



TO: Associate Deans and College/School Curriculum Committee Chairs

FROM: J. Dickinson, Vice Provost for Academic Affairs and Student Success
Veronika Carter, University Registrar
Kerry Castano, Assistant Provost and Provost's Chief of Staff

DATE: April 18, 2022

SUBJECT: Clarifications and Guidance: Catamount Core Curriculum, Course Action Forms, and Course Renumbering

Thank you for your early work on the Course Renumbering Project. Several important questions have surfaced since our last communication and we're writing with additional information and guidance.

CATAMOUNT CORE CURRICULUM

It is extremely important for the flow of Course Action Forms (CAFs) seeking Catamount Core Curriculum (CCC) designations to continue throughout the Course Renumbering Project. If you plan to submit a course for CCC consideration, please do that this spring, over the summer, or as early as possible in the fall.

It is the responsibility of the university-wide Catamount Core Curriculum Committee (CCCC) to review and approve CCC designations; this is not a responsibility of department, college, or school curriculum committees. If a CAF for an existing course is submitted for the sole purpose of seeking a CCC designation, please do not hold the form for any internal committee review and approve it as quickly as possible.

The CCCC expects to hold a retreat in August for the consideration of any approvals forwarded for general education designations after the CCCC's May 3 meeting. Therefore, we encourage departments and curriculum committee chairs to continue submitting and forwarding CCC designation requests through CourseLeaf this spring and summer.

Throughout the fall 2022 semester, CCCC subcommittees in each curricular area will regularly review new submissions. However, as some proposals require clarifications or additional information from faculty, we encourage timely submission.

The CCCC will not review any proposed CCC designations submitted outside of the CourseLeaf Course Action Form system.

Questions about Catamount Core submissions can be directed to Pablo Bose or J. Dickinson.

COURSELEAF AND COURSE ACTION FORMS

With the exception of a brief pause in November, the course action form system, CourseLeaf, will remain open. Please continue to submit CAFs as you normally would, and in the case of CCC forms, please submit those as soon as possible.

On October 31, the CourseLeaf system will be suspended while course renumbering occurs (October 31 to November 15).

CAFs for new courses submitted between now and October 31 should include a note in the comments section indicating the preferred 4-digit course number. The new 3-digit course number can be any available 3-digit number, as it will be changed to the 4-digit number indicated in the comments section of the CAF.

All CAFs that have completed workflow (arrived in the Provost's Office approval queue) by October 31 will be processed before course renumbering occurs and will be incorporated into the course renumbering process.

On October 31, CAFs that have been submitted, but have not completed workflow will be rolled back out of workflow to the initiator. They will remain out of workflow in an "edited, but not submitted" status while renumbering occurs.

- When the CourseLeaf system re-opens on November 16, these CAFs will still reflect all prior (pre-October 31) revisions and can be resubmitted into workflow.
- CAFs for existing courses in this "edited, but not submitted" status will reflect a new 4-digit number that will be automatically assigned based on the mapping UVM provides to CourseLeaf. The initiator can simply resubmit the form into workflow.
- CAFs for new courses in this "edited but not submitted" status will NOT automatically be assigned new 4-digit numbers. The initiator will need to open the form, select a new 4-digit number that is not currently in use, and resubmit the form into workflow.
- These CAFs will require the reapproval of any approvers that acted on the forms before they were rolled out of workflow on October 31.

COURSE RENUMBERING

General Information

No course characteristic other than course number will change through the course renumbering process. You must still submit CAFs to change other course characteristics (active/inactive status, prerequisites, credits, descriptions, title, etc.).

CAFs for new courses submitted between now and October 31 should include a note in the comments section indicating the preferred 4-digit course number.

Approved for Graduate Credit (ACG) Courses

If a 5xxx number is desired for an AGC course, please do the following:

- a. Enter the 5xxx number(s) on the course renumbering spreadsheet
- b. Email gradcoll@uvm.edu with 5xxx AGC in the subject line

- c. In the body, note the current course(s) (subject, course, title) and the 5xxx number(s) you have assigned to them
- d. Include/attach a current copy of the new 5xxx course syllabi, which minimally would include revisions to the 200-level AGC syllabi, removing the UG references
- e. The Graduate College will approve the request, though they may ask for further revisions to the syllabus before doing so.

Please send your 5xxx requests to the Graduate College as early as possible, and in time to allow for the submission of your course renumbering spreadsheet no later than October 31.

Standard Courses

Standard courses include Graduate Independent Research, Internship, Independent Study, Undergraduate Research, Special Topics, Teaching Assistantship, and Honors.

NUMBERS

We will reserve all x99x numbers for standard courses. Please do not use x990 – x999 for any other purpose.

TITLES

Because we are standardizing standard course numbers, we can now accommodate modest changes to standard *course* titles, and more significant changes to standard *course section* titles.

- Revised standard *course* titles should still include a significant portion of the original title, should be broad enough in scope to support a wide variety of section titles, and must clearly identify which standard course it is. For example:

“Internship” could become “Art History Internship” or “Psychology Internship”
“Undergraduate Research” could become “Ugrad Biochem Research”

Changes to standard course titles should be submitted on CAFs after November 16.

- Revised standard *course section* titles can be modified more liberally. For example:

Course “Art History Internship” could have a section “Internship: Fleming Museum”
Course “Psychology Internship” could have a section “Family Counseling Internship”

Changes to standard course section titles are submitted with the department’s Schedule of Courses (SOC).

We hope these new title options will relieve any concerns you may have about ENDing existing non-standard courses on the spreadsheet that mimic standard courses.

CREDITS

With the exception of Special Topics, standard courses are no longer required to be 1-18 credits. If you reduce the credit range of a standard course, please anticipate any number of unusual situations that may arise and preserve the flexibility that may be necessary to support students (i.e., 1-3 credits is likely too restrictive).

Changes to standard course credits should be submitted on CAFs after November 16.

Timeline

Now – October 31, 2022:	Submit CAFs in a timely fashion; accelerate the submission of CCC CAFs
No later than October 31:	Return course renumbering spreadsheets to the Registrar’s Office
October 31:	CourseLeaf suspended; forms that have completed workflow will be processed, forms mid-workflow will be rolled back to their initiators
November 1 – 15:	Course renumbering occurs
November 16:	CourseLeaf reopens; CAFs that were rolled back on October 31 may be resubmitted; other CAFs may be submitted
December 1:	The Fall 2023 SOC will reflect 4-digit course numbers when it is first released to departments
March 1, 2023:	Editing for the 2023-24 edition of the Catalogue begins; course numbers linked to the Catalogue database and in course tables will automatically reflect the new 4-digit course numbers; editors will need to review Catalogue copy carefully for unlinked courses and other narrative text (“a two-hundred level course”) that will need revision
April 15, 2023:	The 2023-24 edition of the Catalogue will be released and will reflect the new course numbers
August 28, 2023:	The full transition to the new numbering scheme will be complete

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As we’re sure you can appreciate, course renumbering and CCC course review are significant undertakings. The related department and college-level work has significant downstream impacts that cannot be accommodated without your early and consistent engagement over the next six months. Please submit and process as many CAFs as quickly as you can, and please return your renumbering worksheets as early as possible.

Thank you for all of your help.