

DETERMINING PROGRAM REVISION IMPACTS

Program revisions can impact other courses, programs, or departments. Unlike course revisions, there is no way to run an automatically generated report from Curriculog for your program revision. Here are some of the common ways that program revisions can impact other units:

- If you are revising or discontinuing a certificate, minor, or degree that is popular with an outside unit, then you may need to notify that unit of the types of changes you seek to make. Notify any outside unit that owns courses in a certificate or minor that you are discontinuing.
- If you are revising your program's title or proposing a new concentration, you will need to conduct a keyword search in the catalog to notify units that have programs or concentrations with similar titles.
- If you are adding or removing courses from your program, the home units for those courses that are outside your unit must be notified.
- If your program is a distance education program, you may need to notify Jennifer Baysden (baysdenj@ecu.edu) in the Office of Continuing Studies and Distance Education.

Some impacts to other units may be so significant that the other unit will need to revise their own programs to maintain an accurate curriculum. In those cases, it is best if your program revision and the other unit's revisions are considered at the same meeting of the Undergraduate Curriculum Committee or the Graduate Curriculum Committee. This may require coordination between your unit and the outside unit to guarantee the changes are approved at the same time. Failure to have those changes brought at the same time may delay the approval of your package.

Recommended Notification Procedures:

- Notify the chair and/or the undergraduate or graduate program director/coordinator of the impacted unit by email. It may help to provide links to your memorandum of request in the email, along with an explanation of the perceived impact your change(s) will make upon their unit.
- Provide a deadline for response. A two-week deadline is ideal, but a one-week deadline is probably sufficient. If the deadline passes without response, attach a copy of the email you sent to your proposal and approve when you are ready. If you receive responses, attach those to the proposal. If the responses fall after the deadline, please send them to curriculog@ecu.edu, and they will be added to your proposal at the next available Curriculum Support approval step.

If you need further help with this process, please send an email to the curriculog@ecu.edu address.