



Office of the Provost

TO: Deans, Associate Deans and Chairs

FROM: R. Darin Ellis, Associate Provost for Academic Programs and Associate Vice President for Institutional Effectiveness

RE: CURRICULUM MANAGEMENT AND APPROVAL OF ACADEMIC POLICIES

DATE: October 24, 2019

Recently, issues have arisen that necessitate a review of our university policies and procedures for proposing, approving and officially documenting changes to curricula and degree requirements. The starting point for this review is that:

The University Bulletin is the principal and official source of information on matters of educational policy for all university programs and credentials.

This means:

- Other official WSU information systems that rely on program requirement information, such as DegreeWorks, will draw solely from the Bulletin.
- Conflicting representations made as to program requirements in student handbooks, advising sheets, websites, or other sources are NOT official. While certain requirements can be waived at the appropriate level (e.g. a program requirement waived at the program or college level), requirements can NOT be imposed by sources other than the Bulletin. Even if such changes have been approved through unit-level and/or school/college governance, they must comply with University Policy to become official. University Policy 04-07 § 4.2 details the matters of educational policy that have been delegated to the Provost. Thus, the Provost's approval is required and considered final on a broad array of policies including (but not limited to):
 - Creation, elimination, or substantial modification of courses;
 - Catalogue and other printed statements of academic programs, admissions requirements, student rights and responsibilities, course content, and **all** other matters of educational policy;

We have made numerous improvements to the procedures for curriculum management with the aim of enabling faster curricular renewal and innovation while maintaining appropriate institutional controls. These improvements include:

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- Moving from a 2-year to a 1-year curriculum update cycle
- A new Curriculum Management section on the Office of the Provost web site, including important dates and deadlines. See <https://provost.wayne.edu/courses/important-dates>
- Automating curriculum management approval workflows to include shared governance and administrative review, including the required final approval by the Provost.
- Publication of the bulletin in a modern, web-based tool that has many built-in features that:
 - Eliminates artificial space or content limits that were a hallmark of the prior system,
 - Maintains internal consistency with cross-reference checking of courses, prerequisites, etc.,
 - Ensures compliance with federal requirements for accessibility for people with disabilities as required by the Americans with Disabilities Act and other laws/regulations,
 - Interfaces with Banner and DegreeWorks,
 - Saves time and confusion by eliminating the need to maintain multiple documents, audit web site links, etc.

These improvements have also mitigated risks to the university, including:

- Accreditation findings associated with Criterion 2.B. and Assumed Practice A.5.
- Audit findings for non-compliance with federal regulations.
- Liability and reputational harm associated with financial and other harm to students.

Action Required by All Units:

- Editing of the 2020 Bulletin is now open in CourseLeaf. Ensure that your Bulletin copy is up-to-date and properly reflects the clear and complete requirements for your programs.
- Work with Curricular Services in the Office of the Registrar to ensure that DegreeWorks scribe blocks accurately reflect the requirements as stated in the Bulletin

Comprehensively review all sources of unofficial curriculum and policies, including student handbooks, advising checklists, web sites, etc., to identify and eliminate inconsistencies with appropriate changes to the Bulletin.

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