

April 30, 2009

FROM: Carlyn Morenus, University Curriculum Committee Chair  
RE: New On-line Curriculum Proposal Process

The University Curriculum Committee has been working on a more efficient and streamlined process for initiating proposals and routing them through the various levels of approval. Over the past year the UCC has developed new on-line proposal forms and an electronic approval process has been established. There are new individual on-line proposal forms for:

- New programs (undergraduate majors, minors, sequences)
- Revised programs (undergraduate majors, minors, sequences)
- Deleted programs (undergraduate majors, minors, sequences)
- New courses (undergraduate and dual 300-level)
- Revised courses (undergraduate and dual 300-level)
- Deleted courses (undergraduate and dual 300-level)
- Temporary Courses (89, 93, 97) (undergraduate)
- Professional Practice Courses (undergraduate)

Note: Decimalizations and editorial changes will still be handled via email to Jeri Ryburn at [jdrybur@ilstu.edu](mailto:jdrybur@ilstu.edu) at this time.

Some of the features of the new on-line forms are especially helpful:

- The status of proposals can be easily tracked throughout the approval process.
- The online proposal system will automatically send emails to the various committee members, committee chairs, department chairs, school directors, college deans and associate deans as the proposal is routed, informing them that there is a proposal to view or approve (depending on the stage of the proposal and the person's position).
- Curricular committee members at all levels will be able to view proposals online. Departments and colleges will no longer need to make copies of proposals to send to curricular committees. If committees wish to have copies, they can print from the screen and make the number of copies they require for their committee.
- The UCC does not require a syllabus to be attached to course proposals, however, a syllabus can be uploaded (the form will ask) if required by the DCC or CCC.
- When a committee or chair requests changes to a proposal, they electronically return the proposal, with comments, to the author by rejecting it. When the author makes the requested changes and re-submits the proposal, a new "version" is created in the system and it is routed back through. All changes to a proposal must be made by the author (or co-author) of the proposal. All versions of the proposal will be kept on file in the system for informational purposes, but cannot be used after a later version is created.

One of the crucial elements for the proposal routing process to work smoothly is for you to send committee member names and ULIDs to the UCC Secretary when there are changes. Also, names and ULIDs of deans, associate deans for curriculum, chairs and others who have been given authority to view or approve

proposals from departments or curriculum committees need to be current at all times for routing of the proposals. Names and ULID information must be given to the UCC Secretary, Jeri Ryburn at [jdrybur@ilstu.edu](mailto:jdrybur@ilstu.edu) as faculty and staff are added or removed in order for the routing and approval process to work properly.

The UCC Secretary will continue to forward proposals that need to go on to the Academic Senate, the Provost, and higher levels of approval using the current process.

As with all new processes, there is a period of adjustment. The old forms will still be available for a few more months (in the same location at [www.registrar.ilstu.edu/ucc](http://www.registrar.ilstu.edu/ucc)) for those who have already started working on curriculum changes using the old forms and process. The UCC asks that proposers use the new on-line forms for curricular proposals beginning April 30, 2009 and after. The new on-line forms are located at <https://www.registrar.ilstu.edu/Curriculumforms/> and can be accessed via a link on the University Curriculum Committee website at [www.registrar.ilstu.edu/ucc](http://www.registrar.ilstu.edu/ucc).

Please see the following information. If you have any questions about the forms or the process, please call Jeri Ryburn at 438-3183.

### **New Online Undergraduate Curriculum Forms - Routing of proposals:**

The routing process for curriculum proposals will be done automatically and status of proposals can be tracked online. Emails will go out to notify the next person or committee that they have a proposal to view or approve. The routing and approval process is as follows:

- Author (initiator) completes the proposal and enters "SUBMIT."
- The DCC members and DCC Chair receive emails saying that there is a proposal to view and/or approve. After review at DCC and endorsement, the committee chair approves the proposal. The DCC Chair's name will appear on the approval signature line after they "approve."
- The Department Chair or School Director receives an email saying that there is a proposal to approve and can open the proposal on-line and approve the proposal. The chair or director's name will appear on the approval signature line after they "approve."
- The CCC members receive emails to view and CCC Chair receives an email to approve the proposal. After the proposal is discussed and endorsed by the CCC, the CCC Chair opens the proposal on-line and approves the proposal. The CCC Chair's name will appear on the approval signature line after they "approve."
- (if applicable) The CGE members receive emails saying there is a proposal to view and the CGE Chair receives an email to approve the proposal. After the proposal is endorsed by the CGE, the CGE Chair opens the proposal on-line and approves the proposal. The CGE Chair's name will appear on the approval signature line after they "approve."
- (if applicable) The CTE members receive emails saying there is a proposal to view and the CTE Chair receives an email to approve the proposal. After the proposal is endorsed by the CTE, the CTE Chair opens the proposal on-line and approves the proposal. The CTE Chair's name will appear on the approval signature line after they enter "approve."
- The UCC Secretary receives the proposal and places the proposal information on circulation and assigns two reviewers who receive an email to view a new proposal.
- After the two-week circulation is completed, an email goes to the UCC Chair and UCC Executive Secretary saying that there are proposals to view and approve and to the UCC members that there is a proposal to view. If the proposal is for a course only, an email goes to the UCC Executive Secretary saying that there is a course proposal for technical review and approval.
- (if course only) The UCC Executive Secretary approves course proposal.
- (if a program proposal) The UCC reviews and endorses the proposal and the UCC Chair approves the proposal.

- After the proposal is approved, the UCC Secretary sends an approval notice via email.
- If a course proposal is for a dual 300-level course that also carries graduate credit, the proposal will be routed to the Graduate School for their review/approval after it has been approved for undergraduate credit.

**Additional Information:**

- Do not “SUBMIT” the proposal unless you are sure that you want the proposal to go forward. After you submit the proposal, you cannot make changes until after the next committee or person in the routing process has received the proposal and returned it to you. You can “SAVE” the proposal and go back to the form at a later time.
- The UCC Executive Secretary and the UCC Secretary are able to return a proposal, with comments, to the author for editorial/technical revisions. After the revisions are made by the author and submitted, another version of the proposal is created by the system, and the proposal will be routed back to the UCC. It will not go back through all the committees again (as is done when the proposal is rejected earlier in the process).
- Allow enough time for proposals to be processed through each of the committees before it goes to UCC. (See the UCC Deadlines link at [www.registrar.ilstu.edu/ucc](http://www.registrar.ilstu.edu/ucc)).