2015 GRCC Team Charter

Team Name: Curriculum Operations Support Team
Team Leader: Patti Trepkowski

Chartering is a two-way process
Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (What is this team expected to accomplish?)
   The Curriculum Support Team is responsible for:
   - Overseeing the alignment and coordination of curriculum operations: catalogue, curriculum model, course revision process, new course development, new program development, major program revision, and curriculum code assignment.
   - Assuring that curriculum processes and procedures take into account and meeting the requirements of the whole system: transfer, transcripts, degree conferral, application, advising.
   - Overseeing the implementation of approved standards, policies, and processes.
   - Providing consistent communication across the system about curricular processes.
   - Problem-solving issues related to curriculum processes.
   - Monitoring effectiveness of curriculum processes and making recommendations for improvement.
   - Developing and recommending policies and procedures to the appropriate body.
   - Providing input and guidance to team members’ CAPs, DAPs, and Teaching and Learning Quality Model Processes related to the curriculum.
   - Providing a team to which to refer curriculum issues.

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)
   This team brings together the offices that hold responsibilities for curriculum processes and procedures: Records, Provost, ISIS Curriculum, Counseling, Transfer, Associate Deans, Faculty Liaison for Course Development and Review, Non-credit administration. The team coordinates work so that curriculum processes and procedures meet the needs of the people who are doing curriculum work. The team works collaboratively with all involved in a process or procedure to assure effectiveness and consistency. The team will seek input from all involved when a change in process or procedure is being developed. This may involve inviting others to our meeting, surveying others, AGC or Deans Council discussion, or focus groups. When this team finds that
changes are needed at a policy level, it will recommend policy to the appropriate body. The focus of this team is system coordination, process improvement, and operational alignment.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)
   - Complete the implementation of the Catalog Year policy – Spring, 2015
   - Complete the implementation of the 2015-16 Catalog, including update of My Degree Path and Peoplesoft – March, 2015
   - Develop the curriculum calendar for 2015-16 – April, 2015
   - Begin development of 16-17 Catalog – April, 2015
   - Develop definitions and policy for substitutions and waivers, and take to AGC – March – December, 2015
   - Decide on actions related to enrollment on more than one program – June, 2015
   - Participate in discussion on Transfer Guide – April – September, 2015
   - Continue work on non-credit curriculum processes – September, 2015- May, 2016
   - Develop processes for managing High School Articulation agreement processes – April – July, 2015
   - Manage issues that arise related to curriculum operations – ongoing
   - Support the implementation of work from subcommittees related to curriculum: General Education Review, Curriculum Approval, Graduation Requirements, Program Discontinuation - ongoing
   - Initiate and champion policy changes needed for the integrity and efficient operations of curriculum processes – ongoing
   - Address issues related to external changes related to curriculum – ongoing
   - Provide support to any CAPS related to curriculum as needed and or requested – ongoing

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)
The stakeholders are the faculty, staff and students. The key requirements are clear and transparent processes and procedures that facilitate timely curriculum development and revision, assure accurate and consistent communication about curriculum, and maintain the integrity of the curriculum across the system. The immediate stakeholders are the people who maintain and improve curriculum processes and the main requirement is that processes work effectively, consistently, and in accord with the responsibilities of each office.

5. Resources Needed (*both people and budget*)
   Team members’ time.
   The participation of people from across the system.
   Need support for automation of processes, for example, software to support Transfer Equivalency and incoming transfer analysis.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)
Since it is a collaborative group whose purpose is to coordinate work between areas, the group will need to resolve issues or roadblocks internally. If that cannot happen for any reason, the Associate Provost, chair of the team, will make a decision or ask for the help of Deans Council to resolve the issue.

7. Requirements for Integration with other Departments or Teams (How does this Team interface with others doing concurrent work?)
   This team will involve Departments and Teams whose work is affected by curriculum processes and procedures.
   The team will provide reports to Deans Council, the Strategic Leadership Team, the Academic Governing Council, and other teams as needed.
   The team will routinely update ProDeans and get direction from that group.

8. Review Progress (How and when will the work of this team be reviewed?)
   This team will report overall progress on a yearly basis to Deans Council in August.
   The team will do a self-assessment on a semester basis.
   CAPS, DAPs, and Teaching and Learning Quality Model processes related to curriculum will be monitored through the routine processes of the Strategic Leadership Team and Deans Council.

9. Team Leader, Current Members, and Membership Specifications
   Are team members appointed? Volunteers? Is team membership permanent?
   Term-limited? Is this team accepting new members?
   Please also list the current members on the Team by name.
   - Associate Provost/Dean of Instructional Support and Interdisciplinary Studies (Chair) Patti Trepkowski
   - Curriculum Specialist – Katie Daniels
   - ESP for ISIS Dean’s Office – Kristen Doneth
   - Executive Associate, Provost’s Office – Debbie DeWent
   - Registrar – Diane Patrick
   - Transfer Specialist – Anna Rose
   - Program Director, Counseling – Lynnae Selberg
   - Faculty Liaison for Course Development and Revision – Elaine Kampmueller
   - Associate Dean from Arts and Sciences – Bill Faber
   - Associate Dean from Workforce Development – Amy Koning
   - Associate Dean from Workforce Development – Paula Sullivan
   - Associate Dean from Student Success and Retention - Unfilled
   - Non-credit curriculum representative – Julie Parks

   Other faculty and staff will be asked to participate when their expertise is needed around particular issues or processes.

10. List the major team accomplishments over the past year. (What are your outcomes?)
    - Implemented the Curriculum Model through the workflow in Curriculog
    - Implemented Curriculog
    - Set standards for catalog updates
- Organized implementation of the new Transfer policy, the Catalog year policy, General Education Distribution policy
- Guided development of the Program Discontinuation process
- Improved alignment of catalog with My Degree path and PeopleSoft
- Worked with Financial Aid to align curriculum processes with Financial Aid requirements
- Brought C/C- issues for AGC resolution – policy was revised by AGC
- Brought Minimum GRCC Credits to AGC to provide policy related to certificates – policy was passes by AGC
- Worked to clean up curriculum codes
- Created, published and supported clear curriculum deadlines for 14-15 work
- Coordinated communication about processes and policy implementation
- Provided process guidance for implementation of automatic graduation
- Guided implementation of MTA
- Developed program naming conventions for catalog – got input from student focus group

11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2015?)
   - Continue collaborating to ensure the smooth operations of curriculum processes.
   - Improve coordination of communication related to the implementation of policies.
   - Revise the curriculum calendar to better balance the workload for academic departments/programs, associate deans, and offices involved in catalog development, My Degree Path updates, PeopleSoft data, advising and counseling.
   - Coordinate work related to curriculum with AGC, Prodeans, and Deans Council.

12. Please describe any current challenges the team is facing.
   - The Curriculog system was new this year, still constructing the linkages between Curriculog, My Degree Path, PeopleSoft. The fact that My Degree Path will no longer maintain a bridge to PeopleSoft is a challenge. We need all curriculum information to be accurate for students, wherever they get it. All should derive from the catalog, which is drawing from Curriculog.
   - As academic departments and programs do more curriculum work, there is more to manage and coordinate. This is a good thing and a challenge at the same time.
   - It is a challenge to know when an issue should go to AGC because it requires a policy and when it doesn’t need to go to AGC because it is more process related to operations.
   - Implementing processes that come from new policies is a continual challenge. There are always the unintended consequences and unpredicted problems. Communication and coordination are key. The COS team helps this happen and we have learned a lot about what works and what doesn’t from our experiences of the past two years.