



*Advancing Global Higher Education*

# Curriculum Management Practices

Results of the AACRAO February 2016 60 Second Survey



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## Introduction

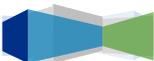
The February 2016 AACRAO 60 Second Survey focused undergraduate (n=755) and graduate (n=190) curriculum management practices (Appendix A). The results of this survey will be used to support the narrative in our upcoming AACRAO publication on curriculum management. The survey received 945 usable responses from several countries and a variety of institutional types (Appendix B and C).

## Key Findings

1. Less than 10% have a “stand-alone” curriculum office (i.e., an office that is a separate unit as compared to a function that is contained within another office or spread across multiple offices), and these offices typically employ 1-3 full-time-equivalent employees.
2. For those who do not have a stand-alone curriculum office, Academic Affairs has primary responsibility for the function for 79%.
3. About one-third reported offering between 25-74 different academic programs (majors, minors, certificates, specializations, graduate programs).
4. Almost three-quarters use some type of technology to support the academic catalog.
5. Most only allow program/degree changes to be made effective once per calendar year; less than half apply the same limitation to course changes.

## Results

The aggregate results differentiated by undergraduate and graduate practices are presented in summary tables and figures on the following pages.



## Undergraduate

Figure 1: Number of FTE in undergraduate curriculum office (n=73)

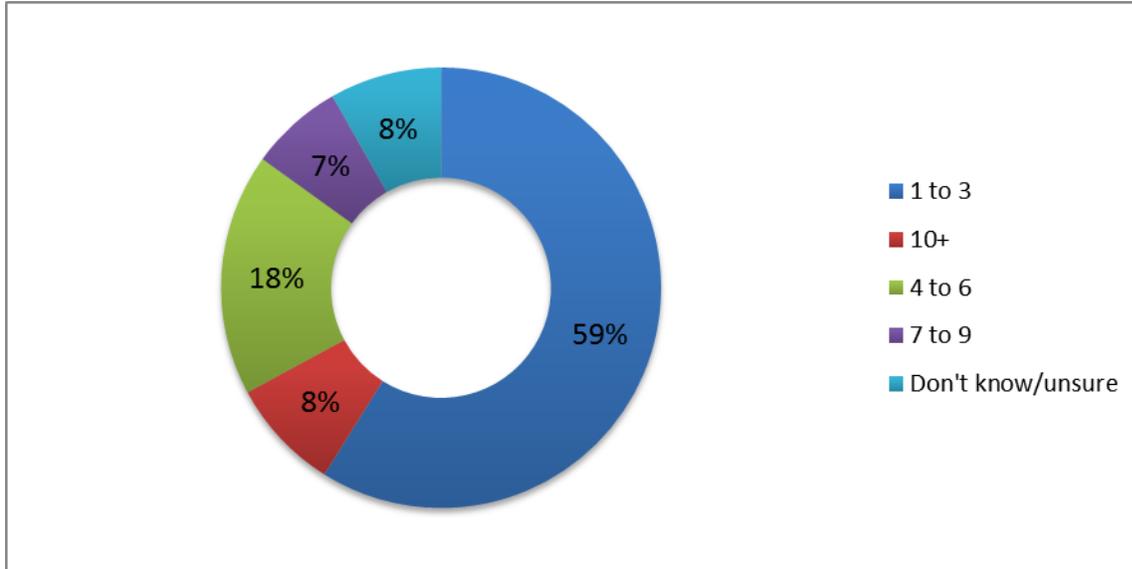


Table 1: Number of FTE in undergraduate curriculum office by number of number academic offerings

Number of Programs	Number of Employees in Curriculum Office				
	1 to 3	10+	4 to 6	7 to 9	Don't know/unsure
Less than 25 (n=6)	67%			17%	17%
25-74 (n=23)	57%	4%	22%	13%	4%
75-100 (n=12)	75%	17%			8%
101-149 (n=10)	30%	20%	40%		10%
150-199 (n=7)	57%	14%	14%	14%	
200-249 (n=3)	67%		33%		
More than 250 (n=9)	78%		11%		11%
Don't know/unsure (n=3)	33%		33%		33%

Table 2: Undergraduate curriculum office portfolio of responsibilities (n=24)

	Responsible	Supervise	Participate	Inform	N/A
<b>Degree Audit</b>	29%	13%	17%	21%	21%
<b>Catalog maintenance</b>	46%	13%	33%	4%	4%
<b>Transfer articulation equivalency decision</b>	21%	8%	29%	21%	21%
<b>Transfer articulation processing (input into system)</b>	21%	4%	21%	21%	33%

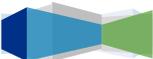
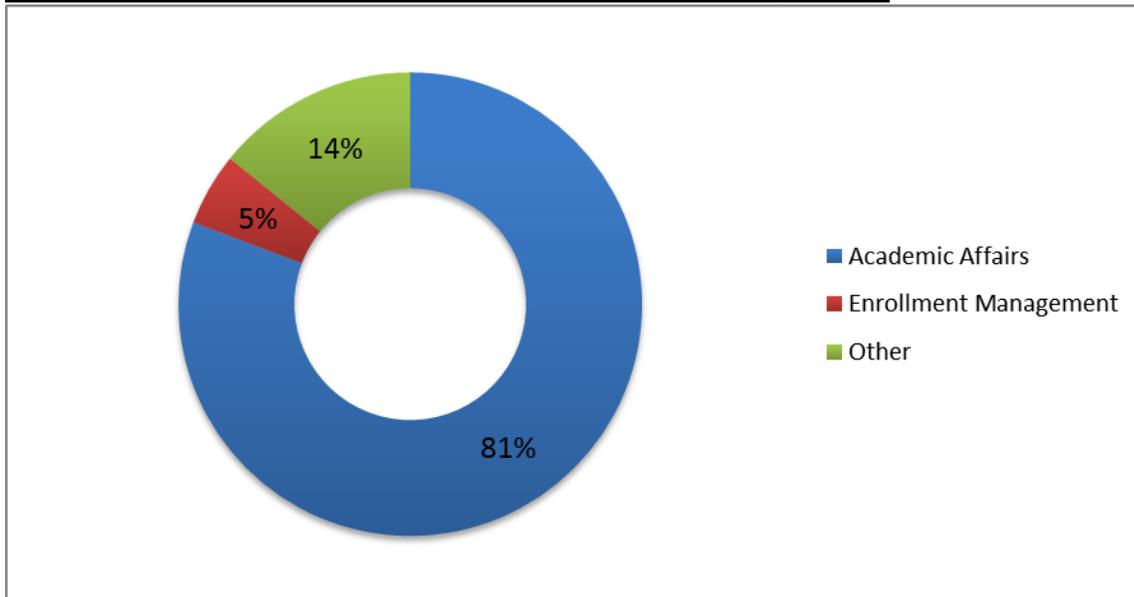


Figure 2: Division with primary responsibility for curriculum management for those without a stand-alone undergraduate curriculum management office (n=670)\*



\*“Other” responses included in Appendix D

Figure 3: Approximate number of undergraduate academic offerings (n=756)

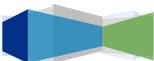
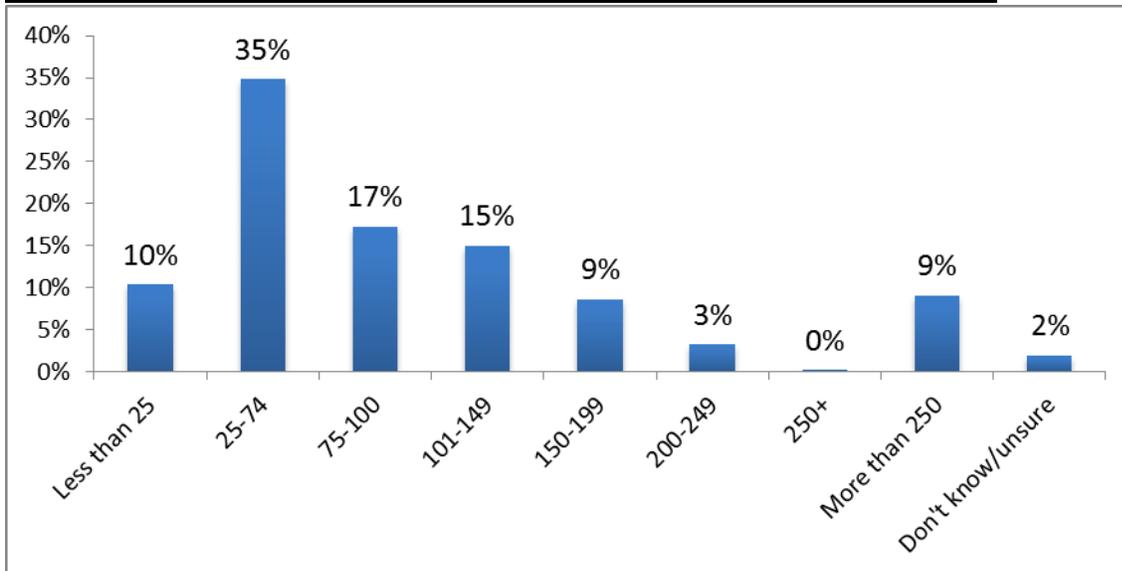
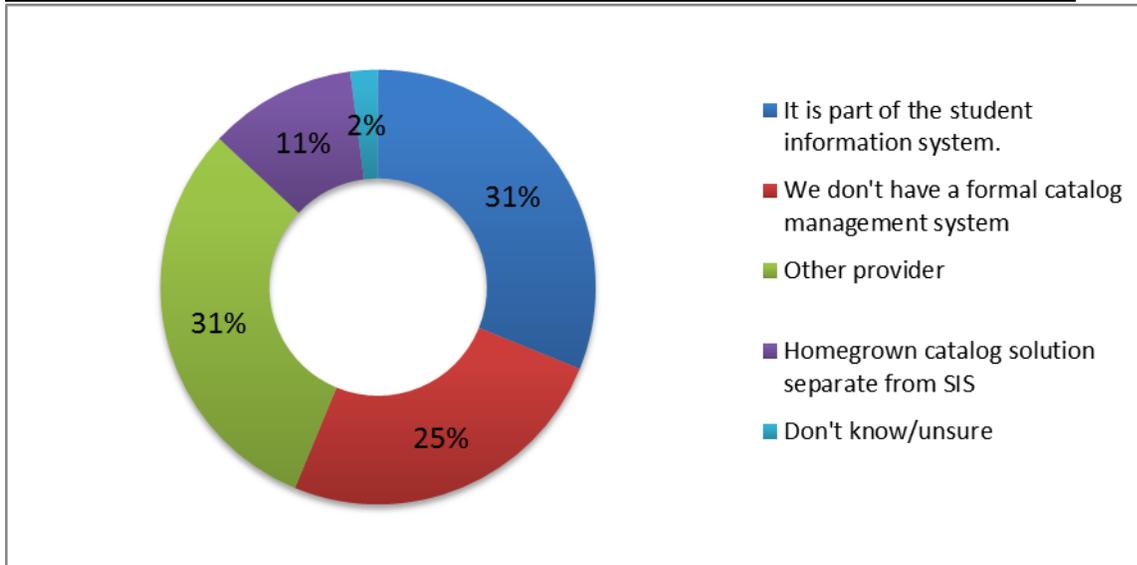


Figure 4: Technology used to support the undergraduate academic catalog (n=729)



SIS system used to support the undergraduate academic catalog	Count
Banner	73
Blackbaud	1
Campus Solutions	2
CAMS	4
Colleague	34
Ellucian (unknown)	4
Empower	1
Homegrown SIS	7
Jenzabar	13
Oracle ERP	1
PeopleSoft	42
POISE	1
PowerCampus	6
Red Dot web content management system	1
SCAN Business Systems; also use college website	1
SONISWeb	1
Transcript	1
We self-publish a catalogue (Word,PDF), and track courses, programs and requirements in our SIS.	1
Other technology provider used to support the undergraduate academic catalog	
Acalog	94
Cascade	1
Catalog Navigator	2
Courseleaf	61
CurricUNET	3
Decision Academic	1
InCopy	1
MSWord and PDF	1
Smart Catalog	23
Smart Catalog, planning to transition to CourseLeaf	1
TLM: The Learning Manager	1

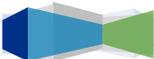
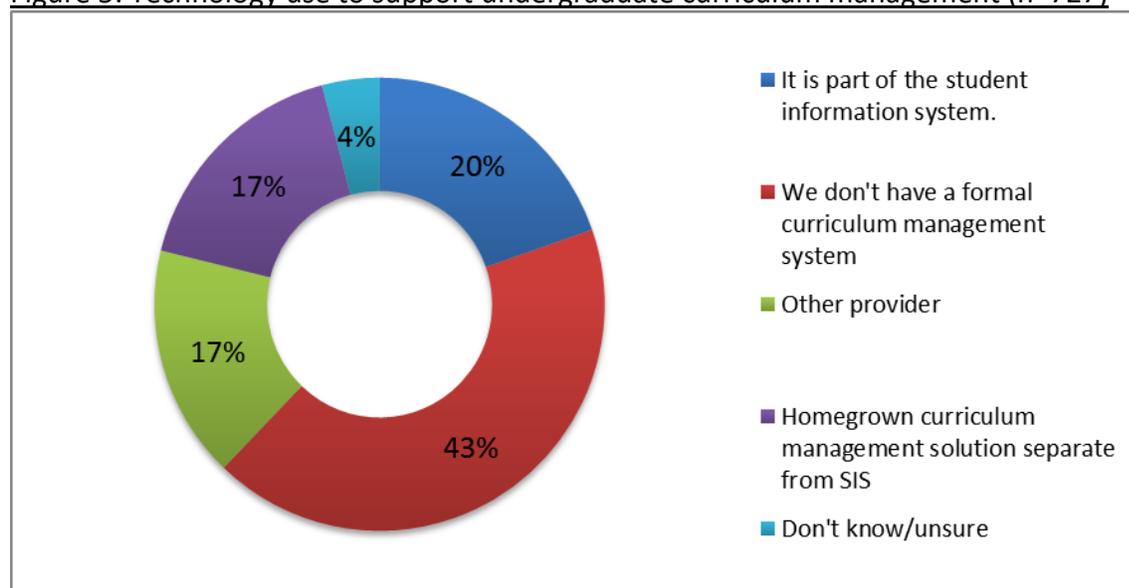


Figure 5: Technology use to support undergraduate curriculum management (n=727)



SIS system used to support the undergraduate curriculum management	Count
Banner	41
Blackbaud	1
CAMS/Unit4	2
Colleague	10
Colleague	15
Ellucian (unknown)	4
Homegrown SIS	4
ISRS	1
Jenzabar	4
Oracle ERP	1
PeopleSoft	21
POISE	1
Populi	1
PowerCampus	6
SonisWeb	1
<b>Other technology provider used to support undergraduate curr. mgmt.</b>	
Blackboard	2
CDS- Curriculum Development System	1
CMS	1
Courseleaf CIM	48
Curriculog	26
Curriculum Navigator	1
CurricUNET	9
Decision Academic, in process of changing to Governet	1
DegreeWorks	1
Docufile	1
Equella	1
Filemaker	1
Google Docs	1



Integrify	1
Lotus Notes	1
Moodle	3
Nolij	1
OnBase	1
PDF's	1
Perceptive Software	2
SharePoint	3
SmartCatalog IQ	4
Student Space	1
WIDS	1

Figure 6: How many times in a calendar year changes are made effective for undergraduate programs/degrees (n=713)

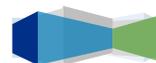
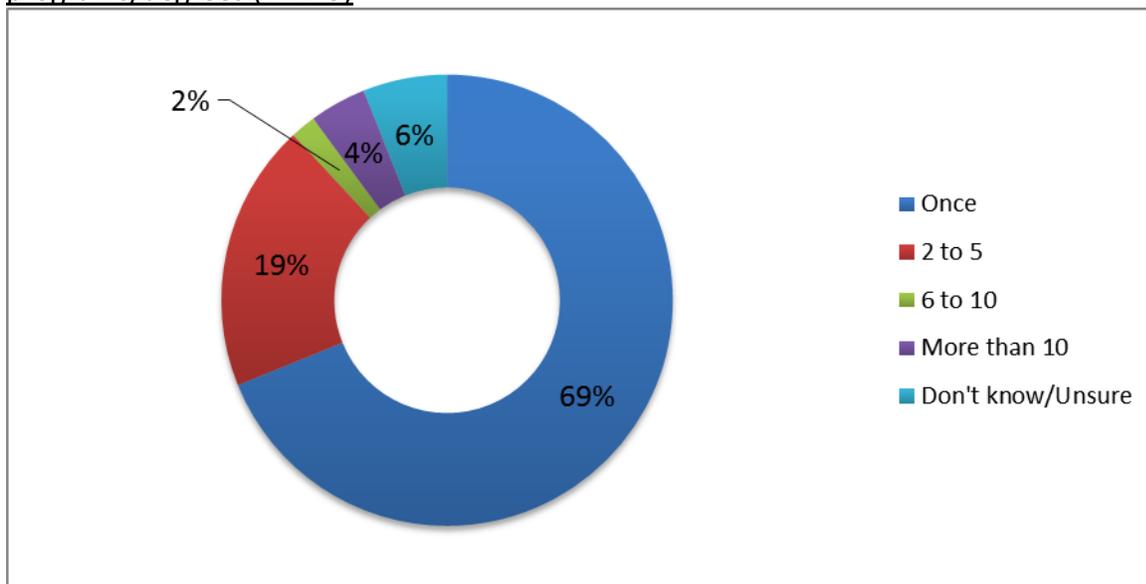


Figure 7: How many times in a calendar year changes are made effective for undergraduate courses (n=711)

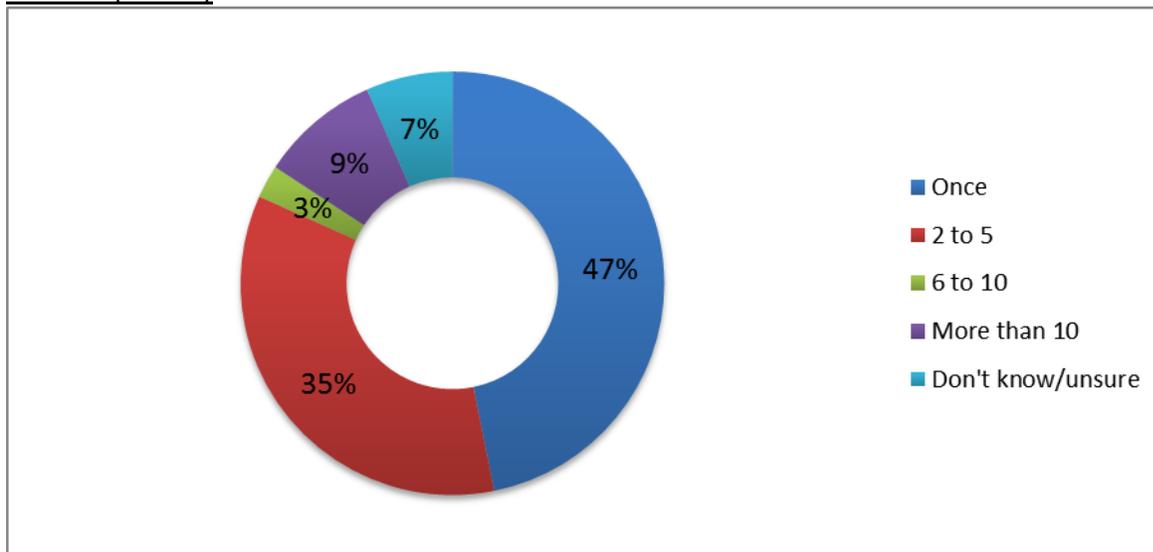


Table 3: Type of engagement in undergraduate curriculum process by entity

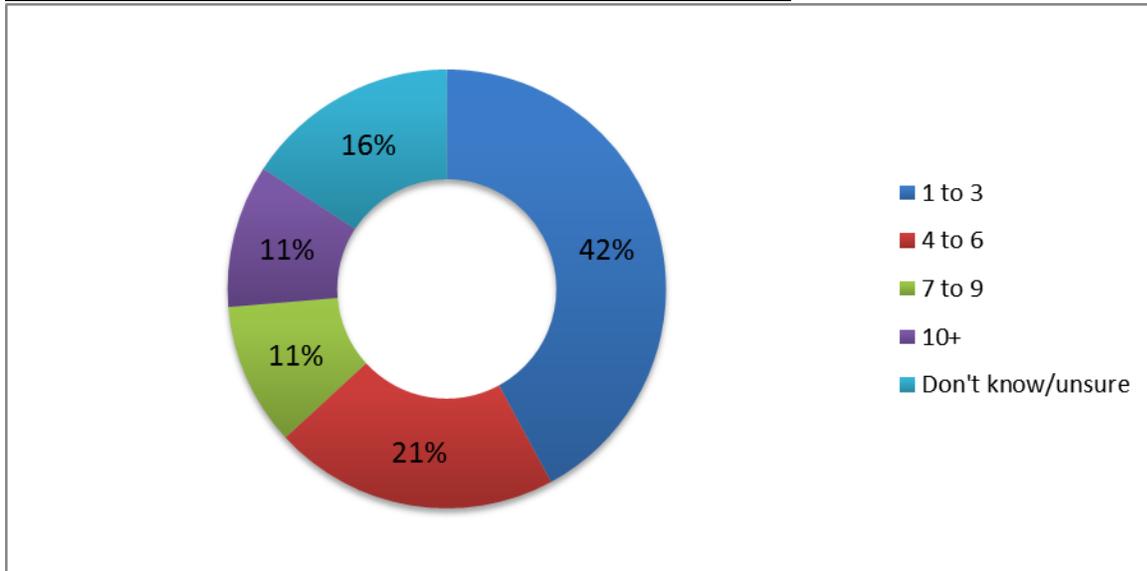
	Chief Academic Officer	Governing Board	Faculty Senate or equivalent	Academic Dean responsible for program/degree	Registrar	Administrative lead in curriculum management office	Individual faculty member	Count
<b>Approves changes to existing programs</b>	56%	24%	68%	68%	29%	14%	22%	665
<b>Approves new programs</b>	65%	56%	72%	65%	25%	12%	18%	670
<b>Approves changes to existing courses</b>	43%	16%	56%	67%	30%	15%	27%	657
<b>Approves new courses</b>	48%	18%	61%	68%	29%	15%	24%	664
<b>Initiates a proposed change in the curriculum</b>	26%	8%	30%	64%	17%	11%	67%	662

Additional comments about undergraduate curriculum management practices are provided in Appendix E. Several noted that the option “curriculum committee” was not included as part of Table 3. That is an important observation and should this survey be repeated, that option will be included.



**Graduate and/or Professional**

**Figure 8: Number of FTE in graduate curriculum office (n=19)**



**Table 3: Number of FTE in graduate curriculum office by number of number academic offerings**

Number of Programs	Number of Employees in Curriculum Office				
	1 to 3	4 to 6	7 to 9	10+	Don't know/unsure
Less than 25 (12)	42%	17%	17%	17%	8%
25-74 (n=1)		100%			0%
75-100 (n=1)		100%			0%
101-149 (n=1)	100%				0%
150-199 (n=1)					100%
More than 250 (n=2)	100%				0%
Don't know/unsure (n=1)					100%

**Table 4: Graduate curriculum office portfolio of responsibilities (n=13)**

	Responsible	Supervise	Participate	Inform	N/A
<b>Degree Audit</b>	46%		8%	23%	23%
<b>Catalog maintenance</b>	69%		23%	8%	
<b>Transfer articulation equivalency decision</b>	46%		15%	23%	15%
<b>Transfer articulation processing (input into system)</b>	46%	8%	8%	15%	23%

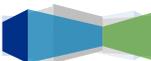
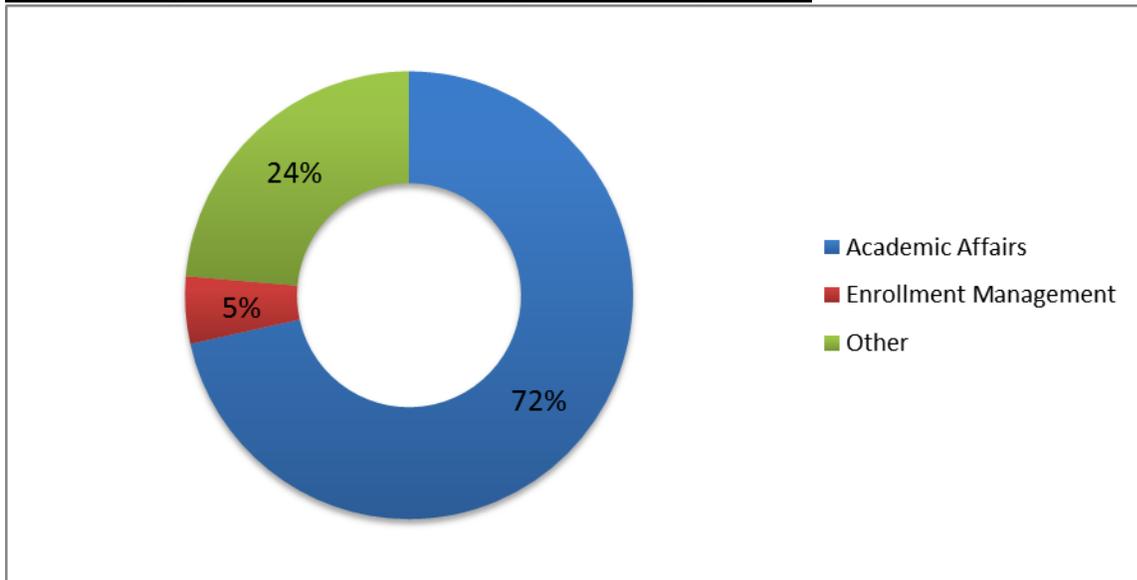


Figure 9: Division with primary responsibility for curriculum management for those with no stand-alone graduate curriculum management office (n=165)\*



\*"Other" divisions included in Appendix F

Figure 10: Approximate number of graduate academic offerings (n=189)

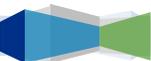
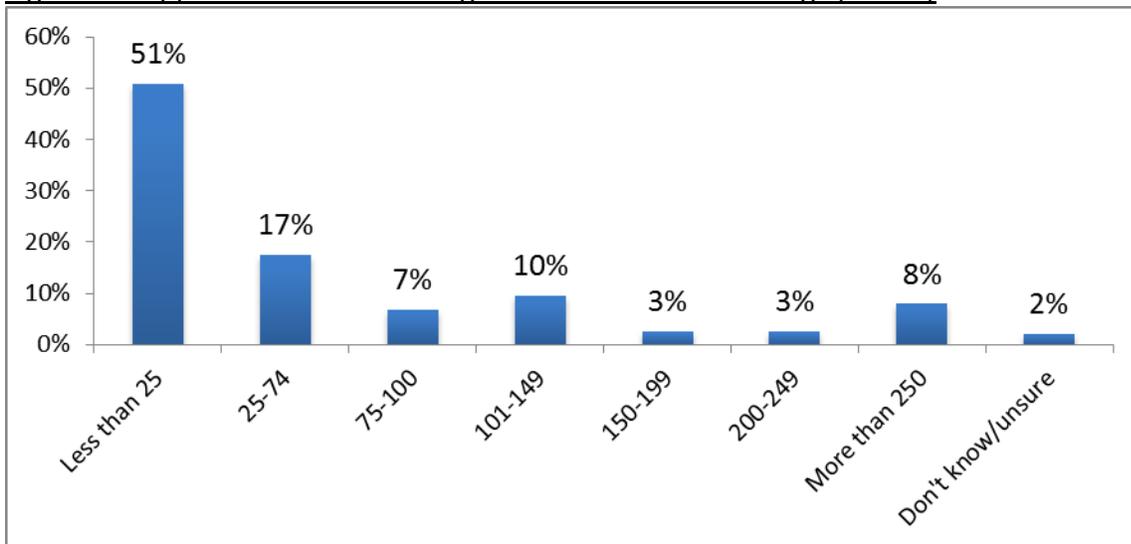
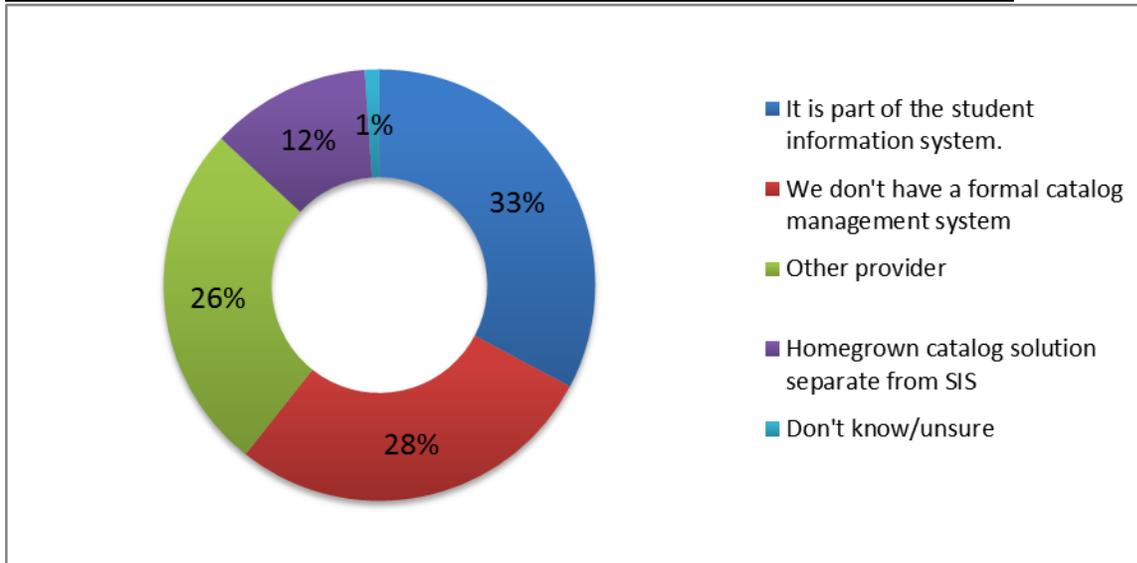


Figure 11: Technology used to support the graduate academic catalog (n=183)



SIS system used to support the graduate academic catalog	Count
Banner	19
CAMS/Unit4	2
Colleague	3
Homegrown SIS	5
ISIS	1
Jenzabar	6
PeopleSoft	12
Populi	1
Power Campus	4
<b>Other technology provider used to support the graduate academic catalog</b>	
Acalog	20
Cascade	2
CourseLeaf	14
InCopy- with Manual Entry	1
SmartCatalog	3
T4	1

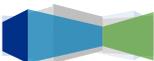
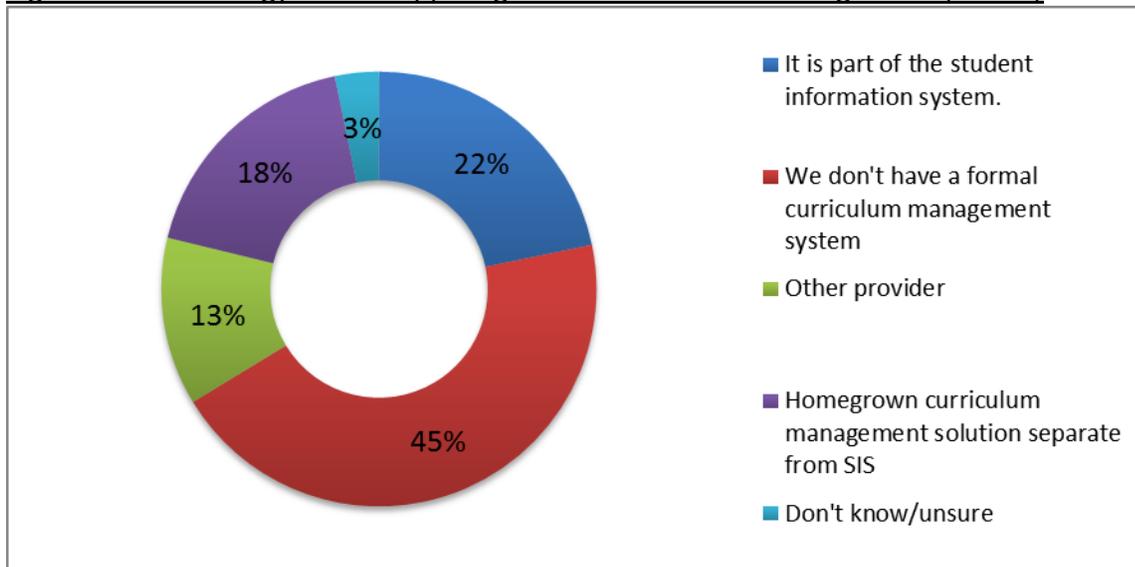


Figure 12: Technology use to support graduate curriculum management (n=184)



SIS system used to support the graduate curriculum management	Count
Banner	7
Banner - Argos	1
Banner workflows, DegreeWorks	1
Banner, Blackboard	1
Banner, EMS, Sharepoint	1
Campus Cafe	1
CAMS	1
Colleague	5
Homegrown SIS	3
PeopleSoft	7
PowerCampus	7
<b>Other technology provider used to support graduate curr. mgmt.</b>	
Acalog	1
BlackBoard	1
CDS - Curriculum Development System	1
CourseLeaf	10
Curriculog	3
Decision Academic, changing to Governet	1
Email and Excel	1
NOLIJ document imaging system	1
SharePoint	1

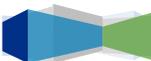


Figure 13: How many times in a calendar year changes are made effective for graduate programs/degrees (n=181)

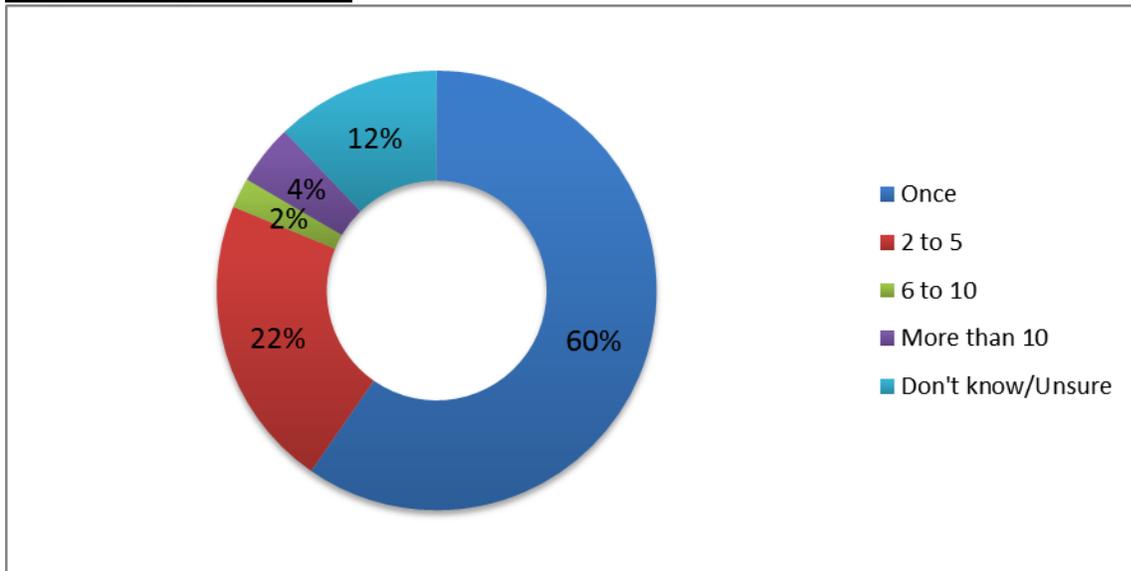


Figure 14 : How many times in a calendar year changes are made effective for graduate courses (n=181)

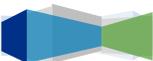
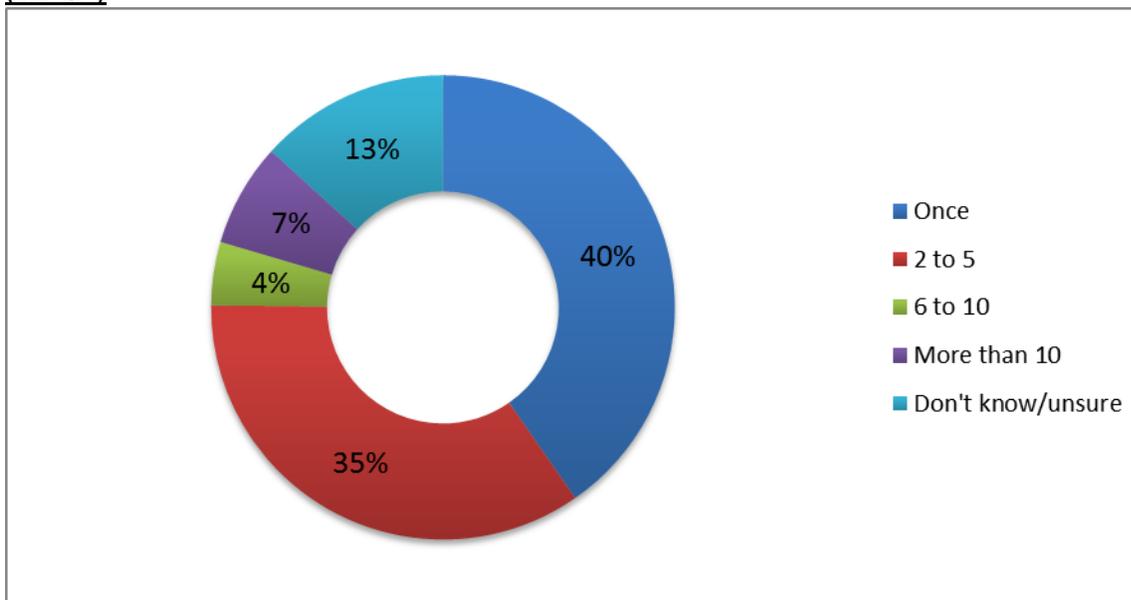
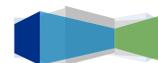


Table 5: Type of engagement in graduate curriculum process by entity

	Chief Academic Officer	Governing Board	Faculty Senate or equivalent	Academic Dean responsible for program/degree	Registrar	Administrative lead in curriculum management office	Individual faculty member	Count
<b>Approves changes to existing programs</b>	47%	21%	62%	72%	23%	14%	18%	169
<b>Approves new programs</b>	61%	58%	65%	68%	17%	11%	14%	170
<b>Approves changes to existing courses</b>	31%	13%	46%	71%	29%	14%	26%	167
<b>Approves new courses</b>	39%	16%	55%	69%	26%	13%	21%	168
<b>Initiates a proposed change in the curriculum</b>	20%	6%	29%	63%	16%	16%	63%	165

Additional comments on graduate-level curriculum management practices are included in Appendix G.

Questions regarding this or other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research, at [wendyk@aacrao.org](mailto:wendyk@aacrao.org).



## Appendix A: AACRAO February 2016 60 Second Survey

### Curriculum Management Feb 2016

Please note: As an exception to the norm for 60 Second Surveys, this one will likely take about 2-3 minutes instead of just 1. We intend to use the data to support part of a guidebook on curriculum management. Thank you for your continued support of AACRAO's research efforts.

#### For the purpose of this survey, which one curriculum management practice do your responses represent?

You may repeat this survey if you represent both populations. To do so, use the link provided on the "Thank You" page to submit a second survey. We want to be able to clearly differentiate undergraduate from graduate and/or professional curriculum management practices. Thank you.

- Undergraduate
- Graduate and/or Professional

#### Does your institution have a stand-alone curriculum office?

That is, an office that is a separate unit as compared to a function that is contained within another office or spread across multiple offices (e.g., Provost, Registrar).

- Yes
- No

#### What division is primarily responsible for curriculum management at your institution?

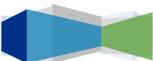
- Academic Affairs
- Enrollment Management
- Other, please specify... \_\_\_\_\_

#### How many full-time-equivalent (FTE) employees work in this office?

- 1-3
- 4-6
- 7-9
- 10+
- Don't know/unsure

#### Approximately how many different academic offerings (majors, minors, certificates, concentrations, specializations, and graduate programs) are at your institution?

- Less than 25
- 25-74
- 75-100
- 101-149
- 150-199
- 200-249
- More than 250
- Don't know/unsure



**What technology is used to support the academic catalog?**

- It is part of the student information system. Please indicate which one (e.g., Banner, PeopleSoft, homegrown SIS) \_\_\_\_\_
- Homegrown catalog solution separate from SIS
- Other provider (e.g., Courseleaf, Acalog) \_\_\_\_\_
- We don't have a formal catalog management system
- Don't know/unsure

**What technology is used to support curriculum management (e.g., workflows, approvals)?**

- It is part of the student information system. Please indicate which one (e.g., Banner, PeopleSoft, homegrown SIS) \_\_\_\_\_
- Homegrown curriculum management solution separate from SIS
- Other provider (e.g., Docufide) \_\_\_\_\_
- We don't have a formal curriculum management system
- Don't know/unsure

**How many times in a calendar year are changes allowed to be made effective for a program/degree?**

For example, changes may be submitted for approval at any time but only made effective at the start of a new academic year. In this example, the answer is "once".

- Once
- 2-5
- 6-10
- More than 10
- Don't know/Unsure

**How many times in a calendar year are changes allowed to be made effective for courses?**

For example, changes may be submitted for approval at any time but only made effective at the start of a new academic year. In this example, the answer is "once".

- Once
- 2-5
- 6-10
- More than 10
- Don't know/unsure

**Portfolio of Responsibilities for Curriculum Office**

Responsible = not a delegated function, work completed in the unit;  
 Supervise = delegated and supervised, a different unit or units are responsible for doing the work;  
 Participate = neither supervise nor delegate but influence decisions related to that function;  
 Inform = relay information about a function but have no decision making influence or authority;  
 N/A = none of these.

	Responsible	Supervise	Participate	Inform	N/A
Degree Audit	<input type="radio"/>				
Catalog maintenance	<input type="radio"/>				
Transfer articulation equivalency decision	<input type="radio"/>				
Transfer articulation processing (input into system)	<input type="radio"/>				

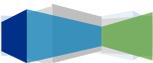


**Please indicate how each of the entities below is engaged in curriculum management process.**

Please check all that apply.

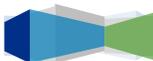
	Chief Academic Officer	Governing Board	Faculty Senate or equivalent	Academic Dean responsible for program/degree	Registrar	Administrative lead in curriculum management office	Individual faculty member
Approves changes to existing programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approves new programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approves changes to existing courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approves new courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates a proposed change in the curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional comments.**

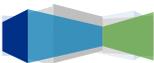


## Appendix B: Respondent Count by Country, State/Province

Country, State or Province	Count
Antigua and Barbuda	1
Armenia	1
Australia	1
Bolivia	1
Canada	32
AB	5
BC	9
MB	3
NL	1
NS	1
ON	11
QC	1
SK	1
Costa Rica	1
Cote d'Ivoire	1
Egypt	1
France	1
Italy	1
Qatar	2
Singapore	1
United Kingdom	1
United States	900
AK	3
AL	16
AR	10
AZ	12
CA	68
CO	21
CT	12
DC	5
DE	4
FL	26
GA	20
HI	4
IA	15
ID	8
IL	37
IN	20

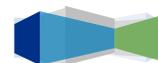


KS	10
KY	16
LA	8
MA	43
MD	22
ME	7
MI	25
MN	20
MO	25
MP	1
MS	2
MT	9
NC	20
ND	3
NE	12
NH	5
NJ	13
NM	8
NV	6
NY	61
OH	38
OK	12
OR	14
PA	58
PR	4
RI	7
SC	13
SD	7
TN	11
TX	51
UT	9
VA	21
VT	6
WA	20
WI	24
WV	7
WY	1
<b>Grand Total</b>	<b>945</b>

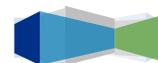


## Appendix C: Respondent Count by Institution Type, Size and Control

Type, Size and Control	Count
lower division only	119
Under 1,000	26
Public	15
Private, not-for-profit	7
Private, proprietary	4
1,000 - 2,499	26
Public	25
Private, not-for-profit	1
2,500 - 4,999	27
Public	26
Private, proprietary	1
5,000 - 9,999	23
Public	22
Private, not-for-profit	1
10,000 - 19,999	14
Public	14
20,000+	3
Public	2
Private, not-for-profit	1
undergraduate	130
Under 1,000	38
Public	4
Private, not-for-profit	29
Private, proprietary	5
1,000 - 2,499	61
Public	13
Private, not-for-profit	48
2,500 - 4,999	17
Public	10
Private, not-for-profit	6
Private, proprietary	1
5,000 - 9,999	5
Public	5
10,000 - 19,999	6
Public	5
Private, not-for-profit	1



20,000+	3
Public	3
undergraduate, graduate and/or professional	667
Under 1,000	67
Public	2
Private, not-for-profit	57
Private, proprietary	8
1,000 - 2,499	140
Public	14
Private, not-for-profit	122
Private, proprietary	4
2,500 - 4,999	127
Public	31
Private, not-for-profit	96
5,000 - 9,999	130
Public	72
Private, not-for-profit	58
10,000 - 19,999	106
Public	72
Private, not-for-profit	31
Private, proprietary	3
20,000+	97
Public	86
Private, not-for-profit	10
Private, proprietary	1
graduate and/or professional	28
Under 1,000	24
Private, not-for-profit	22
Private, proprietary	2
1,000 - 2,499	2
Public	1
Private, not-for-profit	1
2,500 - 4,999	2
Private, not-for-profit	2
Other	1
5,000 - 9,999	1
Public	1
<b>Grand Total</b>	<b>945</b>

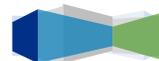


## Appendix D: “Other” divisions with primary responsibility for curriculum management for those with no stand-alone undergraduate curriculum management office

Response	Count
Academic Affairs and Enrollment Management	1
Academic Affairs and Registrar services are together	1
Academic Affairs approves them but Enrollment Management implements and enforces	1
Academic Affairs, in conjunction with the Academic Departments, the provost, and the registrar	1
Academic Deans for each of the colleges	1
Academic departments	1
Academic Senate	2
All Academic units manage their own curriculum	1
Associate provost and enrollment management who both report to academic affairs	1
Both Academic Affairs and Enrollment Management	1
Both Enrollment Management and Undergraduate Studies	1
College Dean's Office and University Registrar (Provost Office reporting line)	1
Curriculum Committee	1
Dean & Registrar	1
Dean of Arts & Science / Registrar	1
Dean of Faculty	1
Dean of Nursing - Faculty Organization	1
Dean's office	2
Dean's Offices/Curriculum Cmtes	1
Dean's Offices; decentralized	1
Directors of each program major	1
Divided between Vice-Provost's Office and individual Faculties	1
Each department maintains their curriculum. Registrar's Office is the gatekeeper.	1
Each School is responsible for its own Curriculum	1
Each school sets its own curriculum; curriculum data is maintained in a centralized system	1
Faculties and AVP Academic	1
Faculty	1
Faculty Committee	1
Faculty Council on Academic Standards	1
Faculty, technology and implementation supported by academic affairs	1
For proposals, office of academic planning; for implementing, registrar's office	1
Institutional Research Director approves after being vetted though Academic Unit Curriculum Committee approval	1
Instructional Support, which is academic in nature vs enrollment services	1
It is a jointly shared function. Faculty review and approve curriculum, University Registrar (under Enrollment Management) implements what is approved.	1
It is housed within a committee that is represented by all colleges	1



Many areas involved, each has different responsibilities.	1
No central unit. Decentralized among various committees, Faculty and Academic Departments, with Registrar administering a shared system.	1
Office of the Provost/Office of the University Registrar	1
Our faculty	1
Provost and Academic Affairs	1
Provost and Registrar office	1
Provost's Office	2
Registrar and Enrolment Services Office	1
Registrar and Provost's Office	1
Registrar's Office	25
Schools and academic departments and programs. Lateral control	1
Senate	1
Shared between enrollment management (registrar) and academic affairs	1
Shared between Enrollment Services and VP of Learning	1
State institution - Governance committees as per the faculty collective bargaining agreement.	1
Student Academic Services	1
Student Affairs	1
Student Affairs (Enrollment and Student Services)	1
Student Records and Academic Information	1
The Registrar is on the curriculum committee and has a vote. The Registrar's office enters all the data into our Banner System.	1
The Registrar's Office in the division of Student Academic and Advisement Services	1
There is a Committee within each school, coordinated by the Dean's Office or school's Registrar Office	1
There is a stand-alone curriculum office (dedicated to curr and assessment) but the Reg Ofc handles some of it too. Acad Aff for the Curr office and EM for the Reg Ofc.	1
This is a blend of academic affairs, enrollment services and the registrar's office	1
Undergraduate Education	1
Undergraduate Studies Curriculum Committee	1
Vice Provost for Undergraduate Studies oversees the two curriculum committees established by Faculty Council. The committees actually hold the power.	1
VP of Academic Affairs together with Deans of our various programs. Final approval is given by the university's Committee on Academic Affairs and voted on by the university's Academic Senate.	1
VPAA Office	1
We have a person from Academic Affairs who oversees the curriculum meetings, but all updates to Banner occur in the Registrar's Office	1
We have a VP of Academic and Student Success which academic affairs, advising and enrollment mgmt. report	1



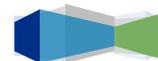
## Appendix E: Sample of additional comments about undergraduate curriculum management practices\*

\*Raw data

Response
Approval by Chief Academic Officer only after approval by Faculty Governing Committees.
Our Curriculum Committee is a critical piece in making any of these changes. They must approve everything.
Curriculum changes/additions are sent from academic department to curriculum committee. The provost and registrar sit on the committee, along with several faculty. Once changes are approved by the committee, formal approval (or support) is given by faculty association.
College has a curriculum committee comprised of faculty and administrators
Each college has a curriculum committee that approves programs and changes that then go to the Dean and Faculty Governing Board/Executive Committee in each college before going to the University Curriculum Committee that approves programs and courses on behalf of the Chief Academic Officer. The Registrar reviews each new program put forward, can make recommendations and comments, but is ex-officio on the University Curriculum Committee.
All changes to courses and programs are submitted to Committee on Program and Curriculum (CPC). If they are approved by CPC they will go before the full faculty for vote at the regularly scheduled faculty meetings.
Our Educational Policy Committee reviews and approves all of these kinds of changes. Includes faculty from each academic division, Provost, and Registrar.
Changes in curriculum are first proposed by the department chair that oversees the major. For the record, we are currently negotiating with Courseleaf and may be purchasing their suite of products to replace our homegrown system In 2016.
I am assuming that "governing board" is the board of trustees or other overarching management structure. At our small liberal-arts college, we have a curriculum committee who acts on behalf of the faculty as a whole to approve changes and/or new courses, but the full college faculty would vote for a new *program*.
Academic programs and the Curriculum Committee (a committee of the faculty) are involved with all of the items mentioned above.
While the Registrar is not involved in approving changes, he is on the curriculum committee
Initiated by Faculty and vetted through school curriculum committee, approved by Acad Dept. Chair, approved by Dean, approved by Undergraduate or Graduate Curriculum Committee, final authorization by Provost/Chief Academic Officer. Registrar is ex-officio member of Undergraduate and Graduate Curriculum Committee and advises on proposed changes and new curriculum.
All curriculum changes must have Department, Division, Curriculum Committee, Registrar, and Provost approval.
At FLC, a faculty member/dept. proposes changes to its curriculum. It flows through to the dean, then Registrar. Once impact studies are complete, the Registrar pushes it to the Curriculum Committee. Once approved, the proposal goes to the faculty senate. If approved, the proposal goes to the Provost for final approval before sending it on to the Registrar's Office for inclusion in the catalog. If there is a new program (major), it has to be approved by the Board of Trustees and CCHE.
We have a curriculum committee elected from the faculty. Department faculty initiates changes and then the college (Arts & Sciences or Professional Programs) approves them before it goes to the Curriculum Committee.
The Vice Provost for Curriculum sits on the institution's curriculum committee, so is involved in the approval process for new and changing programs.



The office of the Vice Provost for Curriculum reviews new course proposals, and proposed course changes. They are approved by that office, but do not get reviewed by the institutional curriculum committee.
Each college office has a curriculum committee that reviews new and proposed changes to programs.
Curriculum changes begin at the department level. Once approved by the department, changes are approved by the School then submitted to the Curriculum Council before being sent to the Faculty Assembly for approval. The addition of new programs follow the same steps with the addition of being sent to the Board for approval. All changes are submitted to the Provost Office before being sent to the different levels of approval.
Departments within each college/school are responsible for new courses and changes to existing courses. Curriculum changes come from the departments and are approved within each college/school by a college/school curriculum committee or dean. New programs are presented by the Dean to the Chief Academic Officer/Vice President for Academic Affairs/Provost
Faculty Senate is not the appropriate group - we have a separate undergraduate curriculum committee that is part of the process of approving new programs and changes to existing programs.
We have a Curriculum Committee. The Committee reviews and approves any curriculum changes or new programs submitted by the academic division.
Governing Board is equal to Catalog/Curriculum Committee
Individual department chairs propose additions and changes. They are reviewed by a programs subcommittee and presented to the Academic Policies Committee. Approved proposals are presented to the entire faculty for approval. Academic Policies is comprised of 8 voting members (the Academic Dean of the University and 7 faculty members). There are several other contributing members on the committee including student representation, associate academic dean and the registrar.
The particular school (Arts, and Sciences) proposes all the necessary changes. Once voted upon by the particular school it goes to the Academic Affairs committee which approves it. After that it goes to the Chief Academic Officer for approval and then the Governing Board.
I have used "individual faculty member" to include program directors and department chairs. They both play a major role in curricular change.
We have an Academic Affairs Committee that receives requests for curriculum changes from academic departments. If approved, these are taken to the entire faculty for approval. If it's a new major, the President's Cabinet must make the initial approval. Registrar ensures the details fit within all policies.
There is a Curriculum Committee with faculty members and administrative ex-officio members that receives, reviews, and approves new courses/programs initiated and previously approved by departments and schools. Once approved by the Curriculum Committee the proposals go on to the Provost for final approval.
Faculty may propose changes through their academic department. If department approves, proposal goes to Curriculum Committee.
Academic Council, comprised of deans, faculty department representatives, the Registrar and chaired by the Provost approves all program changes, new programs, etc.
Academic Departments propose changes to the curriculum.
Changes to existing programs that are minor are approved at the college level and then communicated to all via announcement at faculty meeting.
Registrar serves on the Curriculum Committee of the Faculty Senate that reviews courses and programs proposed for changes and/or new initiatives. However, the Registrar does not have voting rights.



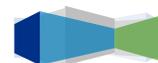
I was unsure how to answer this because none of the choices fit. In the first 4 listed above, all academic issues go to the curriculum committee which is made up of members from each academic discipline area of the faculty. Once they approve any change, it goes to the full faculty for a vote.
All curriculum changes start at the academic department level. Things are approved by the curriculum committee in the department (made up of faculty), then they are approved by the Department Chair. Then, changes move to the University Curriculum Committee (made up mainly of all the Department Chairs and the VP of Academics and the Registrar). Then, changes to existing programs and new programs are approved by our Executive Education Council made up of heads of various administrative and academic departments.
Our real response would be a faculty committee, Educational Policy Committee, not just an "academic dean." The dean provides oversight but we have a VERY strong faculty governance system here, and the faculty committee sets the policy.
Initiation of change is at the faculty/department level. All changes begin at the Registrar's Office, then if found to be substantive and after preliminary review, they are summarized and brought to the Educational Policy and Governance committee of the Faculty. Changes to majors, minors, concentrations are approved there. Courses and new programs of study have first approval there. The course changes are summarized in a memo to the faculty and if no objections in three weeks, are official. If objection, then it goes to the next meeting of the full faculty. New programs of study are recommended for approval to the full faculty and are subject to a vote at the next meeting.
Curricular changes go to a Curriculum Committee that consists of 6 faculty members. Once approved by Curriculum, the proposal is presented to Faculty for vote and official approval.
Certain changes, like the addition of minors or changes to credit hour requirements for program, will require President but not Board approval.
Registrar is on the curriculum committee which gives oversight to changes.
Undergraduate Curriculum Committee
Our process includes recommendations by committees and administrators at department, college, and university levels. The CAO is the approver, per se.
The university's chief academic officer (Provost) approves new degrees; everything else is handled by the individual schools.
By checking "individual faculty member, I mean that a proposed change to curriculum is initiated by the department chair, then it goes to the academic dean.
The District-wide Curriculum Committee is our equivalent to the Faculty Senate. This includes some faculty, staff, deans, department chairs, student services, and the Registrar
The department chairs and deans make recommendations for curriculum changes (a single faculty member would make the request to this group)
This was difficult to answer. Our Curriculum Committee is comprised of 7 faculty members, 3 students and 2 administrative voting members (Registrar, Director of Advising). The VPAA serves as a co-chair with a faculty member. So, the faculty member on the CC approves many of the changes mentioned above.
We have a Curriculum Committee that approves major/minor changes and changes to course descriptions, but for course/program additions or deletions the full faculty must give final approval.
You do not list a Curriculum Committee or President of the College as options. All Curriculum Changes (except changes to Courses) are approved by a Curriculum Committee and then the Faculty Senate, CAO and then President.



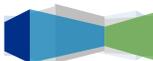
<p>We have a faculty committee called the University Curriculum Council (UCC) that approves all new courses and programs, and changes to existing courses and programs. The actions of the UCC are distributed to all faculty members in the form of meeting minutes; any faculty member can raise objections to any UCC decision by voicing disagreement within 2 weeks, or choose to give their consent by simply remaining silent.</p>
<p>Individual faculty members propose curricular additions or changes to their academic division. After division approval, the proposal moves to the faculty Curriculum Committee. If the Curriculum Committee approves, the proposal goes before the full faculty for final vote.</p>
<p>The Faculty Senate has a sub-committee, the Curriculum Committee which oversees most of these approvals</p>
<p>The Registrar's Office has an opportunity to review; but, the approval is not required for the proposal to move forward in the process. Our faculty curriculum committees are at the (1) department, (2) college, and (3) university level. No academic dean or individual faculty member makes approvals.</p>
<p>Our Dean and Registrar serve on a curriculum committee and provide input and suggestions to changes, etc. We are not allowed to vote on changes but do have a critical role in curriculum.</p>
<p>We have approval steps at the department and college levels too - see <a href="https://www.ndsu.edu/facultysenate/acadaffairs/channels/">https://www.ndsu.edu/facultysenate/acadaffairs/channels/</a></p>
<p>Registrar does provide input but is not an official approver of curriculum. We help ensure intent is carried out.</p>
<p>Assuming that Governing Board is equivalent to Academic Council</p>
<p>As registrar, I don't approve the curriculum proposals, but the office does help to facilitate the process and double check the influence of the change on the overall curriculum.</p>
<p>Registrar and Faculty sit on Curriculum Committee and makes recommendations.</p>
<p>We have no Faculty Senate; there is a Curriculum Committee which is comprised of faculty and administrators - the committee has one function.</p>
<p>The Governing Board is not involved in curriculum; each program has an advisory committee comprised of business people/employers in the program field - curriculum changes must be approved by this committee.</p>
<p>Some changes are approved without discussion.</p>
<p>Trinity Western University has a Curriculum Sub-Committee of Senate which does much of the work of managing the curriculum of the University. The Registrar, as a member of the Senate, is always consulted in curriculum changes.</p>
<p>We have a faculty committee that approves changes to existing programs, approves new courses and changes to existing courses.</p>
<p>Individual faculty or department chair submit proposal (for new or revised course or program) to Dean to review. If a non-substantial change, Dean can approve. Otherwise goes to Curriculum Committee (made of up faculty representatives, registrar, dean, chief academic officer) for approval.</p>
<p>Note: We have a clear delineation of roles. The Registrar reviews to make sure process and policy is followed. The Academic faculty make sure the content of programs and individual courses meet the required levels for the University.</p>
<p>Department chairs initiate departmental curricular changes, Deans initiate changes in college general education</p>
<p>We are part of a 10-college district. The curriculum process is managed and directed at the district level. Faculty and Instructional councils design the course and program content. There are several check points, and reviews, including first readings, reviews by instructional councils, etc. before final approval occurs at the district curriculum council level.</p>
<p>New programs must be approved by our entire faculty by simple majority once they have received a recommendation for approval from Curriculum Committee.</p>
<p>Assumed Administrative lead in curriculum management office is Curriculum Committee</p>



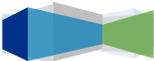
Curriculum changes begin with faculty, are approved by department and then college curriculum committee and then university wide curriculum committee (for that type of course or program (undergrad, grad, teaching licensure)).
Gen Ed courses are approved by an additional review committee.
We have a Curriculum Advisory Committee, composed of a discipline chair from each discipline. It is faculty led and they review all changes to course curriculum and approve/deny. There is a separate Academic Program Resource Committee, composed of faculty and Academic Deans, which reviews all new programs or programs revisions before they go to College Council (VPs from every major department).
We have a college-wide Curriculum and Instruction Committee comprised of faculty and advisors from across disciplines and campuses that review and make recommendations on curriculum changes.
Our flow process is not very well defined nor adhered too. Would like to initiate changes for process....but with limited faculty, changes are not easily accepted.
Most changes are submitted to the Curriculum Committee through action at the departmental level. I notice that department is NOT listed as an option here. Program changes are broader than course changes and require a different pathway. However, all begin at the department/program level.
The Registrar is engaged in all steps above but does not formally vote on proposals.
Faculty Senate is represented as a Curriculum Committee. New programs must go to the full Faculty Senate.
Tough to answer as there are "small" changes and "big" changes - and they follow different rules. Also - department chairs are not listed - and they have a role in approval of new courses and changes
The Registrar's staff meets with the Faculty proposing new programs or substantial changes to existing programs, to review before the proposals submitted to the Curriculum Committee. Representatives from the Registrar's Office are ex-officio members of the Curriculum Committee.
All approvals are done through an institution wide curriculum committee which is a sub-group of our general faculties council (Senate)
All changes must go through a Curriculum Committee both at the Graduate and Undergraduate level. Committee is made of faculty, Associate Deans, and Registrar.
While all faculty may be involved through College curriculum committees, and discipline specific curriculum work we do not have a faculty senate at the University level.
School Chairs have a role in approving course and programs additions/deletions/changes
Faculty Senate only approves changes when they effect GER courses, courses or programs that are shared by different disciplines.
All curriculum changes are initiated by the academic department. The changes are then reviewed and approved/denied by University Curriculum Council, which consists of the Associated Academic Vice President for Curriculum (Chair), Associate Deans for Curriculum (one from each college), Director of Outcomes & Assessments, and University Registrar. Select curriculum proposals must also be approved by the Dean's Council, President's Council and Board of Trustees.
The academic division approves changes and initiates changes too.
Approval processes may vary slightly between different colleges/schools on our campus.
Registrar's office and admin in curr. management, process new programs, existing courses and new courses after they have been approved by Faculty Senate
We have a University Curriculum Committee that approves curriculum before it goes before Faculty Senate. The Registrar has a say in the curriculum throughout the process but cannot approve or deny curriculum.



Proposed curriculum changes actually start with the academic department's curriculum committee, approved by the academic department chair, and then submitted through the governance process. The governance process has the All University committee, the Curriculum committee, the Academic Policies committee. All recommendations filter up through the All University committee to the Provost, to the University President for final approval.
Individual Department Chairs are responsible for initiating proposed changes to curriculum.
Curriculum changes are submitted to and reviewed by the Curriculum Development and Review Committee, consisting of the Provost (ex-officio), the Assistant Dean of Curriculum, the Registrar, Program Deans/Chairs and 2 faculty representatives. The Committee makes its recommendations to the Provost (Chief Academic Officer), who has final approval.
Policy is to allow degree plan and course changes once per year before the start of the academic year, however there are exceptions for errors or new programs.
Curriculum Committee approves all changes after departments and academic dean move it up the chain.
Curriculum changes at Emory & Henry College are vetted first by the Academic Policies committee and then voted on by all faculty.
We do have a body called "Faculty Senate" but they have a different function.
Changes to the curriculum are initiated by the academic department that 'owns' the program. I didn't see that as an option above.
Governing board is the Academic Affairs and Standards Council
These options do not represent well the process at our institution. In addition to the local dean reviewing changes and new courses and programs, the department chair also approves. We also have a curriculum committee that reviews all proposals (except course changes), and that body includes representation from every decanal unit, the Faculty Senate, and the Dean of Undergraduate Education.
We have a Curriculum Committee
Although the Registrar doesn't formally approve all curriculum, curriculum can be stopped or sent back if there are concerns from the Registrar or curriculum office.
Our Curriculum Committee approves rather than the CAO
Registrar's Office provides guidance and support and many suggestions are implemented based on Registrar's Office advice. We are new to having our own Board so for now they really only look at new programs. Provost's Office ensures everyone follows policy and standards but all true approvals are faculty through Curriculum Committee and Faculty Senate.
The Department Chair or School Dean initiates proposed changes for their department and submits them to their Academic Dean for review. These proposals are then reviewed by the Academic Policies Faculty Committee before being presented to full faculty for vote.
The Registrar and the curriculum management office provide support for the process and implement that actions approved during the process, but neither entity has an approval role or initiates anything.
College curriculum committees, and the University Curriculum Committee approve all changes. Graduate Council approves all graduate changes prior to University Curriculum Committee. These three weren't listed above.
Minor changes changes (add/drop options/emphases, minors, name changes or regulation changes) to programs must also be approved by the President's Office.
Significant changes (add/drop degree/major, offer program online, add/drop department or college) to programs have the same approvals as minor changes, and must be included on the five year plan, and also reported to the accrediting body.



The Provost's Office is also involved with all program changes.
Curriculum Committee and Shared Governance Council approve, then approved by College President
Entirely new programs must be run by the system office for each college review before they are able to proceed.
Our departments (below the dean) initiate a proposed change in the curriculum.
The curriculum management process can be different depending on whether the requested change impacts only the major/college or if it touches the general education curriculum and requires faculty senate/provost approval. The Registrar is responsible for all changes in the system but has little to no authority on changes to or creation of curriculums/courses.
Registrar participates in Curriculum Governing Board & Faculty Senate.
We have an academic policy committee in each College/School that reviews and makes decisions regarding new programs/courses and changes to these.
Registrar participates in the process but not as a voting member of Faculty Senate or equivalent.
We have a CRC (curriculum review committee) formed by faculty and the Registrar. This committee approves/disapproves changes to curriculum proposed by the Academic Departments. I didn't see a category for this, thus I left them in blank.
Two important groups in our process are missing from this survey question. The academic department (program) votes on curricular changes before a proposal is presented to the curriculum committee, which is an arm of the undergraduate college. Both the department and college have a role in each of the approval steps shown above.
The Administrative lead in the curriculum management office oversees the curriculum management process and ensures policy is followed, but doesn't approve.
Changes to programs and approval of new programs require the involvement of Undergraduate Council which includes faculty representation.
Program changes are approved solely by our Academic Priorities Committee -- a mostly-faculty committee that includes the Registrar and the Dean of Faculty. I marked Faculty Senate...but it's really not the full faculty senate. New courses and changed courses are approved by that body and then by the full faculty at "Senate equivalent".
Our Academic Committee is the equivalent of a Faculty Senate. The Chief Academic Officer chairs that committee, and the registrar is a member of the committee. Both help to facilitate processes but do not initiate changes. The remaining members of the committee are selected faculty members, selected by their peers. The Governing Board approves any new programs. They also must approve any changes to the General Education Core.
The individual Faculty Member must be a department or program chair
We have School specific curriculum committees (i.e., School of Arts and Sciences, School of Nursing) and a second layer of a College-wide Curriculum Committee with representation from all four academic schools. For changes to new programs, new courses, etc. - Process goes Faculty/Program->School Curriculum->College Curriculum->Faculty Senate. If it is a new program/major all of the previous steps plus ->full faculty if it is a new program->Administration if it is a new program->Board of Trustees for new programs->Northwest Accreditation.
Our "Governing Board" for this purpose is a committee made up of faculty, administrators, and students. Whether that committee or the faculty as a whole (senate) approves changes to existing programs depends on the extent of the changes.
Program Coordinators are responsible for changes/updates in their respective areas. It is not simply any faculty member who can propose changes to courses or curricula



Workflow may include an approval process within the school before it is launched into the university approval process, with several steps along the way that can approve or send back either as a denial or a request for change/clarification.
The president also approves changes to existing programs, existing courses, and new programs
The Committee on Undergraduate Curriculum actually approved or denies new courses. The Registrar can stop for duplication of numbers or violation of other Faculty Council rules, e.g. enforce the faculty rules.
The role of the Registrar's Office is informal and consultative. We are the final repository and implementer of all curriculum changes in the absence of a central curriculum management office, and so we have a strong role in ensuring that proposals are compatible with our student information system's parameters (Ellucian Colleague), but we do not "approve" curriculum in a formal way at present. We are looking to institutionalize the Registrar's Office's current reviews in a more definite way as we implement the Curriculog management system (from Digital Architecture) in the near future.
Roles and responsibilities are not as clearly delineated as you have presented here; however, this is the broad stroke of what happens. Much of the work is shared across departments through collaboration with each area taking on particular goals or tasks.
Faculty Senate equivalent approves "significant" changes to an existing program. Significant is determined by the curriculum council.
There are currently no restrictions on introducing new programs or courses or degree requirements ... it happens all year long. Curriculum changes are approved by an Associate Provost, which is not one of the choices listed above. They are implemented by the Course Records unit in the Registrar's Office.
There is a huge chunk missing here...Curriculum councils/committees. They are very different from FS but where most of the decision making happens.
Course and Program modification and creation are typically initiated by a department and routed through a our Curriculum Committee for approval. Minor changes are routed through Departments and Divisions before final approval by the Registrar. Once approved through Curriculum Committee or a minor change, the items are posted for a public 2 week review and if no one objects, the items are considered approved by the full faculty.
The Committee on Instruction approves all changes to existing programs, all new programs, all new courses, all changes to existing courses.
Faculty Senate or equivalent would be our Curriculum Committee. The registrar approves minor edits in course title, course description and prerequisites. All other course changes and major/minor changes (including new and removals) go through the curriculum committee and in the case of new majors/minors and removal of majors/minors also must be approved by the full faculty and board of trustees.
Existing course changes are approved either by the department, or (if they are part of the general education curriculum) by a Faculty Senate committee.
Proposals to change curriculum typically begin in departments or academic units , so none of the answers here quite fit that scenario.
The curriculum committee composed of each department chair, Dean, Associate Dean, Assistant Deans, Registrar, Librarian, Faculty Senate president vote on and approve new courses.
All program and/or course proposals (new or changes) must obtain approval in the following order: school, dean, curriculum committee, academic policy committee, faculty assembly, and then board of trustees if it is a new program. The Registrar is a member of the curriculum and academic policy committees.
Faculty gets approval from the Dean and all changes must be approved by the Curriculum Committee and Registrar inputs changes into the system
While the Registrar's Office does not approve or initiate, it guides the process and implements.

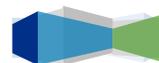


All curriculum changes are approved by our Undergraduate Standards and Curriculum Committee. Individual faculty members who serve as program coordinators initiate program changes. The General Education Committee approves any changes to gen ed courses and would be the ones to initiate any major gen ed changes.
Proposed changes in curriculum come from individual department chairs to the Faculty Curriculum Committee, chaired by the Associate Academic Dean. Changes approved by Curriculum Committee must then be approved by Faculty as a whole.
Our review and approval process throughout the year involves review and approval by the Committee on Curriculum and Academic Policy (faculty committee which includes administrators and students) for changes for existing programs, approval of new programs (majors/minors), significant changes to existing courses (especially if the course will fulfill a new degree distribution requirement) and new courses. We have a comprehensive curriculum review process between Jan - March as we compile the next Academic Year catalog. The full curriculum is sent to and voted by the Academic Council (equivalent of a faculty senate). We make changes to the curriculum throughout the year and approval is delegated to the faculty committee when these changes come outside of the Jan-Mar curriculum review process.
Any changes initiated by the faculty to the catalog goes through Curriculum Committee before any action is taken
The Faculty Senate approves through a Senate Curriculum Committee. The full senate does not review curriculum proposals.
Faculty union sets the approval process for courses and programs which starts in the department, moves to university curriculum committee, moves to a faculty governance committee and then finalized by president.
Most changes and new courses are initiated on the academic department level. The senate must approve new degree programs. Minors and certificates are initiated administratively
We have a curriculum committee which approves all changes to courses and programs, as well as new courses and programs. New programs or substantial changes to programs have to also be approved by our Faculty Senate or Assembly as we call it.
The Chief Academic Officer always has the option to veto a decision.
There are college curriculum committees, made up of faculty, that initiate all curriculum and course changes.
Based upon type of addition or changes may require accreditation review and approval.
Curricular changes in general education requirements may be initiated through the college sponsoring the course, but Faculty Senate will also approve these changes.
We have a Curriculum Committee that serves somewhat as a Governing Board for curriculum processes.
The administrative lead in the curriculum management office does not approve new programs, new courses, or changes to existing programs or courses. However, they do review submitted information before the information is moved to the faculty senate or equivalent, and have the ability to approve or reject the changes or new program or course at that time.



## Appendix F: “Other” divisions with primary responsibility for curriculum management for those with no stand-alone graduate curriculum management office

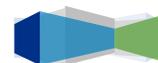
Response	Count
A blend - academic affairs, enrollment services, registrar's office	1
Academic College Deans	1
Academic Dean	1
Academic Dean, Academic Director and Executive Director MBA Programs	1
Academic Senate - Graduate Council	1
Combination of academic departments & Registrar's Office	1
Curriculum Committee	3
Curriculum Committee consisting of faculty members.	1
Curriculum Committee made up of faculty and staff	1
Curriculum Committee, faculty, and Dean	1
Dean's Office within each school in collaboration with Enrollment Services/Registrar	1
Deans offices of the individual graduate schools	1
Director of Programs	1
Each college	1
Enrollment Management and Graduate School	1
Faculty led curriculum committee within the law school	1
Graduate Curriculum Committee	1
Graduate Dean & Academic Affairs	1
Graduate Division and Registrar's Office (shared governance)	1
Graduate Education Council (per the faculty collective bargaining agreement.	1
Graduate School in concert with enrollment management (registrar) and academic affairs	1
Individual colleges have their own cadre of ppl who work on curriculum, not offices per se	1
Individual departments propose and vet before being approved by Committee on Academic Standards and Advisory Board	1
Individual school	1
Jointly shared - faculty submit changes which are reviewed and approved by University Curriculum Council; registrar implements changes	1
Office of Faculty and Research	1
Provost and Registrar office	1
Registrar's Office	3
Schools	1
Split between Academic Affairs and the Registrar	1
Student Affairs	1
Student Development	1
The department itself and the Registrar's Office	1
The individual professional schools/programs on our campus.	1



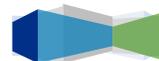
## Appendix G: Sample of additional comments about graduate curriculum management practices\*

\*Raw data

Response
Vice Provost for Curriculum serves on the institutional curriculum committee, thus is involved in the approval process for new and proposed changing programs.
The State Department of Higher Education reviews any newly proposed graduate programs.
In addition to a review by the institution's curriculum committee, all grad program changes (and new proposals) are reviewed by the Graduate Research Council.
Colleges and departments are more engaged with course proposals, as is the office of the Vice Provost for Curriculum. That office approves course changes.
Faculty Senate is not the appropriate level - each graduate school has an curriculum / educational policy committee that is part of the process in approving new programs and changes to existing programs
Curriculum changes begin at the department level. Once approved by the department, changes are approved by the School then submitted to the Curriculum Council before being sent to the Faculty Assembly for approval. The addition of new programs follow the same steps with the addition of being sent to the Board for approval. All changes are submitted to the Provost Office before being sent to the different levels of approval.
Our graduate schools all have faculty curriculum committees, which review proposals and adopt new policy, so it's not really the "academic dean" but rather the faculty governance process that proposes new programs and approves all changes to programs and courses.
Since we are a professional/graduate campus, all of the curriculum management occurs within the respective schools/programs. Generally speaking, curriculum management is handled by the curriculum committees of each school in conjunction with the respective academic dean of each school. The registrar's office only establishes the programs in the SIS (Banner) as well as course catalog records upon a school's request. The only thing that needs approval outside of the schools is new or discontinued program approval. In this case, the university's administration (academic affairs) would be involved as well as the state's board of higher ed and any applicable accrediting body of our professional school(s). Overall, it's a decentralized, but necessary, approach at our university to curriculum management.
A sub-group of Faculty Senate, the Curriculum Committee, is responsible for most of these approvals.
Governing Board = Graduate Council
Most proposed changes or new programs must first be approved by a curriculum committee before proceeding to faculty senate equivalent for approval. Approval of some changes depends on whether the course in question is core or elective (elective requires only dean approval and no curriculum committee approval is required).
Registrar office helps carry out intent and provide input throughout the curricular process.
Faculty and Academic Administrative Staff serve as members of the Curriculum Committee. This committee oversees all matters regarding curriculum including change to courses, content, credits and program changes. This committee is a sub-committee of the Faculty Senate.
We use a curriculum committee for all of these, but they go through a workflow that includes some of the above. The Dean of the College has final approval.



Curriculum changes are submitted to and reviewed by the Curriculum Development and Review Committee, consisting of the Provost (ex-officio), the Assistant Dean of Curriculum, the Registrar, Program Deans/Chairs and 2 faculty representatives. The Committee makes its recommendations to the Provost (Chief Academic Officer), who has final approval.
Graduate Program Coordinator (faculty) works within the academic department's graduate curriculum committee to submit program changes to the Graduate Education Council. Recommendations from the Council are then sent to the Provost and then the University President for final approval.
Registrar 'manages' the changes, only initiates error corrections.
Graduate Council approves any changes to catalog and curriculum.
Program changes are initiated by the Academic Department that 'owns' the program. I did not see that as an option above.
Registrar does not "approve" any curricular changes, but, provides recommendations within policy if changes or additions are proposed.
Registrar does not formally approve curriculum, but can send back or hold curriculum with concerns or which does not follow academic policy.
All new courses and programs and changes to existing courses and programs are first approved by the Curriculum Committee and then by the faculty as a whole.
Registrar doesn't initiate or approve, but handles all communications and data management.
Academic Affairs Committee together approves changes in courses, programs. This committee includes faculty reps, department heads, Dean of Academic Affairs and Dean of Students. Registrar builds the new program, courses in SIS at the direction of the committee decisions. Initiatives typically come from President, Department Heads, Dean of Academic Affairs.
For approval of new programs - accrediting agencies also play a large role
Individual Faculty Members must be Department Chairs or Program Chairs
The Registrar's Office does not actually approve changes or new curriculum, but rather is responsible for technical checks of all curriculum forms submitted. Forms do not progress in the approval process until they clear the Registrar's technical check.
The role of the Registrar's Office is informal and consultative. We are the final repository and implementer of all curriculum changes in the absence of a central curriculum management office, and so we have a strong role in ensuring that proposals are compatible with our student information system's parameters (Ellucian Colleague), but we do not "approve" curriculum in a formal way at present. We are looking to institutionalize the Registrar's Office's current reviews in a more definite way as we implement the Curriculog management system (from Digital Architecture) in the near future.
There are currently no restrictions on introducing new programs or courses or degree requirements ... it happens all year long. Curriculum changes are approved by an Associate Provost, which is not one of the choices listed above. They are implemented by the Course Records unit in the Registrar's Office. The Registrar reports to this Associate Provost.
New course and program proposals as well as course and program modifications are submitted by departments or programs to the Graduate Studies Council and if they are approved they are published for a 2 week review period. If there are no objections following the 2 week review period, they are considered approved by the full faculty. The VPAA and the Registrar sit on the Graduate Studies Council so are involved in all the approvals.



Proposed changes in curriculum come from individual department chairs to the Faculty Curriculum Committee, chaired by the Associate Academic Dean. Changes approved by Curriculum Committee must then be approved by Faculty as a whole.

All changes to the curriculum have to go through the Curriculum Committee for approval

New degree programs must be approved by Governing Boards after approval by faculty senate or equivalent.

Academic Affairs dean in consultation with individual faculty member approves changes to existing courses

Individual faculty member proposes new courses and they are automatically added to catalog

There are college curriculum committees made up of faculty who initiate all course and curriculum changes.

