



## **Yearly Curriculum and Catalog Update Processes**

In an effort to nurture the ongoing vibrancy of the graduate programs at Idaho State University, the Graduate School recommends the departments be aware of and follow the below processes for reviewing and updating curriculum, program descriptions, student learning outcomes (SLOs), and catalog information. Note: programs with specialized accreditation requirements that may exceed portions of these recommendations should not feel obligated to follow the below and should adhere to the specialized accreditor's guidelines.

- 1) At least once every calendar year, each program's graduate committee (or similar body) should meet to review the nature of the curriculum and the structure of the program to ensure that both are current with respect to the discipline/profession.
- 2) Once such a review has been conducted, any revisions to the curriculum or program requirements should be addressed through the established revision process. New Course Proposals, Course Change Proposals, and Program Requirement Changes can be initiated by the Program Director using the forms found on the Graduate School website (<https://www.isu.edu/graduate/faculty-resources/graduate-council/>).
- 3) Once approved, curricular and program requirement changes will automatically reflect in the next year's catalog, however, curricular and program changes might also result in changes to a program's designated Student Learning Outcomes (SLOs). A program's Student Learning Outcomes (or their equivalent, i.e., "Goals and Outcomes for Students") should be included in the program description in the Graduate Catalog. These will not be updated automatically through the curricular and program change process, but should be updated yearly (as necessary) during the Catalog Change Window mentioned hereafter.
- 4) Each fall, the Graduate School will notify programs of the opening and closing dates of the Catalog Change Window. During this time, programs will be able to make edits to program descriptions, including changes to a program's stipulated SLOs (or Goals and Outcomes). Once the Catalog Change Window closes, further changes to program descriptions will not be possible until the next Catalog Change Window opens. Curriculum and program requirement changes



are ongoing throughout the academic year.

- 5) Following the closing of the Catalog Change Window, the Graduate School will issue a short survey to each Program Director/Chair that will help us better track programmatic efforts related to the above, as well as provide feedback to the Graduate School on programs' experiences navigating the review and revision process. This feedback will help the Graduate School better serve programs, faculty, and students.

Please contact the Graduate School if you have questions about the above process.