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University of South Florida
College of Public Health

PRESENTED BY: ACADEMIC AND STUDENT AFFAIRS

UNIVERSITY OF SOUTH FLORIDA, COLLEGE OF PUBLIC HEALTH



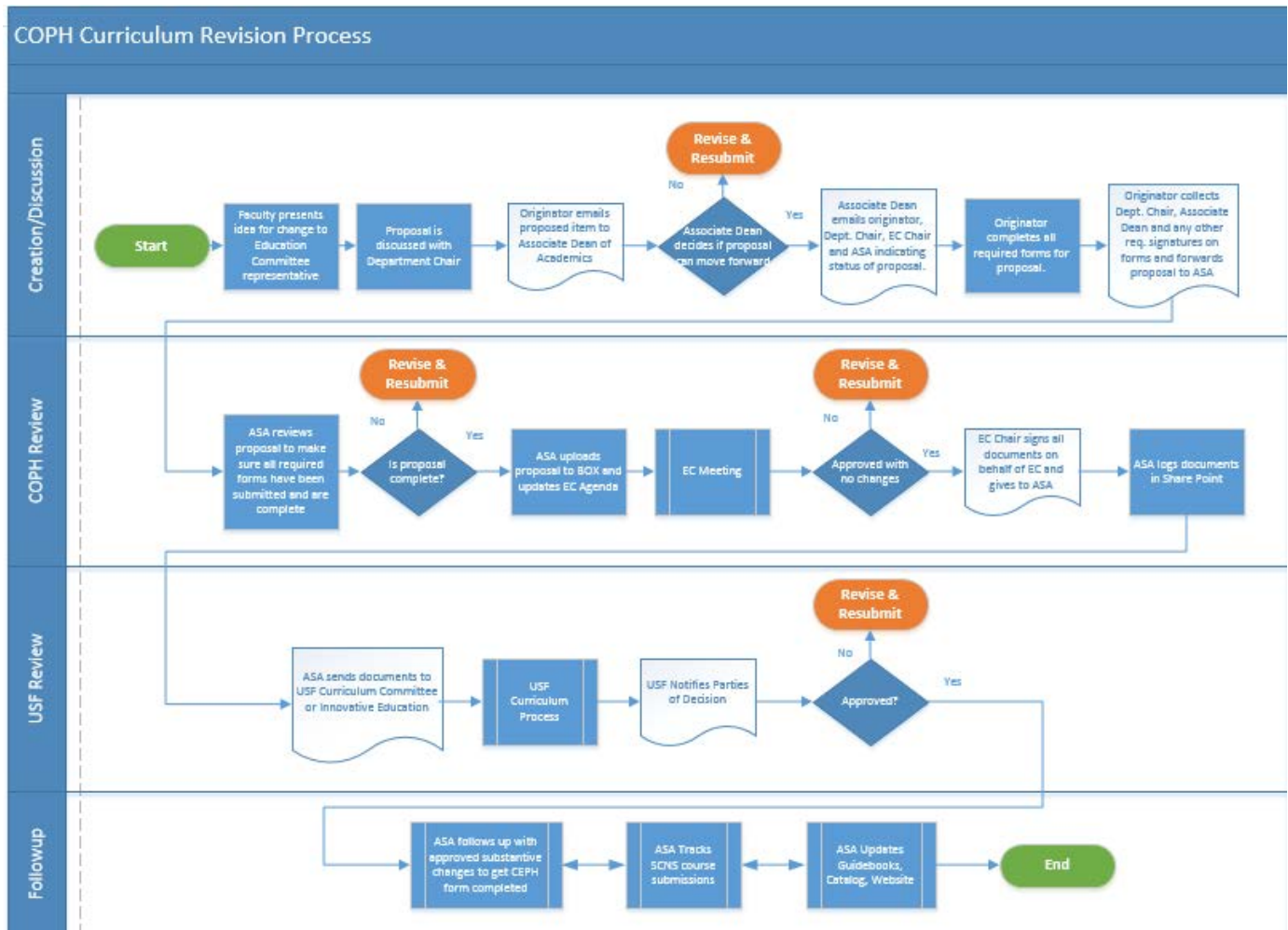
EDUCATION COMMITTEE

CURRICULUM SUBMISSION PROCESS

Please read the following instructions carefully as there are numerous steps and forms to complete and depending on the type of request the process and forms change.

PROCESS FLOW

This is to give you an overview of the complete process. Additional details are provided below.



COLLEGE OF PUBLIC HEALTH EDUCATION COMMITTEE CURRICULUM SUBMITTAL INSTRUCTIONS

1. Each new or changed course, concentration/program, certificate, and other curriculum related items must go before the Education Committee (EC). See our Bylaws for the complete scope of the committee responsibility. Each such package should have a Curriculum Tracking form signed by Associate Dean of Academics, Chair of the department curriculum committee, Chair of the department, and Director of CPH Graduate Studies. The appropriate USF Office of Graduate Studies form(s) must also be included and signed by all appropriate parties, as well as all the required support materials (syllabuses, state forms, catalog copy, etc.).
2. The process of submitting new or revised curriculum requests to the EC is outlined below. New or revision requests instructions for courses are in section 3.
 - a) All proposed curriculum changes should be discussed with the department Chair and the Associate Dean of academics to negotiate what's needed and how it fits with existing curriculum (and ETA requirements, if relevant).
 - b) The originator of the request completes all required documents for the proposal and may be assisted by the office of Academic and Student Affairs (ASA) to obtain correct forms for the desired request. This will include the CPH Curriculum Tracking Form which is used to collect signatures through the approval process, USF approval form, copy of the USF Graduate Catalog if required, and the substantive change form (CEPH requirement) if required.
 - c) The originator gets all required signatures for the packet. Required signatures are: Associate Dean of Academics, Chair of the department curriculum committee, and Chair of the department.
 - d) The originator submits the completed forms to ASA (cophcurriculum@health.usf.edu) for review. ASA will verify the correct forms are used and all required information is present.
 - e) Any needed changes will be negotiated among all parties who signed off on the request.
 - f) The forms will then be uploaded by ASA to USF Box and added to the EC agenda. Nothing will be added to the agenda until the all necessary paperwork is completed and received. All the materials to be considered at the meeting are made available to the EC members one week in advance of the meeting on USF Box. Accommodations of late agenda items will be attempted but cannot be promised. If a request needs to be made for a late item, speak with the EC chair person. ASA will be responsible for posting documents on USF Box, updating the agenda, and archiving documents.
 - g) The curriculum documents then go to EC for faculty approval or denial, and the Chair will approve on behalf of the committee. The originator of the agenda item (preferably, or the department representative may do this) must be present at the EC meeting to give an overview of the request, and to answer any questions the committee may have. This person also will be responsible for noting and making any revisions requested by the EC. The EC may request substantive changes that will require resubmission and a new approval process. If approved, EC chair signs off on approved documents and ASA submits documents to the USF Office of Graduate Studies curriculum committee or to Innovative Education.
 - h) ASA oversees documentation of approved programs and syllabi in CPH guidebooks (guidebooks are new and have replaced the CPH catalog), monitors state progress on approval, oversees USF catalog copy submission, and follows up with approved substantive changes to get CEPH form completed.

3. Course changes or new course proposals have their own process that varies from other curriculum processes.
 - a. The proposer first needs to go to the online course system <https://www.systemacademics.usf.edu/proposals/>. From here you can view courses submitted (Tracking), create a new course proposal (System Login), or look at resources (Resources) which helps you through the course proposal process.
 - b. To create a proposal you must login using your netid.
 - c. After you login you select “New Course”, “Course Change”, “Addition of General Education Component to another USF Institutions’ Course”, “Course Discontinuation”, or “Grading Option, Section Type, or Course Attribute Change”.
 - d. New courses require more fields and additional fields are required if the course is online or is going to be a Global Citizens course.
 - e. When entering the data we have found that some courses are not in their correct department areas. If you are selecting your department and the course doesn’t auto-populate then select another department or select “Public Health – USF Public Health” as the department. A lot of the fields are mandatory and if you don’t complete them you won’t be able to continue. You can save and exit so that you can back at a later time to work on your proposal.
 - f. After you have gone through all the sections and completed the required fields you will need to upload the syllabus for the course.
 - g. For graduate courses: In “Other Documents” you will also need to upload the Graduate Studies Course approval form with signatures. After uploading the form please send Tara Greer located in CPH 1042 the original form. Please pay close attention to the small boxes under “Faculty Agreement” and “Concurrences”. If these two sections are not complete Graduate Studies won’t process the course proposal.
 - h. If the change you are making to your course is specifically in the USF Catalog (for example course number, or course title) you will also need to complete a program change and provide updated catalog copy. Send your requests for catalog copy to cophcurriculum@health.usf.edu.
 - i. You do not need to complete a CPH tracking form for course changes.
 - j. For signatures, do not get the chair of the Education Committee’s signature. That is done after the committee reviews the proposal and only if the proposal is approved. Other signatures that are required are the Associate Dean of Graduate Studies, Department Curriculum chair, and Department chair.
 - k. After the course is approved by CPH and submitted to Graduate Studies, Graduate Studies will review and if there are any questions or issues with the proposal they will return the proposal back to the proposer. There should be comments in the comments section as to what the specific issue is.
 - l. Make any necessary corrections and then submit. Most cases the changes are minor so the proposal does not need to be reviewed by the EC again. More substantial changes may require the EC Chair to approve or a new full review.
4. The originator or appropriate Department representative will be responsible for attending the USF Curriculum Committee meeting to defend their request. The originator may also need to attend the Graduate Council meeting and will be informed by USF Office of Graduate Studies if they are needed.
5. Any substantive changes requires the CEPH Substantive change form. Go to <http://ceph.org/constituents/schools/reports/> and scroll down till you reach “Substantive Change Notice”. There is a link called “FAQ on substantive changes”. Click on the link and a PDF file will open. Within this document is the link to the CEPH form. The form is at the bottom of page 1 and is called “Substantive Change Form”. Once the form is complete please email the completed form to cophcurriculum@health.usf.edu.

Notes

- USF Box is a file sharing tool supported by USF Health IS. This tool makes a small number of documents easy to access via the Web while maintaining security.

CURRICULUM HELPFUL HINTS

Please **DO NOT** save any of these forms to your computer to use at a later time. They are continuously being updated and if you use an outdated form you may be asked to redo your proposal with the correct form. Using the links provided will ensure you always use the most current form(s).

Course proposals

If you don't know the chart field information please contact your department administrator and if needed you may contact Sandra Miller samiller@health.usf.edu

Submittals

When you are submitting a proposal be sure to communicate your changes to your department and your department Education Committee representative(s).

Contact cophcurriculum@health.usf.edu if you have any questions.

HELPFUL LINKS

Education Committee Webpage - <http://health.usf.edu/publichealth/facultyaffairs/education.htm>

Courses

Course Changes – http://www.grad.usf.edu/curriculum-course_Tampa.php

Online Course Proposal System - <https://www.systemacademics.usf.edu/proposals/>

Programs

Program Changes and Concentration Changes – <http://www.grad.usf.edu/curriculum-program.php>

Certificates

Certificate Changes –

- New Certificate <http://www.usf.edu/innovative-education/resources/graduate-certificate-proposals.aspx>
- Change Certificate <http://www.usf.edu/innovative-education/resources/graduate-certificate-changes.aspx>