

REQUESTER / SPONSOR INFORMATION

Requester	<input type="text" value="Cindy Moyer"/>	Ext	<input type="text" value="3563"/>	E-mail	<input type="text" value="cindy.moyer@humboldt.edu"/>
Sponsor	<input type="text" value="Jená Burges"/>	Ext	<input type="text" value="3511"/>	E-mail	<input type="text" value="jb139@humboldt.edu"/>

A statement of sponsor support should accompany all project requests and must be received by the proposal deadline.

PROJECT INFORMATION

Title	<input type="text" value="ICC Curriculum Proposal Tracking"/>		
Level	<input type="text" value="Multi-Division / College"/>	Type	<input type="text" value="New"/> <input type="text" value="Application"/>

Purpose

The process of planning, implementing, revising, and communicating the University curriculum is shared among faculty, staff, and administrators. The group responsible for coordinating this complex process is the Integrated Curriculum Committee (ICC). Each year, nearly 500 curriculum proposals are submitted to the ICC by academic departments. The current process uses Sharepoint to (1) manually route proposals from the Academic Programs office to the appropriate ICC subcommittees, which often work with the department to clarify or revise proposals; (2) present the proposal (with recommendations) to the full ICC; (3) present the proposals to the Academic Senate; (4) record approved changes via the Academic Programs office; (5) send approved changes to Admissions and Records for adjustments to the print catalog, DARS, and other curricular resources. Throughout the entire process, proposals are also manually tracked in a spreadsheet, which quickly stales as proposal status changes repeatedly. See attached flowchart documenting the current record-keeping and work-flow system.

The problem of

The problems with the current system are extensive. The office staff and faculty sub-committee chairs spend many extra hours simply trying to keep track of proposals. There is no efficient way to record questions and answers related to proposals, so committee members end up searching their email for information about individual proposals. There is no clear way to track revisions of proposals. Department chairs have no ready access to information about what's happening to their proposals, so we get anxious or angry phone calls asking "what happened to my proposal?" which also adds to the processing time. At times we even lose track of proposals. Due to the time required for manual processing, some curricular changes are delayed an entire additional year because they miss the catalog deadline. In short, the current system is completely inadequate; the result is inefficient use of staff and faculty time, and unacceptable delays in implementing necessary curriculum changes. With a more efficient system, the important curriculum work of the University would be done more effectively.

affects

Everyone who works with the curriculum is affected by these problems - faculty, ICC staff, department staff, College staff and administrators, the Office of Academic Programs, the University Senate, Admissions and Records, and, most importantly, the students, for whom we create and revise the curriculum. Because curriculum is at the heart of what a university does, our ability to maintain cutting-edge curriculum also affects our ability to recruit, educate, and retain students, as well as our ability to attract potential donors.

the impact of which is

A curriculum that lags too far behind decisions to improve it; a lack of transparency in curriculum processes, and resulting difficulties for academic departments in planning their course offerings.

a successful solution would be

A system to streamline the multiple processes of logging, tracking, routing, revising, communicating, and implementing curriculum proposals among the individuals responsible.

1. The current solution involves a number of manual processes using SharePoint, an Excel Spreadsheet, and an Access database. The Access database is used to log in proposals and assign a tracking number. SharePoint is used to house electronic copies of the proposals. The spreadsheet (on SharePoint) is used to track the current status of the proposals. This option has already proven itself to

Alternatives	be ineffective, especially as proposals are returned to departments, revised, and resubmitted. 2. The ICC also looked at using Workflows within SharePoint. This would not meet the document storage, tracking and communication needs of the curriculum process.		
Alignment with Strategic Objectives	The ability to utilize Nolij to improve curriculum processes would be in direct alignment with institutional priorities of communication and shared governance. In addition, the curriculum approval process is central to the further integration of sustainability into the curriculum. Finally, thoughtful and timely improvements to curriculum contribute to student learning, retention, and success.		
Deadline Date	June, 2012	No Hard Deadline	<input checked="" type="checkbox"/>
Deadline Reason	If we implemented in the summer we could start the new academic year in the new system and not have to convert mid-year. Few new curriculum proposals arrive in the summer, making this an optimal time to change to the new system.		
Considerations / Dependencies	Nolij is already in use at HSU, so programmers have experience to bring to this project.		
Resources	We would require consulting and programming resources from ITS. Training would be needed for the ICC Chair, Academic Programs staff, and ICC members - the best estimate is less than 3 hours total time for training all users. We expect that the ICC and Academic Programs staff may be able to do the training for the ICC members.		
Estimate (Hard Costs Only)	Initial	<input type="text"/>	On-going
		<input type="text"/>	Budgeted <input type="checkbox"/>
<i>Comments</i>	Optional: describe funding source, details of costs if multiple proposed solutions, or other estimated cost information		
Affected System / Module	Nolij		
Other	Curriculum is at the heart of the university's educational mission; it is continually changing to adapt to new demands and new knowledge. Three years ago the curriculum-review process was integrated across constituencies (faculty, staff, administration, and students) and across the colleges, in order to provide coordination of curriculum development throughout the university. Adopting the Nolij document management tools will make this process more efficient as well as more effective, enhancing consistency while easing the bottlenecks that we are now experiencing.		

Email completed project request form and written indication of support from the project sponsor to the ITS Project Office at itspo@humboldt.edu

Melinda Haynes Swank

From: Jena' A. Burges
Sent: Friday, March 09, 2012 3:55 PM
To: itspo@humboldt.edu
Cc: Cindy Moyer; Jodie.Baker@humboldt.edu; Julie Koeppel;
Bethany.Rizzardi@humboldt.edu
Subject: FW: draft of support message
Attachments: ICC_Proposal_Scope_and_Workflow.pdf; ICC ITS Project Request 3-8-12_j.pdf

On behalf of the HSU Integrated Curriculum Committee (ICC) chaired by Cindy Moyer, I enthusiastically submit the attached ITS Project Request.

We are hoping to replace the tools we are currently using to manage coordination of curriculum work, which are inadequate to the task and make the process wasteful, time-consuming, inefficient, and frustrating for everyone.

As you are probably aware, a university curriculum has many moving pieces, and it affects everyone on campus. A robust curriculum is continuously in the process of changing; it is the job of the ICC to coordinate the many functions comprising this process of shared governance. The Academic Programs office supports the ICC in its work.

The complex, multi-step, multi-function nature of this work represents exactly the type of process that can be streamlined by Nolij document storage and workflow management. For departments awaiting completion of their proposed curriculum changes, Nolij will also provide faster results and greater transparency, improving their ability to monitor the progress of their curriculum proposals.

As sponsor of the project, I fully support implementation of Nolij to streamline HSU's curriculum processes, and I look forward to the improvements in efficiency and communication that it will provide.

Sincerely,

Jena' Burges
Vice Provost for Academic Programs
Dean of Undergraduate and Graduate Studies
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