

Update from the Institutional Policy Committee:
New Guidance Materials on the University Regulations Website

March 2018.

The Institutional Policy Committee facilitates the development and maintenance of University Regulations, including operating the University Regulations Website. The Regulations Website is the official repository for University Policies, Rules, Procedures, and Guidance Documents.

The Senate Policy Liaison, currently Prof. Robert Flores, serves on the IPC to represent the Academic Senate and thereby to represent the members of the Senate (faculty, student, and deans, ex officio administrative officers), and by extension their constituents.

Guidance documents are prepared by various offices to help University community members in implementing Policies and Rules.

Two new Guidance documents of interest to Senate members are now being added to the Regulations Website.

1. Guideline 1-002, a convenient Template for Minutes of University meetings.
2. Guideline 6-001A, a Guideline for preparing the Curriculum Management Plans which academic departments are newly required to prepare, under Policy 6-001, as an outcome of the most recent reaccreditation of the University.

*****Guideline 1-002: TEMPLATE for U of U MEETING MINUTES*****

XXXX Planning Committee: Meeting Minutes

November 30, 2017

Attendees:

Excused:

Guests:

Minutes: [name of person taking minutes]

Agenda Item:	Moonwalk Project		
Discussion:	The group discussed the suggestion made by ZZZ committee to expand XXX program into YYY area. Pro's and con's discussed, including cost, time commitment, and competing personnel needs. Benefits include ... Key stakeholders/groups impacted include ...		
Decisions:	Recommend to Recommended that [group] exercise care to avoid ...		
Action Items:		Owner	Due
John Smith will propose plan consistent with discussion and circulate to XXX by YYY date.			

Agenda Item:	Review Bylaws / Process for Nominating and Appointing members		
Discussion:	Group discussed updating the bylaws to make consistent with other University of Utah boards indicating that XXX		
Decisions:	Recommend updating bylaws to make consistent with other UofU boards – UU President to appoint board members, can make subject to ratification by full board. Also, recommend an ad hoc Nominating Committee to be made up of ZZZ. All members can suggest names to be considered by Nominating Committee.		
Action Items:		Owner	Due
Jane Smith will propose changes to bylaws consistent with decision above and circulate to full Board for consideration and approval.			

Agenda Item:	Transportation Needs		
Discussion:	Tracy Smith presented issues surrounding		
Decisions:	Information only		
Action Items: N/A		Owner	Due

Guideline 6-001A. Preparing a Curriculum Management Plan--
Guidance from the Office of Curriculum Administration — University of Utah
January 31, 2018

Background:

University Policy 6-001 now requires that any “academic unit which has primary curricular responsibility for any Credentialed Academic Program, ... or is a course-offering unit of any credit-bearing course, shall have a curricula management process for developing, periodically assessing, and modifying the curricula over which that unit has primary responsibility. The process shall be appropriate for the type of curricular responsibilities of the unit, and shall be described in a *written curricula management plan* of the unit.”

For a *new* curriculum-offering unit, the Curriculum Management Plan is submitted with the proposal for approval of the new unit, and for an *existing* unit, the Plan is submitted as part of the University’s periodic review cycle for the overall unit (or earlier when the unit undergoes significant organizational change). The Plan includes “(i) an internal curricular decision-making process, and (ii) a schedule and procedure for conducting periodic curricula reviews (specifically including program learning outcome assessment).”

<http://regulations.utah.edu/academics/6-001.php>

Decision-making structure:

The Plan must show that the unit has “an internal consultation and decision-making process which places primary responsibility for curricula management decisions with a body comprised mainly of voting-qualified members of the faculty of the unit, and also provides for oversight by another body comprised mainly of voting-qualified faculty members. Consultation with student representatives is encouraged.” E.g., in a typical structure of an academic department within a multi-department academic college, the process will include formal approval by the voting-qualified faculty of the department (possibly assisted by a designated departmental curricula committee), and consultation or formal approval by a body representative of the college faculty (either the full college council, or a curricula committee of the council).

Effective curricular management processes enable periodic changes based upon evolution of the discipline, changes in pedagogical approach, and feedback from the assessment of learning outcomes. Thorough curriculum management plans will address the following points:

1. *Describe the curricular decision making process for the unit. Explain who decides which courses to add to or delete from the curriculum; how these decisions are made. Explain what formal approval processes exist within the unit (and its parent college if a multi-department college) for curricular changes.*
2. *Explain who decides on the published program learning outcomes for the unit, and how these decisions are made.*

(Note that the Plan need not describe curricular approval steps beyond the level of the college, including roles of the Undergraduate/ Graduate Council, as full descriptions of those procedures are available from the Office of Curriculum Administration, under University Policy 6-500. <http://regulations.utah.edu/academics/6-500.php>)

3. *If the unit has shared responsibility with other University units over curricula that is interdisciplinary in nature, include a description of the role and process followed by the unit for participating in cross-disciplinary / inter-unit decision-making regarding that curricula.*

Schedule and Procedures for Reviews and Assessment:

Policy 6-001 requires that program learning outcomes be assessed twice during the unit's 7-year review cycle and that these interim learning outcome assessment reports be submitted to the Office of Learning Outcome Assessment and included in the unit self-study as part of the 7-year review, typically overseen by the Graduate Council.

4. *Describe the unit's process and timeline for reviewing the curriculum and assessing program learning outcomes.*

For further information, contact the Office of Learning Outcomes Assessment,
<http://learningoutcomes.utah.edu> email: mark.standre@utah.edu telephone: 801-585-9876.