Congratulations, Seed Grant Awardees!

Turning a Proposal into a Course
(with an emphasis on GenEd/ Integrative Studies)

- Curricular Work Flow & the SCCA Representative
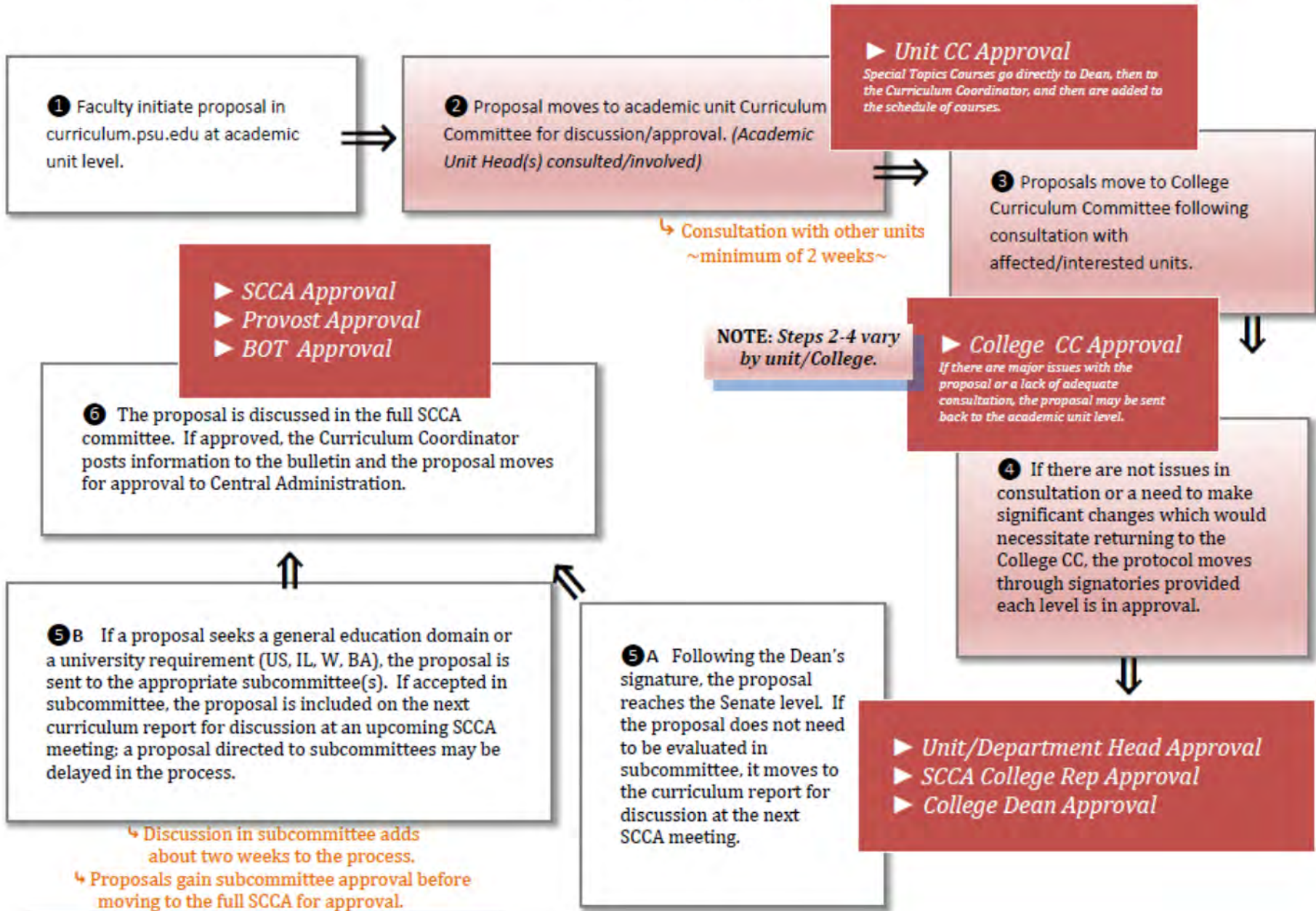- Collaboration/ Consultation
- Curricular Proposal Preparation

Curricular Work Flow

From Faculty Development to Senate Approval

Undergraduate Curriculum Process

Consultation occurs at EVERY level.

❶ Faculty initiate proposal in curriculum.psu.edu at academic unit level.

❷ Proposal moves to academic unit Curriculum Committee for discussion/approval. *(Academic Unit Head(s) consulted/involved)*

↳ Consultation with other units ~minimum of 2 weeks~

▶ *Unit CC Approval*
Special Topics Courses go directly to Dean, then to the Curriculum Coordinator, and then are added to the schedule of courses.

❸ Proposals move to College Curriculum Committee following consultation with affected/interested units.

NOTE: *Steps 2-4 vary by unit/College.*

▶ *College CC Approval*
If there are major issues with the proposal or a lack of adequate consultation, the proposal may be sent back to the academic unit level.

❹ If there are not issues in consultation or a need to make significant changes which would necessitate returning to the College CC, the protocol moves through signatories provided each level is in approval.

▶ *SCCA Approval*
▶ *Provost Approval*
▶ *BOT Approval*

❻ The proposal is discussed in the full SCCA committee. If approved, the Curriculum Coordinator posts information to the bulletin and the proposal moves for approval to Central Administration.

❺B If a proposal seeks a general education domain or a university requirement (US, IL, W, BA), the proposal is sent to the appropriate subcommittee(s). If accepted in subcommittee, the proposal is included on the next curriculum report for discussion at an upcoming SCCA meeting; a proposal directed to subcommittees may be delayed in the process.

↳ Discussion in subcommittee adds about two weeks to the process.
↳ Proposals gain subcommittee approval before moving to the full SCCA for approval.

❺A Following the Dean's signature, the proposal reaches the Senate level. If the proposal does not need to be evaluated in subcommittee, it moves to the curriculum report for discussion at the next SCCA meeting.

▶ *Unit/Department Head Approval*
▶ *SCCA College Rep Approval*
▶ *College Dean Approval*

Your SCCA Representative

Your SCCA Representative is a Resource

- SCCA has a representation for each College at University Park, University College, and each of the stand-alone campuses. The SCCA representative:
  - Thoroughly reviews proposals during the signatory process.
  - Serves as a liaison between the College and the SCCA.
  - Assists in resolutions of issues when they arise.

- SCCA Membership can be found on the Senate website: http://senate.psu.edu/senators/standing-committees/curricular-affairs/members/

- **Univ Coll – Mari Pierce**
- **Abington – Sharon Holt**
- **Behrend – Mike Lobaugh** (*replacing Rod Troester*)
- **Berks – Michael Bartolacci**
- **Harrisburg – Jen Sliko**

- **Altoona – Richard Singer** (*retiring – rep TBN*)
- **A&A – Angela Rothrock**
- **Ag – Rob Shannon**
- **Liberal Arts – Johanna Wagner** (*replacing Suzie Linn*)

- **Engineering – Bob Melton**
- **Eberly – Ken Keiler**
- **HHD – Michele Duffey**

*2018-19 Awardee Units

Collaboration/ Consultation

Collegiality and gathering input from disciplinary partners

Early Collaboration

Consultation

Consultation & collaboration attempts are an act of collegiality.

- Fostering collaboration or use of the disciplinary community:
  - Talk to colleagues who teach the same or similar courses early and often and communicate across campuses
  - Create opportunities to collaborate/ communicate (disciplinary community meetings, create opportunities across campuses, generate regular conversation)
  - Send the early e-mail to consultants to find issues early
  - Keep stakeholders informed

- Proposals which have been developed having had consultation/collaboration throughout the process tend to move more smoothly through the process.

Consultation

Consultation is Required

- The purpose of consultation is to ensure all units affected by an addition to or proposed change in curriculum have the opportunity to voice concerns and/or suggest improvements.

- Consult with:
  - all campuses where course has been taught in the last 4-5 years (*applies to change/recertification*)
  - all campuses departments/programs delivering similar content (*applies to new courses*)
  - all departments/programs/campuses affected by a change (i.e. content, a prereq, a program requiring that course)
  - disciplinary communities who may share content (i.e. sustainability affects many) or may have duplication
  - librarians (resources)

  See Senate Record 12/2/2012, Appendix H "Curricular Consultation Suggestions and Guidelines"

Consultation

Identifying Consultants for Course Changes/ Re-Certification

- The "Course Offering History" tab in the proposal system will show where and when the course has been recently offered. This is at least a good start in consultation. (Example next slide)

- Additionally, consider where students who pursue a program in the content area may originate and consult for the purpose of sharing information (and gaining students in programs).

Campuses That Have Offered (ABCD 123) Over The Past 4 Years *(Shows in a course CHANGE proposal)*

SEM	AB	AL	BK	BR	BW	CR	DS	ER	FE	GA	GV	HB	HN	HY	LV	MA	NK	PC	SH	SL	UP	WB	WC	WS	XC	XP	XS	YK
Summer 2018																												
Spring 2018																												
Fall 2017																												
Summer 2017																												
Spring 2017																												
Fall 2016																												
Summer 2016																												
Spring 2016																												
Fall 2015																												
Summer 2015																												
Spring 2015																												
Fall 2014																												
Summer 2014																												

Curricular Proposal Preparation

Proposal Submission (curriculum.psu.edu)

Course Review & Consultation System
(curriculum.psu.edu)

The Curriculum System

Faculty develop curriculum.

- Course proposals are created and vetted through the Course Review and Consultation System (CRCS) (https://curriculum.psu.edu/)

- CRCS will guide the proposer through the steps in entering a proposal and will identify all required fields (*which will differ based on GenEd domain selection/ if Integrative Studies is chosen*).

- As also posted on the Gen Ed web-site, navigating to http://kb.its.psu.edu/node/3332 may be helpful to understand how to address the prompts.

- Proposal shells with cues for information are available as GENED 100 (Non-linked, aka "naked" course), GENED 100Z (Linked), GENED 101N (Inter-domain).

A Complete Course Proposal

A Complete Course Proposal Has:

- Been submitted via www.curriculum.psu.edu

- A clear, durable description of the course content

- An outline of course topics including time allotment

- Evidence of adequate and complete consultation

- Been well justified

- Adequately completed all required proposal fields, addressing all components/questions

- An uploaded sample syllabus (if Gen Ed or Writing)

Every proposal is different in content, structure, and vision.

Entering a Proposal for Gen Ed

Tips for Success by Navigation Section

- *Course Designation*: be sure to click "Gened Recert" if existing course
- *Course Offering History:* lists campuses where the course has been offered over the past 4 years; should help proposer develop at least a portion of a consultation list
- *Course Information:* must indicate "General Education" under "Learning Attributes"
- *Additional Course Information:* indicate all preparation (if applicable) and cross-listings
- *Course Outline:* provide outline with time allotment; update the course description (if existing)
- *Justification:* address all areas
- *GenEd Requirements:* select 2-4 GenEd Learning Objectives (GELOs); partition answers by objective when addressing the components of the course are related to achieving GELOs.
- *Knowledge Domain Crit:* select 3-5; address question (for each domain); address integrative studies questions if applicable
- *Required Signatories:* enter Department Head (others should populate)
- *Add attachments:* upload pdf of sample syllabus
- *Consultation:* enter consultants and "submit request for Consultation"

Click "Send Proposal to Next Workflow Step" when ready

The Sample Syllabus

Components of the Sample Syllabus

- A sample syllabus must be uploaded at the time of course submission and must include:
  - Course abbreviation, course number, credit value
  - Prerequisites/ Co-requisites/ Concurrent Requirements/ Recommended Prep
  - Course Attributes/Designations (i.e. GA, Inter-domain, etc.)
  - General Education Learning Objectives
  - Course Description (and other critical content)
  - Course Learning Objectives
- The current sample syllabus template can be found on the Office for General Education website: https://gened.psu.edu/sites/default/files/docs/Syllabus%20Information.pdf

Integrative Studies Courses

Inter-Domain

- Need to justify the presence of content appropriate for a 50/50 split of 2 domains

- Consultation needed with appropriate faculty in both domain disciplines

- Course reviewed in GenEd and Integrative Studies Subcommittees. *Can extend time to approval.*

- Suffix of "N" is applied at time of proposal submission to easily identify an inter-domain course; an inter-domain honors course uses "Q".

See GENED **101**N

Linked

- Need to submit EACH course to approve the single domain; *Proposals would also include the linkage between the two courses*

- Consultation needed for EACH course in domain discipline and to support the linkage(s)

- Courses each reviewed in GenEd and Integrative Studies Subcommittees. *Can extend time to approval.*

- Suffix of "Z" is used to easily identify a linked course.

May want to propose a non-Z version for flexibility in offering

See GENED **100**Z (linked)

and GENED **100** (non-linked)

Thank you for attending the session today, and a hearty Congratulations on your Seed Grant!

Michele L Duffey, SCCA Chairperson (2018-2019)

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Curricular Deadlines for 2018-2019

CURRICULUM PROPOSALS DUE	CURRICULUM REPORT PUBLICATION DATE	SCCA COMMITTEE MEETINGS
May 25, 2018	*June 26, 2018*	*July 11, 2018*
August 10, 2018	August 28, 2018	September 18, 2018
September 21, 2018	October 9, 2018	October 23, 2018
October 26, 2018	November 13, 2018	December 4, 2018
December 14, 2018	January 15, 2019	January 29, 2019
February 1, 2019	February 19, 2019	March 12, 2019
March 22, 2019	April 9, 2019	April 23, 2019

- http://senate.psu.edu/senators/important-dates/
- For courses requiring subcommittee review (Gen Ed, Int Studies, BA, US/IL, Writing), submit to Senate approximately 3-4 weeks prior to proposal due date.