



SSIS Curriculum Workshop

September 20, 2019

Presented by:

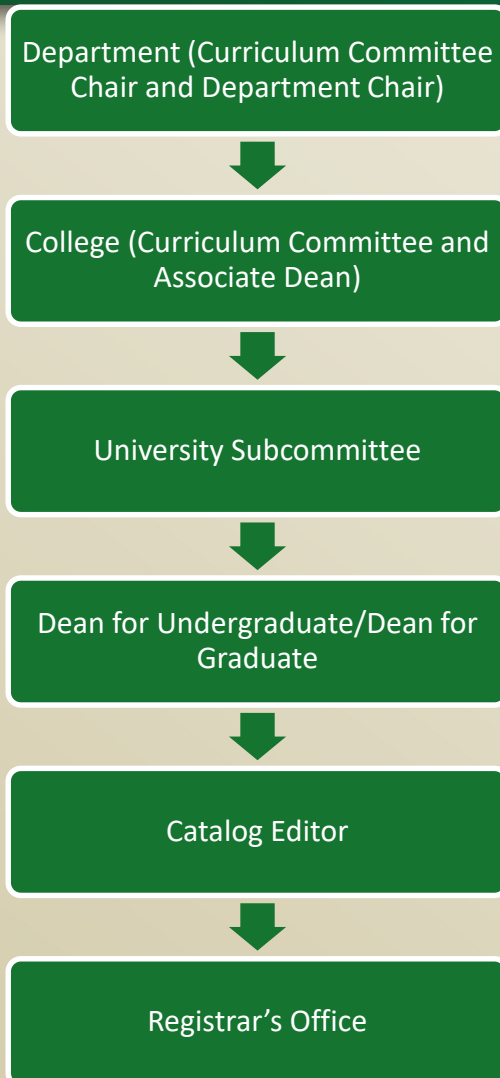
Heather Mumshaw, Dean's Office

Mical Shilts, SSIS Curriculum Committee Chair

Agenda

- Describe the “flow” of a proposal
- Review the tip sheet
- Discuss the difference between the college listserv and CourseLeaf
- Review common items that are missed on Form A's and Form B's that may delay the approval of proposals
 - Justification
 - Syllabi
 - Expected Learning Outcomes

Course and Program “flow” in CourseLeaf



Submission Flow Chart/Steps to take

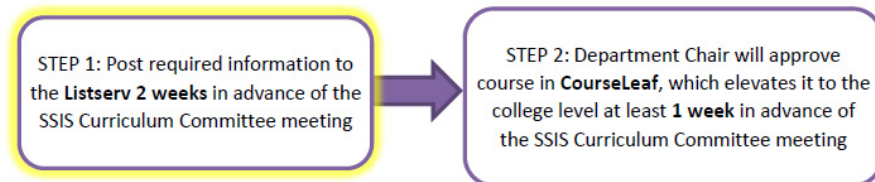
Department Level Processes



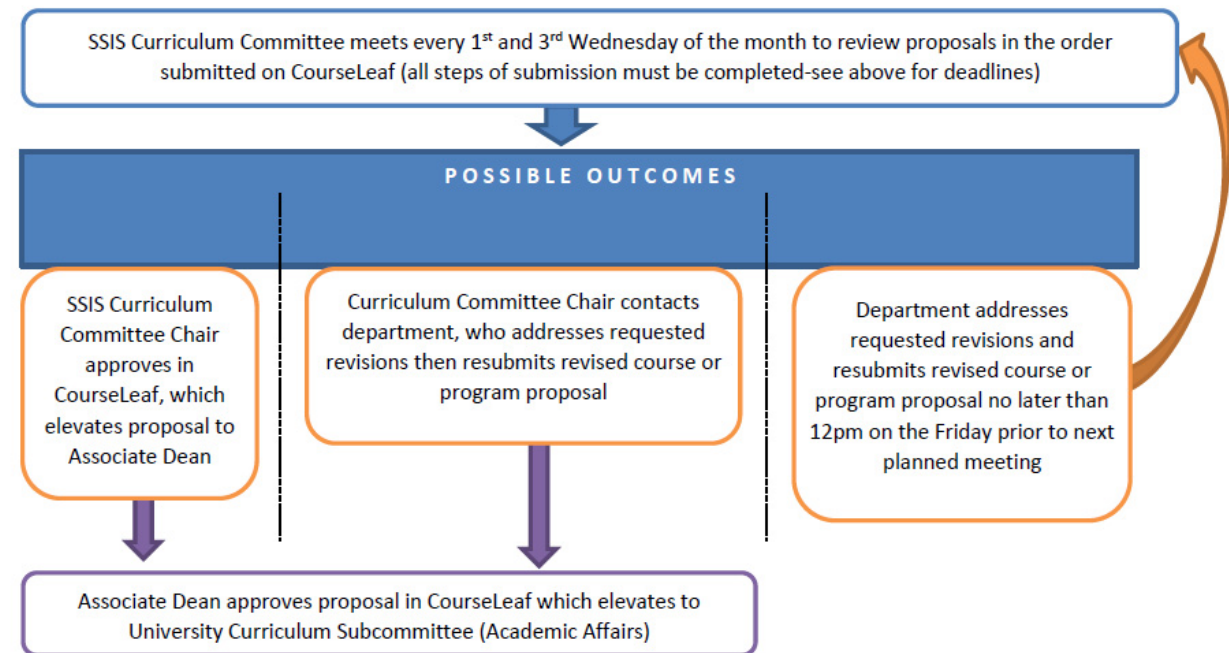
Preparation for Submission



College Submission



Proposal Review by SSIS Curriculum Committee



Curriculum Committee Website

<https://www.csus.edu/college/social-sciences-interdisciplinary-studies/internal/curriculum.html>

College of
SSIS
My Sac State

Colleges & Majors ▶ Social Sciences & Interdisciplinary Studies ▶ Inside SSIS ▶ Curriculum Committee

Curriculum Committee

Charge: The SSIS Curriculum Committee consists of five faculty members elected for staggered three year terms by vote of the College faculty (see membership information below). Additionally, the Associate Dean attends Committee meetings and serves in an advisory capacity.

The Committee is charged with reviewing course and program proposals (e.g., establishing a new undergraduate major, modifying an existing major, establishing a new graduate level certificate) initiated within the College. The Committee conducts its appraisals in accordance with the [University Policy Manual](#). Items approved by the Committee are subject to further review by the Faculty Senate's Curriculum Subcommittee and generally must be posted to the Academic Affairs website. Additionally, new program proposals must also go before the full Faculty Senate (although generally on the "consent calendar"). The President has ultimate authority to approve course/program proposals. However, this responsibility may be delegated to Academic Affairs.

Committee Membership

Firstname	Lastname	Department	Email	Term
Tristan	Josephson	Women's Studies	tristan.josephson@csus.edu	Fall 2019 - Spring 2022
Mical	Shilts	FACS	shiltsm@csus.edu	Fall 2017 - Spring 2020
Andrea	Moore	Ethnic Studies	dreamoore@csus.edu	Fall 2017 - Spring 2020
Ajay	Singh	Environmental Studies	singh@csus.edu	Fall 2017 - Spring 2020
Rachel	Flamenbaum	Anthropology	flamenbaum@csus.edu	Fall 2019 - Spring 2022
Marya	Endriga	Dean's Office	mendriga@csus.edu	N/A

Curriculum Resources

[Curriculum Workflow](#)

[SSIS Curriculum Tip Sheet](#) PDF

[Instructions for posting to the listserv](#) PDF

[Curriculum Dispute Policy](#) PDF

[Nonsubstantive vs substantive program changes](#) PDF

[Learning Outcome Verbs](#) PDF

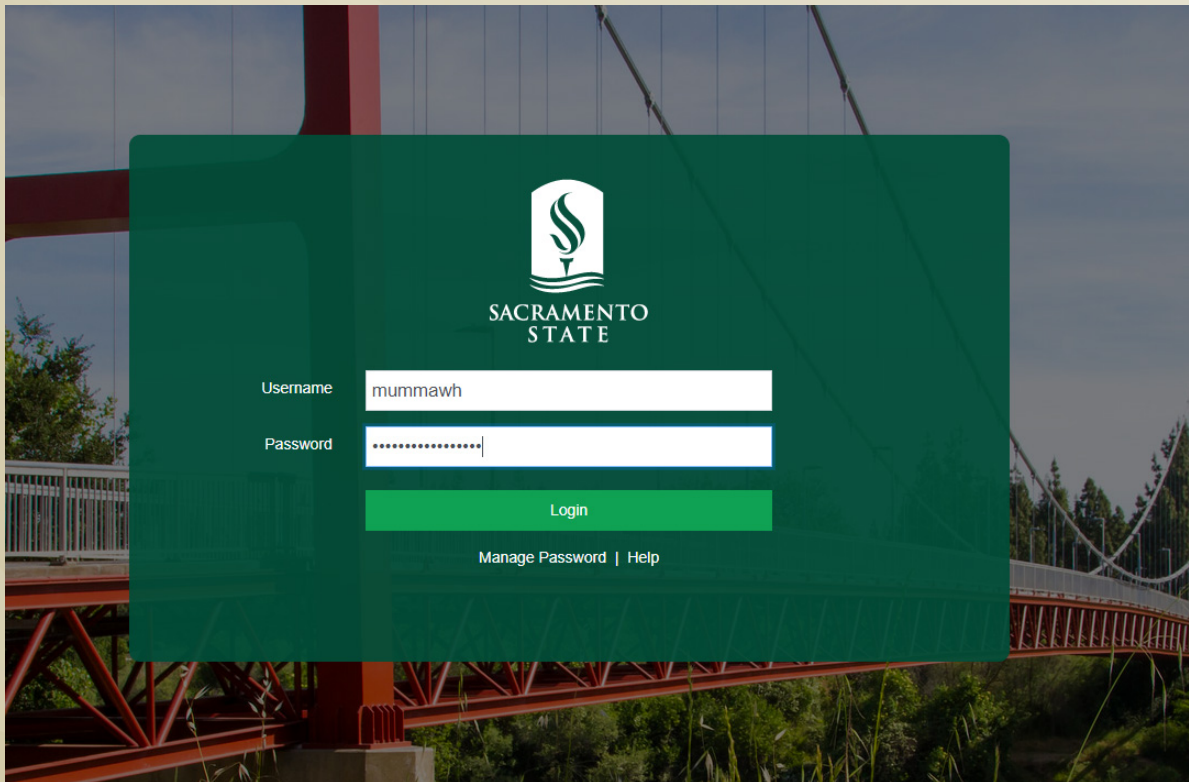
[Assessment of Learning Outcomes](#) PDF

[Blooms Taxonomy Measurable Objectives](#) PDF

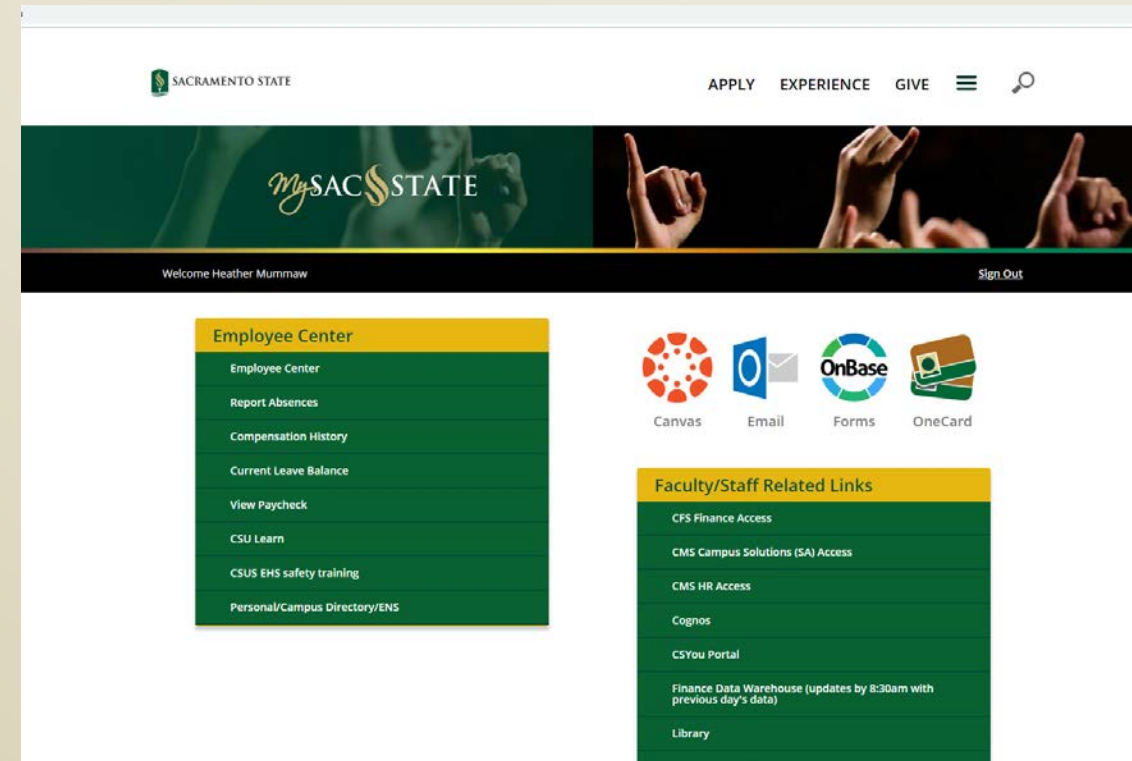


Curriculum Committee website navigation

Log in to MySacState



A screenshot of the MySacState login page. The page features a dark green background with a white login form. The Sacramento State logo is at the top center. Below it, there are fields for 'Username' (containing 'mummawh') and 'Password' (masked with dots). A green 'Login' button is below the password field. At the bottom of the form, there are links for 'Manage Password' and 'Help'.



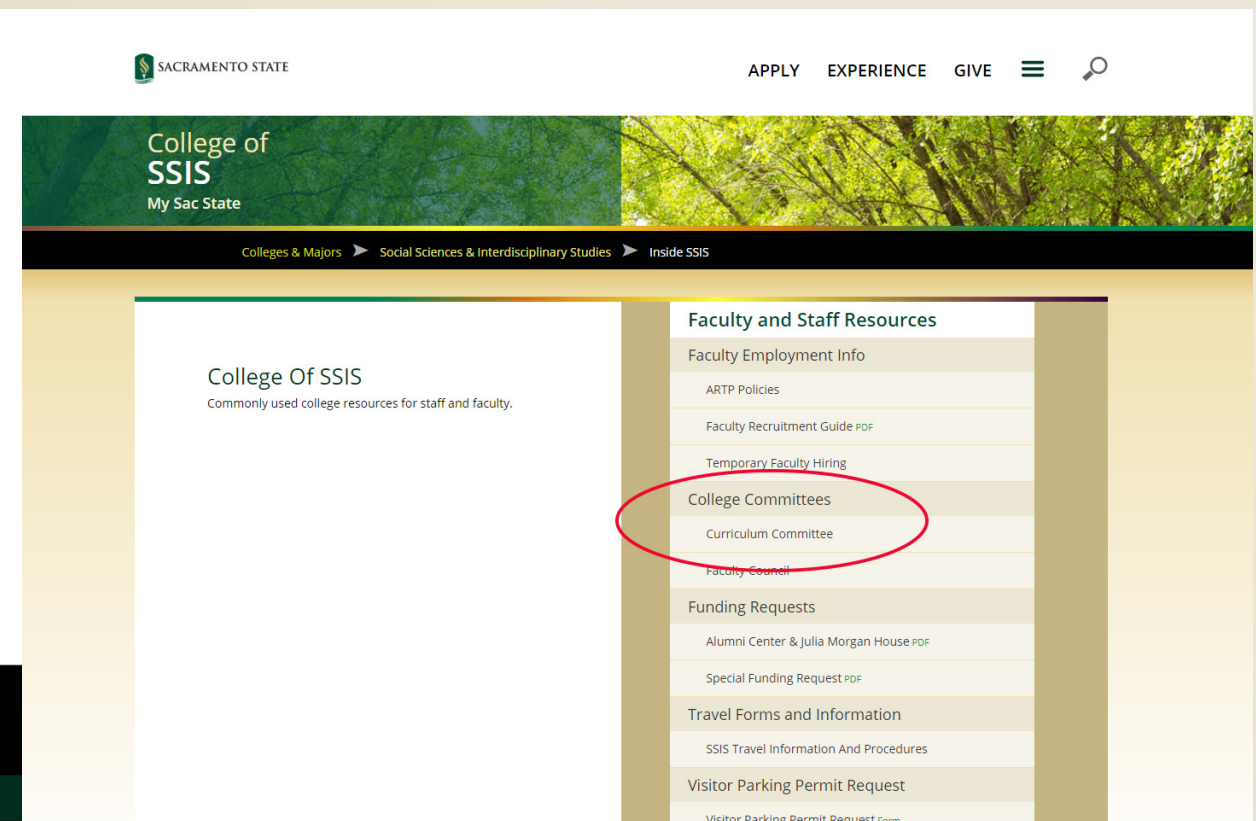
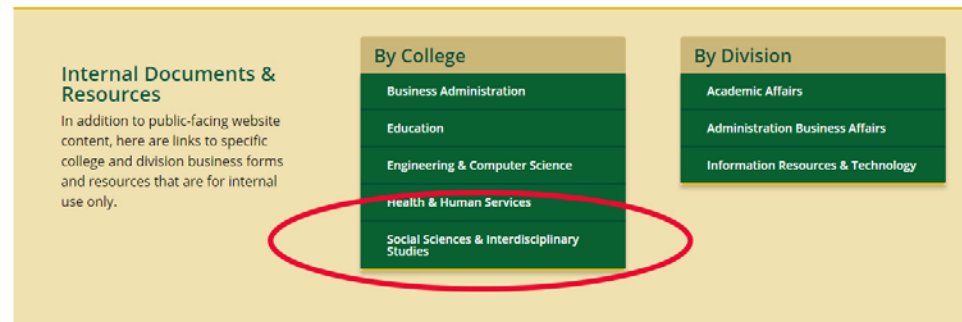
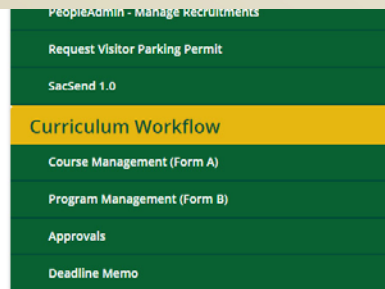
A screenshot of the MySacState dashboard. The top navigation bar includes the Sacramento State logo, links for 'APPLY', 'EXPERIENCE', 'GIVE', a menu icon, and a search icon. Below the navigation bar is a banner with the 'MySACSTATE' logo and a 'Sign Out' link. The main content area is divided into two columns. The left column, titled 'Employee Center', contains links for 'Employee Center', 'Report Absences', 'Compensation History', 'Current Leave Balance', 'View Paycheck', 'CSU Learn', 'CSUS EHS safety training', and 'Personal/Campus Directory/ENS'. The right column, titled 'Faculty/Staff Related Links', contains links for 'CFS Finance Access', 'CMS Campus Solutions (SA) Access', 'CMS HR Access', 'Cognos', 'CSYou Portal', 'Finance Data Warehouse (updates by 8:30am with previous day's data)', and 'Library'. Above the 'Faculty/Staff Related Links' column are icons for 'Canvas', 'Email', 'OnBase', and 'OneCard'.



Curriculum website navigation cont'd

Scroll to the bottom of the page and click on the college name

Click on Curriculum Committee



Curriculum Tip Sheet

<https://www.csus.edu/college/social-sciences-interdisciplinary-studies/internal/internal/documents/ssis-curriculum-tip-sheet.pdf>

College of Social Sciences and Interdisciplinary Studies

Curriculum Committee

Course and Program Submission & Components Checklist

I. Submitting Proposals

A. **New Course Proposal**

- ✓ Complete and submit a Form A on CourseLeaf (Curriculum Workflow). For more information, visit the Curriculum Workflow website:
<https://www.csus.edu/academic-services/curriculum-workflow/>
- ✓ Draft a Course Syllabus and attach to the Form A (see below for Syllabus checklist)
- ✓ Submit proposed course to the SSIS Curriculum Listserv two weeks prior to the next meeting (see SSIS Curriculum website for deadlines and meeting schedule:
<https://www.csus.edu/ssis/committees/curriculum.html>)

B. **Course Change Proposal**

- ✓ Complete and submit a Form A on CourseLeaf (Curriculum Workflow). For more information, visit the Curriculum Workflow website:
<https://www.csus.edu/academic-services/curriculum-workflow/>
- ✓ If course change is substantive* draft a changed syllabus Draft a Course Syllabus and attach to the Form A (see below for Syllabus checklist)
 - *Substantive changes include: 1) significant departure from existing catalog description; 2) number of units change; 3) moving from one classification to another
- ✓ Submit proposed course to the SSIS Curriculum Listserv two weeks prior to the next meeting (see SSIS Curriculum website for deadlines and meeting schedule:
<https://www.csus.edu/ssis/committees/curriculum.html>)

C. **Course Deletion**

- ✓ Open the course to be deleted in CourseLeaf (Curriculum Workflow) and click the “deactivate” button. This will open up a form to complete. For more information, visit the Curriculum Workflow website: <https://www.csus.edu/academic-services/curriculum-workflow/>
- ✓ Submit proposed course deletion to the SSIS Curriculum Listserv two weeks prior to the next

Difference between Listserv and CourseLeaf

- The College of SSIS Curriculum Listserv is a mailing list that you must be subscribed to by the Dean's Office (Heather Mummaw)
- Typically only the College level Curriculum Committee, Depart. Chairs, Depart. Staff, & those who have requested to be subscribed are subscribed to the Listserv
- Instructions for submitting to the Listserv are provided on the Curriculum Committee website
- The purpose of the listserv is informational and serves as a notice to those who are subscribed that your course or program is being proposed
- Posting 2 weeks prior to the Curriculum Committee meeting, provides those who are subscribed adequate time to raise any questions or concerns
- CourseLeaf is the new online workflow system that replaces the paper process of proposing new or changes to a course or program. It helps to track the proposal and is a more streamlined way to submit, rollback, and/or approve a proposal



Example Listserv Email



Tue 9/17/2019 1:18 PM

SSIS-CURRICULUM-L <SSIS-CURRICULUM-L@LISTSERV.CSUS.EDU> on behalf of
Gutierrez, Ana R <arg37@CSUS.EDU>

NEW COURSE PROPOSAL ANTH 138: Peopling of North America.

To ☐ SSIS-CURRICULUM-L@LISTSERV.CSUS.EDU

NEW COURSE PROPOSAL

ANTH 138. Peopling of North America. Introduction to the earliest evidence of colonization of North America. Covered topics include the origins of the indigenous populations, the timing of the initial colonization, the number of migration events, paleoenvironment reconstruction, and causes for megafaunal extinctions. A variety of evidence will be discussed in detail, including chronology, paleoenvironmental data, the material culture, modern and ancient genetics, and linguistic prehistory. Political and social dimensions of conducting research on origins of Native Americans are also reviewed.

Prerequisite: ANTH 3

Graded: Letter, 3 units.

Justification: The Anthropology major currently requires students to complete one core course in regional prehistory. Four courses are offered that meet this requirement: California Archaeology (ANTH 111), Great Basin Archaeology (ANTH 112), Prehistory of the Southwest (ANTH 113), and North America Prehistory (ANTH 114). I have instructed the latter-most course on a biennial rotation since 2013. One issue with the North American Prehistory course is the breadth (i.e., continent-wide) of coverage, and consequently the depth of information, presented is not comparable to the other offerings that meet the core requirement. This course proposal seeks to remedy this by offering a course that more narrowly focuses on the initial colonization of North Americas (and at times, South America).

Other Resources

- College level contacts
 - Heather Mummaw in the Dean's Office mummawh@csus.edu
 - Marya Endriga in the Dean's Office mendriga@csus.edu
- University Level contact
 - Janett Torset in Academic Affairs torsetj@csus.edu
- Curriculum Policies
 - <https://www.csus.edu/umannual/curriculumpolicies.html>
- Curriculum Workflow information
 - <https://www.csus.edu/academic-affairs/curriculum-workflow/index.html>



Common items that are missed on Form A's and Form B's that may delay approvals

- Incomplete Form A or B
- Proposal justification
- Syllabus
- ELOs



Proposal Justification-New or Change

- Include adequate detail ~1-2 paragraphs
- Describe how the idea for this course/program or need for change arose
- Describe how the course fits into your overall curriculum
- Include proposal approval process at the program/department level
- Describe potential impact on students, resources, and other departments
- Attach relevant department/program consultations in Form A.

Does this course replace an existing experimental course?

No

This course complies with the credit hour policy: Yes

Justification for course proposal:

The department currently has several upper-division courses re and ANTH 154). This course would serve as an upper-division p courses. All majors in the Archaeology and Biological Anthropo methods course, and this course would fill a gap in the existing focused on archaeological methods and human osteology) to m behavioral research. The class is primarily for biological anthrop students from other relevant majors (e.g. Biology) may be adm



Syllabus

Items to include:

- Course number and title
- Instructor Contact information
- Course description that corresponds with catalog description
- Prerequisites (if any)
- Learning objectives
- Required texts/readings
- Exams or other methods of evaluation described & matched to learning objectives
- Grading system (weights of various components)
- Grading scale (A=93-100%...)
- Probable weekly course outline and assigned readings

- Match syllabus content to Form A content
 - Course description
 - ELOs
 - Assessment strategies
- Review for accessibility

<https://www.csus.edu/information-resources-technology/ati/instructional-materials.html>



Department/College

Course Name
Semester Syllabus

Part 1: Course Information

Instructor Information

Instructor: Name
Office: Location
Office Hours: Times & Days *(Note: if online, explain how to access)*
Office Telephone: Phone Number
E-mail: E-mail address *(Note: specify your preferred contact)*

Course Description

Enter catalog description.

Prerequisite

- Enter prerequisite information.

Expected Learning Outcomes (ELOs)

- Measurable, precise, & explicit
 - Avoid using “understand”
- Need to be matched to assessment strategies
 - Research paper meets LO 1, 5
- Include in Form A and syllabus

Verbs that demonstrate **Critical Thinking**

					EVALUATION
					Appraise
				SYNTHESIS	Argue
				Arrange	Assess
			ANALYSIS	Assemble	Choose
			Analyze	Collect	Compare
		APPLICATION	Appraise	Combine	Conclude
		Apply	Categorize	Comply	Estimate
	COMPREHENSION	Complete	Compare	Compose	Evaluate
	Compare	Construct	Contrast	Construct	Interpret
KNOWLEDGE	Describe	Demonstrate	Debate	Create	Judge
List	Discuss	Dramatize	Diagram	Design	Justify
Name	Explain	Employ	Differentiate	Devise	Measure
Recall	Express	Illustrate	Distinguish	Formulate	Rate
Record	Identify	Interpret	Examine	Manage	Revise
Relate	Recognize	Operate	Experiment	Organize	Score
Repeat	Restate	Practice	Inspect	Plan	Select
State	Tell	Schedule	Inventory	Prepare	Support
Tell	Translate	Sketch	Question	Propose	Value
Underline		Use	Test	Setup	

Curriculum Workflow Resources

<https://www.csus.edu/academic-affairs/curriculum-workflow/index.html>

Curriculum Workflow
Academic Affairs

Academic Affairs ► Curriculum Workflow

Department Overview

Curriculum is a principal asset of the university, one that helps define Sac State's unique character. Remaining vigorous through modification, curriculum maintains the significance of programs for our students.

Curriculum development and maintenance are the responsibility of the faculty. The Office of Academic Services is responsible for analyzing, facilitating, and monitoring proposed changes and the implementation of those changes as approved by our campus' governing bodies.

Through Curriculum Workflow, the Academic Services staff is dedicated to providing accurate curriculum processing in an efficient manner in order to ensure quality program content and to benefit Sac State students with desired knowledge and experiences.

[Curriculum Deadlines](#)

Curriculum Management

- [Course Management \(Form A\)](#)
- [Program Management \(Form B\)](#)
- [Approvals Management](#)

Supplemental Documents

- [Accessible Instructional Materials](#) ★
- [Chancellor's Office Program Development Guides](#)
- [Course Classification PDF](#) ★
- [Requisite Enforcement Guidelines PDF](#)

Workflow Management

- [College Level Curriculum Workflow Form PDF](#)
- [Department Level Curriculum Workflow Form PDF](#)

Training Resources

Recorded Workshops

- [Authors Workshop](#) ★
- [Approvers Workshop](#)

Workshop PowerPoints

- [Curriculum Workflow - Brief Overview PDF](#) ★

Guides

- [Course Management PDF](#) ★
- [Program Management PDF](#) ★



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Thank you

<https://www.csus.edu/college/social-sciences-interdisciplinary-studies/internal/curriculum.html>



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