The Office of Curriculum Systems

William Vencill, Associate Vice President for Instruction
Fiona Liken, Assistant Vice President for Instruction
Brooke Daniel, Curriculum Management Specialist
The Office of Curriculum Systems
Serves as the university-wide resource for academic policies and procedures

- Management of the curriculum approval process university-wide
- Management of the course approval process (CAPA) and syllabus update system
- Production of the online Bulletin (course catalog)
- Development of a complete undergraduate degree database and approval process
The Office of Curriculum Systems

Supports and facilitates university faculty governance

- University Curriculum Committee (UCC)

Subcommittees:
  - General Education
  - Cultural Diversity
  - Environmental Awareness
  - Experiential Learning
The Office of Curriculum Systems
Manages the First-Year Odyssey Seminar Program

- Over 30,000 students enrolled in FYOS 1001 since fall 2011
- Over 300 different seminar topics offered each fall semester and over 50 different seminar topics each spring semester
- Faculty from all 16 schools and colleges have taught an FYO seminar
- Over 75 different departments have faculty teaching FYO seminars

www.fyo.uga.edu
The Office of Curriculum Systems

Supports the Study Abroad Reapproval Process

- Review academic information in study abroad programs
- Ensure compliance with UGA, Board of Regents, and SACS policies
- Developed an online course approval system to facilitate study abroad course review by department heads and deans
Online Bulletin

- Official UGA resource for majors, courses, and academic information
- Online course catalog for all approved UGA courses
- Courses and syllabus information
- Undergraduate major, minor, and certificate requirements
- Academic policies and procedures
- Two versions of the Bulletin each year – fall and spring
- Over 1000 changes to the Bulletin each year

https://www.bulletin.uga.edu
Procedure for Routing of Degree Requirement Changes

• Print out copy of degree requirements from the online Bulletin

• Make changes on printed copy. Extensive changes or information on new programs should be sent as an email attachment in MS Word to currsys@uga.edu

• Obtain department head and dean's approval and signatures

• Forward to the Office of Curriculum Systems, 319 New College

• Office of Curriculum Systems will review and consider revisions

• Approved revisions to degree requirements will be added to the Bulletin and forwarded to the office of the Registrar for inclusion in the DegreeWorks system

• Deadlines for Bulletin changes are posted online at bulletin.uga.edu
Program Approval Process

- Approval process for:
  - New Majors, Minors, Certificates
  - New Departments, Schools/Colleges, Institutes, Centers
  - New Areas of Emphasis
  - Name Changes
  - Terminations and Deactivations
  - University-wide Requirements
  - Entrance Requirements and High-Demand Selection Criteria
  - Substantive Change to Programs
  - Academic Policies

- University Curriculum Committee considers 60+ proposals each year
Proposal for a New Degree or Major Approval Routing

Department drafts a proposal using the Traditional or Distance Delivery form in the Academic Affairs Policy Statement No. 1, New Degree or Major Programs, available at https://curriculumsystems.uga.edu

Department Head Review and Approval

College/School Committee(s) Review and Approval

College/School Dean Review and Approval

Dean’s Office forwards proposal with a cover letter

Undergraduate Program Proposals

Curriculum Systems Review for Policy Compliance

Senior Vice President for Academic Affairs and Provost Review

University Curriculum Committee Review and Approval

Executive Committee Review

University Council Review and Approval

President Review and Approval

Graduate Program Proposals

Graduate School Program Committee Review and Approval

Graduate Council Review and Approval

Graduate School Dean Review and Approval

Review of Prospectus

Invitation to Submit Formal Proposal

Review Formal Proposal

Board of Regents Consideration and Approval
Online Course Approval System (CAPA)

- Online course approval process
- Online voting by department heads, deans, and committee members
- Over 350 new courses approved each year
- Over 800 course changes approved each year
- Includes browse feature to view status of courses in approval process

https://www.capa.uga.edu/
Course Approval Routing in CAPA

DEPARTMENT
- Department Course Initiator
- Department Staff Review
- Department Head Review

COLLEGE/SCHOOL
- College/School Course Initiator
  (applies to College/School without departments)
- College/School Initial Staff Review
- College/School Curriculum Committee Review
- College/School Final Staff Review
- College/School Dean Review

VICE PRESIDENT FOR INSTRUCTION
- VP for Instruction Initial Staff Review
- University Curriculum Committee Subcommittees
- VP for Instruction Staff Review
- University Curriculum Committee Executive Committee
- VP for Instruction Final Staff Review

GRADUATE SCHOOL
- Graduate School Initial Staff Review
- Graduate School Curriculum Committee Review
- Graduate School Final Staff Review
- Graduate School Dean Review

COLLEGE/SCHOOL
- Biological Sciences
- Humanities & Fine Arts
- Other Professional Courses
- Physical Sciences & Mathematics
- Social Sciences

Courses may be electronically returned to previous levels in the approval process according to Curriculum policy.
For more information about…

- Academic Policies and Procedures
- Bulletin
- CAPA (Course Approval Process Automation)
- Courses
- Departments, Schools, Colleges, Centers, and Institutes
- Field Study
- Final Examination Schedule Conflicts
- First-Year Odyssey Seminar Program
- General Education Core Curriculum
- Lab/Supply Fees
- Majors, Minors, Certificates
- Transfer Information
- UGA Study Abroad Programs
- University Curriculum Committee and Subcommittees
- University-Wide Degree Requirements

... go to www.curriculumsystems.uga.edu
Questions?

Office of Curriculum Systems
Website: www.curriculumsystems.uga.edu
Phone: 706-542-6358
Email: currsys@uga.edu

UGA Online Bulletin
Website: www.bulletin.uga.edu
Email: bulletin@uga.edu

Online Course Approval (CAPA)
Website: www.capa.uga.edu
Email: capa@uga.edu

First-Year Odyssey Seminar Program
Website: www.fyo.uga.edu
Email: fyo@uga.edu

Online Syllabus System
Website: www.syllabus.uga.edu
Email: currsys@uga.edu