

Timing Curriculum

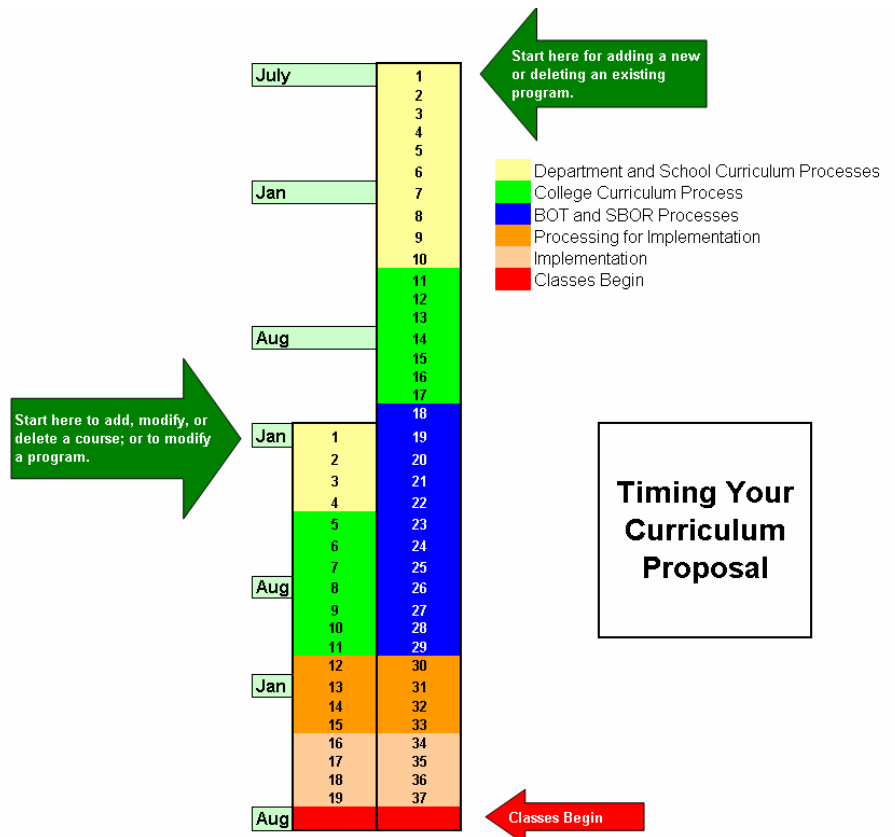
Perhaps one of the most perplexing questions that arise concerning the curriculum process is, “How long will it take?”

The time necessary to take an item from *idea* to *classroom* will vary depending on the nature of the curriculum action. It might take as little as 16 months, but could require as much as 37 months, or more.

Did you know that the State Board of Regent’s policy governing the processing of curriculum within the state of Utah (R401) identifies twenty-six specific curriculum actions?

Adding new certificates or degrees, discontinuing existing programs of study, creating *Institutes* or *Centers*, changing degree names, restructuring existing programs or administrative units are just a few of the actions that fall under what we generally call “curriculum.”

The above illustration may prove helpful in planning and demystify the timing of curriculum. It breaks up the total processing time into five main areas and shows their relationship to common curriculum actions; however, this image only shows the curriculum process in general terms. In actuality, there are five distinct approval paths that curriculum can follow, but all of them fall within the boundaries illustrated in the chart. The following task list should help you as you plan your curriculum.



Curriculum Task Lists:

There are 5 different task lists (A-E). Which list you should follow depends on the nature of your curriculum change. The following table lists all possible curriculum actions, their associated task list, and required R4011 template for documentation:

	Curriculum Action	Task List	Trustees/Regents Documentation
1	New Certificates of Completion and Diplomas	A	Template R401-10.1 & 10.2
2	New Associate of Arts and Associate of Science Degrees	A	Template R401-10.1 & 10.2
3	New Specialized Associate – e.g.: Associate in Pre-Engineering	A	Template R401-10.1 & 10.2
4	New Associate of Applied Science Degrees	A	Template R401-10.1 & 10.2
5	New Associate of Applied Technology AAT Degrees	A	Template R401-10.1 & 10.2
6	New Bachelor of Arts, Bachelor of Science and Professional Bachelor Degrees	A	Template R401-10.1 & 10.2
7	New Major	A	Template R401-10.1 & 10.2
8	New Master's Degrees	A	Template R401-10.1 & 10.2
9	New Doctoral Degrees	A	Template R401-10.1 & 10.2
10	New K-12 School Personnel Programs	A	Template R401-10.1 & 10.2
11	Reinstatement of Previously Eliminated Administrative Units and Instructional Programs	B	Template R401-10.3
12	Discontinuation of Instructional Programs.	B	Template R401-10.3
13	<i>Out of Service Area Delivery of Approved Programs</i>	B	<i>Template R401-10.3</i>
14	<i>Permanent Approval of Centers, Institutes, or Bureaus</i>	B	<i>Template R401-10.3</i>
15	Certificates of Completion in which Instruction is Provided by an Outside Vendor and Requires Accreditation Review	B	Template R401-10.3
16	Non-credit Certificates Eligible for Financial Aid	B	Template R401-10.3
17	<i>Transfer, Restructuring, or Consolidation of Existing Programs or Administrative Units</i>	B	<i>Template R401-10.4</i>
18	Name Changes of Existing Programs	B	Template R401-10.4
19	Programs under Development	B	Template R401-10.4
20	Stand-alone Minors	B	Template R401-10.4
21	Interdisciplinary Minors	B	Template R401-10.4
22	New Minor where there is an existing approved Major	C	Template R401-10.4
23	New Courses	D	None
24	Significant Course Modifications	D	None
25	Minor Course Modifications	E	None
26	Minor Program Modifications	E	None

Italicized items may not be entered into COMET, but are subject to curriculum deadlines.

¹ For more information about the Regent's R401 policy and templates, see <http://www.utahsbr.edu/policy/r401.htm>.

Task List A: Regents Action Calendar (Template R401-10.1)

Task Number	Task Description	Do Date	Year
1	Prioritized by VPAA and Dean's Council	July, 20__	1
2	Department and School Curriculum Processes	Aug, 20__ – April, 20__	1-2
3	College Curriculum Deadline*	May 1, 20__	2
4	<i>College Curriculum Committee</i>	<i>Nov 1, 20__</i>	2
5	<i>Dean's Council</i>	<i>Nov, 20__</i>	2
6	VPAA	<i>Nov, 20__</i>	2
7	Letter of Intent Draft	Dec 15, 20__	2
8	<i>Letter of Intent Sent</i>	<i>Jan 1, 20__</i>	3
9	Board of Trustees & Regents Drafts	Feb 1, 20__	3
10	<i>Trustees submission</i>	<i>April, 20__</i>	3
11	<i>Trustees Agenda</i>	<i>May, 20__</i>	3
12	<i>Regents submission</i>	<i>June, 20__</i>	3
13	<i>Earliest Regents Agenda</i>	<i>Aug, 20__</i>	3
14	<i>Planned Start</i>	<i>Fall, 20__</i>	4

Task List B: Regents Consent Calendar and Information Calendar (Template R401-10.3 or Template R401-10.4)

Task Number	Task Description	Do Date	Year
1	Department and School Curriculum Processes	Jan, 20__ – April, 20__	1
2	College Curriculum Deadline*	May 1, 20__	1
3	Board of Trustees & Regents Drafts	June, 20__	1
4	<i>College Curriculum Committee</i>	<i>Sept 1, 20__</i>	1
5	<i>Dean's Council</i>	<i>Sept, 20__</i>	1
6	VPAA	<i>Sept, 20__</i>	1
7	<i>Trustees submission</i>	<i>Sept, 20__</i>	1
8	<i>Trustees Agenda</i>	<i>Nov, 20__</i>	1
9	<i>Regents submission</i>	<i>Dec, 20__</i>	1
10	<i>Earliest Regents Agenda</i>	<i>Feb, 20__</i>	2
11	<i>Planned Start</i>	<i>Fall, 20__</i>	2

Task List C: Board of Trustees ONLY (Regents Template R401-10.4)

Task Number	Task Description	Do Date	Year
1	Department and School Curriculum Processes	Jan, 20__ - April, 20__	1
2	College Curriculum Deadline*	May 1, 20__	1
3	Board of Trustees & Regents Drafts	June, 20__	1
4	<i>College Curriculum Committee</i>	<i>Nov 1, 20__</i>	<i>1</i>
5	<i>Dean's Council</i>	<i>Nov, 20__</i>	<i>1</i>
6	VPAA	Nov, 20__	1
7	<i>Trustees submission</i>	<i>Dec, 20__</i>	<i>1</i>
8	<i>Trustees Agenda</i>	<i>Jan, 20__</i>	<i>1</i>
9	<i>Planned Start</i>	<i>Fall, 20__</i>	<i>2</i>

Task List D: VPAA ONLY

Task Number	Task Description	Do Date	Year
1	Department and School Curriculum Processes	Jan, 20__ - April, 20__	1
2	College Curriculum Deadline*	May 1, 20__	1
3	<i>College Curriculum Committee</i>	<i>Nov 1, 20__</i>	<i>1</i>
4	<i>Dean's Council</i>	<i>Nov, 20__</i>	<i>1</i>
5	VPAA	Nov, 20__	1
6	<i>Planned Start</i>	<i>Fall, 20__</i>	<i>2</i>

Task List E: College Curriculum Committee ONLY

Task Number	Task Description	Do Date	Year
1	Department and School Curriculum Processes	Jan, 20__ - April, 20__	1
2	College Curriculum Deadline*	May 1, 20__	1
3	<i>College Curriculum Committee</i>	<i>Nov 1, 20__</i>	<i>1</i>
4	<i>Planned Start</i>	<i>Fall, 20__</i>	<i>2</i>