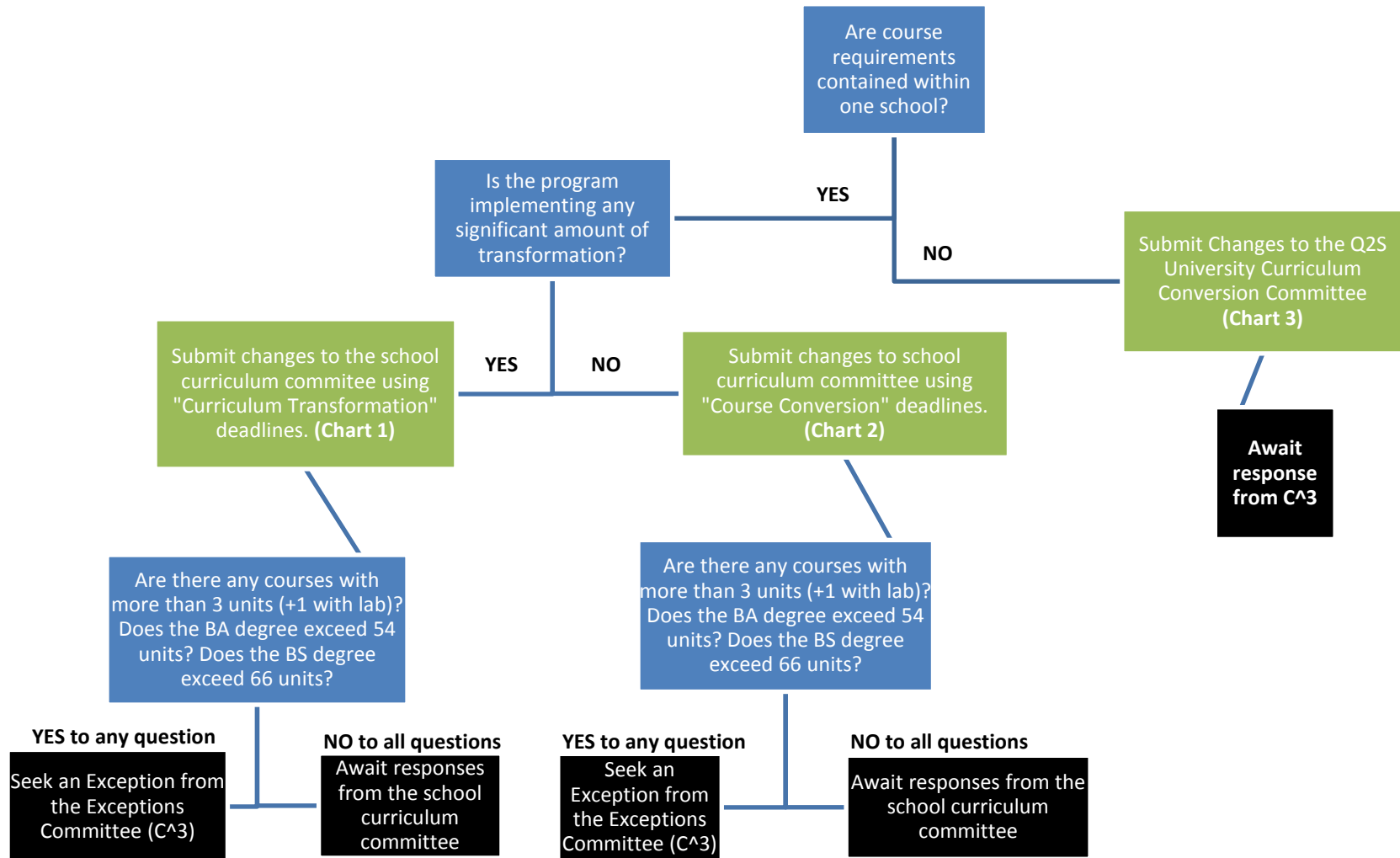
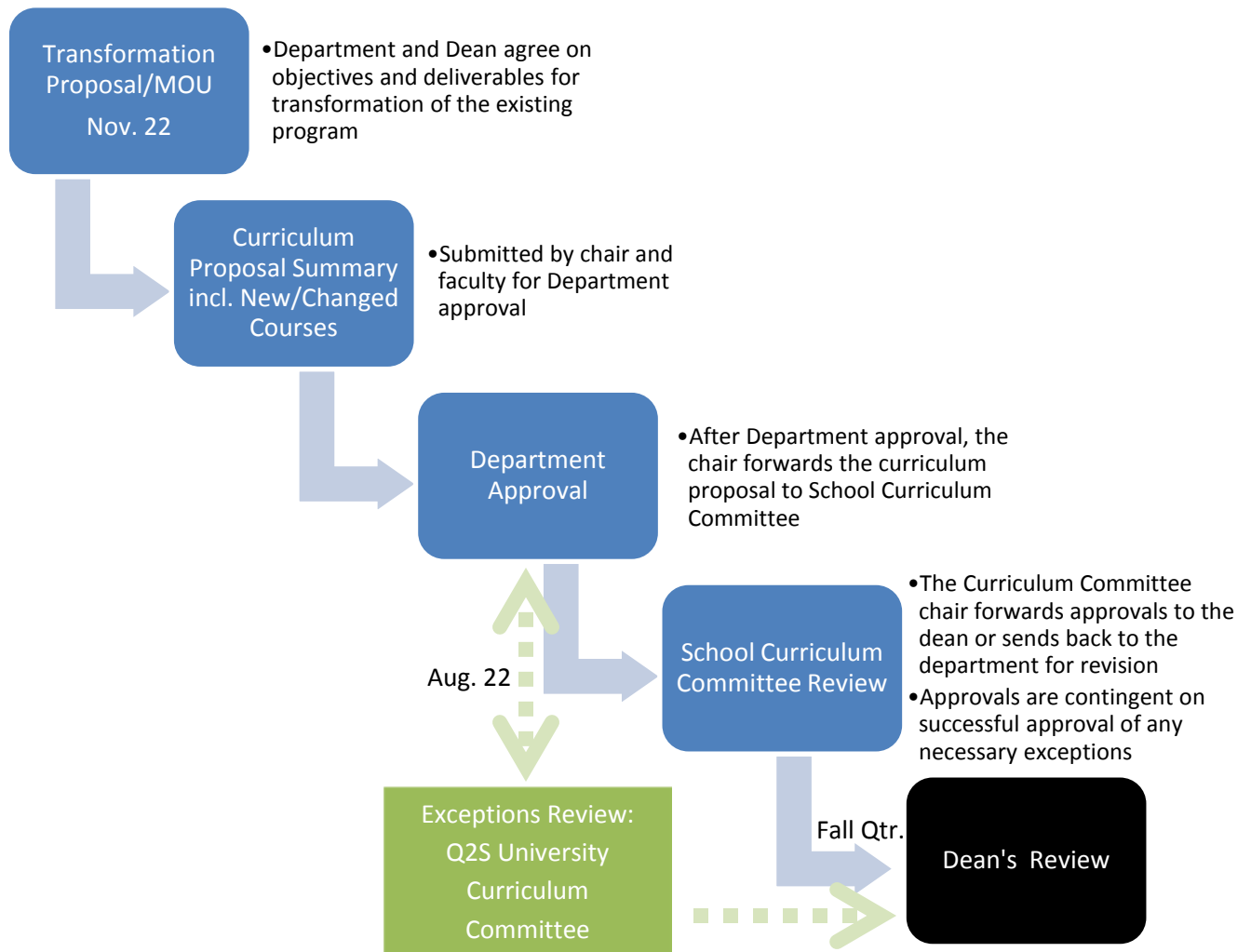


# Q2S Curriculum Revision Process Decision Tree



## Chart 1. Q2S Curriculum Transformation Approval Process for Intra-School Programs



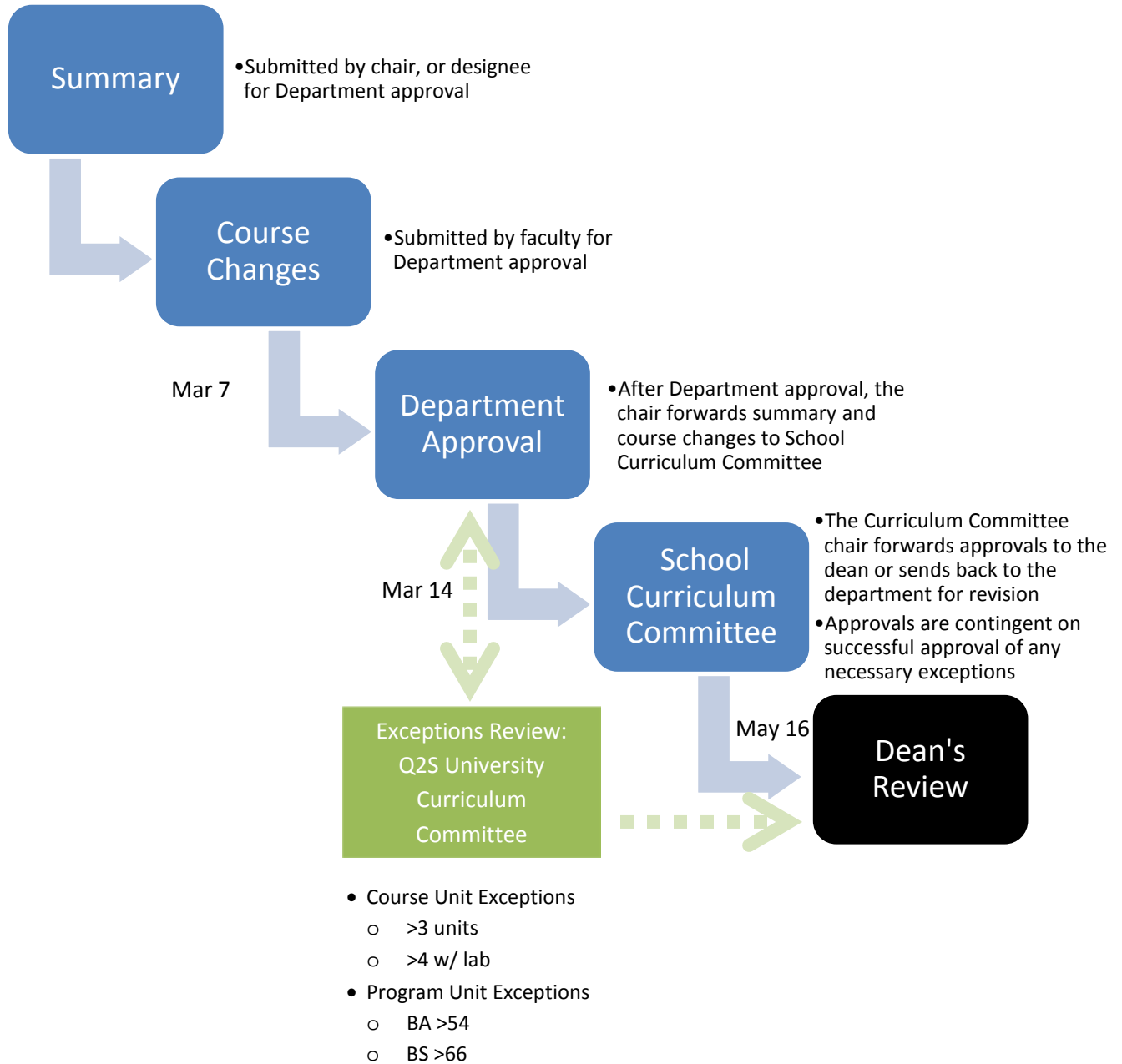
- Course Unit Exceptions
  - >3 units
  - >4 w/ lab
- Program Unit Exceptions
  - BA >54
  - BS >66

The Curriculum Transformation process and deadlines apply in any case where a significant portion of the curriculum is transformed. The entire curriculum is intended to be submitted in its entirety, with proposed course changes, as one submission unless the school curriculum committee conveys different expectations.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
**Quarter to Semester Conversion (Q2S)**  
**CURRICULUM TRANSFORMATION STEP BY STEP GUIDELINES FOR FACULTY**

CHECK BOX	ACTION TO BE TAKEN	TO BE COMPLETED BY
	Deans will have preliminary conversations with department chairs and clarify any school priorities in the conversion process.	November 1, 2013
	The department chair calls a meeting of the faculty and as a group the faculty decides on either course conversion or curriculum transformation (see definitions for each concept).	November 8, 2013
	The faculty agree on the rationale for curriculum transformation and a proposal will be prepared for review by the dean. See the Curriculum Transformation Proposal Template for details.  <i>Attachment: High Impact Practices</i> <i>Attachment: Curriculum Transformation Proposal</i>	November 22, 2013
	The faculty working through the Department Chair establishes an MOU with the School Dean. The MOU will contain at least these elements: (1) that the department will participate in the curriculum transformation process, (2) the name of the lead faculty member (or department chair) who will oversee the departments process, (3) a list of the faculty names that will be involved in the process, (4) the specific assignment of each involved faculty member, (5) the date by which those assignments will be completed (a concentrated effort will be made during winter intersession 2013 and a concluding effort during summer, 2014), (6) an agreement that the process will reviewed by the lead faculty member and school Dean at end of intersession, mid-winter quarter, mid-spring quarter and end of spring and end of summer quarter, (7) the Department Chair will recommend and the Dean will develop a reassignment plan and/or an extra compensation plan for those involved faculty, and (8) the MOU will clearly detail the types of transformation activities planned.  <i>Attachment: Curriculum Transformation MOU Template</i>	January 17, 2014
	Participate in curriculum transformation activities according to the MOU agreement.	November 22, 2013 to August 22, 2014
	Provide the deliverables required for course conversion (see above) and all of the additional deliverables established  <i>Attachment: Curriculum Transformation Submission Template</i>	By dates specified in the MOU (no later than August 22, 2014)

## Chart 2. Q2S Course Conversion Curriculum Approval Process for Intra-School Programs

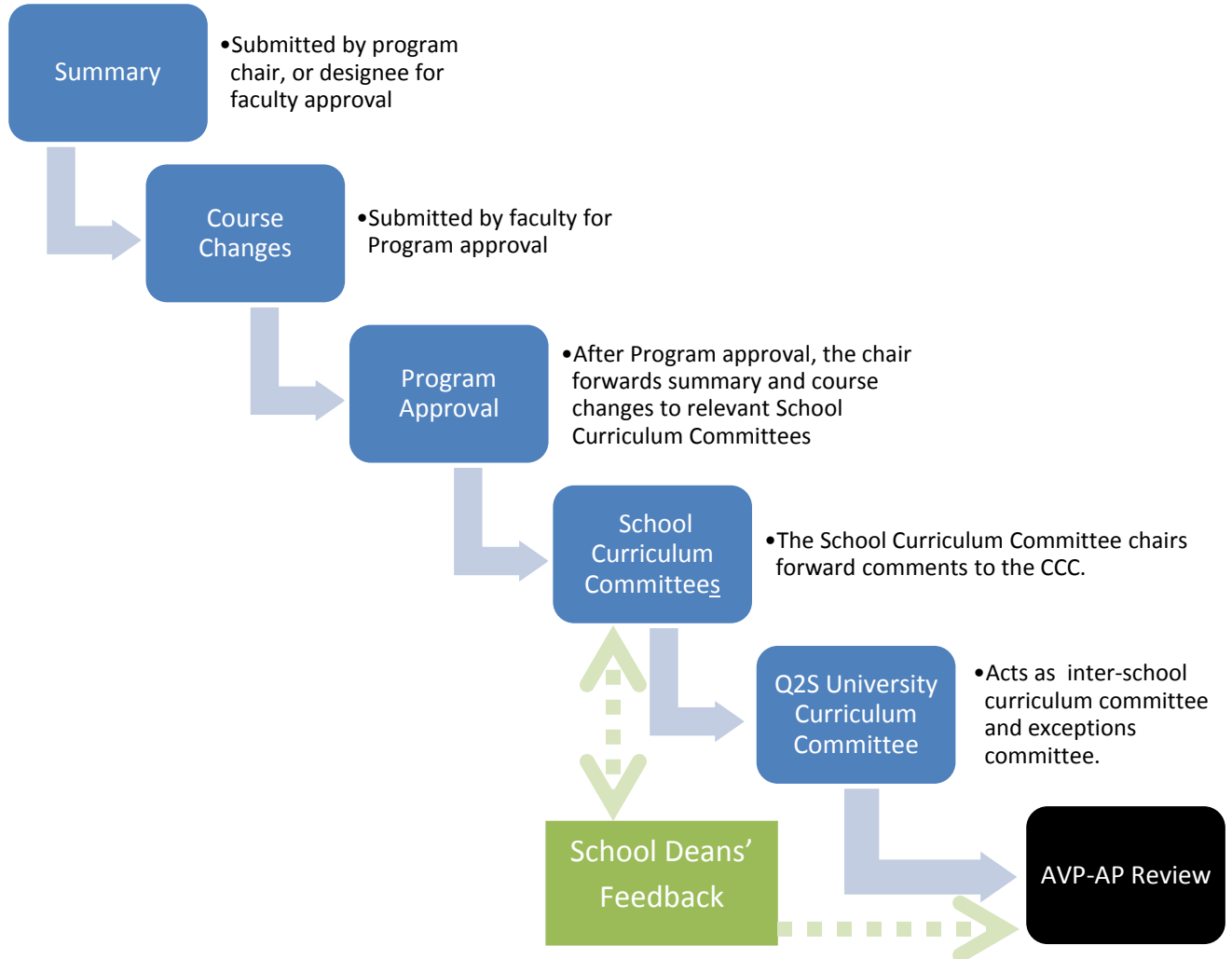


The Course Conversion process and deadlines apply only in the case where there is no significant transformation of the curriculum planned. The entire curriculum is intended to be submitted in its entirety, with proposed course changes, as one submission unless the school curriculum committee conveys different expectations.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
**Quarter to Semester Conversion (Q2S)**  
**COURSE CONVERSION STEP BY STEP GUIDELINES FOR FACULTY**

CHECK BOX	ACTION TO BE TAKEN	TO BE COMPLETED BY
	Deans will have preliminary conversations with department chairs and clarify any school priorities in the conversion process.	November 1, 2013
	The department chair calls a meeting of the faculty and as a group the faculty decides on either course conversion or curriculum transformation (see definitions for each concept).	November 8, 2013
	The faculty agrees on the 24 to 66 semester units of course work that will make up the major along with any minimal course modifications necessary for conversion to the semester system. <i>Attachment: Current Catalog Copy</i> <i>Attachment: Curriculum Map (matrix of courses and program learning outcomes)</i> <i>Attachment: Active Courses (list of active courses taught in the last five years).</i> <i>Attachment: Courses Not Taught In Five Years</i> The faculty recognizes that all courses in the department not selected for conversion will be inactivated. If required coursework is inactivated, the faculty will create a list of acceptable substitutions or waivers to accommodate students.	November 22, 2013
	The faculty and department chair decide which faculty will be assigned to convert courses. The Department will be allocated a budget for course conversion depending on the number and types of programs. Within the funds provided, the Department Chair will recommend and the School Dean will approve some combination of faculty reassigned time and additional employment based on the faculty assignments. <i>Attachment: Course Conversion MOU Template</i>	November 22, 2013
	The faculty member assigned to that particular course or courses will: (1) Create a master or sample syllabus* with default textbook, (2) determine whether the conversion requires changes to the catalog description, course articulation (see assist.org), or modes of instruction (e.g., lecture/lab component units).  Service Courses: Any changes to courses that are required by another program will be shared at the earliest possible opportunity and that department's feedback will accompany the changes for approval by the appropriate curriculum committee.  The Department Chairs will present to the Dean and the Dean will approve this work package.	March 7, 2014
	Program faculty will approve the curricular changes and work together to determine if the curriculum map (matrix of courses and program learning outcomes) needs revision due to the proposed changes. <b>SUBMISSION OF ALL MATERIALS TO CURRICULUM COMMITTEE</b> <i>Attachment: Course Conversion Submission Template</i> The Department Chairs will present to the Dean and the Dean will approve this work package.	March 14, 2014
	The Department Chair, in consultation with the faculty, will produce a 2016-2017 semester schedule of classes. The class schedule should allow all students to make appropriate progress toward their degrees and show how the full year can be taught with the existing faculty complement within the current space and time constraints. The Department Chairs will present to the Dean and the Dean will approve this work package.  (The semester calendar and time blocks will be provided prior to this date).	April 18, 2014
	It is expected that any departmental course contributions to the General Education program will be proposed by this time and a determination of the suitability of the coursework for electives within the major is determined by the program faculty.	May 9, 2014
	Deadline for the curriculum committee decisions on course conversion proposals.	May 16, 2014
	The department chair working with faculty will create a 2 and 4 year roadmaps that students can follow under the semester system. The Department Chairs will present to the Dean and the Dean will approve this work package.	June 6, 2014
	The department chair, in consultation with faculty, will create a 2 year faculty teaching assignment schedule with clear indications for any "last opportunities" for quarter courses that will not be offered after fall 2016. The Department Chairs will present to the Dean and the Dean will approve this work package.	June 13, 2014

### Chart 3. Q2S Course Conversion Curriculum Approval Process for Inter-School Programs



The Provost would like to revisit the process for Liberal Studies teacher preparation programs in light of the Common Core.