**
 - A series of courses that display a distinct curricular pattern in one or more disciplines different from the *major*. *Cognates* may be *program requirements* within the *program of study* if they are counted in the required hours to graduate. Some *programs of study* may not include a *cognate*. Undergraduate *cognates* require a minimum of 12 credit hours in advanced-level courses related to, but outside of the *major*. *Cognates* are variable according to what is appropriate as determined by the student and the major advisor. Thus, *cognates* do not appear on either the transcripts or the diplomas.
- **College Requirements**
 - Foundational requirements for all majors within the college. Some *programs of study* may require students to take specific courses that meet both *college requirements* and *Carolina Core requirements*. These courses are *prescribed* Carolina Core courses.
- **Concentration**
 - A series of courses that display a distinct curricular pattern within the *major*. They are called areas of emphasis (AOE) by the Registrar’s Office and are also known as options, emphases, tracks, (sub)fields or specializations. Undergraduate *concentrations* consist of no more than 18 credit hours. *Concentrations* appear on the transcripts, but not the diplomas.
- **Corequisite**
 - Corequisites are courses (being taken concurrently or successfully completed with a minimum grade of D, unless otherwise defined) that identify the skills and knowledge needed for enrollment in certain courses.
- **Critical Course**
 - A course with a deadline for completion or which may delay graduation because it serves as a prerequisite in a series of courses.
- **Curriculum Change**

- A change to the student's program of study, including major (and college), minor, concentration, and attribute.
- **Degree (proposed definition)**
 - A diploma or title, conferred by the University, awarded to students upon successful completion of a *program of study*.
 - **Degree.** An award conferred by a college, university, or other postsecondary education institution as official recognition for successful completion of a program of studies. Source: IPEDS
- **Electives**
 - Courses open to student selection or preference that are applicable to the *program of study* and are counted in the required hours to graduate. *Electives are program requirements within the program of study.*
- **Major**
 - A program of study in a discipline that leads to a degree in that distinct specialty area at a particular level of instruction.
- **Major Courses**
 - Specific required courses in the distinct specialty area.
- **Major Electives**
 - Specific recommended courses that support the distinct specialty area.
- **Major Map**
 - A *major map* is a layout of required courses in a given *program of study*, including *progression requirements* and suggested course sequence to ensure a clear path to graduation. Course availability may affect the ability to follow this exact sequence.
 - *Major maps* are designed to assist students in planning their *program of study* and in comparing different *programs of study*.
- **Major Prerequisite**
 - A required prior condition in advance of taking major courses. Major prerequisites may consist of courses, academic standing, class standing, program admissions requirements, GPA, number of credit hours, etc.
- **Minor**
 - A series of courses that display a distinct curricular pattern in one discipline that is different from the *major*. *Minors can be program requirements within the program of study* if they are counted in the required hours to graduate. Some *programs of study* may not include a minor. Undergraduate *minors* normally require a minimum of 18 credit hours of prescribed courses. Undergraduate *minors* appear on transcripts, but not on the diplomas.
- **Prerequisite**

- Prerequisites are courses (successfully completed with a minimum grade of D, unless otherwise defined) that identify the skills and knowledge needed before enrollment in certain courses.
- **Prescribed courses**
 - Specific required courses that fulfill a component of the *program of study*.
- **Program of Study**
 - A prescribed sequence of learning components comprising an academic program. Learning components consist of *Carolina Core*, *College Requirements*, *Program Requirements* and *Major Requirements* that lead to a degree.
- **Program Requirements**
 - Requirements specific to an academic program that are not major courses (these courses are not required by every major in a college).
 - These courses may comprise *electives*, *minor* requirements, *cognate* requirements, or *supporting courses* that are intended as part of the *program of study*.
- **Progression Requirements**
 - Integral elements of a *program of study* that establish the minimum required level of achievement for a student to continue and may include a deadline for completion. Progression requirements may consist of a minimum GPA and completion of specific courses with minimum grades.
- **Restriction**
 - Conditions that limit the enrollment in certain courses to a select group of students.
 - Restrictions may include: students of a certain academic standing, students of a certain class standing (junior, senior, etc.); students admitted to a certain college, academic program, degree, minor, or certificate; students belonging to a specific student group (Honors, Trio Scholars, etc.); students required to meet with an instructor, director, or obtain department permission.
- **Supporting Courses**
 - Courses related to and required in preparation for the major. *Supporting courses* are *program requirements* within the *program of study*.
- **Thesis/Dissertation/Capstone**
 - A culminating research experience in the distinct specialty area.

<http://www.sc.edu/policies/ppm/acaf200.pdf>

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Access the Curriculum Management website:
https://sc.edu/about/offices_and_divisions/advising/curriculum_services/index.php