

University Policy Advisory Committee Policy & Procedure Review

<b>Title:</b>	<b>Definition of Curriculum Terms</b>
<b>Date Submitted:</b>	<b>3.08.24</b>
<b>Submitted by (Individual):</b>	Andrea Eklund
<b>Department:</b>	<b>Faculty Senate</b>
<b>Division:</b>	<b>President</b>
<b>Policy Number:</b>	<b>CWUP 5-50-020 being changed to CWUP 5-50-010</b>
<b>Procedure Number:</b>	

New                       Revision

The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes                       No

(If yes, please attach a spread sheet that provides an analysis of the impact.)

<b>Consultation and Review</b>			
Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.			
<b>Date</b>	<b>No Budget Impact</b>	<b>Date</b>	<b>Budget Impact</b>
<b>2.08.24</b>	Curriculum Committee		Issue-area stakeholders
<b>03.06.24</b>	Faculty Senate		Affected budget authority
<b>03.26.24</b>	Provost's Council		PBAC
	ELT		Provost's Council
	UPAC		Cabinet
			UPAC

**Summary of policy/procedure content and Impact:**

The curriculum committee proposes to move the Definition of Curriculum Terms section from its current place at CWUP 5-50-020 to CWUP 5-50-010. In this move, it will trade places with Jurisdiction for Curriculum Matters (currently CWUP 5-50-010, but moving to CWUP 5-50-020). Complimentary changes are also being made to procedures such that definition procedures are in CWUR 2-50-010 and jurisdiction procedures are in CWUR 2-50-020.

The curriculum committee has cleaned up the formatting in the Definition of Curriculum Terms part of policy (currently CWUP 5-50-020, but proposed to move to CWUP 5-50-010). We have also moved two items (numbers (17) and (18)) out of policy and placed them in the complimentary section of procedures (will be CWUR 2-50-010). Part of our review was also to ensure definitions were arranged in alphabetical order.

The policy language in Jurisdiction for Curriculum Matters (currently CWUP 5-50-010, but proposed to move to CWUP 5-50-020) was reorganized to provide a better flow (and to move away from alphabetical ordering). Language was added to describe the responsibility of the Faculty Senate ADI committee with regards to curriculum. The section discussing the Board of Trustees was revised to clarify that they approve new major degrees, graduate degrees, and degree types. The section on Governance was edited so that the Office of the Provost is not required to be part of answering any and all curriculum policy questions that arise from curriculum proposals. Finally, office names were updated and formatted using consistent capitalization.

**Itemization of changes (revision documents):**

The curriculum committee was charged (CC23-24.04) with updating the Jurisdiction for Curriculum Matters section of policy based on feedback from Provost's Council. The revisions described above update and clarify existing policy language and include new language to describe the responsibilities of the ADI committee with regards to curriculum.

Faculty senators provided feedback during the January 10 Faculty Senate meeting that they wished to see policy structured such that definitions come first. To meet that request, the curriculum committee proposes to move the Definition of Curriculum Terms section from its current place at CWUP 5-50-020 to CWUP 5-50-010. Since the curriculum committee is proposing to move the Definition of Curriculum terms segment of policy, the committee also took this opportunity to update it and unify its formatting.

## CWUP 5-50-0120 Definition of Curriculum Terms

(1) Certificate - Certificate programs are specialized career programs, often geared for admission to licensing or career entrance tests, ~~and that~~ results in a certificate (Type A-D). Certificate programs may also be noncredit. (See CWUR 2-50-090 for certificate type definitions.)

(2) Cross-listed course - Course that may be offered by two or more programs or within the same program. Cross-listed courses must bear the identical course outcomes, description, credit, title, and numbering; only the prefix will be different. ~~The following statement must be added to the course description: "(BUS XXX) and (ENG XXX) are cross-listed courses; a student may not receive credit for both." If one of a given cross-listed course is offered in a quarter, the other will also be offered. A statement must be added to the course description of cross-listed courses that applies the following structure, "[BUS XXX and [ENG XXX] are cross-listed courses; a student may not receive credit for both." A cross-listed course is available under both departments' course numbers with a shared cap..~~

(3) Curriculum – Refers to individual courses and ~~academic~~ degree programs offered by the university. ~~An academic degree program is a combination of courses (major, minor) related to a common theme, all of which contribute to a common purpose and lead to a specific goal which results in receiving a degree.~~

(4) Degree - Title or rank awarded by a college or university to a student who has successfully completed a required course of study (e.g., associate's or bachelor's or master's or specialist).

(5) Degree program - A set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Associate of Arts program requirements involve a combination of general education courses and elective courses. Baccalaureate program requirements involve a combination of general education courses, courses in the major field of study, and elective courses. Graduate program requirements involve intensive study in the major field, preparation in the use and conduct of research, and/or a field or internship experience; professional programs generally prepare individuals for professional fields (e.g., law, medicine).

~~(6)~~ (6) Degree title - A full designation of the degree including level (e.g., associate, bachelor, master), type (e.g., arts, applied science, science, education, fine arts), and major (e.g., mathematics, music, history). ~~These distinctions are illustrated below. For the activities outlined in these guidelines, these definitions of a degree title will be used.~~

~~(7) New degree program – A proposed arrangement of courses which differ from any other offered by CWU in one or more of the degree title specifications (CWUP 5-50-020(17)). A program leading to a new degree (as defined above), even if constituted entirely of existing courses, requires review and approval.~~

~~(8)~~ (7) Layered Course – A layered course is one that has different number designations undergraduate and graduate for students at different the 4XX/5XX levels taking the same course.

~~A layered course may only be offered at the 4XX and 5XX levels. The 5XX level course must have additional learner outcomes and may have different course requirements (e.g. pre-requisites, fingerprints, etc.).~~

(A) Graduate students in graduate/undergraduate layered courses, must take the course at the 500-5XX level or higher. Such courses provide faculty the opportunity to augment course material with graduate-level content and outcomes in a way that meets the intellectual rigor graduate students need and enhances the teaching of upper-division undergraduates.

(B) In all cases, distinctions expected between these corresponding levels typically focus on differences in content and assessment stemming from each program's specific education objectives. In general these distinctions require a greater depth of student involvement and increased demands on student intellectual or creative capacities than would be expected at the lower level.

The distinctions must be clearly identified in the content and assessment methods outlined in each course syllabus, as well as new course proposal forms. Examples of potential content differences include, but are not limited to: additional readings or additional writing expectations, additional laboratory, field, performance or studio work. Examples of assessment distinctions include, but are not limited to: different grading scales and assessment of additional work.

The following A statement with the following structure must be added to the course description: “[{MUS4XX}] and [{MUS5XX}] are layered courses; a student may not receive credit for both.”

Both layered courses do not have to be offered at the same time.

(98) Major — The major forms the basis for granting of a baccalaureate degree. It is a coherent, in-depth degree program of study in a particular discipline or disciplines wherein the student will develop and demonstrate an increasing awareness of both the possibilities and the limits of the major program of study. Majors are designed to provide a mastery of the content, insights, skills and techniques appropriate to an undergraduate education in a particular body of knowledge. Majors will consist of courses that are often sequential, leading to advanced study in the discipline(s). A major will consist of a minimum of 45 credits. A 45 to 59 credit major requires completion of a minor and/or second major, in which case the total credits of the major and minor/2<sup>nd</sup> major must total at least 60 credits. (Refer to CWUP 5-50-~~010020~~(3) for upper credit limit.)

(109) Minor - A minor is a coherent program of study/arrangement of courses in a particular discipline that provides an area that complements or supplements the student’s major. A minor will consist of a minimum of 20 credits and a maximum of 44 credits.

(10) New degree program – A proposed arrangement of courses which differ from any other offered by CWU in one or more of the degree title specifications (CWUP 5-50-020(17)). A program leading to a new degree (as defined above), even if constituted entirely of existing courses, requires review and approval.

(11) PADstone (CWU 184 General Education Program) – PADstone is a variable prefix/variable topic course requiring sub-title and sub-description (up to 35 words) approvals. 184 course offerings may not be required in any degree program under any prefix.

(112) Shared Core - A shared core is defined as a group of courses shared by all specializations within a major ~~or programs~~ degree within a department/college. Shared cores consist of no fewer than 25 credits for an undergraduate program or 15 credits for a graduate program.

(1213) Specialization - A specialization is a coherent, focused subfield within a degree program. A specialization can be distinguished from a new degree in that the full designation of the degree title – including level, type and major – does not change when a new specialization is added. The courses constituting the specialization must consist of no fewer than 20 credits for an undergraduate program or 15 credits for a graduate program.

Programs may offer options in satisfying core course requirements as long as they provide evidence that the options have equivalent student learner outcomes.

(14) Student Learning Outcomes - Statements of what a learner should be able to know or do, after the successful completion of a program and/or a course. Outcomes focus on the ends rather than means, describe product rather than process, and reflect terminal performance rather than course content. The outcomes are what the department wants each student to achieve each time the course is offered regardless of who the teacher may be. For assessment purposes, learning outcomes must be stated in observable or measurable terms.

~~(1315)~~ Variable Prefix - Variable prefix courses are identified by the CWU prefix and a single dedicated course number (e.g. CWU 184). Once a course is approved, the prefix may be replaced to represent the department/program offering the course. Only the prefix may change ~~unless it is also a variable topic course.~~

~~(1416)~~ Variable Topic - A variable topic course has a fixed prefix, number, title, description, number of credits, and learner outcomes and assessments (as approved). Discipline-specific content is overlaid, requiring a sub-title and sub-description.

FSCC will review sub-titles and sub-descriptions for General Education courses when proposed. All General Education course sub-titles and sub-descriptions will also be reviewed by the General Education Committee.

~~(15) PADstone (CWU 184 General Education Program) — PADstone is a variable prefix/variable topic course requiring sub-title and sub-description (up to 35 words) approvals. 184 course offerings may not be required in any degree program under any prefix.~~

~~(16) Student Learning Outcomes — Statements of what a learner should be able to know or do, after the successful completion of a program and/or a course. Outcomes focus on the ends rather than means, describe product rather than process, and reflect terminal performance rather than course content. The outcomes are what the department wants each student to achieve each time the course is offered regardless of who the teacher may be. For assessment purposes, learning outcomes must be stated in observable or measurable terms.~~

~~(17) The FSCC and the CWUP manual recognize only the following types of programs:~~

~~Majors~~

~~Specializations~~

~~Minors~~

~~Certificates (Types A-D)~~

~~Associate of Arts~~

~~Graduate course of study~~

~~(18) The terms option, emphasis, concentration, endorsement and track are not program distinctions recognized or defined by the CWUP manual and such designations do not appear on diplomas.~~

*[Responsibility: Faculty Senate; Authority: Provost/Executive VP for Academic Affairs; Reviewed/Endorsed by Provost's Council 08/09/2016; 02/07/2018; 06/05/2018; 06/20/2023, 03/26/24; Cabinet/UPAC; Review/Effective Date: 10/21/2016; 04/18/2018; 06/13/2018; 11/04/2020; 06/14/2023; 08/02/2023; Approved by: James L. Gaudino, President]*