**Office of Curriculum Administration (OCA):**

We had two major accomplishments this year. First, the Office of Curriculum Administration (OCA) completed a successful implementation of Kuali Curriculum Management (CM). This tool allows OCA to receive and track course proposals from the various college curriculum committees electronically. Additionally, rather than OCA having to manually input the information from the course proposals into PeopleSoft, the college administrators input the information into CM, which feeds it directly into Peoplesoft, saving duplication of work and eliminating input errors.

The configuration and testing has been completed for the course proposals and was rolled out to colleges for Summer 2017/Fall 2017 (Due January 2017) changes. All proposals must be received through CM, beginning Spring 2018 (Due August 2017).

The configuration and implementation of program requirements and learning outcomes in CM will begin Summer 2017-Fall 2017.

Completed:

* Streamlined the university’s curriculum workflows from 18 unique processes into one process that can be adapted to all departments and colleges
* Met with faculty, staff, administrators on new changes and created training videos for submitting course proposals
* Completed the integration of CM with PeopleSoft
* Published 2017-2018 Catalog
* **2500+ course changes for 2017-2018 and about 200 changes to degree pages in the catalog for 2017-2018**

In-progress/Development:

* Working with CM to create an agenda builder, form builder, and learning outcomes review process
* Entering degree requirements in CM for 2018-2019 Catalog edits
* Establish a cyclical course fee review process in CM
* Evaluate other catalog system options and integrate Graduate Catalog policies
* Formalize a new prerequisite editing process with the Registrar’s office

The second major accomplishment this year was the creation of a new University Policy that for the first time clearly and comprehensively laid out the range of curriculum management responsibilities for the OCA. Policy 6-500 (Curriculum Management and Administration) details how the curriculum of the University is managed by academic units and administered through the Office of Curriculum Administration; how credit-bearing courses are created, modified and deleted; how credentialed academic programs are created, modified, discontinued, and enter/leave suspension and dormancy; how the programs of study that comprise credentialed academic programs are modified; how online and distance delivery of credentialed academic programs are defined and approved; how extended programs are established. The Policy was initially through the Curriculum Policy Review Board, modified by the Graduate and Undergraduate Councils, and was