UPDATE: COURSE AND PROGRAM REVIEW PROCESS

General Information Sessions
August / September 2016

Zeb Kendrick
Jodi Levine Laufgraben
Joan McGoldrick
Michele O’Connor
Overview of session

- Review of process
- New system
- Submission timeline
- Questions and discussion
Review of Process

Only goes to APAC if a concern is raised (TRAC) and not resolved.
TRAC: POSTING PERIOD

- TRAC: Temple Review of Academic Programs and Courses
- Launched in January 2014
- Courses posted monthly (starts first business day)
- Programs posted for 10 work days (aligned with BOT calendar)
- Basic information posted

sites.temple.edu/trac

2,112 courses
474 programs
RAISING CONCERNS (TRAC)

Concerns must fit one of the following criteria:

- Proposed program/course equivalent/redundant with an existing program/course
- Proposed program/course confusion/overlap with an existing program/course
- Proposed program/course not aligned with areas/disciplines in the school/college

Any individual can post a concern, however, schools and colleges are strongly encouraged to raise concerns through Dean’s Office (designee).

Of the few concerns raised, all but one were resolved collaboratively.
MEET CIM

- Electronic workflow for submission of course and program proposals
- Online form
- Approval tree
- Courses will feed to Banner following final approval
- Programs feed into Bulletin following final approval
- Repository of proposals
- Review process activated upon initial submission in CIM
- Final approval means proposal ready to be posted on TRAC
- Tentative go live:
  - Courses proposed after October 1
  - Programs proposed for December BOT cycle (@mid-September)
- Policy 02.60.01 is the official listing of programs and is updated following the Board

Training / Piloting to begin in September

Policies.temple.edu
New Program Proposal

Date Submitted: 02/20/15 1:22 pm

Viewing: ADV-BA : BA in Advertising with 5 tracks

Last edit: 02/20/15 1:22 pm

Changes proposed by: temple-admin

<table>
<thead>
<tr>
<th>Individual(s) Responsible for Proposal:</th>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jake Doe</td>
<td><a href="mailto:jdoe@temple.edu">jdoe@temple.edu</a></td>
<td>1-0000</td>
<td></td>
</tr>
</tbody>
</table>

Responsible Department: SMC:Advertising
Department FOAPAL: 10351478 1254

College: School of Media and Communication

Effective Catalog: 2015 - 2016 Semester Start: 2015 Fall

Program Level: Undergraduate

Type of Program: Major with required or optional track/concentration

Degree and Abbreviation: Bachelor of Arts (BA)

Major (Code): Advertising (ADV)

Title of Program: BA in Advertising with 5 tracks

Total number of Credit Hours for the Degree: 124

Total number of Credit Hours for the Major: 68

What is the expected length of time (in semesters) to complete this program:

Unique to each school.
Users enter information and requirements into the “Bulletin Description and Curriculum Overview” box. Once the proposal is approved by all parties, the information in this box will be uploaded into the Bulletin website for the appropriate academic year.

Can select from list of approved courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 5141</td>
<td>Architectural History 1: Ancient through Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5142</td>
<td>Architectural History 2: Renaissance through 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5152</td>
<td>Materials and Methods of Construction</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5296</td>
<td>Movements in Modern Architecture</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
WE HEARD YOU

- “We would have liked to know earlier any possible issues with the proposal.”
- “We want this course open for next semester.”
- “But we got this in on the deadline.”
COMMON QUESTIONS/REVISIONS

- Information on forms and in supporting documents do not match
- Course credits and required credits for degree don’t align
- Program name or degree type not consistent with standard offerings
- Form or proposal is missing required information or information appears incomplete or inaccurate
- Phase-in or phase out schedule not clear
- Deadlines and steps in process are not clear
SUBMISSION TIMELINE

Prior approvals
(School/College, Dean, Grad Board, GEEC)

3-6 months

2 weeks

2 weeks

1 week

3 weeks

CIM proposal submission
(formerly “initial submission” date)

Final approval (proposal) in CIM
(Ready for agenda consideration)

TRAC

Submission for agenda

AAC/BOT

Submission and AAC/BOT schedule for remaining 2016-17 meetings to be published around October 1.
# GRADUATE PROPOSALS
*(DATES APPROXIMATE)*

<table>
<thead>
<tr>
<th>2016-17 Graduate Board Meetings</th>
<th>Submission Deadline (two weeks before meeting)</th>
<th>Anticipated AAC/BOT Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15, 2016</td>
<td>August 31, 2016</td>
<td>December</td>
</tr>
<tr>
<td>October 12, 2016</td>
<td>September 28, 2016</td>
<td>December</td>
</tr>
<tr>
<td>November 17, 2016</td>
<td>November 3, 2016</td>
<td>March</td>
</tr>
<tr>
<td>January 11, 2017</td>
<td>December 23, 2016</td>
<td>March</td>
</tr>
<tr>
<td>February 16, 2017</td>
<td>February 1, 2017</td>
<td>March</td>
</tr>
<tr>
<td>March 15, 2017</td>
<td>March 1, 2017</td>
<td>May</td>
</tr>
<tr>
<td>April 13, 2017</td>
<td>March 30, 2017</td>
<td>October</td>
</tr>
<tr>
<td>Summer (early July)</td>
<td>Tbd (late June)</td>
<td>October</td>
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NEW TIMELINE AND CIM

- Provides more time to address questions prior to posting on TRAC
- Allows the proposal to move between approval layers for review and editing
- Same total # of weeks between initial submission and AAC/BOT as in prior years
DATES TO CONSIDER

- Build your school/college deadlines/process into schedule
- September 1: Latest month to post a course in TRAC for spring semester registration (opens in October)
- February 1: Latest month to post a course in TRAC for summer and fall registration (opens in March)
- May BOT cycle: Latest to have a program listed in all undergraduate and graduate applications for the next (not upcoming) academic year. (*May 2017 for Fall 2018*)
CONCLUSION

courses@temple.edu