

Curricular and Shared Governance Processes FAQ

This webpage is meant to provide an overview summary of how curricular and shared governance processes work at Shawnee State University. Detailed information can be found in the [UFS Constitution and Bylaws](#) and in [University Policy 2.24: Curriculum Approval Process](#). Also, please note that the UFS Constitution and Bylaws requires that the forms in Curriculog be fully filled out so that committees can fully review them.

- How do I create or revise a GEP course?
 - Submit a course form in Curriculog that is routed for GEAC and EPCC. This proposal should include the change(s) and the rationale for the change(s) and include a syllabus for the course. This proposal should discuss how the course meets the GEP / OT36 learning outcomes and includes a syllabus for the course. Speak with the GEP Director for more information.
- How do I create or revise a non-GEP undergraduate course?
 - Submit a course form in Curriculog that is routed to EPCC. This proposal should include the change(s) and the rationale for the change(s) and include a syllabus for the course. Speak with the EPCC Chair for more information.
- How do I create or revise a graduate course?
 - Submit a course form in Curriculog that is routed to GC. This proposal should include the change(s) and the rationale for the change(s) and include a syllabus for the course. Speak with the GC Chair for more information. Depending on the number of courses in a graduate program that undergo change, paperwork for CCGS, HLC, and/or ODHE may be required – please consult the Associate Provost for Academic Affairs and Student Success with questions.
- How do I create an online or hybrid course (including GEP, undergraduate, or graduate courses)?
 - There are currently two pathways for this.
 - Pathway 1, Joint-Owned Courses, Following Article 20 of the 2024/2027 CBA: These courses are courses that the University wishes to see developed for online offerings and are joint owned between the faculty member developing the course and the University for a period of three years, which may be renewed after that time. This is most commonly courses required for a fully online program, and may include GEP courses. In this case, the instructor will work with the Director of Student Pathway Initiatives and Online Programming to develop their course with Instructional Designers and follow the development process and outline in the CBA. This process has specific course structure requirements, timelines, and does result in compensation for work. Faculty interested in developing courses through this process should reach out to the Director of Student Pathway Initiatives and Online Programming to see if the University is interested in entering into a joint ownership of the course before beginning any work.
 - Pathway 2, Faculty-Owned Courses, Following the UFS Constitution and Bylaws and Article 20 of the 2024/2027 CBA: These courses are courses that are solely faculty-owned. These are typically courses that are not for fully online programs or GEP courses. Submit a course form that is routed to DLC. This proposal should include the rationale for the change(s) and include a syllabus for the course. DLC requires that the course proposal include a module template completed and submitted with the Curriculog proposal and at least one course

module completed for DLC to review at their meeting. A guidance document and additional information about DLC [is available](#). Speak with the DLC Chair for more information.

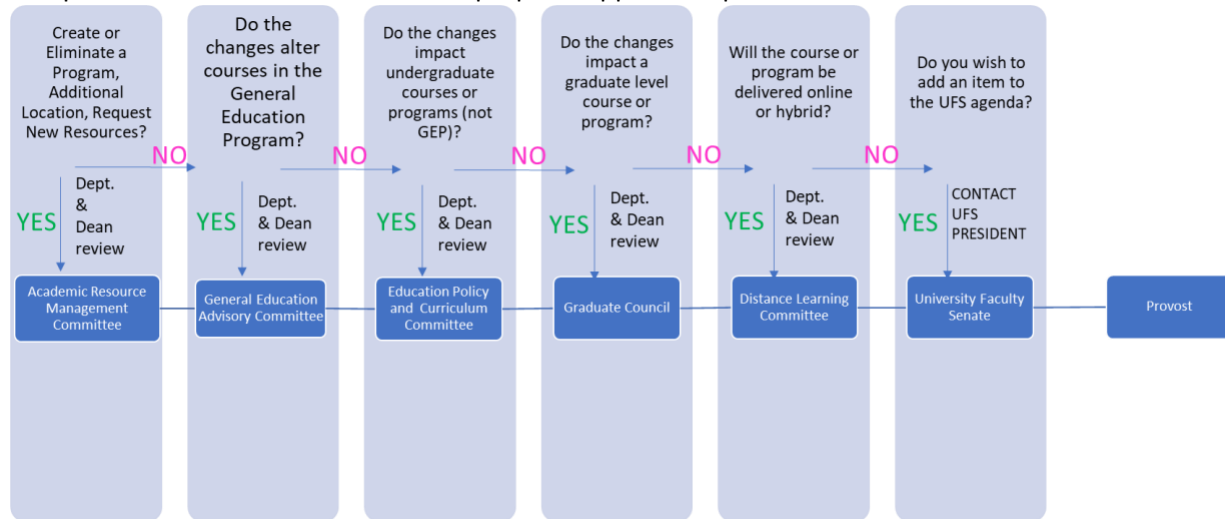
- Note that for online courses, the instructor is required to have completed some professional development related to teaching online courses before teaching online.
- What if I'm creating a new course that will also be offered online or hybrid?
 - If the course you are creating is new, it needs to also see EPCC (if an undergraduate course) or GC (if a graduate course). Make sure those correct boxes are checked on the proposal form. This applies for both Joint-Owned and Faculty-Owned courses. If the course already exists in the Catalog, it does not need to go to EPCC / GC.
- How do I edit an existing undergraduate program, major, certificate, or minor?
 - Submit a program form in Curriculog that is routed to EPCC. This proposal should include the change(s) and the rationale for the change(s). Make sure that it is very clear in the proposal what the course / requirement changes are, it may be helpful to include an attachment showing the current structure for the program, major, certificate, or minor and the proposed changes. Depending on the type and magnitude of the changes, it may effectively trigger parts of the new program, major, certificate, or minor section (below). Plan to potentially spend significant time on this and talk with the Provost and the EPCC Chair for more information. Depending on the nature of the changes to a program or certificate, additional paperwork and approvals may be required by HLC and/or ODHE – please consult the Director of Institutional Assessment and Accreditation for additional information.
- How do I edit an existing graduate program, major, certificate, or minor?
 - Submit a program form in Curriculog that is routed to GC. This proposal should include the change(s) and the rationale for the change(s). Make sure that it is very clear in the proposal what the course / requirement changes are, it may be helpful to include an attachment showing the current structure for the program, major, certificate, or minor and the proposed changes. Depending on the type and magnitude of the changes, it may effectively trigger parts of the new program, major, certificate, or minor section (below). Plan to potentially spend significant time on this and talk with the Provost, Associate Provost for Academic Affairs and Student Success and the GC Chair for more information. Depending on the nature of the changes to a program or certificate, additional paperwork and approvals may be required by CCGS, HLC and/or ODHE – please consult the Associate Provost for Academic Affairs and Student Success and the Director of Institutional Assessment and Accreditation for additional information.
- How do I create a new program, major, certificate, or minor?
 - There is no one simple answer to this question as there are many possible requirements depending on what is currently offered and how CCGS, HLC, ODHE, and other accreditors may view the proposal. First, start by determining if the proposal requires [ARMC approval](#). If ARMC approval is required, follow that process. If you are unsure whether ARMC approval is required speak with the Provost. The ARMC approval process requires significant work by the initiator and their department / school to document the need for the program and financial considerations. Plan to spend significant time working on this. Once ARMC approval is gained, or it was determined it wasn't necessary, submit a program proposal in Curriculog including all of the required information that is routed to EPCC for an undergraduate proposal or GC for a graduate proposal. After approval through the Shared Governance Process, you will have to work

with the Director of Institutional Assessment and Accreditation to determine what information is required for HLC and/or ODHE, and you may also have to work with your external accreditors. This process may take a long time as well, as depending on the nature of the proposal HLC may need information (or not) and ODHE may need information (or not). The proposal initiator and their department / school will have to be the one that does this work in consultation with the Director of Institutional Assessment and Accreditation and appropriate College Dean. Ultimately the Director of Institutional Assessment and Accreditation is the one that submits the final paperwork to HLC and/or ODHE (as necessary) so they may require some revisions before accepting it. An exception is in cases of graduate proposals that require CCGS review. In those cases, proposals are developed and submitted in consultation with the Associate Provost for Academic Affairs and Student Success. Proposals go straight from CCGS to ODHE for approval. In cases where graduate proposals also require HLC approval, the Director of Institutional Assessment and Accreditation will liaise with the academic department and the Associate Provost for Academic Affairs and Student Success to complete the process. Depending on the nature of a proposal the Board of Trustees may also need to pass a resolution specific to the proposal before the work with HLC and ODHE can begin. This entire process will likely take a long time (a year is not unreasonable) to go from initiation to full approval, so plan ahead that this will take time to completed, also note that there may be deadlines to meet, both internally and externally to ensure that the proposal is approved in a timely fashion, or it may be delayed. Be sure to talk with the Provost, Director of Institutional Assessment and Accreditation, and UFS President as you work on this and have any questions. For graduate programs and certificates, please also talk with the Associate Provost for Academic Affairs and Student Success.

- What happens after GEAC, EPCC, GC, and / or DLC approve my proposal?
 - Once the proposal is passed by GEAC, EPCC, GC, and / or DLC the proposal is sent the full UFS body for consideration. Once it is passed by UFS, the proposals are then sent to the Provost for consideration. After the Provost approves the proposals, the Provost prepares a resolution for the Board of Trustees that contains a summary of all of the proposals for their final approval. Once that approval is granted by the Board of Trustees the Registrar works to make the changes to the Catalog. For new programs, external paperwork may need to be submitted and approved by HLC and/or ODHE. If so, external approvals are required before the Registrar will create the new program in the Catalog.
- What happens if GEAC, EPCC, GC, DLC, or UFS do not approve my proposal?
 - If one of the committees does not approve your proposal it will be marked as disapproved in Curriculog which will send it back to the initial step, with the initiator. You are welcome to resubmit your proposal again for consideration, but should make any revisions required by the committee(s).
- What is the role of my Department / School in this process?
 - The Department / School are required to approval all proposals that come from faculty in their area, according to their bylaws.
- What is the role of the Dean in this process?
 - The Dean reviews all proposals to check for issues and make recommendations for modifications to the proposals and ensure alignment with college / university goals and directives.
- Can the Provost or Board of Trustees initiate proposals?

- Yes. The Provost may initiate proposals to discontinue programs at the EPCC and GC steps. The Board of Trustees can designate the Provost to initiate proposals at any step of the approval process.
- What if I have questions about Curriculog?
 - Questions regarding Curriculog should be directed to the Registrar, who is the administrator for the system.
- What if I have questions about what committees want or need?
 - Questions regarding specific committees should be directed to [that committee's chair](#) [and/or the UFS President](#).

A simplified version of the workflow for proposal approval is provided below:



Overview of the GEP-OT36 Alignment Processes Adopted During AY 2025/2026

These changes will roll-out with incoming 2026 freshmen. Current students will stay in their current catalog.

- All courses in the SSU GEP must be level 1000 or 2000 (level 3000 and above courses are removed).
- Courses that are not OT36 approved by the end of spring 2026 will no longer be in the SSU GEP (see exceptions below).
 - Courses submitted to OT36 but returned for re-work have an additional review cycle to be approved. In the meantime, the course will remain in the GEP. In the course gets returned a second time, it will be removed from the GEP until it gets approved.
 - Courses that got “bumped” into the next review cycle will have that review cycle plus one additional if needed. These courses will stay in the GEP through this process.
- If a student has been awarded a Bachelor’s degree from an accredited university or college, SSU will automatically count the GEP completed.
- If a student has completed OT36 from another state campus, SSU will automatically count the GEP completed.
- The writing intensive requirement will continue to be the completion of two WI courses. These courses are not required to be in the GEP.

- SB1 has required every student to complete an American Civic Literacy course, these are indicated on the advising worksheets.
- Approval into OT36 does not guarantee GEP course placement. The course must go through shared governance for GEP approval. It is recommended that a new course be first approved through shared governance before submission to OT36. However, if due to time restraints, the course can be submitted to both at the same time.