ACADEMIC ALERT #2003-4

DATE: **January, 2003**

DECISION: **National-Louis University**

Revision of Master Course Outline (MCO) Form
Now Known as University Course Outline (UCO) Form

Rationale
Faculty as well as staff and administrators in the Provost's Office and Registrar's Office have encountered numerous difficulties in processing approved MCO's. Signatures were missing, MCO's and signature pages were lost, new courses were not scheduled for review by Senate Curriculum Committee, or if approved by that committee, the signature was missing. The new and improved UCO is intended to address the aforementioned difficulties and result in a smooth, efficient, streamlined process for approving, certifying and archiving UCO's

The 7 content areas for the UCO beginning with catalog description and ending with representative texts(s) and/or supporting resources remain the same.

Page 2 of this alert describes the specific revisions. The revised UCO may be found on pages 3 and 4 of this alert.

Senate Curriculum Committee Approval: January 6, 2003
Faculty Senate Approval: January 15, 2003

IMPLEMENTATION DATE: Immediately

CONTACT: **Dr. Carol R. Melnick, Vice Provost**
Ext. 3683

SIGNATURE: _____
Dr. John A. Brighton
Provost and Senior Vice President for Academic Affairs

In revising the UCO form we have placed the instructions, the basic course information, and the required signatures on the front page so that all pertinent information for signing and forwarding are clearly visible. We have ordered signatures to promote an efficient, logical route from the originator, to the program/department/unit, to the college council/unit, to the Senate Curriculum Committee for new courses, the Dean, and finally to the Provost's Office, which forwards the fully signed UCO to the Schedule and Catalog Coordinator in the Registrar's Office, Wheeling.

On the second page, Delivery Systems and Grade Mode appear at the top followed by the prompts for course content. This new layout should help those writing UCO's to first identify basic course information and immediately recognize the steps in the process. The information in the boxes on the cover/signature page and on the second page are instrumental for building the course or workshop into the Banner catalog.

In addition to changing MCO to UCO, Faculty Senate recommended and passed three other changes, which enhanced the first page. First, it changed the name of the course outline from Master Course Outline (MCO) to University Course Outline (UCO). Secondly, under college council/unit, the names of the councils/units in each college are made explicit. For CAS it is Curriculum Council, CMB it is Curriculum Development Quality Assurance (CDQA), and for NCE they are Graduate Council and Undergraduate Council. And finally a line and date were added to indicate when the UCO expires; it expires every 5 years, and then a revision has to be written and approved.

The Vice Provost is the last person to sign. After this signature pertinent information is entered on a Provost Office grid that keeps track of UCO's. Then a letter is sent to the college dean with a copy of the UCO with all signatures, a copy of the UCO to the originator(s) and the original UCO to the Schedules and Catalog Coordinator in the Wheeling Registrar's Office. The Associate Registrar builds the course or workshop into the Banner catalog and archives the hard copy of the UCO.

The UCO form is on pages 3 and 4 of this Academic Alert. All new course outlines will use the UCO format. All MCO course outlines that are in various stages of the approval process need to have both pages of the UCO form with the 2 boxes filled out (by hand is acceptable) attached to the front of the MCO. The not yet acquired signatures will then go on the attached UCO to go with the already acquired signatures on the MCO during the transition phase.

National-Louis University
University Course Outline

University Course Outline Cover and Signature Page

It is extremely important to follow the process outlined on this form for writing and approving UCO's. When the Schedules and Catalog Coordinator in the Wheeling Registrar's Office receives a UCO from the Provost's Office that contains all required information and signatures, the Associate Registrar builds the course or workshop into the Banner catalog and archives the hard copy of the UCO. Please keep this front page with the UCO.

☐ Course ☐ Workshop Prefix and Number _____

☐ New Course/Workshop
(must be reviewed by Senate Curriculum Committee)

☐ Revision of Existing Course/Workshop
Initial Approval Date_____
Last Revised _____

Course / Workshop Title _____

System Title _____
(limited to 30 characters including spaces and punctuation)

College_____ Program/Department/Unit _____

Quarter Hours_____ Semester Hours _____ ☐ Fixed ☐ Variable

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.

Submitted by _____ Date _____

_____ Date _____

Approved by:

Program/Department/Unit _____ Date _____

Related Department/Unit _____ Date _____

College Council/Unit*_____ Date _____
*CAS: Curriculum Council; NCE: Graduate & Undergraduate Councils
CMB: Curriculum Development Quality Assurance (CDQA)

Senate Curriculum Committee** _____ Date _____

**New courses ONLY. Revisions of existing courses go directly from the College Council/Unit to the Dean.

Dean _____ Date _____
Provost Office _____ Date _____
(Certified for publication and archiving) UCO Expires Date _____
Forwarded to Schedules/Catalog Coordinator, Dean, Originator Date _____

Approved by Faculty Senate 1/15/03

Delivery Systems (check all that apply):

- ☐ Traditional Classroom Delivery
- ☐ Field Model
- ☐ Practicum
- ☐ Student Teaching
- ☐ Thesis
- ☐ Internet
- ☐ Interactive Video
- ☐ Seminar
- ☐ Special Topics
- ☐ Other System (describe)

Grade Mode:

- ☐ Pass/Fail
- ☐ Pass/No Credit
- ☐ Standard Letter

Catalog description (maximum @ 100 words):

Prerequisite(s):

Relationship to specific NLU program(s):

Course goals and expected student learning outcomes:

Major topics:

Suggested method(s) for evaluating student performance:

Representative text(s) and/or supporting resources: