

CURRICULUM UPDATE

Opportunities for Improvement by Area

Curriculum Update Project
February 24 & 25, 2009
Submitted by Chuck Brendel

Time line issues for Administrative Council actions: highlighted in green

Improvement opportunities that can be acted upon immediately: *****

Improvement opportunities for consideration: highlighted in pink

Faculty identifies need for update:

- Develop process addressing how curriculum will be updated by numerous faculty.
- Check inventory of modules at Bookstore
- Make inventory total available to instructors, deans, administrative assistants on-line.

Determine if it is an update:

- Communicating that you are updating – When? To Who?
- Clear criteria for an update vs. paid project
- Documentation regarding paid vs. non-paid.*****
- Time line of faculty knowing what courses they are teaching vs. update requests time line.
- Align deadline timelines across the college.
- Awareness of time line for completion prior to course start.

Faculty Updates Curriculum:

- Who updates courses that cross programs?
- Does everyone know what curriculum is on shared drives?
- Disconnect between faculty updating curriculum and faculty selecting textbooks. (Who is responsible for updating curriculum? Is this the same person selecting textbooks? Is this a Work Team issue?)
- Need copyright approval for all student learning materials.
- Time lines and due dates are conflicting.
- Textbook order date & curriculum updates are not done at the same time.
- Share guidelines for updating existing curriculum. (Linking to Forms page on Park Place).*****
- Guidelines for updates that happen without changing master curriculum.
- Document industry input into curriculum changes.
- Combining Guidelines for Updating Existing Curriculum and Update Supplement Guidelines.*****

Submit Update Form & Update Material:

- Designate one central submission location instead of three.*****
- Electronic method (i.e. Project Tracker) for curriculum updates.
- Everything in an electronic format.
- Verification of electronic copyright approval.
- Central database to hold all information.

- Designate learning plan that supporting materials link to.
- Feedback checklist (explore including in electronic feedback)
- Where does blended curriculum go? Per form. (Resolved with central location submission point)
- Program updates & curriculum updates at same time? Kathy and Carrie look to streamline this process. Add to electronic process. Add to Carrie's checklist (checkbox).*****
- Communicate all steps required in order to update, i.e. fill out form.
- Use curriculum checklist for updates? Remove with implementation of electronic files.

Carrie Braskamp Review of Course Outcome Summary:

- COS (Name, pre-req's, descriptions, hours, etc.) not reviewed if put directly on-line.

Processing Curriculum:

- Priority: textbook cost, number of students (Set priority for developing? Is this an issue?) Remove, not an issue under current structure.

On-line Course Building:

- On-line course updates are not updated in WIDS Master Course file.

Distribute Curriculum:

- Integrate inventory when filling out Textbook database.

Duping and Master Back-up:

- Course Outcome Summary not being viewed under Dupe request
- Faculty don't know what courses they are teaching by Dupe request time line.
- Master Dupe request – add line to checklist that “all faculty who teach course have been notified”.

PARKING LOT

- Old modules that are never updated. What do we do?
- Lack of consensus: multiple faculty, multiple formats
- Paid curriculum projects – designate this for a future project (out of scope on this project).
- How do we communicate and track program update plans for one faculty programs?
- Advisory Committee trends infused into curriculum.
- Lab software updates coordinated with textbooks.
- Review textbook and module inventory in bookstore database.
- Do all courses use modules? Are they required? (Consistency)
- Look at what is ordered and what is being used.
- Make sure module information is correct on textbook database – sometimes different faculty are filling out the forms.
- Complete textbook database.
- Accountability to use modules that were paid projects.

- Procedure/policy for using modules (Performance Based Model).
- Master Course changes (description, pre-reqs, hours, credits, course name, course number, etc.) are integrated across all platforms. E-College, WIDS, Course Modules, Banner, Program brochures, PDF files, etc.
- Changes in Core Abilities (two new indicators) need to be scheduled to update courses
- Policy to control curriculum files so only most current curriculum information is used for updates, etc. (Above the line information).
- Create Camtasia files for faculty to review how to enter information into the WIDS software.
- Establish proactive schedule to work with faculty prior to starting updates.
- On-line course running without any curriculum.
- Faculty does not have the same view as Carrie Braskamp to see course information, master course data. Prevents most current information from being viewed by faculty. Course Query Access (copy & paste ability?). Communicate this, can be performed in Banner under Course Catalog in Self-Service.
- Identify courses with high changeover of modules (more than once a year).
- Coordination of program changes and course changes to ensure accuracy. Resolved above.
- Competencies between some on-line and face-to-face courses are not the same. (Small % but needs to be addressed).

Update Process Information:

Spring '07 - '08

Number of updates N=75	
N x Avg Hours	= Actual Hours
40 x 5.5 hours	= 220 hours
8 x 11.5 hours	= 92 hours
27 x 1.5 hours	= 40.5 hours
<u>0 x 15 hours</u>	<u>= 0 hours</u>
Total hours	= 352.50
	4.7 hours avg.

Fall '08 - '09

Number of updates N=64	
N x Avg Hours	= Actual Hours
32 x 5.5 hours	= 176 hours
5 x 11.5 hours	= 57.5 hours
26 x 1.5 hours	= 39 hours
<u>1 x 15 hours</u>	<u>= 15 hours</u>
Total hours	= 287.50
	4.5 hours avg.

2 Support Staff

37.50 hours per week = 75 hours / week

75 hours x 4 weeks = 300 hours/ month

300 hours x 4 months = 1200 hours

Approximately 26% of available hours spent on updates