

To: CAS Chairs and Directors

From: Jeffrey Hughes, Associate Dean, GRS; and Susan Jackson, Associate Dean for Undergraduate Education

Subject: New Processes for Modifying the Curriculum, Editing Bulletins, and Updating Degree Advice

We are writing to provide you with an overview and explanation of significantly new University-wide processes now in effect for a) modifying curricula, b) editing undergraduate and graduate bulletins, and c) updating Degree Advice.

Our message below synthesizes mailings received from the Provost's Office, the Registrar, and Interactive Design. Please share this information with your faculty and staff, and make a special point of discussing it with ---

a) any members of your faculty who are currently working on proposals to create new degrees, minors, etc., or to revise requirements for existing academic programs;

b) the individual faculty or staff member whom you have designated as your liaison for Graduate Bulletin editing coordinated by Laura Wipf, and the (same or different) individual who is your designated liaison for Undergraduate Bulletin editing (including BA/MA programs) coordinated by Peter Law;

c) your DUS and others regularly involved in monitoring and updating requirements in Degree Advice.

The biggest and very good news about these three processes for a) initiating, b) publishing, and c) implementing changes to academic programs is that, from now on, they will be increasingly merged and integrated. This year's big first step is to a single point of data entry for curricular modifications. As a result, bulletin copy and updates to Degree Advice will no longer have to be submitted separately for new and revised degree programs that have received final university-level approval.

In addition to ensuring consistency and timeliness of content, this streamlining will eliminate redundancies of effort for faculty and staff. Of course, not all efficiencies will be felt immediately in your offices or ours, since effort will be

required to adjust to new procedures and timelines, and first-year hiccups are inevitable. But we also want to assure you that this move toward a single, integrated workflow is a permanent change for the better. We are committed to making it go smoothly, and we welcome your questions about any of the following specific guidelines and deadlines.

Guidelines and Deadlines for Changes to be Reflected in 2014/2015 Bulletins and Effective for Students who Matriculate in September 2014

1. New Degree (Master's, PhD, undergraduate majors, minors, certificates) Programs and Revisions to Existing Programs

All proposed New Programs and "Substantive Changes to an Existing Academic Program" once endorsed by vote of the CAS faculty, are submitted for university-level review by a member of the dean's office, using eCAP (Electronic Curriculum Approval Process), as fully described and documented at <http://www.bu.edu/provost/resources/ecap/overview/> (Kerberos-protected). Here are brief replies to anticipated FAQs:

What constitutes a "substantive" change?

That category surely includes all of the following: changes in the total number of courses/credits required for the degree or minor; changes to specific requirements (e.g., introduction or elimination of a statistics requirement, three core courses required instead of two, etc.); change to a non-course requirement (e.g., elimination of thesis option for M.A.); changes that affect courses from another school/college; changes that affect your program's accreditation; changes that require new resources. When in doubt as to whether a change endorsed or contemplated by your faculty is "substantive," thus requiring university review and approval via eCAP, please err on the side of caution and consult Jeffrey (graduate programs) or Susan (undergraduate programs).

What information should be captured, in what format, to ensure that a curricular proposal is complete and review-ready?

A (new) library of Downloadable Forms is posted at <http://www.bu.edu/provost/resources/ecap/overview/>. Please use these forms, good for the entire college/university review process, when developing your proposal and submitting it to Peter Law. Complete eCAP submissions to the Provost's Office will include all of the following: 1) appropriate Academic

Component and 2) corresponding Budget Form, 3) Degree Advice Form, and 4) Library Impact Statement. Also required are 5) Cognate Comment (usual form, posted at <http://www.bu.edu/cas/faculty-staff/procedures-forms/academic-planning/> under "Curriculum Review & Modification") from any units in or beyond CAS that your proposal affects (e.g., because their courses are part of the proposed new program or of the existing program you propose to modify); and 6) cover memo reporting date(s) and results of faculty vote on proposal in sponsoring department(s).

When must proposals for new programs and substantive changes be submitted to ensure that, barring problems, review is complete in time for inclusion in 2014/2015 bulletins and effective date of September 2014?

The official, firm deadline for eCAP submission of curricular modifications to the Provost's Office is February 28, 2014. Proposals should therefore reach Peter Law in the Dean's Office as soon as possible and no later than the end of the current Fall semester, **Friday, December 20, 2013**. If you have proposals in the department pipeline, please contact Jeffrey or Susan, so that we can plan together for expeditious review. To that end, we will take proposals to CAS/GRS committees upon receipt of 1) Academic Component, 5) Cognate Comment(s), and 6) Report of Department Vote, while working with you in parallel on 2) Budget Form, and awaiting later submission of 3) Degree Advice Form and 4) Library Impact Statement.

2. Bulletin Editing

Changes to bulletin copy that are not deemed to be "substantive" will be submitted, as last year, through the Bulletin Editing Process, with the new, improved feature of simultaneous submission to Degree Advice where pertinent. While Peter Law (undergraduate + BA/MA) and Laura Wipf (graduate) will work closely on the details of implementation with your liaisons, we need and request your leadership in the following:

1) Editing of "Program Overview Statements."

These are the brief descriptions that precede listing of requirements for an individual degree program, e.g., PhD in Biology (<http://www.bu.edu/academics/grs/programs/biology/phd/>), BA in History of Art & Architecture (<http://www.bu.edu/academics/cas/programs/art-history/ba/>).

Editing of these statements (or addition of a statement where none currently exists) is mandatory this year for all undergraduate and graduate programs, and your submissions are due in CAS (casbltn@bu.edu) and GRS (grsbltn@bu.edu) by **Friday, December 13, 2013**. For graduate programs, a common template for "Program" pages (including listing of requirements) will be distributed by the Graduate School. For undergraduate programs, please see guidelines and examples at <http://www-staging.bu.edu/academics/guide/programs/#overview-statement>. We encourage you to take these statements as an opportunity to be invitingly clear, concise, and informative.

2) Planning Ahead to Meet Bulletin Editing Deadlines

This year's launch date of 7/1/2014 is driven by worthy concern for making bulletins available as early as possible to incoming and continuing students and their advisors. Eliminated in consequence are multiple rounds of editing.

Also eliminated is the need to update complete listings of your faculty; those will no longer be maintained in (graduate or undergraduate) bulletins. You will need only, on Department Overview page, to list faculty in pertinent administrative roles for 2014/2015: Chair, Associate Chair, DUS (undergraduate); Chair, Associate Chair, DGS, DGA (graduate). Faculty Actions dates for submission and notification of these secondary appointments will be moved forward accordingly, to ensure that information is available by early April 2014.

Remaining internal CAS/GRS bulletin deadlines, keyed to absolutely final university deadlines, are two:

March 25, 2014: final version of Department Overview pages and Program pages

May 9, 2014: complete lists of active Courses, and all final Corrections

Please consider major projects (Commencement is the obvious example) that will place heavy demands on you and your staff during the timeframe of these due dates, and plan accordingly. We will send periodic friendly reminders to get started on editing whenever feasible, and we will review submissions and provide feedback on a rolling basis.

With thanks in advance, we look forward to helping ensure that these new processes support the important work you do on both aspects, development and publication, of the curriculum.

Best Regards,

Jeffrey and Susan