



ACADEMIC ALERT #2008-16

DATE: August 2008

DECISION: National-Louis University

**Revision of University Course Outline (UCO) Form
Supersedes Academic Alert #2003-4 January 2003**

RATIONALE:

During the 2007-2008 academic year, Faculty Senate charged Senate Curriculum Committee (SCC) to work with the Office of Admissions and Records (OAR) and the Office of the Provost and the colleges to redesign the NLU University Course Outline (UCO). This charge was based on the SCC 2006-2007 end-of-year report and input from faculty about problems with the UCO and the need to address several areas:

- One area was information about the course needed for implementation by the OAR and Provost's Office (page 1 of the revised UCO).
- Another area was the signature approval process. In the past, the UCOs for new courses and workshops went to SCC for approval and a signature before they went to the College Deans. Members of SCC thought that it made more sense to have all college signatures including the Dean's before the UCO went to SCC (page 2 of the revised UCO).
- The final area was the course content page. This page needed to be revised to make it easier to indicate whether the course satisfied general education requirements and to include a section on meeting external specific standards, particularly for NCE courses (page 3 of the revised UCO).

APPROVALS: Senate Curriculum Committee: April 2, 2008
Faculty Senate: April 16, 2008

IMPLEMENTATION DATE: September 1, 2008

CONTACT: Gale Stam, Past Chair, Senate Curriculum Committee; gstam@nl.edu; (224) 233-2231

SIGNATURE

Carol R. Melnick, Ph.D.
Vice Provost

Background Information for Revised UCO Form

From October 2007 through March 2008, the members of the Senate Curriculum Committee (Patricia Anderson, Dennis Flowers, Renee Judd, Mary Ann Kahl, Kathryn Miller, David Rice, Gale Stam), the chairs of the college curricular units (Charlotte Metoyer, NCE Undergraduate Council, Peter Levine, CAS Curriculum Council, Barbara Scheidt, Academic Programs Team), Vice Provost Carol Melnick, and Madeleine Waxman, Associate Registrar, and Anne Zang, Assistant Registrar, met every month to work on revisions to the UCO. In January 2008, Gale Stam, chair of SCC, sent out the draft of the revised UCO for faculty input. The UCO generated a lot of discussion, and SCC received a lot of feedback, which it thanks everyone for providing.

SCC weighed the comments it received carefully and decided that the UCO best reflected the information that was needed by the college curricular units and the Senate Curriculum Committee for approving courses and by the OAR's and Provost's Offices for scheduling courses and putting them in the catalog. In particular, SCC discussed the comments about assessment and determined that the UCO was not the appropriate place for this piece. Rather, assessment falls under the purview of the college assessment units and Chris Davis, Vice Provost for Institutional Effectiveness.

Revised UCO Form Description

The revised UCO form (follows the implementation section) is divided into three parts:

Page 1 – information necessary for approval of courses by curricular units and for scheduling of courses and inclusion of courses in the catalog by the Office of Admissions and Records (OAR).

Information on this page will become part of an electronic workflow process being developed by OIT. Until the workflow is complete (goal is by the end of Fall Term, 2009), the information will need to be provided using a “fillable” UCO form.

This page is the responsibility of the faculty writing the UCO and the department chair and should be completed prior to submission to the college curricular unit.

- Fill out only the boxes that are pertinent to the course or workshop you are proposing or revising.
 - Check all that are appropriate.
- Check as many boxes as necessary for delivery modes and terms.
- Contact the chair of your college curricular unit if you have a question.

Page 2 – signature page

This page will also become part of an electronic workflow process being developed by OIT. Until the workflow is complete (goal is by the end of Fall Term, 2009), the information will need to be provided using a “fillable” UCO form.

- Faculty initiators: please obtain necessary department signatures before submitting the UCO to your college curricular unit

Page 3 – course content

- Fill out the areas as they apply to your course and program.
- Make sure that the catalog description is in full sentences.
- Place an asterisk * by texts you would like the library to acquire.

Implementation

If a faculty member wrote a UCO using the old form, the content (catalog description, goals, references) needs to be copied and pasted into the new form for submissions beginning September 1, 2008. The fillable UCO form will be made available (i.e. attached to the NLU announcement; soon on the NLU web page <http://www.nl.edu/facultystaff/> for most popular links. Look for University Course Outline (UCO).

If you already have signatures using the old UCO, just attach that page to the new form.

Faculty members with questions about filling out the UCO need to contact a member of their college curricular unit or a member of the Senate Curriculum Committee.

Once OIT is ready to roll out the UCO electronic workflow, the Office of the Provost will send out information on how to submit UCOs using the workflow process. The chairs of all the college committees and SCC will receive a special workflow training session. There will be a process set up to help faculty, as well.

The Office of the Provost will provide an orientation session the beginning of September, 2008 to the chairs of all the college committees/councils and SCC on the interim process of submitting UCOs via fax/email once they have approved UCOs at their meetings.

The UCO form follows on the next three pages. This is not a fillable form but one that shows what the new UCO form is.

**NATIONAL-LOUIS UNIVERSITY
UNIVERSITY COURSE OUTLINE**

University Course Outline Information/Implementation Page

College:	Program/Department/Unit:	
Prefix and Number*:	Title**:	
<i>*If a new course, enter the prefix and level number only. The Office of Admissions and Records (OAR) will assign the full number.</i> <i>**The OAR will abbreviate system title to 30 characters in Banner. If this is a seminar, practicum, internship, student teaching, field study, thesis, dissertation, independent study, lab or special topic, please indicate in the title.</i>		
Quarter Hours:	Semester Hours:	<input type="checkbox"/> Fixed <input type="checkbox"/> Variable
May be repeated for credit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times may it be repeated? If yes, what are the total allowable credit hours for this course towards a degree?		
Grade Mode: <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Pass/No Credit <input type="checkbox"/> Standard Letter		
Term type(s): <input type="checkbox"/> Follows university calendar terms <input type="checkbox"/> Does not follow university calendar terms <input type="checkbox"/> FOCUS		
Schedule type: <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Interactive Video <input type="checkbox"/> Online-only <input type="checkbox"/> Blended (Online + Face-To-Face)		
NEW		
<input type="checkbox"/> New Course. If formerly offered as a Pilot, Enter Course # assigned to Pilot:		
<input type="checkbox"/> New Workshop. If formerly offered as a Pilot, Enter Course # assigned to Pilot:		
Part of a new program? <input type="checkbox"/> Yes In the _____ program		<input type="checkbox"/> No
SAPC agenda date for new program approval:		
Replaces an existing course? <input type="checkbox"/> Yes In the _____ program		<input type="checkbox"/> No
Replaces following course number and title:		
Addition to an existing program? <input type="checkbox"/> Yes In the _____ program		<input type="checkbox"/> No
As: <input type="checkbox"/> Elective <input type="checkbox"/> Required Course		
Effective term:		
<input type="checkbox"/> REVISED / <input type="checkbox"/> POINT OF INFORMATION		
<input type="checkbox"/> Revision of Existing Course	Initial Approval Date:	Last Revised:
<input type="checkbox"/> Revision of Existing Workshop	Initial Approval Date:	Last Revised:
Title change? <input type="checkbox"/> Yes Previous Title:		<input type="checkbox"/> No
Quarter/semester hours changed from previous UCO? <input type="checkbox"/> Yes Prior Hours:		<input type="checkbox"/> No
Catalog description changed from previous UCO? <input type="checkbox"/> Yes		<input type="checkbox"/> No
Prerequisites changed from previous UCO? <input type="checkbox"/> Yes		<input type="checkbox"/> No
Part of a program revision? <input type="checkbox"/> Yes SAPC agenda date for revised program approval:		<input type="checkbox"/> No
As: <input type="checkbox"/> Elective <input type="checkbox"/> Required Course		
In the _____ Program		
Does this revised UCO change total hours for a program/degree? <input type="checkbox"/> Yes		<input type="checkbox"/> No
Describe:		
Effective term:		
INACTIVATED		
<input type="checkbox"/> Remove from catalog		Reason:

**NATIONAL-LOUIS UNIVERSITY
UNIVERSITY COURSE OUTLINE**

UNIVERSITY COURSE OUTLINE SIGNATURE PAGE

Prefix and Number:	Title:
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Signatures are required. After signing in your designated space, immediately forward the entire UCO to the next person on the list of signatures. UCO's will be returned if incomplete.

Written by: _____ Date _____

Approved by Program/Dept/Unit Chair: _____ Date _____

Approved by Related Department/Unit Chair: _____ Date _____

UCO Signature Approvals:

College Council/Unit chair(s) (check all that apply)

CAS Curriculum Council: _____ Date _____

NCE Graduate Council: _____ Date _____

NCE Undergraduate Council: _____ Date _____

CMB Academic Programs Committee
(APC): _____ Date _____

Dean _____ Date _____

Senate Curriculum Committee Chair** _____ Date _____

**New courses ONLY. Revisions of existing courses go directly from the Dean to the Office of the Provost.

Office of the Provost _____ Date _____
(Certified for publication and archiving)

Next UCO Update: _____ Date _____
(UCO needs to be updated every five years)

Forwarded to OAR, Dean, Originator(s), Program/Dept Chair, _____ Date _____
College Catalog Coordinator, Marketing Services

**NATIONAL-LOUIS UNIVERSITY
UNIVERSITY COURSE OUTLINE**

UNIVERSITY COURSE OUTLINE BODY PAGE

Prefix and Number:	Title:
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Catalog description (use 100 words or less):

Prerequisite(s):

Co-requisite(s):

Relationship to specific NLU program(s):

Does this course meet a General Education requirement? Yes No N.A.

If yes, which requirement does it meet?

Communications Humanities Fine Arts Quantitative Reasoning
 Physical Science Life Science Social Science Behavioral Science
 General Education Other

Course goals and expected student learning outcomes:

Specific external standards being addressed (if applicable):

Major topics:

Suggested method(s) for evaluating student performance:

Representative text(s) and/or supporting resources: