

## CHP Curriculum Review Process

### *Frequently Asked Questions*

### **What Type of Things Need to Be Reviewed by the Committee?**

All additions, deletions, changes to course numbers, and significant modifications of courses and programs in the CHP, as well as new program proposals, must be reviewed by the CHP Curriculum Committee and the Associate Dean for Academic Affairs.

Examples of modifications to courses that may require Committee review include:

- New courses
- New programs
- Changes to the course title
- Changes to the course description
- Changes to the course prerequisites
- Addition or deletion of cross-listings
- Change in the course semester credit hours
- Changes to the course number\*

#### **1. New Courses**

Proposals for new courses requiring internal campus approval must be submitted for review by the CHP Curriculum Committee.

#### **2. New Programs**

Proposals for new programs requiring external approval (Department of Higher Education, Board of Trustees, Graduate Council, etc.) will require additional time for processing and should be **submitted 12 months in advance of the anticipated starting date**. Proposals should include the pertinent information required by the appropriate state agency concerning program approval. There may be helpful documents available in the CHP Dean's Office to assist you in providing this information.

#### **3. Trial Courses**

With the approval of the CHP Curriculum Committee, any department may provide a trial course related to its discipline. Once approved the course may be offered a second time without review provided none of the above change. Before the course is offered a third time, it must be reviewed and approved as a permanent program offering. A complete syllabus following the standard approved format and the CHP Syllabus Format Checklist must be submitted by the same dates specified for new courses.

#### **4. Courses in the Graduate School**

Proposals for CHP courses in the Graduate School will follow the same procedures as proposals for courses in CHP. Following approval from the CHP Curriculum Committee, Associate Dean for Academic Affairs and the Dean; the proposal will be submitted to the Graduate School for further review. It is highly recommended that these proposals be submitted early to allow time for the additional review process.

## 5. Course Revisions

Major course revisions require Curriculum Committee review. Major revisions may include, but are not limited to:

- changes to the course title
- changes to the course description
- changes to course prerequisites
- addition or deletion of cross-listings
- change in the course semester credit hours
- changes to course number\*

## 6. Independent Study Courses

A course syllabus should be given to each student enrolled in an independent study course.

A learning contract is highly recommended. A learning contract is a formal agreement written by or with the student. It details what will be learned, how the learning will be accomplished, the period of time involved, and the specific evaluation criteria to be used in judging the completion of learning. The learning contract should include these components:

- a. Learning objectives
- b. Learning resources and strategies
- c. Evidence of accomplishment of the objectives
- d. Criteria and means for validating that evidence listed above in "c".
- e. Time lines for completing the objectives
- f. Grading scale

This written agreement should be signed by both the student and course instructor.

## 7. Distance Learning Courses

Approval for distance learning courses should follow the same policies and procedures as for other courses.

### What Forms Do I Need to Submit?

1. Course Approval / Request Form
2. Course Syllabus (as a Word document)

### Where Can I Find These Forms?

The CHP Syllabus Guide and the Course Approval / Request Form can be found on the CHP website: <http://healthprofessions.uams.edu/faculty-and-staff/curriculum-policies-and-syllabus-guide/>

The Syllabus Guide should be used by the originating faculty member in developing the course syllabus. *If a section or a subsection is not applicable or there is nothing to be noted, please include the section or subsection but indicate "None" or "N/A."* The originating faculty member and department chairman complete and sign the Course Approval / Request Form.

### To Whom Do I Submit These Documents?

1. Electronically submit a completed Course Approval / Request Form and the course syllabus to be reviewed to Deborah Taylor.

### What Are the Deadlines for Submitting Syllabi for Review by the Committee?

1. The Curriculum Committee must meet the deadlines established by the UAMS Office of the University Registrar. These deadlines will be *strictly* enforced, so please plan accordingly. All syllabi submitted for review, along with a Course Approval / Request Form, must be received by Deborah on or before the deadline below. *Syllabi received after this date cannot be reviewed.*

<b>Term Course to Be Offered</b>	<b>Faculty Deadline to submit to CHP Curriculum Committee</b>	<b>CHP Deadline to Submit to Office of the University Registrar</b>
Fall	<i>January 1</i>	February 1
Spring	<i>August 1</i>	September 1
Summer	<i>November 1</i>	December 1

The Curriculum Committee will meet during the first week following the established deadline to submit syllabi for review.

### What If My Program is in the UAMS Graduate School?

While programs in the Graduate School will follow the same submission process using the same forms, the submission deadlines will differ as these documents are reviewed by the Chairman of the CHP Curriculum Committee and the CHP Associate Dean for Academic Affairs prior to submission to the Curriculum Committee for the Graduate School. Additional time will be required.

<b>Term Course to Be Offered</b>	<b>Faculty Deadline to submit to CHP Curriculum Committee</b>	<b>CHP Deadline to Submit to Office of the University Registrar</b>
Fall	<i>December 1</i>	February 1
Spring	<i>July 1</i>	September 1
Summer	<i>October 1</i>	December 1

\*A full review by the Curriculum Committee may not be warranted for a course number change only; however, the Associate Dean for Academic Affairs must review the request. Please check with the Associate Dean for Academic Affairs.

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## ***Overview of the Review Process***

1. Obtain the CHP Syllabus Guide and the Course Approval/Request Form from the CHP website: <http://healthprofessions.uams.edu/faculty-and-staff/>
2. Complete the Course Approval/Request Form.
3. Follow the Syllabus Guide closely prior to submitting the syllabus for review. If a section does not pertain, include the section in the syllabus but indicate that it is non-applicable (n/a).
4. Email the completed Course Approval/Request Form and the course syllabus to Deborah Taylor. She will log the receipt of the documents and post them on the CHP Curriculum Committee's Sharepoint Site. *Please do not send curriculum materials directly to the Curriculum Committee chairman.*
5. The Curriculum Committee Chairman will assign each submission a primary and a secondary reviewer. If necessary, the primary reviewer from the Curriculum Committee will contact the originating faculty member or Department Chairman for clarifications as well as requests for revisions to the syllabus. The Committee will meet the first week following the established submission deadlines to review the curriculum.
6. With the Committee's approval, the chairman of the Curriculum Committee will sign the Course Approval/Request Form and upload all documents to the Curriculum Committee's Sharepoint Site.
6. After all signatures are collected, Deborah will send the Office of the University Registrar, the originating faculty member, and the department chairperson an electronic copy of the approved syllabus and the signed Course Approval/Request Form.