THE PROCESS OF CURRICULUM DEVELOPMENT

INTRODUCTION

The Cal Poly Pomona Curriculum Development Guide has been compiled to assist you with the task of preparing curriculum proposals to be considered for inclusion in the Academic Master Plan and the University Catalog. This guide is intended to lead department and college curriculum coordinators through the steps necessary for curricular proposal, approval, and implementation.

IMPORTANCE OF OBSERVING DEADLINES

Participants in the curriculum process need sufficient time to plan, consult, and finish their work so that the implementation of programs is not delayed and essential information is available to students and University employees. Student Outreach and Recruitment personnel must have up-to-date information for prospective students. The Registrar's Office must accurately evaluate student records to ensure timely graduation. It is especially important that the university catalog be published and delivered on schedule. Departments, colleges, and other consultative bodies have an obligation to adhere to stated deadlines. If a deadline is missed, it is likely that a proposal’s implementation may be delayed until the following academic year.

THE CURRICULUM CYCLE

It is important to remember that the entire curriculum development sequence (cycle) takes approximately two years due to the multiple levels of review. For example, the catalog development cycle for the 2014-2015 catalog began in Fall 2012 with department discussions. It will end for the department curriculum coordinators in Fall 2013 when catalog copy is transmitted to the Office of Academic Programs. At that time, preparation of the 2014-2015 catalog begins, culminating in the publication of the catalog in Spring 2014. At the beginning of the fall quarter, a report of all curricular changes received in the previous year will be sent to each dean and associate dean for information, review, and comment.

For specific timelines and due dates in the current cycle, please refer to the Schedule of Activities and Deadlines at the beginning of this guide.

GENERAL INFORMATION

Ordinarily, proposals for significant curriculum changes are initiated by academic departments, although any member of the University community may begin the process. In most instances, the proposal pertains to a program of instruction within a particular college. The college curriculum committee screens the proposal and makes a recommendation to the college dean. If the dean approves the proposal, it will be included in the unit’s academic master plan and forwarded to the Office of Academic Programs. Proposals of an interdisciplinary nature require approval by the deans of all colleges involved.

Whenever it is likely that another unit may have legitimate concerns about a curriculum proposal, written consultation should be completed and a copy forwarded to the Office of Academic Programs. Consultation is required for proposals to add a new course, major, minor, option, credential, master’s, or
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doctoral program, to delete/modify a general education course, add or delete a course or other
requirement in a program offered by another department, or to delete a course included in another
program. College curriculum committees and associate deans bear a major responsibility to ensure that
potential conflicts are resolved as early in the process as possible. (See Responsibilities for
Communication and Consultation in this chapter.)

After the Office of Academic Programs receives a proposal, the Associate Provost is responsible for the
proposal until its final disposition. Each proposal is given an initial review, with the following questions
in mind:

1) Are the justifications stated for the proposal persuasive and in accord with CSU System and
University policy?
2) Have all necessary review steps been completed?
3) Has proper consultation been completed?
4) If the proposal is for a new degree, is the degree on the Academic Master Plan?
5) Is the form of the proposal consistent with the form of present catalog material?
6) Is the language clear and grammatical?

BUDGETARY AND RESOURCE CONSIDERATIONS

Curricular changes – whether involving the addition, deletion, or modification of programs or courses –
incur both costs and benefits. ALL curricular changes need to be analyzed in terms of their impact on
resources (including FTE generation) for the department and college as well as for other programs that
may be impacted by the change. Such analysis must be a part of every curricular proposal. Changes that
increase or reduce FTE generation or require new resources need to be carefully justified.

GENERAL EDUCATION (GE) PROPOSALS

➢ GE curriculum proposals are initiated at the department level. Written consultations with other
colleges may occur at this time. The department curriculum coordinator forwards the proposals to the
college curriculum coordinator.

➢ The college curriculum committee and the dean’s office review the GE proposals. If the department
did not conduct written consultation, the college will conduct the consultation at this time. The
dean’s office forwards the proposals to the Office of Academic Programs. The college curriculum
coordinator shall submit an electronic copy of the expanded course outline (ECO) and a copy of the
written consultation form(s) including any responses to the Office of Academic Programs.

➢ The Office of Academic Programs posts the ECOs for new courses for 30 days on the web. This 30
day period may coincide with the college’s written consultation. ¹

➢ The Colleges’ proposals are reviewed by the Office of Academic Programs and are then forwarded to
the Cal Poly Pomona Academic Senate (senate@cpp.edu) for forwarding to the General Education
Committee.

¹ AS-1114-990/AP – Revision of Consultation Policies
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- The General Education Committee reviews the proposals and makes a recommendation through the Executive Committee to the Senate body. The Senate conducts two readings, after which it makes a recommendation to the President.
- The Provost (delegated by the President) approves or rejects the proposal within 30 instructional days of receipt.²
- All of these steps should be completed by the end of the spring quarter for inclusion in the next year’s catalog.
  - GE courses are implemented the quarter following the President’s approval. The online GE list may not reflect updates until the quarter following the President’s approval. The list is available at https://www.cpp.edu/~academic-programs/general-education-course-listings.shtml.
- Catalog revisions reflecting approved proposals should be submitted the fall quarter following the Provost’s approval.

ACADEMIC MASTER PLAN PROPOSALS

These proposals include additions or deletions of programs (majors/plans, options/subplans, and minors) and significant changes to programs. (Academic program reviews of existing degree programs are considered revisions to the Academic Master Plan, but are addressed in a different document.)

- Academic Master Plan proposals are initiated at the department level. Written consultations with other colleges may occur at this time. The department curriculum coordinator forwards the proposals to the college curriculum coordinator.
- The college curriculum committee and the dean’s office review the proposals. If the department did not conduct any written consultation, the college should conduct the consultation at this time. The dean’s office forwards the proposals, including electronic copies of expanded course outline(s) (ECOs) and a copy of the written consultation form(s), including any responses to the Office of Academic Programs.
- If a proposal includes the introduction of a new course, the Office of Academic Programs posts the ECO for the course for 30 days on the web. This 30 day period may coincide with the college’s written consultation.³
- The colleges’ proposals are reviewed by the Office of Academic Programs and are then forwarded to the Cal Poly Pomona Academic Senate (senate@cpp.edu) for forwarding to the Academic Programs Committee. The Graduate Executive Council shall be notified of any proposals related to graduate studies.
- The Academic Programs Committee reviews the proposals and makes a recommendation through the Executive Committee to the Senate body. The Senate conducts two readings, after which it makes a recommendation to the President.
- The President approves or rejects the proposals within 30 instructional days of receipt.⁴

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² Cal Poly Pomona Constitution, Appendix 17, Article II, Section 3E
³ AS-1114-990/AP – Revision of Consultation Policies
⁴ Cal Poly Pomona Constitution, Appendix 17, Article II, Section 3E
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- The President has delegation of authority via Executive Order 1071 to approve all options and minors under an existing degree program. This authority has been delegated to the Provost. New degree programs are forwarded by the Office of Academic Programs to the Chancellor’s Office for their review and approval. In some cases, off-campus review may be required by the Chancellor’s Office, and/or the Commission on Teacher Preparation and Licensing.

- On-line and off-campus versions of existing programs do not need to be reviewed by the Academic Senate or the President. The Office of Academic Programs will forward proposals for such programs to the WASC Accreditation Liaison Officer (ALO) who will work with the college to prepare a proposal to WASC, as needed.

- All of these steps should be completed by the end of the spring quarter.

- Programs are only implemented in the fall after they are incorporated into the catalog. New courses that will be offered as part of a new program typically are not offered until the program is implemented.

- Catalog revisions reflecting approved proposals are submitted the fall quarter following the President’s or Provost’s approval, and, if appropriate, Chancellor’s office approval.

MISCELLANEOUS CURRICULUM CHANGE PROPOSALS

These proposals are additions, deletions, or changes to existing curriculum that do not usually involve GE, and are not a significant change to a program. They may include additions or deletion of courses, changes in course title, catalog number, course description, or course enrollment requirements (e.g. prerequisites and/or corequisites).

- Miscellaneous proposals are initiated at the department level.

- Changes that are editorial in nature and will not affect other departments or colleges do not require review external to their college. They may be indicated in the fall on catalog copy to be implemented the following academic year.

- Changes that may impact other colleges may go through written consultation during department consideration. The department curriculum coordinator forwards these proposals to the college curriculum coordinator.

- The college curriculum committee and the dean’s office review these proposals. If the department did not conduct any written consultation, the college should conduct the consultation at this time. The dean’s office forwards the proposals, including the ECO for any new courses and consultation forms and responses to such forms, to the Office of Academic Programs.

- If the proposal includes the introduction of a new course, the Office of Academic Programs posts the ECO for the course for 30 days on the web. This 30 day period may coincide with the college’s written consultation.

- The college’s proposals are reviewed by the Office of Academic Programs and then presented to the University Curriculum Committee (UCC). The Graduate Executive Council shall be notified of any proposals related to graduate studies.

- Catalog revisions reflecting proposals approved by the UCC are submitted the fall quarter following this process.
THE SUMMARY OF PROPOSED CURRICULUM CHANGES FORM

The Summary of Proposed Curriculum Changes form is an integral part of the departmental curriculum proposal. Departments must submit this form with all curriculum proposal packages through the college curriculum committee and to their college dean. Please refer to the Appendix in this guide to download the Summary of Proposed Curriculum Changes form. (This form may be replaced in the 2014-15 year by an online form.)

- IF NO CHANGES ARE TO BE MADE, only a memo to that effect is required. The “Summary of Proposed Curriculum Changes” form is not necessary in this instance.

Section I. Curricular Proposals (Consultation Required)

- For each new course to be added, list the subject area, catalog number, course title, course description, including course component (lecture, activity, laboratory, etc.), course units, enrollment requirements (i.e. prerequisites and/or corequisites), C/S number, grading basis, and other necessary information. Justify the proposed C/S number. Include an expanded course outline (ECO) for all new courses.
- For each course to be deleted, give reasons for the deletion.
- For each course to be modified, identify the type of change, and current subject area, catalog number, course title, units, and course description. List the new information and explain all changes, including those in course content and/or course component (e.g. lecture, activity, laboratory, etc.), and enrollment requirements (i.e. prerequisites and/or corequisites). Catalog number and sequence changes must be clearly justified and course equivalency must be indicated as appropriate.
- For all curricular changes that may affect other departments, describe the effect (General Education, degree audit, and articulation).

Section II. Curricular Proposals Internal to Departments (Consultation Not Required)

- List and explain proposed deletions or changes in the curriculum that are internal to the department. Follow the guidelines listed above.

Section III. Other Changes

- Describe and explain any other proposed changes which involve academic policy but do not affect curriculum (such as admission requirements, etc.).
RESPONSIBILITY AND ROLE OF ACADEMIC UNITS

THE APPOINTMENT OF COMMITTEES AND COORDINATORS

Curriculum coordinators and curriculum committees should be appointed/selected during the spring quarter. All persons involved in the process should become familiar with departmental programs, curricular offerings, and catalog requirements/deadlines as soon as possible. Department chairs should inform college/school deans of these appointments, which the deans will forward to the Office of Academic Programs. The Associate Provost will meet yearly with curriculum committees from each college to orient them to the curricular process, to clarify roles and responsibilities, and to ensure that the curricular process adheres to the university's overall academic policies and strategic goals.

DEPARTMENT RESPONSIBILITIES

DEPARTMENT CURRICULUM COORDINATORS

The faculty in each department should use accepted selection procedures to choose a curriculum committee and a coordinator to chair the committee. It is recommended that the department curriculum coordinator have experience on the department curriculum committee and has extensive knowledge of the department and college curricular processes. Coordinators should possess extensive knowledge of general education and graduation requirements, and the relationship of the department's curricula and requirements with the requirements of other departments, colleges. Close attention to detail, accuracy in proofreading and cross checking are essential.

The coordinator serves as the chair of the department curriculum committee. The primary roles of the coordinator are to keep the department informed about all curriculum matters and to oversee all curricular matters, including the preparation of course proposals for modifications, deletions, and additions, the department's academic master plan, and catalog copy. The coordinator may be responsible for interdepartmental consultation regarding curricular changes, in consultation with the associate dean.

RESPONSIBILITIES OF THE DEPARTMENT CURRICULUM COMMITTEE

The curriculum process is an on-going effort by the department curriculum committee. Throughout the year, the department committee should discuss possible curriculum changes. During the fall quarter, the department curriculum committee formally prepares curricular additions, deletions, and changes to the university catalog resulting from discussions of the previous year.

The department committee prepares and disseminates a report on proposed curriculum actions to the department faculty for approval. Once the department curriculum proposal is approved, the curriculum committee under the direction of the coordinator prepares three reports, changes to the academic master plan, changes to general education, and miscellaneous changes. The Department Chair shall prepare and attach a transmittal memo and forward the reports to the college curriculum committee.

5 AS-2263-078/AP Changes to Curriculum Procedure
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COLLEGE RESPONSIBILITIES

COLLEGE CURRICULUM COORDINATORS

The college curriculum coordinator shall serve as the chair of the college curriculum committee. The college curriculum coordinator will need to work closely with departmental coordinators, appropriate Academic Senate committees, and the Office of Academic Programs. The college curriculum coordinator may be responsible for interdepartmental consultation regarding curricular changes. College curriculum coordinators also facilitate discussions between the college curriculum committee and departments within the college to resolve outstanding curricular issues.

College curriculum coordinators are responsible for submitting all curricular changes, revisions, additions, and deletions, as well as catalog copy, to the appropriate dean or associate dean for action. After the dean or associate dean has acted, the coordinator ensures that all relevant curricular material is sent to the Office of Academic Programs.

RESPONSIBILITIES OF THE COLLEGE CURRICULUM COMMITTEE

The college curriculum committee is responsible for reviewing each department’s proposal for its academic merit and its relationship to the undergraduate and graduate studies of other departments and the college as a whole. The committee is also responsible for reviewing proposals to avoid duplication across departments in other colleges for best utilization of resources. When conflicts arise, the matter should be referred to the Associate Provost for resolution.

RESPONSIBILITIES OF THE DEAN’S OFFICE

Associate Deans shall oversee the curriculum process for their college. Their responsibilities shall include: be in regular communication with the department and college curriculum committees; offer advice to department and college curriculum committees about potential curriculum changes; determine whether consultation for a particular curriculum change should be conducted by the department or the college curriculum coordinator; ensure that all necessary consultation documents are in order before a curriculum proposal is submitted to the Dean; conduct any necessary consultation follow-up; and to review the Academic Programs Course Consultation website on a regular basis.

Every college curricular proposal shall be submitted to the dean or associate dean for approval or disapproval. The dean or associate dean should announce a decision within 10 academic working days. The dean or associate dean's approval shall be based on the determination that the proposal is consistent with plans for the long-range development of the college, that all resource implications of the proposal (teaching positions, space, equipment, supplies, staff) have been considered carefully, and that the Dean is prepared to give the needs of the proposal high priority in the college's budget. The dean or associate dean's report should include a recommendation (approval/disapproval), and a summary of proposed curricular changes for each department within their college.

The dean’s office is also responsible for ensuring that online programs and off-campus programs (new or in new locations) do not accept enrollment until the programs receive WASC approval.
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UNIVERSITY RESPONSIBILITIES

RESPONSIBILITIES OF ACADEMIC AFFAIRS

The Office of Academic Programs shall accept all curriculum proposals submitted by university areas and submit the proposals to the Academic Senate for forwarding to the appropriate standing committee, to the University Curriculum Committee, or to the WASC ALO, as appropriate. Academic Programs shall review curriculum proposals to ensure that all consultation has been completed and that due process has been followed. All proposals sent electronically shall be held until approval from the Dean’s office is received.

The Office of Academic Programs shall post course proposals on the Consultation website, send e-mails to the associate deans, authors of the ECOs, University Curriculum Committee, Graduate Studies Analyst, and the Associate Vice President for Enrollment Services announcing postings. At the end of the consultation period, Academic Programs shall forward any comments received on the website to the appropriate department and college curriculum coordinators and associate deans.

The Office of Academic Programs facilitates the review by the Executive Graduate Council of curriculum proposals that involve postbaccalaureate courses or programs. The Executive Graduate Council shall offer recommendations of the proposals.

RESPONSIBILITIES OF THE SENATE

The Academic Programs Committee is a Senate standing committee. This committee is responsible for all program-level matters such as, but not limited to, program reviews and assessment plans and changes to the Academic Master Plan.

The General Education Committee is a Senate standing committee. This committee oversees the implementation of Executive Order 1065 in all of its specified and applied dimensions. In particular, the committee reviews all new and major revision course proposals for general education purposes.

UNIVERSITY CURRICULUM COMMITTEE

The University Curriculum Committee (UCC) is composed of one representative from each college and related areas. The chair of the Academic Programs Committee of the Senate serves as an ex-officio member. The UCC reviews undergraduate and graduate proposals for courses not seeking general education approval, identifies potential overlap and/or duplication of existing courses, and ensures that due process has been completed. The Committee's decisions shall be forwarded to the Executive Committee of the Senate on a quarterly basis.

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6 Senate Bylaws, Article IV, Section 3E
7 AS-1107-990/AA – University Curriculum Committee
RESPONSIBILITY FOR COMMUNICATION AND CONSULTATION

It is the responsibility of all members of the curriculum development process to keep their constituencies well-informed of changes, proposals, and discussion items (i.e., the department curriculum coordinator must keep the department as a whole informed; the college curriculum coordinator must keep the Dean, the Associate Dean, and all department curriculum coordinators informed; and so on). Departments must keep track of which of their courses are referenced by other programs on campus.

Consultation is recommended in all cases in which a unit has reason to believe that another unit may have interest in a curriculum proposal. Consultation is required to accompany proposals for the following actions:

1) Removal of a course from the curriculum of one department but offered by another department.
2) Deletion of a course which one department offers but appears in another department’s program requirements.
3) Addition of any new course, major, minor, option, or other program.
4) Modification (change of content, enrollment requirements, or units; change in number or frequency of sections offered) of any General Education course or a course that appears in another department’s program requirements.
5) Significant modification of any major, minor, option, certificate, or program.

All consultation must be documented in writing (it may be electronic). The Office of Academic Programs shall hold all proposals that fail to document consultation. Consultation forms may be downloaded from an appendix to this guide.

All consultation involving new or major modification of courses must also be conducted online. Academic Programs maintains a course consultation web site restricted to employees in the campus community. Consultation material shall be posted on the site for 30 days. Each posting shall indicate the day it was posted, the program or unit that is proposing the change, and the status of the proposal, and shall provide space for the posting of comments.

STEPS TO ACHIEVE FULL CONSULTATION AMONG DEPARTMENTS

1) The responsibility of assuring proper consultation belongs to the associate dean of the college corresponding to the academic unit (program, department, or college) proposing the curriculum action. This responsibility ends once all recipients respond or the time for response lapses, whichever comes first.

The proposing unit must notify their associate dean of an impending curricular consultation, and receive approval to move forward. The unit then shall send a consultation form along with any

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8 AS-1114-990/AP – Revision of Consultation Policies
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supporting documents to the associate deans of all colleges and the Office of Academic Programs. New or changed courses shall be posted by Academic Programs on the Consultation website.

2) It is the duty of the associate dean to ensure that a timely response is sent when a unit objects for whatever reason. The lack of a timely response will be assumed to mean that there are no objections with regard to area or resources.

Upon receipt of consultation material, the associate deans shall forward the material to the college curriculum committee members as appropriate and follow up on responses as necessary. The appropriate committee members shall complete the response portion of the consultation form, citing any concerns. The completed form shall be sent to the proposing unit and the corresponding associate dean. One copy of the written responses shall be sent to the Associate Provost.

Consultation is assumed to have been completed if no response is made within 30 days of the Office of Academic Programs’ receipt of the consultation form. No response shall be assumed to mean no objection.

All consultation should be completed before the college curriculum committee forwards the curriculum proposal to the Dean.

3) The Office of Academic Programs shall post for 30 days on the Course Consultation website expanded course outlines (ECOs) submitted as part of curriculum proposals. A weekly e-mail shall be sent to the Associate Deans, authors of the ECOs, Graduate Studies Analyst, University Curriculum Committee, and the Associate Vice President for Enrollment Services notifying them of new course postings.

At the end of the 30 day online consultation period, the Associate Provost shall confer with the proposing college. The curriculum proposal shall either be returned to the submitting party or held until the package approved by the college dean is received. Course proposals may be updated at this time. The approved curricular package shall then be forwarded to the Senate Executive Committee or University Curriculum Committee as appropriate. The forwarded package shall include copies of all responses submitted during the Consultation process.

RESOLUTION OF IMPASSE

An impasse is when two or more departments disagree about a curriculum proposal and the curriculum process is deadlocked.

➢ The proposing unit and the affected college should correspond in a timely manner until resolution or impasse is reached. If there is an impasse, the dean of the affected college shall notify the Associate Provost.

The Associate Provost shall schedule a meeting of the department chairs and college deans involved to discuss the issues and attempt to reach a resolution in a timely manner (within the same curriculum cycle). A proposed resolution reached in this manner must be approved by all departments involved in the impasse.

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9 AS-1114-990/AP – Revision of Consultation Policies
10 AS-2360-011/AA Removal of “Resolution of Impasses” section from the University Curriculum Guide
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- If a resolution is still not possible, the following shall take place in a timely manner:
  
a) Each dean and department chair will prepare a position paper and submit it to the Associate Provost.

b) The Associate Provost will prepare a background document.

c) The background document, the position papers, and any support materials shall be forwarded for consideration, either to the University Curriculum Committee or to the Academic Senate.

- The University Curriculum Committee will typically review cases related to course conflicts not related to general education, make recommendations and forward them to the Executive Committee of the Academic Senate.

- The Academic Senate will review all cases related to general education course conflicts as well as conflicts between majors, minors, and options.

- Any miscellaneous issues concerning curriculum proposals not covered by either of the two preceding processes shall be referred to the Executive Committee of the Academic Senate for handling in accordance with standard senate procedures.