

# Automating alerts for associated program changes

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Curriculum Solutions Task Force



Western Oregon  
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# Curriculum Solutions Task Force

- Burton, CC Chair
- Gabaldón, Gen Ed Chair, Curriculum programmer
- Landon-Hays, Grad Studies Chair
- Baumgartner, Gen Ed Director
- Hays, Catalog and Scheduling
- Clark, Registrar



# Curriculum Solutions approach

- Working to streamline and improve curriculum processes.
- We are updating forms for clarity.
- We are also working on WOU Board approval for integrating required HECC document components for new minors and new certificates directly into the curriculum portal forms (easier approach for all).



# Program changes needed

Some course changes impact programs and require corresponding program changes.

- Credit changes (e.g. from 3 to 4 credits)
- Dropping a course
- Number changes (e.g. BSK 100 to BSK 110)
- Prefix change (e.g. from BSK 100 to WEV 100)

These course changes require that corresponding program change(s) are submitted concurrently with the course change(s).



# Why corresponding changes?

- Program changes are required because credit changes and dropping a course frequently change the credit count on programs
- Also, credit changes, dropping courses, number changes, and prefix changes will change both the catalog and any internal division and department specific web-postings, brochures, documents, etc. about that program.



# Current practice

- Required corresponding program changes are currently tracked "by-hand" by the curriculum evaluation committee chairs.
- Course proposals without corresponding program changes can't be fully processed.



# New approach (automation)

- We are working on automating this process using existing curriculum portal capacities.
- When course proposals that require program changes “leave the division” an automated alert “from” the proposal sponsor will be sent to all the programs that use the course (department head / program coordinator).



# New approach (automation)

- Faculty/sponsors are encouraged to work together on required corresponding program changes as soon as possible to expedite processing time.
- A key goal is update processes to help with campus and cross-program communication.





# New approach (automation)

- In order for course changes in this situation to move fully out of the curriculum evaluation committee, the corresponding program change(s) must also be received by, and approved by, that curriculum evaluation committee.
- The portal already has capacity for connected proposals.



# New approach (automation)

- We note this new automation approach is will not change the existing processes; it will merely automate them (to the good of all, we hope).
- Our team feels that it is important to discuss this approach with the campus community before proceeding.



# Automation timeline

- Our (intrepid) curriculum programmer will work on fully implementing this approach summer 2020.
- By fall 2020, Burton, CC chair, will update [wou.edu/curriculum](http://wou.edu/curriculum) to reflect and describe the automation process.
- We'll also come back to Faculty Senate to share updates.



# Additional notifications

Additionally, department heads/program coordinators will now receive alerts for modification proposals for courses used in their programs that are:

- Prerequisite, title, description, course goal and grading option changes.

No approvals or corresponding changes from other areas are required in these cases, the alert will simply automate letting other areas know of proposed changes.



# Questions? Concerns?

Also, feel free to send any questions or concerns directly to [burtonl@wou.edu](mailto:burtonl@wou.edu) to bring to the taskforce.

