



CURRICULUM AND ACADEMIC PLANNING HANDBOOK

Approved by University Curriculum Council
September 1, 2014

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Purpose

The purpose of this document is to outline a process through which National Louis University reviews programs/curricula in an inclusive, timely, and efficient manner that involves both internal and external stakeholders; and ensures that existing and emerging programs reflect the following:

- relevance to the market
- formatting to meet student and workplace needs
- high academic quality
- competitiveness and market-informed orientation
- mission-relevance

This collaborative approach to program development and review helps us build strong academic programs, allocate appropriate resources accordingly to ensure clear, relevant, and rigorous student and institutional outcomes, and implement appropriate processes across the lifecycle of the student that lead to graduation, employability, and other measures of student success for all new and revised programs.

The Office of the Provost maintains a list of current programs and approved NLU locations.

University Curriculum Council

Constitutional Charge to University Curriculum Council

The University Curriculum Committee shall oversee academic planning. It shall recommend and monitor policies for review, assessment, and accreditation of programs at the university level. The committee shall review new programs and courses within the context of the university portfolio. The committee shall oversee the program review process and work collaboratively with University administrators to plan future programmatic changes and/or enhancements.

This Committee shall identify and attempt to resolve potential conflicts arising from college-approved curricula which impact on more than one college.

The membership of this Committee shall consist of three full-time faculty representatives from each college, one from Library & Learning Support and one from the Adjunct Council.

Membership

The membership of this Committee shall consist of three full-time faculty representatives elected from each college, one from Library & Learning Support and one from the Adjunct Council.

Extended Team Members

The Registrar, Vice Provost of Institutional Effectiveness & Accreditation, and the Provost or designee(s), will regularly attend committee meetings in non-voting, ex officio capacities. The Provost may appoint appropriate resource staff and administrators to support UCC.

Responsibilities

In addition to the points in the Constitutional Charge to University Curriculum Council as outlined above, the work of UCC regarding curriculum include:

- examination and evaluation of data and analyses of five-year program review documentation in collaboration with program faculty, college administration, and the Office of the Provost; provision of feedback to program faculty

- examination and evaluation of data and analyses of university and program learning outcome data
- examine and evaluate university-wide academic documents such as UCO templates, Syllabi templates, etc. and recommend adoption of these documents to the Senate by way of a draft Academic Alert and a copy of the new/revised document

Course Status Report

At the start of each academic year, the Office of the Registrar identifies both courses that have not been offered for three (3) years and courses that have not been updated in five (5) years. The Office notifies the appropriate dean(s), and copies UCC and the college curriculum committees. Deans send this course status report on to the college leadership (e.g., department chairs, program heads) so that these courses can be updated and/or considered for inactive status. No approvals are required.

Annual Program Update Reports

The Annual Program Update Report, generated by Institutional Research, is comprised of four sections that report specific data; taken together, the data reported in these four sections serve as a measure of program effectiveness, student learning achieved in the program, and financial viability of the program.

Information about relationships between and among programs may also to be included as program leadership wishes in order to demonstrate the impact of the program and/or unit on the NLU system and its overall financial health.

A brief outline of each of the four sections of the report and the data required in each are included below.

See Appendix VI for the Annual Program Update Report Rubrics.

See Appendix VII for Program Review Report Guidelines.

Section I: Program Effectiveness

The first section of the report consists of conventional indicators of program effectiveness and financial viability. The Office of Institutional Research is responsible for providing on an annual basis the metrics related to program effectiveness.

Section II: Institutional and Program Outcomes; Curriculum/Artifact Maps

The faculty of each program is responsible for clearly articulating and assessing a set of student learning outcomes that describe the knowledge and skills a graduate of the program is able to demonstrate at the time of graduation. Program-level outcomes must be aligned with, and in at least some instances will be identical to, the University's Institution-level learning outcomes.

Program curriculum and artifact maps are used to graphically illustrate how and where courses in the program advance student achievement of program learning outcomes.

See Appendix VIII for the Curriculum Map Template.

Section III: Program Impact, Rationale, and Differentiation

This section pertains to the five-year review and addresses important program distinction indicators, including, but not limited to, academic research and service to the community/community engagement by

program faculty and students. Evidence of results in the form of quantitative measures is likely in many programs. The Office of Institutional Research is available to assist in selecting instruments, both to measure these outcomes and to use in translating qualitative data into quantitative form.

Section IV: Opportunity Analysis and Planning

This final section of the Annual Program Update Report is completed collaboratively by program faculty after review of the data collected in Sections I through III. Evaluation of the program and strategic planning for the future should specifically address program strengths and opportunities, as outlined in the Section IV form. Program faculty or administration submits Section IV to the Office of Institutional Research upon completion. The Office of Institutional Research is responsible for maintaining, updating, and disseminating to all appropriate constituencies the Annual Program Update Report for all academic programs.

Five-Year Program Review

The five-year program review (three-year review for new programs) is an activity that is accomplished at NLU through a collaborative process involving program faculty, college leadership (e.g., department chairs, program heads) college curriculum councils, UCC, Senate, and the Office of the Provost. External reviewers, including NLU faculty from different programs, may also be part of this process. Programs can expedite reviews and shorten this cycle, in conjunction with, for example, accreditation reviews.

The process is initiated when the Office of Institutional Research issues the program's Five-year Program Review Report, which includes a compilation and summary of Annual Program Update Reports for the preceding five-year period. The Five-year Program Review Report is comprised of:

- a compilation of Annual Program Update Reports, Sections I through III (Data are compiled and summarized, and a trend analysis is performed.)
- outcomes assessment results, with trend analysis
- current program curriculum/artifact maps
- summary of opportunity analyses conducted over the review period, with compilation of evidence of effectiveness improvement actions taken

UCC schedules a formal Program Review Meeting with all appropriate constituencies in attendance. The review meeting is an opportunity for the program faculty to engage in an open, analytical, and frank conversation with college deans or designees, UCC, and the Office of the Provost about the impact, effectiveness, and future strategic direction of the program.

As part of the review, UCC, in collaboration with the appropriate college dean and the Office of the Provost, provides feedback to program faculty based on the data and analyses contained within the Five-Year Program Review Report. UCC completes the Program Review Feedback form and sends it to Senate, program faculty, deans, and the Office of Institutional Research.

Program faculty incorporate feedback as appropriate into the program strategic planning process; in so doing, resulting improvement actions are aligned with the University Strategic Plan.

See Appendix IX for the Program Review Schedule.

**C U R R I C U L U M A N D A C A D E M I C
P L A N N I N G H A N D B O O K**

APPENDICES

Appendix I:	Academic Alert Process
Appendix II:	Academic Planning Checklist for Program Reviews
Appendix III:	Guidelines for UCO Creation
Appendix IV:	UCO Template
Appendix V:	Program Review Process Map
Appendix VI:	Annual Program Update Report Rubrics
Appendix VII:	Program Review Report Guidelines
Appendix VIII:	Basic Curriculum Mapping Template
Appendix IX:	Program Review Schedule