**Publication and Management of the Undergraduate Curriculum**

(8-25-14)

1. Requirements for all College curricula, including majors, minors, concentrations, emphases, and course descriptions, will be maintained and managed by the Associate Provost. Department Chairs are responsible to ensure that all curricular materials are accurate (within publication deadlines).

2. Curricular materials reviewed annually include First Semester Blueprints, the Advising Handbook, the College Catalog, 8-semester plans, Banner listing of courses and MCAPs. This annual review occurs in April and May.

3. The purpose of this review is to ensure all publications consistently and accurately reflect the majors and minors within your department.

4. **Advising Sheets.** Advising sheets are the official record of the curriculum requirements for majors and for minors. For majors, advising sheets list both the major requirements and the general education requirements that students must meet to earn their degree.

a. The major and minor requirements apply to students according to the academic year in which the student declares the major/minor.

b. Advising sheets are maintained by the Office of the Provost and available in the Advising Handbook and on the College website at: <http://www.messiah.edu/majors-minors-programs>. (Click on the program, and then on far right, click “view courses” and a pdf of the Advising Sheet opens.) If you want these documents on your department website, contact Susan Donat to obtain link information so that the advising sheet auto-updates each year.

c. The Advising Sheets, updated annually after the end of the Spring Semester, will include all curricular changes approved in the previous academic year. All Advising Sheets will be available to School Deans/Department Chairs for final approval prior to publication each summer.

d. Changes to the Advising Sheet require formal approval of the Curriculum Committee.

 1.) Of course, approved changes in the major or minor programs might make it impossible for a student to complete the exact requirements of his/her *Advising Sheet* year.

 a.) The general principle is that changes in curriculum cannot disadvantage a student in completing his/her major or minor (e.g., changes cannot force the student to spend more time and money in completing the program).

 b.) The student always has the option of choosing the curricular requirements which are to his/her advantage.

 c.) The Department has the responsibility of working with students to make sure that any changes in the major curriculum do not disadvantage the students as they seek to complete a major or minor.

2.) The approval of the curriculum committee is the mechanism by which the Registrar’s Office changes the data in Banner and in DegreeWorks.

e. Departments are encouraged to develop and maintain materials related to the curriculum, such as 8-semester plans. The Assistant Director of Curriculum and Assessment should receive these materials and will record them in the same manner as advising sheets.

5. The **College Catalog** is published annually and includes all curricular changes approved through the Spring semester prior to the publication date.

a. Changes to the curricular requirements or to course descriptions require the formal approval of the Curriculum Committee.

b. Department chairs and School Deans are responsible for proofreading and verifying content prior to the publication of the Catalog.

c. Departments that “co-own” interdisciplinary programs are responsible for reviewing the text and curricular requirements for the interdisciplinary programs.

6. The **Advising Handbook** is published annually and includes all curricular changes approved through the Spring semester prior to the publication date.

 a. The advising handbook contains advising sheets for all majors and minors and 8-semester plans, when applicable.

 1.) Advising sheets are distinct from 8-semester plans.

 2.) 8-semester plans contain the sequencing information necessary to help students complete the requirements for the major within 8-semesters.

7. **First Semester Blue Prints** for incoming first-year students

 a.) The First Semester Blueprint guides incoming first year students through their course selection, as these students do not meet with academic advisors prior to registration.

b.) First Year Blueprints are posted to the web portal in May to help students navigate this process. All Blueprints use the same common definitions for course selections:

* MUST\*: courses that all first-year students must take their first semester. \*Applies to students who intend to graduate in four years.
* SHOULD: courses that first-year students should take their first semester if possible. When this is not possible, the student may take the course in their second semester.
* CONSIDER: courses closely associated with the major requirements that are optional in the first semester. They may be taken at any point during the first two years.
* QuEST: General Education courses which are appropriate for first-year students in their first-semester.

 c.) Process. Department chairs review the Blueprints in April, ensuring that the courses listed:

1.) Are not offered at the same day/time as other required courses,

2.) Have seats available, and

3.) Are truly necessary. Be judicious in what courses appear in the MUST/SHOULD categories, only listing courses truly necessary, and encouraging students to fill out their schedule with QuEST courses. Many students change majors during their first year; if students must take 2-3 courses for the major they later change, it may extend the time necessary to complete their degree.

8. **8-semester plans** for each of your majors

a.) 8-semester plans are not the official curriculum.

b.) All majors are encouraged to have 8-semester plans to map out the sequencing of the major requirements to help students graduate within 8 semesters. This is a helpful tool for departmental planning, and for academic advising.

c.) 8-semester plans are maintained by the Office of the Provost, and located within the Advising Handbook.

9. **Banner’s Course Details**. This list is a summary of the course data stored within Banner.

a.) Data includes course title, description, credits, attributes, pre- and/or co-requisites and maximum enrollment.

b.) This is a cross-check to ensure that the information matches the College Catalog.

10. **MCAPS**. This is the document used by Admissions and Marketing to represent your program to prospective students. Review and update the text for accuracy. Contact Erin Bray for additional information.

4. **Curriculum Review** **Process.**

a. The Provost’s and Registrar’s Offices update the documents to reflect curricular changes as approved by college governance via the Curriculum Committee.

b. The documents are emailed to the department chairs to review in April.

c. Department chairs review the materials for typos, errors and omissions, making edits using track changes. Note: This is not the time to revise course descriptions; revising course descriptions requires the approval of the Curriculum Committee.

d. Email the reviewed documents to your School Dean for approval (early- mid May, according to calendar of tasks).