

## Curriculog/large-scale changes

### Background

Acc recognizes the need for a policy regulating large scale changes to curriculum. For instance, in 2018, the CHEM 121-123 series was replaced with CHEM 161-163, affecting numerous courses and programs across multiple departments and colleges. It would have been extremely time-consuming to review the change in each course and program individually. This policy is intended to create a streamlined approach for making these changes, including the criteria for when a large-scale process will be launched and when individual curriculum forms are required.

### Criteria for launch and approval of a large-scale change

- A revision must impact a minimum total of 10 courses or 10 programs of study.
- Revisions must be identical across all courses and/or programs included in the large-scale change process. For instance, replacing a canceled course with a single replacement course in a set of programs would qualify, while replacing it with different replacements in each program would not. In a set of course revisions, making an identical change in course prerequisites across a set of courses would be a common application of this process, while additional changes to the prerequisites would not.
- The department or program will provide a memorandum to chair of ACC including clear summary of the proposed large-scale changes and how they meet the criteria for launch, the courses or programs they apply to, and a collegial communication plan based on a [Curriculog impact report](#). ACC exec must approve the launch of the large-scale change proposal made by the department before Curriculog maintenance and collegial communication takes place.

### Proposed workflow for a large-scale change

The department or program requesting the changes initiates each of these steps.

- Draft a memorandum including a detailed list of the changes that would come into effect by course, and program or department, and how they meet the criteria for launch of 10 courses or 10 programs affected by a set of identical changes.
- Generate impact reports (for guidance go to the [Large-Scale Curriculum Changes on the Curriculog webpage](#)) and use them to guide development of a collegial communication plan. Add this plan to the memorandum.
- Provide the memorandum to the chair of ACC. [Large-scale memo example](#)
- ACC Exec reviews the memorandum, and the chair of ACC notifies the department or program and the catalog coordinator of the result of initial review.
- If approved to proceed, create Curriculog proposal(s) for each primary course/program change. For instance, if prerequisites must be changed in many courses, a primary course revision form for one course would be created, as a base for documenting the addition or substitution of prerequisites. If program changes are also necessary, then a primary program revision form would also be created.

- If additional changes are needed that differ between courses or programs, these cannot be included in the large-scale change memorandum. Create individual Curriculog forms for those courses and programs, including both the particulars of the large-scale change and the additional revisions in those forms.
- Carry out and document collegial communication with all impacted departments and programs.
- Once communication and agreement has been established with all departments impacted by the change, update the summary memorandum as needed to include any changes in the proposed revisions and the documentation of communication.
- Attach the memorandum to the primary Curriculog proposal(s) before they reach the college-level review step.

The proposals follow normal curricular procedures after this point. All review of the primary proposals will include consideration of the documentation of changes to multiple programs and courses and collegial communication relating to these changes. After ACC approval, necessary maintenance will be made in Banner, Degree Works and the University Catalog.

ACC approved: 2 February 2021

Faculty Senate approved: 8 February 2021