

Curriculum Review: Timelines for Program and Course Submissions

Currently, the curriculum review process occurs in many stages and the on-campus stages of the new program approval process do not necessarily result in the submission of the same material that is needed for preparation of the Board of Trustees materials or the ACHE paperwork submission. Additionally, because of the amount of lead-time needed to get a proposal on the BOT and ACHE agendas, faculty may become confused about the length of time they need to allow as they are planning to begin offering a new proposal.






















To help alleviate these problems and reduce confusion, the following process will be implemented beginning in **May 2017**:

1. Replace the CIM preproposal document with a memo from the unit through the dean that includes the following information. (*Note: the memo should be no longer than 2 pp.*):
 - Program purpose and description
(2-3 sentence explanation of the program's nature, content, and scope. Indicate clearly if creation of this program will constitute a Substantive Change notification to SACSCOC.)
 - Justification for request
(1-2 paragraphs: Why is the unit making the request now? Why is it a good idea for Auburn to offer the program?)
 - Need for the program in the State of Alabama
(1-2 paragraphs: How is the program beneficial to the state? Will it be one of its kind in AL? Does it meet the needs of a particular industry? Does it provide Alabamians with a kind of opportunity they haven't previously had?)
 - Employment/placement opportunities
(1-2 paragraphs: provide data where possible. What are the projected job placement opportunities?)
 - Student demand/Enrollment Projections
(1-2 paragraphs: estimate both the number of students who are likely to enroll in the program each year and the number of graduates per year you anticipate once the program is fully implemented. Don't exaggerate.)
 - Resource Requirements
(1-2 paragraphs: What new resources will be needed-- New faculty? Labs? Administrative time? Classrooms? Library resources? If no new resources are needed, explain how you will be able to create a new program without them.)

(This is the information the Provost needs in order to make a decision about whether the unit should be permitted to move forward with the full proposal development.)
2. Revise the new program submission process to include the following with the initial submission of the proposal in the CIM system:
 - ACHE NISP and ACHE Proposal form
 - Board of Trustees' approval request memo
 - CIP code for the proposed program

3. Require all program proposals for programs that require off campus approvals/ notifications (e.g., undergraduate and graduate certificates, new undergraduate majors or formal options, renaming of majors, new graduate degree programs) to be submitted to the UCC or Grad Council by **February 1**. **To ensure ample time for program development, those undergraduate programs required to submit a writing plan should be submitted to the Writing Committee by September 1.** The UCC and Graduate Council will review all new program proposals in March and April, with a goal of having approved proposals submitted to the BOT at its annual June meeting, submitted to ACHE in time for its September meeting, and able to begin offering and posted in the *Bulletin* the following fall.
4. All proposals submitted after the final spring meetings of the UCC or Grad Council will be required to follow the new process.

Proposal to streamline the New Program Submission Process (off-campus approvals needed [except new DE versions of existing programs])

Recommended date	Action
Spring (Year 1)	Preproposal memo drafted by unit (variable process)
	 Notification of Auburn Online (if a Distance program or significantly online program), Director of University Writing, & Office of Academic Assessment  College Curriculum Committee  College Associate Dean  Coordinator of Curriculum Management  Chair of UCC or Grad Council
Early Summer	 Provost—Preliminary review the program meets with strategic goals of the university (NOTE: if proposed program constitutes a Substantive Change, notification of the SACSCOC Accreditation Liaison is required)
Early Fall	 Internal Departmental CIM approval process (variable), submission of full proposal and ACHE documents/BOT memo  Institutional Research (CIP Review)
September 1	 Office of University Writing (approval of writing outcomes & curriculum map by Sept. 30)
October	 Review by Auburn Online (if a Distance program or large percentage online)  College Curriculum Committee  College Associate Dean  Coordinator of Curriculum Management
February 1 DEADLINE	 Full UCC/Grad Council Review  Chair of UCC or Grad Council
Late April (Year 2)	 Provost
June	 BOT (all except minors and ABMs)
Post-BOT approval	 ACHE (all except minors and ABMs)
post-ACHE approval	 Notification of unit
March (Year 3)	 Revision of Bulletin
Post-implementation	 Follow-up reports as required by Office of University Writing











Proposal to streamline the New Program Submission Process for Programs requiring no off-campus approvals (e.g., minors, ABMs) and new DE versions of existing programs

Recommended date	Action
Spring (Year 1)	<p>Preproposal memo drafted by unit (variable process)</p> <p>↓ Notification of Auburn Online (if a Distance program or significantly online program) and Office of Academic Assessment</p> <p>↓ College Curriculum Committee</p> <p>↓ College Associate Dean</p> <p>↓ Coordinator of Curriculum Management</p> <p>↓ Chair of UCC or Grad Council</p>
Early Summer	<p>↓ Provost—Preliminary review the program meets with strategic goals of the university (NOTE: if 25% or more of the proposed program will be delivered online notification of the SACSCOC Accreditation Liaison is required)</p>
Early Fall	<p>↓ Internal Departmental CIM approval process (variable)</p> <p>↓ College Curriculum Committee</p> <p>↓ College Associate Dean</p>
February 1 DEADLINE	<p>↓ Coordinator of Curriculum Management</p> <p>↓ Auburn Online (if a Distance program or (if a Distance program or large percentage online)</p> <p>↓ Full UCC/Grad Council Review</p> <p>↓ Chair of UCC or Grad Council</p>
Late April (Year 2)	<p>↓ Provost</p> <p>↓ Notification of unit</p> <p>↓ Revision of Bulletin</p>
Post-implementation	<p>↓ Follow-up reports as required by Office of University Writing</p>

Proposal to streamline the Program Revision Submission Process (no off-campus approvals needed)

Recommended date	Action
Early Fall	↓ Internal Departmental CIM approval process (variable)
	↓ Institutional Research (CIP Review— only if CIP being changed)
September 1	↓ Office of University Writing (if writing plan review required. Approval of prelim plan by Sept. 30) [expedited process]
	↓ College Curriculum Committee
	↓ College Associate Dean
February 1 DEADLINE	↓ Coordinator of Curriculum Management
	↓ Auburn Online (if a Distance program or (if a Distance program or large percentage online)
	↓ Full UCC/Grad Council Review
	↓ Chair of UCC or Grad Council
Late April	↓ Notification of unit; Notification of Academic Assessment Office
	↓ Revision of Bulletin
Post-implementation TBA	↓ Follow-up reports as required by Office of University Writing

Proposal to streamline the New Course Process & Course Revision process

Recommended date	Action
Early Fall	 Internal Departmental CIM approval process (variable)
	 Biggio Center (if online course)
	 College Curriculum Committee
	 College Associate Dean
	 Chair, Core Curriculum & Gen Ed Committee (if proposed as a core option)
	 Coordinator of Curriculum Management
Throughout Fall & Spring semesters Until March 31	 Full UCC/Grad Council Review
	 Chair of UCC or Grad Council
As soon as UCC/GC Approval granted April 1-May 1	 Notification of unit
	 Revision of Bulletin