

College of Education

Continuous Improvement Steps for Curricular Changes

Appendix A shows the UA Curricular Changes that go through the Office of Institutional Effectiveness (OIE). If you have a curricular change that is listed on the Appendix A chart, follow these 10 steps below for the changes. See Appendix B for the COE Intent to Pursue Program Change Form

Step 1. The **COE Intent to Pursue Program Change Form** will be sent to the person coordinating the curriculum change for it to be completed and returned to Dr. Blair Alexander. See Appendix B for form or consult with Dr. Alexander.

Step 2: Administrative Council - The **COE Intent to Pursue Program Change Form** will be sent for approval. Upon approval by the Administrative Council, the form will be sent to the Department Chair and author of the proposal. Program level and Department level approval (votes) are required for change. Forward documentation of approval from program and department to AIC.

Step 3: Academic Issues Council - The department will send the curriculum change proposal to AIC. AIC Representative(s) will take the proposal back to their respective department(s) for discussion. After department discussion, any feedback will be returned to AIC.

Step 4: Leadership Council - Upon AIC approval the curriculum change proposal will be sent to the Department Chair. Additionally, the AIC will send the curriculum change proposal and its recommendation to the Leadership Council.

Step 5: Senior Associate Dean and Coordinator for Continuous Improvement - The Leadership Council will discuss and send comments and recommendations to the Senior Associate Dean and/or Coordinator for Continuous Improvement, who will then send the comments and recommendations to the Department Chair and faculty member(s) initiating the curriculum change.

Step 6: Program Coordinator/Department - The Department Chair will address comments and recommendations from AIC and LC and return a revised curriculum change proposal to the Coordinator for Continuous Improvement.

Step 7: CIM - The Coordinator for Continuous Improvement will enter the curriculum change in CIM and monitor its progress.

Step 8: UG/GR Council - Will be submitted to UG/GR Council by OIE.

Step 9: Board of Trustees - Will be submitted to Board of Trustees by OIE.

Step 10: ACHE/SACSCOC - Depending on the type of program change, ACHE and/or SACSCOC approval may be required. OIE will submit.

Appendix A

OIE Curricular Changes and Timeline

Curricular Changes Requiring Review and Approval/Notification	Board of Trustees	ACHE	SACSCOC*
1 = Approval; 2 = Notification (Information Item); 3 = Prospectus or Modified Prospectus; 4 = Notification and Agreement; 5 = Approval and Teach Out Plan			
ACADEMIC DEGREE PROGRAMS			
New Academic Degree Program (major) Repackaging existing courses; no new content (or less than 25% new content)	1	1	
25%-49% new content	1	1	2
50% or more new content	1	1	1, 3
Significant departure from current programs	1	1	1, 3
Program Length Credit hours increase/decrease by 25% or more AND expected time to completion changes by more than one term	1	1	3
New Concentration, Track, Emphasis, Focus, Specialization, Option, etc. Group of courses within an approved academic degree program	2	2	
New Teacher Certification Program		2	
Academic Degree Program Merger or Consolidation Requires deletion of existing program and proposing new program	1	1	
Deletion of Academic Degree Program or Undergraduate/Graduate Certificate For SACSCOC, may re-open within five years with notification	2	2	5
Deletion of a Delivery Method Closing main campus or online delivery method of a degree program or undergraduate/graduate certificate			5
Placement of a Program on Inactive Status Must return to active status within five years or it will automatically be removed from ACHE Academic Program Inventory	2	2	

Curricular Changes Requiring Review and Approval/Notification	Board of Trustees	ACHE	SACSCOC*
1 = Approval; 2 = Notification (Information Item); 3 = Prospectus or Modified Prospectus; 4 = Notification and Agreement; 5 = Approval and Teach Out Plan			
Name Change Academic Degree Program (major) Includes only name change or name change with curricular changes - Only allowed if more than 5 years since last change, require deletion of existing program (teach out) and new program proposal	1 or 2	1 or 2	5
Undergraduate/Graduate Certificate Only allowed if more than 5 years since last change; requires deletion of existing program (teach out) and proposing a new one	1 or 2	2	5
Concentration Only allowed if more than 5 years since last change; requires deletion of existing concentration (teach out) and proposing a new one	2	2	
Minor Only allowed if more than 5 years since last change; requires deletion of existing minor and proposing a new one	Internal process only		
Degree Nomenclature Change (e.g., MA to MS)	2	2	
Degree Nomenclature Change – Doctoral Level (e.g., EdD to PhD)	1	1	
CIP Code Change	2	2	
New Dual Major Program	Internal process only		
New Dual Academic Degree Program (within UA)	2	2	
New Dual Academic Degree Program Sponsored by two institutions; two separate degrees awarded	2	2	4*
New Undergraduate or Graduate Certificate Program	1 or 2	2	
New Undergraduate or Graduate Certificate Program Significant departure from current programs	1 or 2	2	1, 3
Change in Delivery Method 50% or more of the academic degree program is offered in a different method, e.g., a campus-only program will be offered online			2

Appendix B

Intent to Pursue Program Change

COE Document

Intent to Pursue Program Change

Directions: Prior to pursuing a program change, the department head will submit this form to Dr. Blair Alexander to submit to the Administrative Council. Check the box that applies.

PART I

- ☐ Mergers and Consolidations of Programs
- ☐ Program Alterations (CIP Code, Program Title) Specify: _____
- ☐ Substantive Change (Distance Learning)
- ☐ Teach OUT (Intent to Close Program)

PART I(A)

Rationale for the proposed change:

PART II

- ☐ Certificate Specific Degree _____
- ☐ Concentration
- ☐ Minor
- ☐ NISP

PART II(A)

Description of the proposed change.

Questions to Answer:

- What is(are) the goal(s) of this program; what is trying to be achieved?
- What is the demand for the program? Program change?
- To what degree will the proposed program be attached?
- What will be the CIP Code?
- Who are the teaching faculty?
- What is the targeted population?
- What are the prerequisites for the courses that will be included in the program?

- What distinguishes this program from other similar programs that may be offered at UA?
- What courses from other departments/colleges will be included?
- Who will advise the students?
- Who will monitor the program?
- Who will promote the program?
- Who will work to schedule courses?
- What are the anticipated enrollments for the first five years? Please justify these estimate.
- Can the program be self-supporting? Have resources (e.g. faculty, staff, etc.) been (re)allocated within the unit to support the proposed program? If so, how?
- Will the program meet guidelines set by agencies that could provide financial aid to students?
- Will the program be entirely campus-based or will there be other optional delivery methods?
- Are there additional facilities and equipment that the College of Education would have to invest in for the sustainability of the program? If so, provide a plan/assessment for those needs.
- How long will it take each type of student (full-time, part-time, etc.) to complete the Program?

For an undergraduate program:

- Who will ensure appropriate information is included in DegreeWorks, if applicable?
- How have the needs of transfer students been taken into account when planning their curriculum?

For a graduate program:

- What are the departmental admission requirements?

Submitted by: _____ Date: _____

Administrative Council Recommendation _____ Date: _____

College of Education Course Change Process

There are two course change options offered below. Each has steps that are required to move your request forward. Please consult with Anna Bigham if you have questions.

New Course Proposal

Step One: Changes or additions to courses should begin with the Department. Once approval/support has been voted upon, the changes or additions are sent to the Academic Issues Committee (AIC).

Step Two: Upon Approval, the Department Chair will prepare and send all appropriate documents to the AIC for consideration.

Step Three: AIC Representatives will take the proposed changes back to the department for discussion. After the department discussion, any feedback will be returned to AIC.

Step Four: Departments will return documents to AIC with their recommendation. The AIC will send the course change proposal and its recommendation to the Leadership Council.

Step Five: The Leadership Council will discuss and send comments and recommendations to the Senior Associate Dean, who will then send the comments and recommendations to the Department Chair initiating the curriculum change.

Step Six: Upon Approval the curriculum change will be entered into CIM.

Course Updates

Step One: When editing or creating a new course section, you must collect all the following:

Course Code, Course Number, Course Section, Credits, Instructor, Meeting Pattern, Part of Term, Campus Code, Instructional Method, Max Enrollment, Wait Cap, and section notes.

For example, (EDU 200-320 1 credit T 5pm-8pm Full Term MA Face to Face 50 enrollment 10 wait cap "ed students only")

Step Two: Submit changes to the Department Head for approval.

Step Three: Department Head will send changes to Anna Bigham upon approval.

Step Four: Anna will submit the changes in CLSS.

Edit Section – EDU 200-320: Orient to Teacher Education (CRN: 40833; CLSS ID: 824)

Section Information

Title/Topic	<input type="text" value="Orient to Teacher Education (Default Val"/>	Part of Term	<input type="text" value="Full Term (8/20/25 to 12/5/25)"/>
Section #	<input type="text" value="320"/>	Campus	<input type="text" value="Main Campus (Tuscaloosa)"/>
Credit Hrs	<input type="text" value="1"/>	Inst. Method	<input type="text" value="Face-to-Face"/>
Status	<input type="text" value="Active"/>	Integ. Partner	<input type="text" value="Blackboard Learn"/>
Special Approval	<input type="text" value="None"/>	Schedule Type	<input type="text" value="Lecture"/>
Grade Mode	<input type="text" value="Pass/Fail (Default Value)"/>	Link To	<input type="text" value="Not linked to other sections"/>
Cross-list With	<input type="text" value="Select section..."/>	Restrictions	<input type="text" value="Campus"/>

Section Attributes

First-Year Compass

Instructor

Staff

Room

Schedule

Enrollment

0 current, 69 prior, 0 waiting

Section Text

ed students only

Maximum

Projected

Wait Cap

UA Annual Reports

1. Annual Reports (see Dr. Blair Alexander and Dr. James Hardin)

State Checklist Process for Certification Programs

1. See Dr. Emily Sims