EP.22.146
April 25, 2022

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
COMMITTEE ON EDUCATIONAL POLICY

EP.22.146   Committee on Educational Policy Frequently Asked Questions Regarding
                 Curriculum Proposals

BACKGROUND
The Committee on Educational Policy (EP) felt it prudent to put together a document to address many of the questions which are received each year from proposal sponsors who are working with Committee members. This is not a policy document. It is a working document of basic information central to the tasks of EP. It will help guide new members in their responsibilities to EP tasks, as well as better inform those on campus tasked with creating, preparing, and/or editing a proposal.

Frequently Asked Questions Regarding Curriculum Proposals

How does the Committee on Educational Policy work?
EP examines items related to academic policy and curricular revisions, which are then included on Academic Senate agendas each year. Proposals to establish, revise, phase down/ deactivate (eliminate) programs, degrees (including Campus Graduate Certificates), majors, minors, concentrations, etc. are viewed by EP through a web-based system that is connected to the Academic Catalog. This system is called **CIM-P** (Course Inventory Management-Programs). EP's purpose is to provide helpful oversight and support to campus units as they navigate changes to their programs.

What is the basic proposal process?
Proposal sponsors (or their College designees) answer CIM-P questions, upload the necessary documentation, and create or edit a curriculum table in CIM-P that is connected to the Academic Catalog. Once the proposal is complete, it makes its way through the approval process to EP for discussion and approval.

When the proposal reaches EP, it is assigned to a subcommittee. The subcommittee chair becomes the primary communicator between EP and the proposal sponsor. When the subcommittee chair feels the proposal is ready, it is presented for discussion and approval at an EP meeting. It is important to note that EP follows the Open Meetings Act, so no discussion can occur at the subcommittee level; questions and comments from subcommittee members are collected by the subcommittee chair for later discussion. Therefore, some proposals require discussion at more than one EP meeting.

Once proposals have been approved at their final stage, any curricula additions or revisions to the proposal's CIM-P curriculum table(s) go through a final check before an update is made to the existing Program of Study curriculum table(s) in the Academic Catalog.

What are Administrative Approvals?
These are proposals with very minor revisions to existing curricula (course additions, deletions, substitutions, Academic Catalog text revisions, etc.). This designation is determined through communication between the Office of the Provost, Grad College (if applicable), and the EP Chair. These proposals are presented in one report for approval to EP by the Office of the Provost designee.

What is the basic timeline for proposal approval?
Please view the "Levels of Governance for Program and Curricular Changes" and "Urbana-Champaign Program Approval Process" documents, which are available from the Office of the Provost and included as attachments with this document.

What are the most common reasons proposals are sent back to sponsors?
1. It is unclear what the proposal is trying to do.
2. Changes discussed within the proposal itself do not match the program of study.
3. When the proposal might significantly affect other units or stakeholders and there is no supporting documentation to show communication has been made to the affected units in question. These can be emails, documents, etc., that are uploaded into CIM-P and attached to the proposal. For units inside the sponsor's college, approval from the unit's college should also be obtained. For units outside of the sponsor's college, an email from the affected unit is generally sufficient. Note that EP generally looks to make sure the affected units have been informed and given a chance to respond. Their approval is not required. In situations where the unit has been contacted multiple times and does not respond, including evidence of such contacts in the proposal will suffice.
4. A revision to a bachelor's degree does not meet the 40-hours of upper-level courses minimum (300- or 400-level). Note: A 200-level course which has at least two prerequisites may count as an upper-level course.
5. A proposal to create a new degree, major, concentration, etc. is replacing another program which will be phased down or eliminated and there is no accompany proposal to phase down/eliminate the existing program. A separate proposal to phase down/eliminate the existing program must be created in CIM-P.
6. When a sponsor acknowledges the need for a new program, degree, major, etc., because of increased enrollment and does not include how advising will be addressed and/or supported.

For more information about the proposal process, please view the link below for more information:
https://provost.illinois.edu/education/courses-programs/

If CIM-P is for proposals, what is CIM? CIM (Course Inventory Management) is the web-based system for both curricular and course proposals. CIM-P refers to the part of the system for curricular proposals; CIM-Courses is the part of the system where <u>courses</u> are established, revised, or deactivated. Units seeking Gen Ed status, or reaccreditation, for courses must do this through CIM-Courses. As with CIM-P, there are specific questions CIM-Courses asks for with courses, and for Gen Ed status, additional questions depending on the type of Gen Ed status the unit seeks.

Anything not in CIM-P?
Units needing to temporarily suspend admission to a program for a semester, year, or more would complete a paper form titled, "Report to Suspend Admission to a Degree, Major, Concentration, or Minor." This also applies to what we refer to as non-admission to designated programs, which do not directly admit students. Units wanting to permanently suspend admission due to phasing down or eliminating a program, degree, major, concentration, or minor would go through the regular proposal process in CIM-P. The CIM-P does not encompass the processes for establishment of a center, institute, department, or other higher-level academic unit (refer to this document). Requests to establish or eliminate course rubrics and requests to change CIP codes on an existing program are handled by contacting the Office of the Provost via email.

DEFINITIONS of Program, Degree (Undergraduate, Graduate and Professional, Dual Degree, Joint Program), Major, Concentration, and Minor

PROGRAM
While the word "program" is used quite frequently as a catch-all term when discussing campus proposals, its true definition in an official capacity is **"**a degree plus a major." (e.g., the Bachelor of Science in Crop Sciences is the program; "Bachelor of Science" being the degree, and "Crop Sciences," the major. The Bachelor of Music in Music Composition is a program; "Bachelor of Music" is the degree and "Music Composition" is the major.

⇒ Creation of PROGRAMS require approval of the Academic Senate, Board of Trustees, and Illinois Board of Higher Education (IBHE), and the Higher Learning Commission (HLC). Elimination of PROGRAMS require approval of the Academic Senate and Board of Trustees and notification of IBHE and HLC. Revisions of PROGRAMS that change total hours required requires approval of the Board of Trustees and then is reported to IBHE; other types of revisions require approval of the Academic Senate.

DEGREE
A degree is a qualification awarded to students upon successful completion of a course of study in higher education. (e.g., Bachelor of Science, Bachelor of Arts, Bachelor of Science in Liberal Arts and Sciences, Bachelor of Music, Master of Fine Arts, Master of Computer Science, Artist Diploma, Doctor of Philosophy, Doctor of Musical Arts, Juris Doctor, Doctor of Medicine, etc.).

⇒ Creation of DEGREES require approval of the Academic Senate, Board of Trustees, IBHE, and HLC. Elimination of DEGREES require approval of the Academic Senate and Board of Trustees and notification of IBHE and HLC. Revisions to DEGREES that change the total hours required requires approval of the Board of Trustees and then is reported to IBHE; other types of revisions require approval of the Academic Senate.

DEGREE (continued)

1. **Bachelor's degree:**
   - 120-hour minimum.
   - 60 hours must be completed at UIUC, whether on-campus or online.
   - Existing degrees have at least 21 hours of upper-level course work (300- or 400-level); however, any **new** or **revised** degree must have 40 hours of upper-level course work (300- or 400-level or 200-level courses with multiple pre-requisites).

2. **Graduate and Professional degrees:**
   The Graduate College's review process of programs is centered around ensuring program proposals meet the requirements for graduate education at the university. Information and policies for graduate programs can be found in the Graduate College Handbook.
   - **Master's degree**: 32-hour minimum for master's degrees; at least 12 hours must be in 500-level or greater courses, and 8 of the 12 hours must be in the major field.
   - **Doctoral degree**: 96-hour minimum except in circumstances detailed in the Graduate Handbook.
   - **Certificates of Advanced Study:** 32 hours beyond a master's degree, which is required for admission.
   - **Campus Graduate Certificate** A transcriptable certificate which has a 12-hour minimum and is beyond a bachelor's degree.

3. **Professional degrees:** include the Juris Doctorate (90 hour minimum), Doctor of Medicine, and Doctor of Veterinary Medicine; these are not overseen by the Graduate College.

4. **Dual Degree - Undergraduate:**
   - Two bachelor's degrees, where the requirements for both degrees are fully met and the curriculum offered for the second degree includes at least 30 semester hours of University of Illinois Urbana-Champaign credit that is not counted for the other degree (different from the other degree).
   - The second degree may be earned either concurrently with or subsequent tothe first degree.

5. **Dual Degree - Graduate:**
   - In post-baccalaureate dual degree programs, students must complete all requirements for each degree, without overlap.
   - The second degree may be earned either concurrently with or subsequent to the first degree.

6. **Joint Program:**
   - A joint program connects an undergraduate degree and a master's degree, or two graduate degrees either in the same field of study or outside it.

⇒ Creation or elimination of a JOINT PROGRAM from two previously approved programs is approved by the Academic Senate, reported to the Board of Trustees, then reported to IBHE. Revisions to JOINT PROGRAMS are approved by the Academic Senate.

MAJOR

A major is an area of focus within a degree. (e.g., Bachelor of Science, Major in Math; Bachelor of Musical Arts, Major in Lyric Theatre; Master of Science, Major in Biology. There are not campus-level rules setting minimum hours in an undergraduate major. The Graduate College Handbook outlines requirements for graduate majors.

- Majors are usually within a single discipline (e.g., Psychology), but interdisciplinary majors are also possible and growing in popularity. The "CS + X" majors are examples of interdisciplinary majors.

- The college awarding the degree sets the requirements for the major, determines whether or not students are permitted to pursue and earn double majors (two majors within the same college, e.g., a B.S. with a major in Crop Sciences and a major in Animal Sciences), and determines whether or not students are permitted to pursue and earn dual degrees (usually across colleges, e.g., a B.S. in Crop Science and a B.S. in Chemistry). The college awarding the major or degree also sets any admission standards for double majors and dual degrees.

⇒ Creation of MAJORS require approval of the Academic Senate, Board of Trustees, IBHE, and HLC. Elimination of MAJORS require approval of the Academic Senate and Board of Trustees and notification of IBHE and HLC. Revisions of MAJORS that change total hours required requires approval of the Board of Trustees and then is reported to IBHE; other types of revisions require approval of the Academic Senate.

CONCENTRATION

Concentrations are recognized on a student's transcript and are specialized areas of focus within a major field of study, or they can be interdisciplinary programs related to the field of study. Concentrations are of two types:

- **Major-based**: These concentrations are open only to students majoring in the unit offering the concentration.
- **Floating concentrations:** These are open to students in more than one major.
- In graduate study, concentrations are a minimum of 12 hours.
- In undergraduate study, concentrations do not have a set minimum number of hours.

⇒ Creation or elimination of CONCENTRATIONS require approval of the Academic Senate, reporting to the Board of Trustees. Concentrations are sent to IBHE as notice following Board of Trustees reporting, unless there is a need to route it differently due to how the program and its concentration are set up in Banner. Revisions to CONCENTRATIONS require approval of the Academic Senate.

MINOR

Undergraduate and Graduate Minors are recognized on student's transcripts and are optional opportunities to study at some depth in a subject matter of additional interest to their major field of study, which is outside the student's major field of study.

- The requirements for Undergraduate Minors are not covered in the Student Code. Requirements are outlined on the Statement of Intent to Pursue a Campus-Approved Minor form, available from the Office of the Provost's website.
- The minimum number of hours for an Undergraduate Minor is 16, with the average being 18-22 hours. Six hours of upper-level course work at the 300- or 400-level is required and must be distinct from credit earned for the student's major or another minor.
- The minimum number of hours for a Graduate Minor is 12.
- Course credit and "double dipping." Rules around "double-dipping" (using one course for multiple requirements) are, for the most part, established by the college awarding the major, minor, or other academic credential.

⇒ Creation or elimination of a MINOR requires approval by the Academic Senate and reporting to the Board of Trustees. Minors are sent to IBHE as notice following Board of Trustees reporting. Revisions to MINORS require approval of the Academic Senate.

LITTLE "C" NON-TRANSCRIPTABLE CERTIFICATES
These non-transcriptable certificates do not have a formal approval process at the campus level. The approval, distribution, and any "bookkeeping" of these certificates is handled at the unit or College level. An example of a certificate is the online certificate in Horticulture offered through the College of ACES.

Levels of Governance for Program and Curricular Changes
University of Illinois at Urbana-Champaign

The Levels of Governance document attempts to capture current practice for program and curricular changes, it is not a policy document. The policies regarding review are established by each body represented below. Information regarding the jurisdiction of each body may be found in by-laws and other policy documentation.

	Proposed Action	Degree Level	Disciplinary College	Council on Teacher Education	Graduate College	Provost Office	Senate Educational Policy Committee	UIUC Senate	University Senates Conference (USC)	Board of Trustees (BOT)	Illinois Board of Higher Education (IBHE)	Higher Learning Commission
	Creating or Eliminating Programs of Study											
1	Creation or elimination of a non-credit program or a program of study composed of credit courses that does not result in the formal award of a degree (e.g., certificates of completion, professional development sequences, etc. that do no appear on students' transcripts).[1]	All	✓		*							
2	Creation or elimination of a degree (e.g. AuD – Doctor of Audiology or MEng – Master of Engineering).	All	✓	◆	*	✓	✓	✓	✓	✓	✓	✓
3	Creation or elimination of a major within a degree.	All	✓	◆	*	✓	✓	✓	✓	✓	✓	✓
4	Creation or elimination of a concentration within one (or more) existing major or degree program.	All	✓	◆	*	✓	✓	✓	✓	✓	✓	✓
5	Creation or elimination of a minor.	All	✓	◆	*	✓	✓	✓	✓	✓		
6	Creation or elimination of a program that results from the reorganization or restructuring of the curricular elements of an existing program that have over time evolved into separate and distinct programs (e.g., split into two or options have evolved into separate programs).	All	✓	◆	*	✓	✓	✓	✓	✓	✓	✓
	Add Campus Certificates											
	Revising Degree Programs											

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7	Minor revisions of existing degree programs.	All	✓	♦	*	✓	✓	✓	✓			✓
8	Major revisions of existing degree programs, including changes to the total hours required for graduation.	All	✓	♦	*	✓	✓	✓	✓	✓		✓
9	Rename minors and concentrations.	All	✓	♦	*	✓	✓	✓	✓	✓		
10	Rename majors (e.g. the name of a discipline or major without changes in objectives or content such as the change from "medical technology" to "clinical laboratory sciences").	All	✓	♦	*	✓	✓	✓	✓	✓	✓	
11	Changes in degree designation at the same level (e.g., BA to BFA, B.B.A. to B.S., or D.B.A. to Ph.D.).	All	✓	♦	*	✓	✓	✓	✓	✓	✓	✓
12	Reclassification (change of CIP) of a program resulting from incremental changes or consolidation of two or more degree programs into a single program.	All	✓	♦	*	✓	✓	✓	✓	✓	✓	✓
13	Transfer a formal program of study from one academic unit to another academic unit (e.g. moving a Ph.D. in Music Education from the College of Education to the School of Music).	All	✓	♦	*	✓	✓	✓	✓	✓		
Creating or Eliminating Joint Degrees												
14	Creation or elimination of a joint degree program from two previously approved UIUC degree programs.	All	✓	♦	*	✓	✓	✓	✓	✓	✓	
15	Creation or elimination of a joint degree with another university or institution.	All	✓		*	✓	✓	✓	✓	✓	✓	

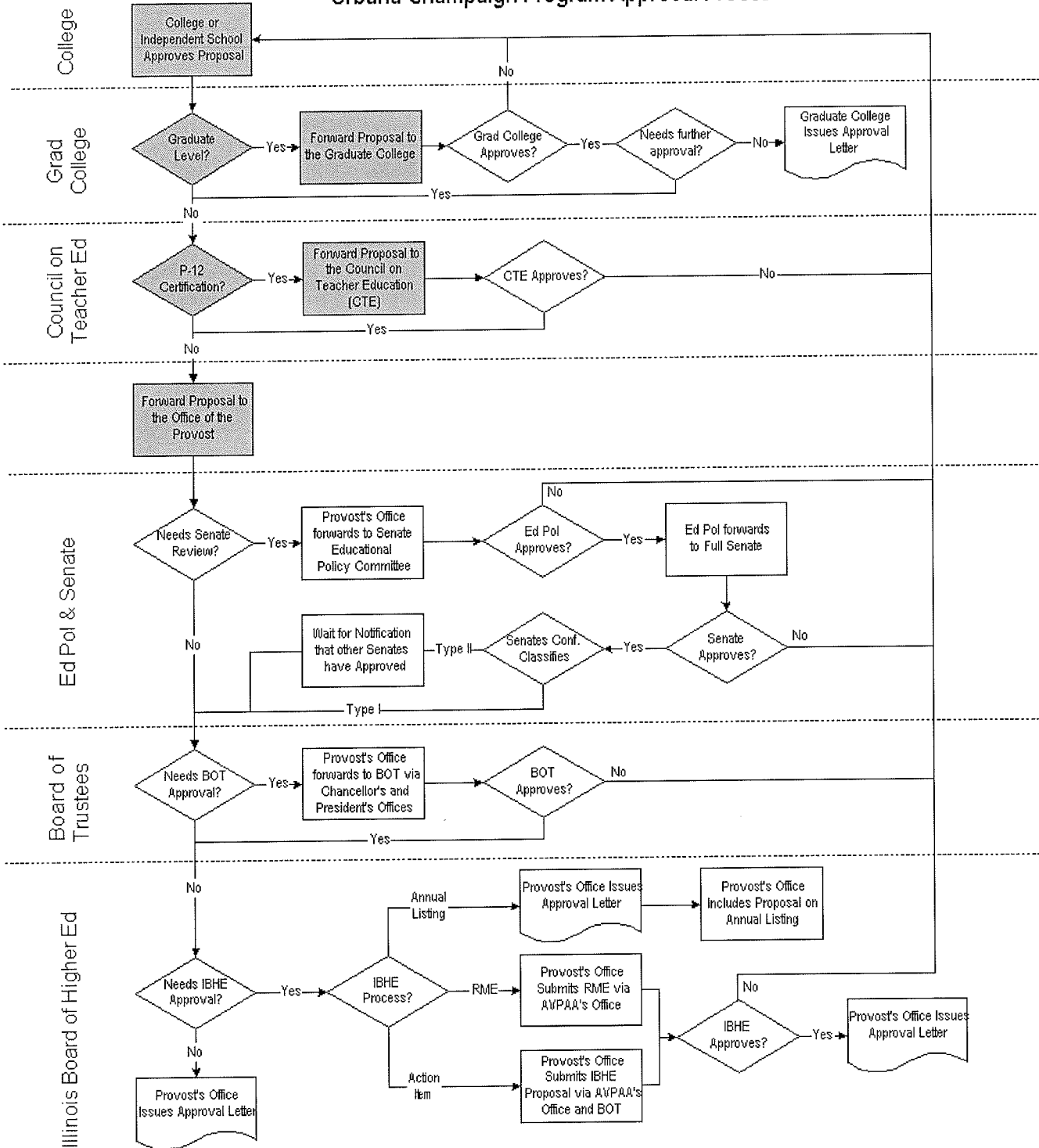| #	Proposed Action	Degree Level	Disciplinary College	Council on Teacher Education	Graduate College	Provost Office	Senate Educational Policy Committee	UIUC Senate	University Senates Conference (USC)	Board of Trustees (BOT)	Illinois Board of Higher Education (IBHE)	Higher Learning Commission
16	Creating a multi-institutional degree (single diploma with multiple institutional seals).	All	✓		*	✓	✓	✓	✓	✓	✓	
	Distance Education											
17	Offering an existing degree program (50% or more of the program) at an off-campus site in Illinois.	All	✓	◆	*	✓					✓	✓
18	Offering an existing degree program (50% or more of the program) at an out-of-state or international site.	All	✓	◆	*	✓						✓
19	Offering coursework (five or more courses) at off-campus sites – out of state or international.	All	✓	◆	*	✓						✓
20	Offering 50% or more of an existing degree on-line or through another type of distance education.	All	✓	◆	*	✓						✓
	Creating Academic, Research or Administrative Units											
21	Creation or elimination of a new unit that does not have an instructional, research, or public service mission including new units that might be named department, division, center, or institute (i.e., services, advising and counseling, administrative activities, co-curricular activities, etc. such as McKinley Health Center or the Division of Campus Recreation).		✓			✓						

	Proposed Action	Degree Level	Disciplinary College	Council on Teacher Education	Graduate College	Provost Office	Senate Educational Policy Committee	UIUC Senate	University Senates Conference (USC)	Board of Trustees (BOT)	Illinois Board of Higher Education (IBHE)	Higher Learning Commission
22	Creation or elimination of an externally funded research or public service activity labeled as a center or institute because of grant requirements. The activity is temporary, not formally organized, and has no mission beyond the life of the grant.		✓			✓	✓	✓	✓			
23	Creation or elimination of a formally organized research or public service unit that has a temporary mission of up to five years.		✓			✓	✓	✓	✓			
24	Change in the name of an academic, research, or public service unit.		✓			✓	✓	✓	✓			
25	Reorganization, restructuring, consolidation, elimination, and other changes of existing administrative (including departments), research, or public service units that does not result in an increase in subunits.		✓			✓	✓	✓	✓			
26	Creation of new units of instruction, research, or public service that involve a change or expansion in mission including programs, departments, colleges, centers or institutes, or other formally organized units.		✓			✓	✓	✓	✓			
27	Elimination of a unit of instruction, research, or public service.		✓			✓	✓	✓	✓			

Terms and Definitions	
✓	This entity is involved in the review of this type of proposal.
◆	If the proposal involves an educator preparation program, it must be reviewed by the Council on Teacher Education.

*	If the proposal involves a graduate program, graduate courses or has an impact on graduate education, it must be reviewed by the Graduate College. The Graduate College does not review the J.D. or D.V.M.
RME	Reasonable and Moderate Extension. An RME request consists of a brief description of the proposed changes submitted to IBHE by the Office of the Provost via the Associate Vice President for Academic Affairs. Based on criteria related to program objectives, clientele, and resources, the IBHE staff will determine if the proposed changes are a reasonable and moderate extension of existing program authority.
CIP	Classification of Instructional Programs. A taxonomy developed by the National Center for Educational Statistics where degree programs are categorized using six-digit codes. Repositioning a degree program, such as moving a degree in Music Education from the College of Education to the School of Music, would require a change in the program's CIP.

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[1] A "formal award of a degree" means that a formal document is awarded to the student and is a notice that the award has been conferred by a college, university or board of trustees and appears permanently on the student's transcript. Formal awards generally do not include continuing education credits or certificates, certificates of completion, or other forms of recognition issued by departments or individual faculty members, including most "professional development sequences."

Appendix III
Urbana-Champaign Program Approval Process

Please note that not all proposals require all levels of approval indicated on this chart. The level of approval required depends on the nature of the proposal and is determined by the Office of the Provost using the UIUC Levels of Governance document as a guide. While it is helpful to understand the entire process, colleges are only responsible for the areas in gray - the rest of the process is managed by the Office of Provost or the Graduate College.