

Lunch, Learn, and Launch Curriculum Workshop

May 5, 2023

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Workshop Goals

Attendees will:

- Understand why we have **Forms A & B in Curriculum Workflow**
- Identify critical **Form A/B components & common errors**
- Understand the **Form A/B approval process**
- Participate in an **active, interactive** workshop
- Have increased **enthusiasm & confidence** about completing & submitting forms to curriculum workflow!

Why does Sac State have this process?

1. Catalog Copy - courses
2. Catalog Copy - programs
3. Accreditation/Accountability
4. Internal Info – CMS (schedule, workload)
5. Internal Info – approval process
6. Tracking the approval through all steps

Insert pic of catalog

Form A (Course Info): Catalog Copy – information for students

1. Title of Course
2. Course number
3. Description
4. # units
5. Pre- and co-reqs
6. Course notes

Insert screenshot of catalog copy for a course

Form B (Program Info): Catalog Copy – information for students

1. Title of Program
2. Program Description
3. Admission, Continuation &
Completion requirements &
policies
4. Required and elective
courses

Insert screenshot

Forms A & B: Accreditation & Accountability

1. Student/Course (Form A) & Program (Form B) Learning Outcomes
 - a. Appropriate for the level of the course/program
 - b. Use Bloom's Revised Taxonomy Verbs
 - c. This is new so it may be MISSING in old Forms A; you must ADD your SLOs if they are missing!
2. How course learning outcomes are assessed
3. Baccalaureate or Graduate Learning Outcomes

Internal Info Needed for CMS – Courses Form A

1. Dept/Branch, College, where course is housed
2. Course code
3. CCE only
4. Can course be taken more than 1X **for credit?**
5. Experimental course (different approval timeline)
6. Course classification code (determines how many units are generated for faculty workload)

Internal Info that assists in approving the proposal

1. Justification for changes
 - a. MUST explain EVERY change made!
 - b. If you want to add a modality (hybrid or online) it goes in Form B justification
 - c. Is it a school personnel course or program? If so, it goes to CPSP (Council for Prep of School Personnel)
 - d. Can the college afford the course or program?
 - e. Consultation with other units (depts, colleges)

When is Consultation Required?

- Do **ANY** students outside your program enroll in this course?
- Is the course or program **similar to** other courses or programs outside your dept/branch?
- Might the course/program cause students to NOT take courses in other depts? Or cause MORE students to take courses in other depts? (Fiscal impact)
- If you answer YES to any of the above, you must “consult”

How do I “Consult”?

- Talk to your chair first! (maybe Dean/AD as well)
- Chair emails the chair of the other dept. OR AD emails AD of other college
- Discuss impact of the change on other unit; document the discussion
- Chair emails your chair with “we agree, concur, understand, support”
- If they DON’T support the change, get Dean/AD involved

Form A/B Approval Process: Who Approves?

1. Faculty submit Form in Curriculum Workflow
2. PAG makes recommendation to Branch
3. Branch votes; Chair approves Form in Workflow
4. CATTE votes; Chair of CATTE approves in workflow
5. Associate Dean approves in workflow
6. Curriculum Subcommittee (campus Faculty Senate committee) votes; Chair approves in Workflow
7. CPSP, General Ed, Writing Intensive – additional steps for specific types of courses/programs; Chair approves in workflow
8. Form B: Senate Executive Committee votes; Senate Chair approves in workflow
9. Senate approves
10. Undergraduate Dean approves
11. Graduate Dean approves
12. NEW programs go to President for approval
13. NEW programs sent to Chancellor's Office

What happens if my Form A/B is “sent back”?

- At ANY point in the approval process, a committee can send back the form for corrections or additional information, OR simply ask the proposer for clarification or more information.
- If the form is truly **sent back**, it must go through the approval process again (this isn't good)
- Check your email! Reply ASAP to any requests for more information!

What is the timeline for approval?

- For a course or program to be offered, it must be approved on a specific timeline
- Where to find the timeline? [Link 1](#) and [Link 2](#)
- Submit as EARLY AS POSSIBLE!