Team Name: Curriculum Operations Support Team

Team Sponsor: Patti Trepkowski

Date: January 24, 2013 – Original Charter

1.0 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.

2.0 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.
3.0 **Team Goals, Action Projects and Timelines (How will this team proceed to accomplish its purpose? What will it do? NOTE: Complete an Action Project template, if appropriate.)**

Work of January – April, 2013
1. Create a common picture of the curriculum system, encompassing both credit and non-credit curriculum – roles and responsibilities; processes; procedures; action projects; ongoing work and timelines.
2. Create a list of gaps, issues, and action needed.
3. Prioritize the list.
4. Create an action plan to fill gaps, resolve issues, and achieve coordination.
5. Provide feedback on DAPS, CAPS, Teaching and Learning Quality reports related to curriculum and plan coordinated work to support the projects.
6. Assist in implementation of the online catalog.
7. Coordinate work related to catalog year and effective date for student’s curriculum.
8. Pilot the Course Revision process.

Work of May – August, 2013
1. Work the team action plan.
2. Plan the implementation of the Curriculum Model, if passed by AGC.
3. Align programs and program codes.
4. Design the Major Program revision process.
5. Plan transition to new online course document database.

Work of September – December, 2013
1. Continue the work of the action plan.
2. Begin implementing the new online course database.
3. Design the non-credit to credit course/program process.

Work of January – February, 2014
1. Evaluate work to date and create action plan for 2014-15

4.0 **Stakeholders and Their Key Requirements (For whom is this team doing its work? What do the stakeholders 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.
5.0 Resources Needed (both People and Budget)
  Team members’ time.
  The participation of people from across the system.

6.0 Troubleshooting Path (How will unresolved issues or roadblock 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.

7.0 Requirements for Integration with other Department and 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.

8.0 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.

9.0 Team Leader and Membership Specifications
  • Associate Provost/Dean of Instructional Support and Interdisciplinary Studies (Chair)
  • Curriculum Specialist
  • ESP for ISIS Dean’s Office
  • Executive Associate, Provost’s Office
  • Registrar
  • Transfer Specialist
  • Program Director, Counseling
  • Faculty Liaison for Course Development and Revision
  • Associate Dean from Arts and Sciences
  • Associate Dean from Workforce Development
  • Associate Dean from Student Success and Retention
  • Non-credit curriculum representative

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