Hello Everyone,
Academic Unit/Dept Reps, please convey the following to your respective Unit Chairs.

If Student Learning Outcomes for undergraduate courses are to be endorsed by the Undergraduate Curriculum Committee, the following steps will make the process more efficient and consistent.

For the Fall semester, this pertains to lower division (000-299) courses only.

1. A single category B curriculum change form is to be used for each subject (e.g. STAT)

2. Each program/discipline/subject should have a single point person (The initiating Faculty) who receives the SLO's for 000-299 level courses from individuals who have been appointed to compile course specific student learning outcomes. Three points to keep in mind:

   a) If for a given course an existing SLO in an approved curriculum proposal cannot be found, then a new SLO should be prepared and submitted to the "Initiating Faculty." This will typically be the case for courses that are over two years old (I believe). It is my understanding that Barbara Hegel may be able to help in identifying approved course proposals that do not have SLO's in them.

   b) If for a given course an existing SLO is present in an approved curriculum proposal, then this SLO should be copied (and tweaked if so desired or necessary) and sent to the "Initiating Faculty." This will typically be the case for newer courses. Again, Barbara Hegel may be able to help.

   c) Over the past year many Student Learning Outcomes have already been prepared and submitted to the Deans. Use these whenever available.

3. Once SLO's for all lower division courses in the given subject (e.g. STAT) have been received, the "Initiating Faculty" will

   a) Open the attached Category Curriculum Change form in Adobe Acrobat Pro

   b) Fill in the appropriate "Sponsoring Academic Unit" (e.g. Natural Sciences).

   c) Fill in the "Course or Program" box with the subject name (e.g. Lower Division Statistics).

   d) In Item 1 of the curriculum form, in place of the line

   ...Put course list here (for example *STAT 107 and STAT 273) ...

   list all courses for which SLO's are included (Note that this list must be complete for the subject in question). If a particular course fits under category a in Step 2 above, precede the course number with an asterisk (e.g. *STAT 107, and STAT 273). Leave all other text as is.

   e) Leave Items 2 and 3 in the curriculum form as is.

   f) Now place all SLO's received in a single (separate) document, preferably in MS Word, with each course's SLO's beginning on a new page. Place the SLO's in ascending order by course number. Then attach this document to the curriculum form. Ask for help in doing this if needed.

   h) Save the curriculum form (with attachment), renamed for example as "SLO Lower Div STAT.pdf"

   g) Electronically sign the document, and then send the signed document to the Academic Unit Chair.
4. Once the Academic Unit Chair receives the proposal, she/he will sign the document with department approval (How this is done should be determined by each department).

5. The Unit Chair will then forward the signed document to the Dean of the Academic Unit (e.g. Arts and Sciences). Be sure to cc the Initiating Faculty.

6. Note that while Campus Directors may be cc-ed, they should not sign. This measure is for tracking and bookkeeping purposes. After signing the document, the Dean should forward the signed document to the curriculum committee (at UAS_jycurriculum@uas.alaska.edu). Be sure to cc the Initiating Faculty and the Unit Chair.

7. Once the UGCC receives the document, committee members will handle matters on a rolling basis as determined appropriate (TBD in first meeting on Sept 19, 2014).

8. The document then goes to the Registrar, then the Provost, and then ...

If there are any questions, please ask.

Many thanks,

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