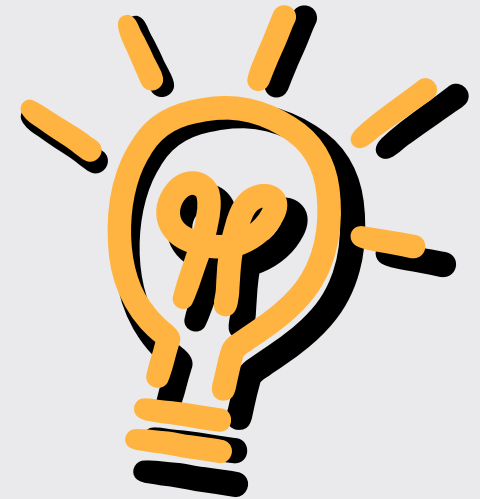


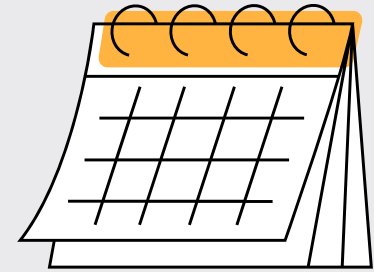
THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Curriculog Proposals



TIMELINE TO IMPLEMENTATION

DISCLOSURE

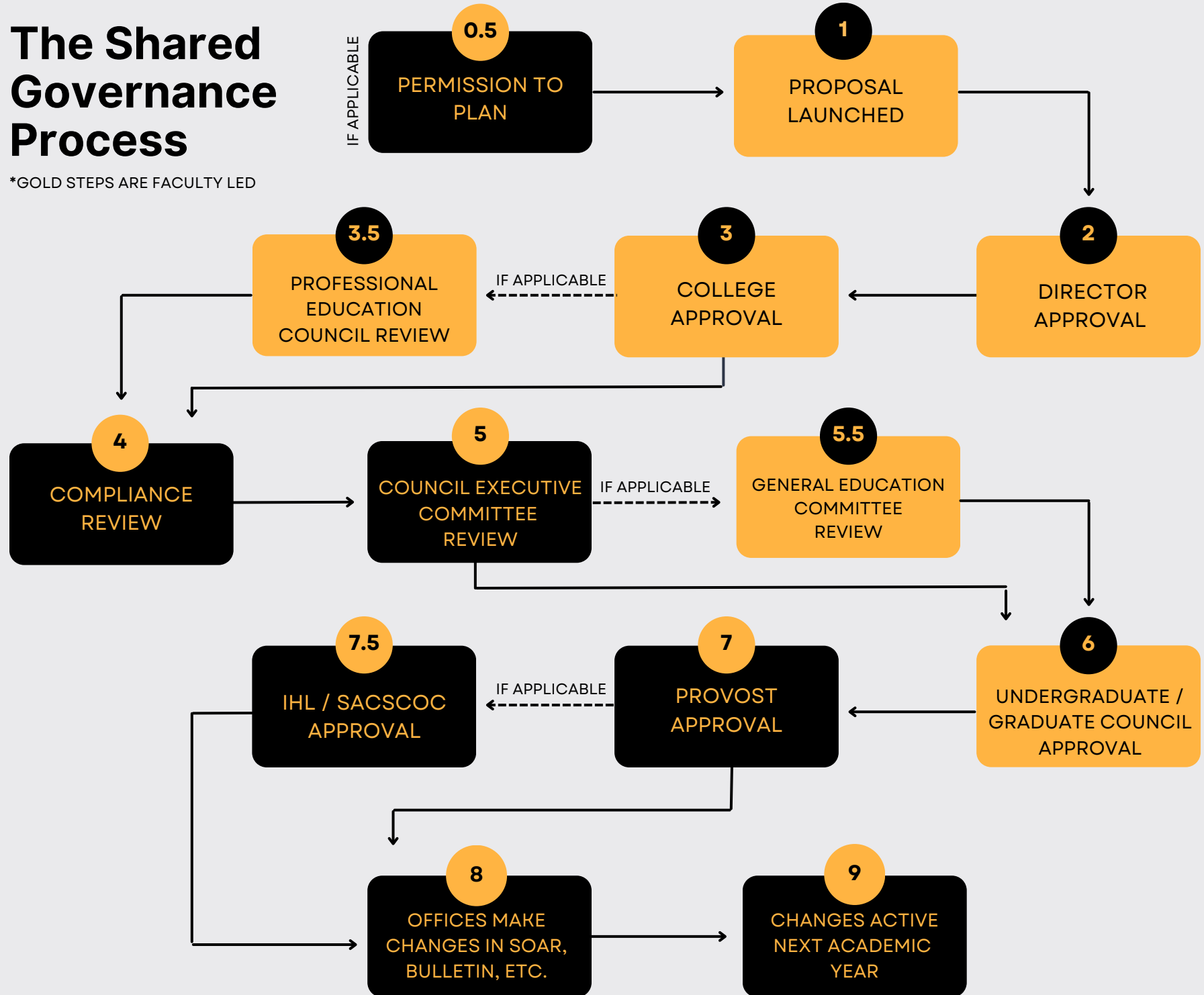


Depending on the nature of the proposal, implementation is subject to delays due to IHL and SACSCOC approval schedules. It is advised that departments plan for a minimum of two years from the launch of a proposal for all processes to be finalized.

From Steps 0.5 - 7.0 (next slide), the proposal may be sent back to prior steps for modifications. The modified proposal may need to go through all approval steps again.

The Shared Governance Process

*GOLD STEPS ARE FACULTY LED



0.5

PERMISSION TO PLAN

- Required for proposing new programs, certificates, stand-alone minors, and proficiency badges
- Faculty provide a data-informed rationale for why the institution should add the new program
- Faculty identify the prospective CIP code, number of new students, job opportunities for graduating students, and cost to implement
- The Provost must approve of the plan prior to a Curriculog form being submitted for a new program
- Timeline: approximately one semester

1

PROPOSAL LAUNCH

- Faculty are the driving force in curricular changes at USM.
- Faculty complete the applicable curriculum change form in Curriculog, USM's curricular approval process application.
- Forms vary in question type and length depending on the requested curriculum change.
- Some questions are used for IHL and SACSCOC reporting.
- Timeline: variable, depending on Originator

2

DIRECTOR APPROVAL

- Schools vote to approve curriculum changes.
- By voting to approve the curriculum change, Schools acknowledge their responsibilities associated with the change.
- Once a School has voted to approve a curriculum change, the School Director records the vote in the Curriculog form and approves the proposal to move forward.
- Timeline: variable

3

COLLEGE APPROVAL

- College leadership must approve a curriculum change for it to move forward.
- College Curriculum Committees meet once a month to discuss curriculum proposals.
- Timeline: variable, 1+ months

3.5

PEC REVIEW

- Professional Education Council (PEC) review is needed if a curriculum change impacts a program that has an education licensure component.
- The PEC meets once a month to review proposals.
- *Note: The originator must mark “Yes” for PEC review prior to proposal launch for the proposal to be routed to PEC for review.*
- Timeline: variable, 1+ months

4

COMPLIANCE REVIEW

- Personnel from the Office of Institutional Effectiveness (IE) review the proposals to ensure they meet all institutional, state, and accreditor standards.
- DPR setup and functionality are reviewed at this step as well.
- IE review happens continuously as proposals are approved by the Colleges/PEC.
- Timeline: variable; proposal may need additional/modified information prior to moving forward

COUNCIL EXECUTIVE COMMITTEE REVIEW

- The Council Executive Committees of the Undergraduate and Graduate Councils meet to 1) prepare the agenda for the monthly Council meetings, 2) develop long range plans to present to the Councils, and 3) assist the dean of the Graduate School and the Provost whenever requested.
- The Executive Committees meet once a month to review proposals.
- Timeline: 1+ months

5.5

GENERAL EDUCATION COMMITTEE REVIEW

- If a curriculum change impacts the General Education Curriculum (GEC), the General Education Committee must review the proposal.
- The GEC Committee meets the week prior to an Undergraduate Council meeting to review proposals.
- The GEC Committee provides recommendations to the Council; the Council may vote against the recommendations of the Committee.
- Timeline: 1+ months

6

UNDERGRADUATE OR GRADUATE COUNCIL APPROVAL

- The Undergraduate and Graduate Councils meet once per month, Sep-Nov and Jan-May, to review curricular proposals.
- Once the Councils have voted to approve a proposal, the proposal is sent forward for Provost review.
- Timeline: 1+ months

7

PROVOST APPROVAL

- The Provost provides the final institutional approval for all curriculum changes.
- The Provost can approve, deny, or table proposals.
- If proposal requires IHL approval, the President must approve the proposal as well.
- Timeline: 1+ months

7.5

IHL / SACSCOC APPROVAL

- Mississippi's Institutions of Higher Learning (IHL) Board of Trustees meets approximately once a month to review proposals submitted by MS institutions.
 - Proposals must be submitted to IHL *two months* prior to a meeting to be included on the Board agenda.
 - Proposals appear on the meeting agendas as processed. After submission, a proposal is not guaranteed to be on the next agenda meeting.
 - The Board does not meet during the summer.
 - Center and Institute proposals are reviewed once a year.

7.5

IHL / SACSCOC APPROVAL CONTINUED

- After proposal review and initial approval during the Board meeting, the proposals are not officially approved until the meeting minutes have been approved the following meeting.
- After official approval, IHL emails USM to provide notification of approval. *The proposal cannot be implemented by staff at USM until the official email notification from IHL is received.*
 - Email notification could take 1+ months.

7.5

IHL / SACSCOC APPROVAL CONTINUED

- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the institutional accreditor for USM.
- Substantive change proposals submitted to SACSCOC are reviewed intermittently throughout the year.
- For curriculum changes that require SACSCOC notification or approval, those changes cannot be made until USM receives confirmation of notification/approval from SACSCOC via physical mail.
- USM's SACSCOC Liaison, the Senior Associate Provost for Institutional Success, communicates with SACSCOC on all curriculum matters.
 - The SACSCOC Liaison informs faculty, via email, of the proposal status with SACSCOC.

7.5

IHL / SACSCOC APPROVAL CONTINUED

- If a curriculum change requires both IHL and SACSCOC approval, the curriculum proposal is not officially approved (and cannot be implemented at USM) until both entities have approved it.
- Timeline: at least one semester

8

OFFICES MAKE CHANGES

- Once a curriculum proposal has been approved at all levels, USM offices can make the system updates necessary to implement the curriculum proposal:
 - The Office of Institutional Research (IR) updates SOAR and informs the Office of Degree Progress, the Graduate School, and the Office of Undergraduate Admissions of the update.
 - The Office of Degree Progress (DP) creates new Degree Progress Reports for undergraduate students. DP notifies schools once a new DPR has been created.

8

OFFICES MAKE CHANGES CONTINUED

- The Graduate School creates new Degree Progress Reports and admission applications for graduate students.
- The Office of Undergraduate Admissions creates new admission applications for undergraduate students.
- The Office of the Registrar updates the bulletin for the next academic year.
- iTech updates USM's website (School pages) with the program name, location, and link to the bulletin.
- Timeline: variable

CHANGES ACTIVE

- Once the various offices have made the appropriate updates, the curriculum change has been made, and students can be admitted under the new curriculum.
- *Changes made will be included in the Bulletin for the next academic year.*

QUESTIONS



Have a question about the curriculum proposal process?

Contact the Office of Institutional Effectiveness:

ie@usm.edu



**Institutional
Effectiveness**

Improvement Through Insight