



UNIVERSITY *of*  
Western States

# **Curriculum Handbook**

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## Introduction

The University of Western States Curriculum Handbook outlines the process for regular curriculum review and revision as well as new curriculum development. The Office of the Provost is responsible for maintaining and posting the curriculum handbook on its website. This handbook is updated annually by the Office of the Provost. Faculty or administrators wishing to propose changes to the curriculum handbook may submit proposed changes, in writing, to the provost. Proposed changes are then brought to the college curriculum committees and the academic affairs committee for discussion and recommendation.

Curriculum changes may be proposed at any time and may not be effective until publication of the new academic year catalog or the quarterly catalog addendum, depending on the determination of the impact by the curriculum committees and subsequent curriculum change processes.

## Curriculum Committees

The university has a curriculum committee for each college. The committees bring together faculty and academic leaders to review curriculum effectiveness. The committees are responsible to

- Develop and maintain core and elective curricula.
- Ensure that the curriculum for each program meets the educational standards of related accrediting bodies and any licensure requirements for the State of Oregon.
- Ensure the respective curricula are founded on principles of sequence, continuity and integration to produce competent graduates/practitioners.
- Evaluate curriculum proposals originating from program directors, faculty and students.
- Review related program outcomes and student feedback on issues related to program curricula and effectiveness annually to identify potential program areas for improvement, as well as develop and implement strategies to address any areas that need strengthening.
- Serve as a forum for discussion of general educational issues regarding instructional methodology, assessment, curriculum design, student evaluation, etc.

The committees may also be responsible for maintenance of the curriculum map, accountability to standards of a programmatic accreditor related to curriculum, elective offerings, etc.

Committee charges and membership are detailed in the [UWS Governance and Committee Structure](#).

## Program and Course Modification Processes

For purposes of ongoing program and curriculum review and enhancement, changes to existing curriculum or the addition of elective courses may be proposed by faculty and/or deans at any time.

### Modification Timeline

Changes must be fully processed at least one term prior to the date the change will be implemented. Respective offices may determine there is not enough time to make the requested change and/or request edits to the modification form before it can be moved forward for implementation. Changes that require funding are subject to the yearly budget approval process.

### Modification Types and Process by College

Modification to items including, but not limited to, the items listed in the modification tables below must go through the formal program or course modification process. The modification forms are available in [Udocs](#), under Academic Affairs, Curricular and Program Modification.

### Types Overview

#### **MS, EdD, and DCN Program Curricular Modifications (College of Graduate Studies)**

There are two types of curriculum modifications for doctoral (EdD, DCN) and master's (MS) programs – major and minor. The list below identifies the scope of change and the corresponding form to be completed.

#### **Professional Program Curricular Modifications (College of Chiropractic and College of Naturopathic Medicine)**

Professional programs (DC, NMD) use the DC/NMD Course/Program Modification form for *all* modifications.

## College of Graduate Studies Modification Types

College of Graduate Studies Minor Curriculum Modification	College of Graduate Studies Major Curriculum Modification
<ul style="list-style-type: none"><li>• Course title</li><li>• Course description</li><li>• Credit or clock hours</li><li>• Course goals or learning outcomes</li><li>• Delete a course offering from the program</li></ul>	<ul style="list-style-type: none"><li>• Program prerequisites</li><li>• Graduation requirements</li><li>• Program organization</li><li>• Development of new <i>program</i></li><li>• Course addition or deletion</li> <li>• Transition to hybrid or online course</li><li>• New course development</li><li>• Increase or decrease number of credits</li><li>• Program cancellation</li></ul>

If unsure about whether a proposed change requires this modification process, please confer with the college dean.

### College of Graduate Studies Major Modification Process

#### Step 1

1. **Proposer completes Step I of the [major modification form](#)** in collaboration with the college dean. The proposer must include feedback from stakeholders (question 11) prior to submission of the form.
2. **Proposer** submits the modification form to the dean.
3. **Dean** takes the modification form to the curriculum committee for review.
4. **Dean (as chair of curriculum committee) requests that the Academic Affairs Coordinator (AAC)** schedule committee meeting for initial review and feedback of the modification request.
5. **Committee** takes one or more of the following actions
  - Requests further information on the proposal, in which case the proposer will collect the information and resubmit to the dean (who will resubmit to the committee).**OR**
  - The committee may make a recommendation to approve or deny the modification proposal and moves the proposal to **Step 2**.

#### Step 2

1. **Dean** submits the form to the academic affairs coordinator.
2. **Academic Affairs Coordinator** initiates processing of the form through SignNow to collect all required signatures.
3. **Provost** signs and **the AAC** notifies the dean and all signers of approval or denial, and any implementation stipulations. Modifications denied by any signer aside from the dean (as chair of the curriculum committee) are returned to the committee with specific reasons and/or corrections needed.

Completed modification forms, approved or denied, will be filed in the office of the provost.

### College of Graduate Studies Minor Modification Process

#### Step 1

1. **Proposer completes the [minor modification form](#)** in collaboration with the college dean. The proposer must include feedback from stakeholders (question 10) prior to submission of the form.
2. **Proposer** submits the modification form to the dean.

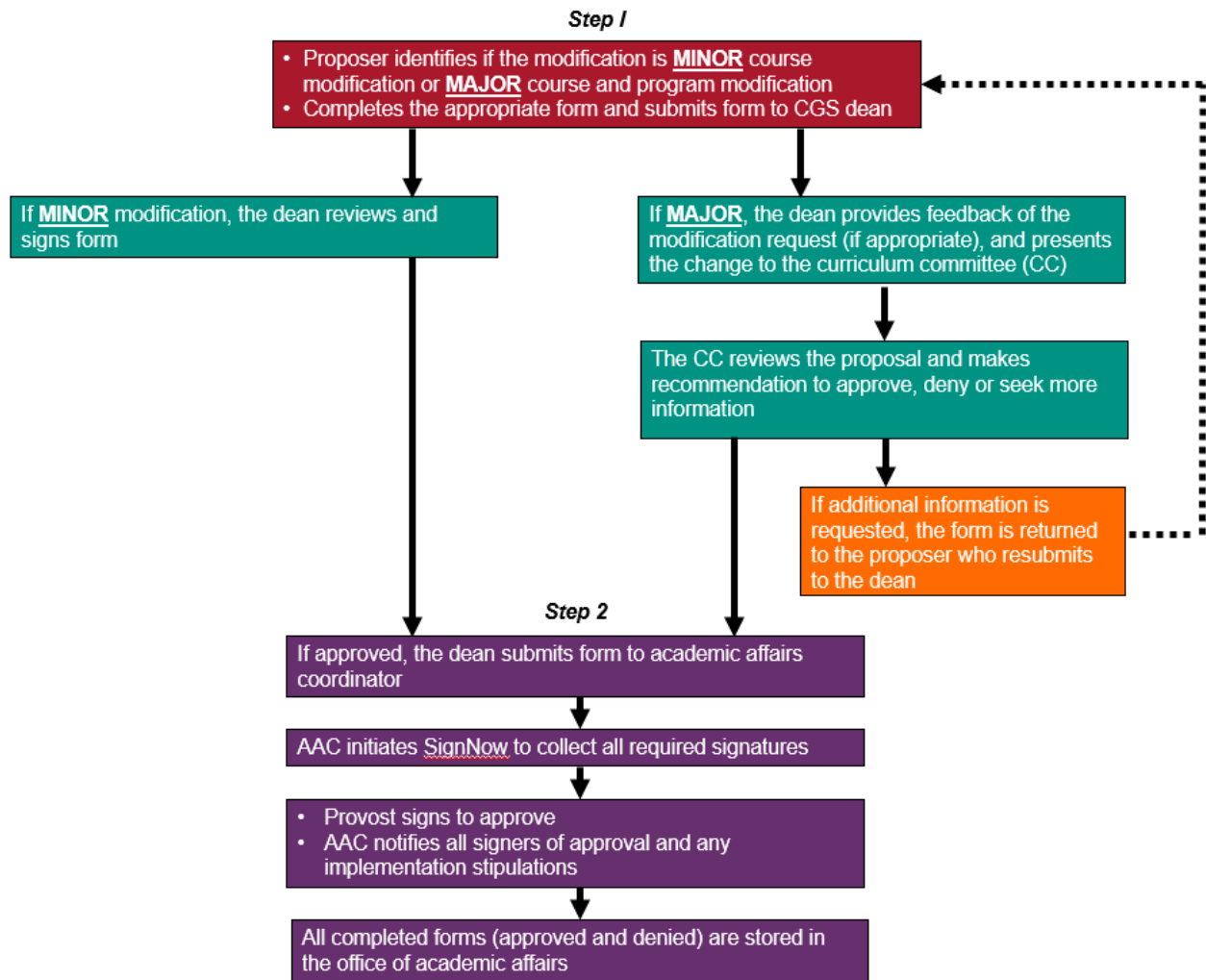
3. **Dean** reviews and determines the outcome (approve, deny, return to proposer for additional revisions or details). If approved, the dean initiates **Step 2** of the form.

**Step 2**

1. **Dean** sends the Program/Course modification recommended for approval to the academic affairs coordinator.
2. **Academic Affairs Coordinator** initiates processing of the form through SignNow to collect all required signatures.
3. **Provost** signs and **the AAC** notifies the dean and all signers of approval or denial, and any implementation stipulations. Modifications denied by any signer are returned to the dean with specific reasons and/or corrections needed.

Completed modification forms, approved or denied, will be filed in the office of the provost.

**College of Graduate Studies Curriculum Modification Process**



## **College of Chiropractic and College of Naturopathic Medicine (Professional Programs) Modification Types**

### **College of Chiropractic and College of Naturopathic Medicine (Professional Programs) Curriculum Modification**

- Course title
- Course description
- Credit or clock hours
- Course goals or learning outcomes
- Course redesign
- New course development
- Transition to hybrid or online course
- Program prerequisites
- Graduation requirements
- Program organization
- Adding/deleting program course(s)
- Program goals/outcomes
- Increase or decrease number of credits

If unsure about whether a proposed change requires this modification process, please confer with the appropriate college dean.

## **College of Chiropractic and College of Naturopathic Medicine (Professional Programs) Modification Process**

### **Step 1**

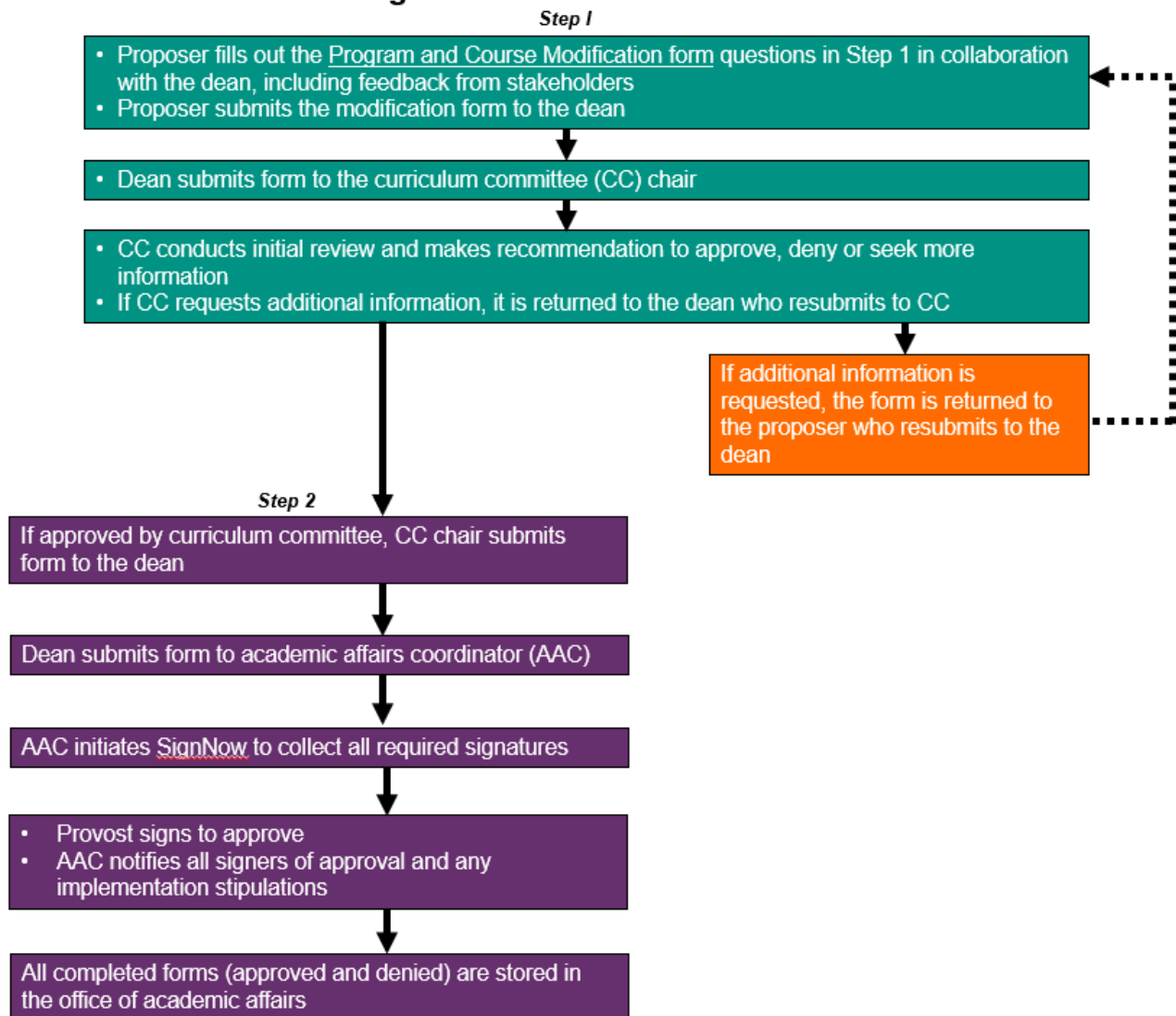
1. **Proposer completes Step I of the [DC and NMD modification form](#)** in collaboration with the college dean. The proposer must include feedback from stakeholders (question 11) prior to submission of the form.
2. **Proposer** submits the modification form to the dean.
3. **Dean** reviews and submits the modification form to the chair of the curriculum committee.
4. **Chair** schedules committee meeting for initial review and feedback of the modification request.
5. **Committee** takes one or more of the following actions
  - Requests further information on the proposal, in which case the proposer will collect the information and resubmit to the dean (who will resubmit to the committee).**OR**
  - The committee may make a recommendation to approve or deny the modification proposal and moves the proposal to **Step 2**.

### **Step 2**

1. **Chair** submits the approved or denied form to the dean.
2. **Dean** reviews and submits form to the academic affairs coordinator.
3. **Academic Affairs Coordinator** initiates processing of the form through SignNow to collect all required signatures.
4. **Provost** signs and **the AAC** notifies the dean and all signers of approval or denial, and any implementation stipulations. Modifications denied by any signer aside from the committee chair are returned to the committee with specific reasons and/or corrections needed.

Completed modification forms, approved or denied, will be filed in the office of the provost.

## Professional Programs Curriculum Modification Process



## Program Review

The purpose of academic program review (APR) is to provide regular opportunities for academic program faculty and staff to engage in self-reflective and continuous improvement processes. Each program participates in this process at least once every five years or more frequently as required. A program review schedule is maintained on Udocs. Programs with specialized accreditation may participate in a modified process as determined in collaboration with the office of institutional effectiveness. The [Academic Program Review](#) (APR) template is designed to support each program through the evaluation process. The template is aligned to the 2020 NWCCU standards and focuses on continuous improvement via the following criteria:

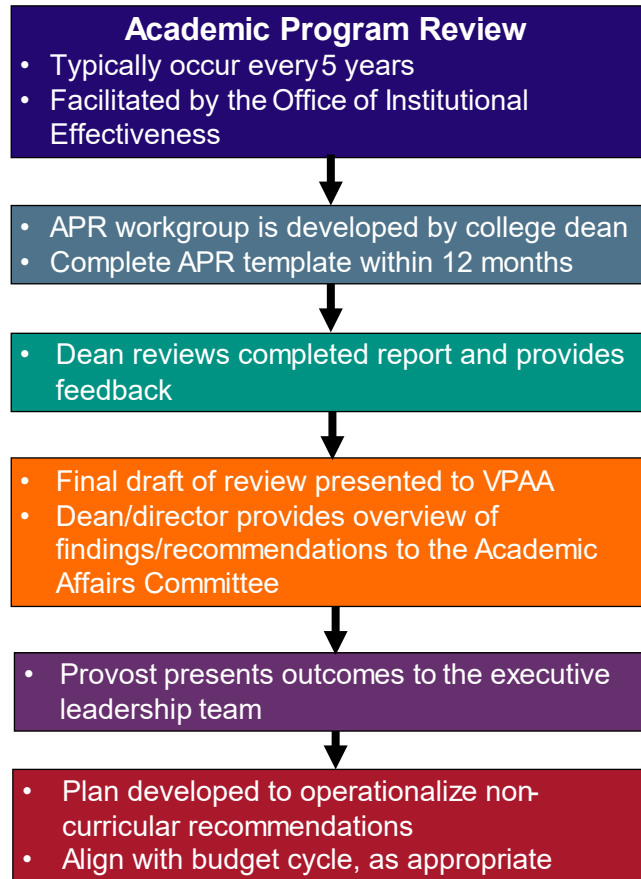
- Relevance to the UWS mission and vision
- Value to students and employment outcomes
- Curricular relevance to the field
- Student success, including retention and completion rates
- Resources needed to thrive



- New ideas for program enhancement

The program review process is facilitated by the office of institutional effectiveness.

- A workgroup consisting of institutional effectiveness, the dean/program director, and additional selected faculty conduct the review.
- The completed [Academic Program Review Template](#) is submitted to the dean for review. Following review, the dean submits the completed APR to the provost. Additionally, the dean requests time at an Academic Affairs Committee (AAC) to provide an overview of the process, what was learned and next steps.
- The provost takes the recommendations to the president for review.
- The provost carries out or assigns any actions required as a result of the program review.



## New Programs

### Feasibility Study and Approval Process

New programs may be recommended by faculty, staff, students, or by administration. Recommendations are submitted to the provost and reviewed for interest, fit, and viability. If the recommendation seems appropriate for UWS, executive leadership may request a full feasibility study. Upon completion of the feasibility study, the feasibility study may be reviewed by the academic affairs committee and will be reviewed by executive leadership to determine if the recommendation should be moved to the board. If the Board of Trustees approves the new program, the Office of the Provost determines a timeline, based in part on budgetary requirements, and begins the processes detailed in the [Steps and Timeline for New Academic Programs](#).

## **Curriculum Design Resources**

### **[Credit Hour Worksheet](#)**

The credit hour worksheet provides guidance on federal and institutional requirements for determining course credit hours.

### **[Course Title and Description](#)**

Course titles should give a clear indication of the course content. Course descriptions should be brief, concise, and free from unnecessary phrases and terminology, but should contain enough information to present an adequate concept of the subject matter covered. Any required prerequisites should be noted at the end of the course description. For more guidance, see the course description guide.

### **[Learning Outcomes](#)**

Student learning outcomes provide the foundation for instruction and for assessment. Writing Student Learning Outcomes provides an overview of how to write an effective outcome.

### **[Course Delivery Methods](#)**

The university offers campus-based courses, fully online courses, and blended and hybrid courses. The method of delivery may be recommended by the program director, faculty member, department lead, or course writer, but is ultimately determined by the dean of each program to assure compliance with university standards and programmatic accreditation requirements.

The method for determining the appropriate credit hours of a course may vary by delivery method. See Blended and Hybrid Learning and consult with your dean for more information.

### **[Assessment](#)**

Assessment occurs at the individual assignment level, the course level, and the program level. Miller's Pyramid of Assessment provides a framework for assessing clinical skills.

An effective rubric communicates expectations and fosters both instruction and student focus on the criteria for success. Introduction to Rubrics is a quick guide to creating and using rubrics.

## **Policies**

[1201 Academic Programs](#)

[1210 Credit Hour Definition](#)

[1213 Academic Program Review](#)

[1227 Academic Catalog](#)

[1240 Electives](#)

[6002 Course Management](#)