



**CSU PUEBLO**

# CURRICULUM UPDATES

Spring 2023

Curriculum cycle for 2024 -25 Catalog





# CURRICULUM RENEWAL -IMPORTANT FOR PROGRAM VITALITY

- Review and update existing courses and programs.
- Addition of NEW courses and programs
- Deletion of outdated or unused courses/programs



# NEW PROGRAMS FALL 2023!



# ANNUAL CURRICULUM SUBMISSION & APPROVALS






- <https://www.csupueblo.edu/curriculum-and-academic-programs-board/curriculum-information.html>
- New programs:
  - [https://www.csupueblo.edu/curriculum-and-academic-programs-board/\\_doc/capb-new-programs-info-sheet-2023.pdf](https://www.csupueblo.edu/curriculum-and-academic-programs-board/_doc/capb-new-programs-info-sheet-2023.pdf)
- Changes to existing programs:
  - [https://www.csupueblo.edu/curriculum-and-academic-programs-board/\\_doc/capb-curriculumchange-info-sheet-2023.pdf](https://www.csupueblo.edu/curriculum-and-academic-programs-board/_doc/capb-curriculumchange-info-sheet-2023.pdf)

# CAPB Curriculum Information

## Curriculum Submission Process


Curriculum changes for the Fall 2023 catalog are to be submitted in Courseleaf according to the timeline and instructions below.

### **CAPB Curriculum Quick Reference Page**

- >  [Timeline visual for CAPB submissions](#)
- >  [Instructions for \*\*Course and Program Changes\*\*](#)
  - > Changes to existing courses and programs
  - > Addition of new minor (18cr min)
  - > Addition of new concentration within a major
- >  [Instructions for \*\*New Program\*\* Submission](#)
  - > New major
  - > New certificate (9cr minimum)
  - >  [Whitepaper proposal requirements](#)
  - >  [Board of Governors template for new programs](#)
  - >  [CDHE template for new programs](#)

- > [College Curriculum Committee Checklist](#)

### **Course Changes, Additions or Inactivation**

- > Submit in [CourseLeaf nextcatalog \*\*courseadmin\*\*](#)
- >  [Special Topics](#) Official request to offer a Special Topics course

### **Program Level Changes, Addition or Inactivation**

- > Submit in [CourseLeaf nextcatalog \*\*programadmin\*\*](#)



# NEW PROGRAM -STARTS WITH WHITEPAPER

<i>Idea Generation &amp; Approval</i>
1. Faculty create idea informed by Hanover or other market analysis, & draft the <b>whitepaper</b>
2. Initial whitepaper shared by college dean at Dean's Council (also grad school dean)
3. Provost discusses with CSU System
4. Provost approves program plan to continue
<i>Comprehensive Proposal Build &amp; approvals</i>
5. Faculty build full program proposal details in <u>CourseLeaf</u> , with comprehensive proposal details* and all associated new courses or course changes.
6. Department Chair review and approval
7. College/School curriculum committee review and CAPC chair approval
8. College/School Dean review and approval
9. Graduate Studies Board review and Graduate School Dean for graduate programs.



# WHITEPAPER INFO

- 1. Proposed Title
- 2. Proposed Effective Date
- 3. Department(s)/College(s) involved and management plan if interdisciplinary
- 4. Justification/Need for the program -attach a job market study (e.g. Hanover)
  - Industry Need and Student Interest
- 5. Plans for opening the new program
- 6. Curriculum Outline of major courses
- 7. How new program will affect other existing dept and/or university programs
- 8. Resources Needed (include new costs for the first three years)
  - faculty • GAs • labs/materials • library resources • outreach/marketing • facilities • accreditation costs



# COURSELEAF SUBMISSION -PROGRAMS

- <https://nextcatalog.csupueblo.edu/programadmin/>
- Rationale, title, degree type
- Requirements, Information, Outcomes
- Assessment plan attached, Curriculum map
- Attach documents in BoG and CDHE submission templates





# COLLEGE CURRICULUM COMMITTEE CHECKLIST

- [https://www.csupueblo.edu/curriculum-and-academic-programs-board/\\_doc/ccg-checklist-2019r.pdf#CAPB%20submission%20Checklist](https://www.csupueblo.edu/curriculum-and-academic-programs-board/_doc/ccg-checklist-2019r.pdf#CAPB%20submission%20Checklist)



# NEW PROGRAMS – CAPB SUBMISSION/APPROVAL

<b><i>Curriculum Approval Process</i></b>	<b><i>Final Due Dates (for fall 2024 catalog)</i></b>
CourseLeaf entry available Nov prior through Sept. Approved program and course entries must be in CourseLeaf	Sept 15 <sup>th</sup> of year prior to catalog start (9/15/2023)
CAPB discussion & review, then chair approval — two meetings on sequential Wednesdays	Wednesday CAPB meetings in Jan-Apr and Sept-Oct (2023)
CAPB Faculty Senate representative prepares/submits motion to next Senate Exec meeting (2 weeks prior to Senate meeting)	Upon full CAPB approval
Faculty Senate review and approval at regular meetings (1 <sup>st</sup> and 2 <sup>nd</sup> readings routinely)	Jan, Feb, Mar, Apr, Sept, Oct, Nov (2023)
Provost approval	After Senate approval
Provost Office submits materials to Board of Governors Review & approval by System Board of Governors	2-3 weeks prior to BoG meeting Oct, Dec (2023), Feb (2024)
CCHE approval obtained after BoG approval	1 week after BoG approval
Banner course upload for subsequent fall schedule	December 2023-January 2024
HLC submission and approval (timeline varies)	June 15, 2024



# SUMMARY OF STEPS - NEW PROGRAMS

- Faculty/Department/School
- College (Committee and Dean)
- Graduate Studies Board when applicable
- CAPB
- Provost
- Senate
- BOG (all new programs\*, title changes)
- CDHE (all new programs\*, title changes)
- HLC (all new programs\*, significant changes >25%)



# CHANGES TO EXISTING COURSES OR PROGRAMS & NEW COURSE SUBMISSION

- |  |
|--|
| 1. Faculty submit course/program changes                                 |
| 2. Department chair review and approval                                  |
| 3. College curriculum committee review, CAPC Committee chair approval    |
| 4. College/School Dean review and approval                               |
| 5. Graduate Studies Board and Graduate School Dean for graduate programs |



# COURSELEAF SUBMISSION -COURSES

- <https://nextcatalog.csupueblo.edu/courseadmin/>
- New or updates
- Title, description, credits, course objectives, gen ed/GT, etc.
- Pre-requisites and Co-requisites
- Syllabus attached



# CAPB PROCESS: CHANGES TO EXISTING COURSES OR PROGRAMS & NEW COURSES

<b>CAPB curriculum review process</b>	<b><i>Due Dates (fall 2024 catalog)</i></b>
CourseLeaf approved entries ready for CAPB	<b>Oct 15<sup>th</sup>, 2023</b>
Provost receives notice of <b>new</b> minors, <b>new</b> concentrations, or existing major title change	Oct 15 <sup>th</sup> , 2023
CAPB review and decision as received —meetings most Wednesdays	Jan-Apr and Sept-Nov 2023
Graduate Studies Board review and Graduate Studies Director approval	As received through Nov 2023
CAPB chair approval	As received through Nov 2023
CAPB Senate rep submission of curriculum report to Senate Exec	As received through Nov 2023
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr and Sept-Dec)
AIS/Banner upload of courses for subsequent fall schedule	December 2023
Catalog finalize date for subsequent fall semester	March 1, 2024 (fall registration)

\*Program changes involving 25% or more of the course content also require HLC Notification.



# SUMMARY OF STEPS - NEW COURSES AND CHANGES

- Faculty/Department/School
- College (Committee and Dean)
- Graduate Studies Board when applicable
- CAPB
- Senate



# ANNUAL CATALOG UPDATING

- Catalog “copy” separate from curriculum & programs is sent from Registrar’s office for review and update in spring.
- Two step review and approval for each area...typically chair and dean.
- Due in time for catalog completion (March) and final posting (July 1)





# ANNUAL ASSESSMENT

- Academic Program Assessment due June<sup>9</sup> (also plan updates)
- Peer review process in June
- Feedback to faculty in fall semester
  
- This includes majors, stand-alone minors, and some certificates



# PROGRAM REVIEW

- Academic Program review is scheduled every 6 years.
- Some accredited programs have alternate schedules
- CAPB recently revised the standards and format
- <https://www.csupueblo.edu/curriculum-and-academic-programs-board/program-review.html>
- Process includes review/summary of annual assessments
- Data for program provided by Institutional Research
- Programs then present an invited summary to Cabinet





Questions?