UICC Course Realignment Review Guidelines

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Review Schedule for AY 20- AY 23

Background

In 2015 the UICC adopted a policy for regular review of UNIV courses. A 3-year review cycle was recommended for the review of all UNIV courses. This policy distinguishes between courses that regularly offer multiple sections (Course Shells, e.g. UNIV 1800) and those that are taught only once or twice a semester (Individual Courses). The oversight requirements for the former is greater since it has to include consideration of qualifications and training of multiple instructors and consistency and comparability across what may be a large number of sections.

Course Alignment Purpose and Goals

Good teaching practice requires that faculty evaluate their courses on a regular basis to ensure the efficacy of the pedagogy and the currency of the material presented. Academic departments often develop policies and practices to assist faculty in doing this and to ensure that their curriculum in aggregate continues to meet the goals defined for their major(s). UNIV courses are offered by units outside of the schools and colleges, and part of the mission of UICC is to ensure that oversight of these courses follows best practices. Thus, courses undergo rigorous review at the time they are added to the curriculum and our policies require that units offering UNIV courses have faculty committees that are responsible for curricular oversight. This oversight should include periodic review of existing courses to ensure their continued efficacy, consistency among offerings and alignment with course goals as originally approved. This policy is intended to support the faculty curricular committees in performing these functions.

Administration of the Course Alignment process

In order to effectively manage the process:

- The Course Alignment review will be evenly spread out over a 3-year cycle (each year within the cycle referred to as a round);
- New courses that have been offered at least twice, but have not been reviewed in the previous 3 academic years will be added to each unit pool of courses to be reviewed.
- Typically, higher level (i.e. 3000 and 4000) level courses will be reviewed in Fall Semesters and lower level (i.e. 1000 and 2000) courses will be reviewed in Spring Semesters.

3-Year Course Alignment Schedule

A 3-year schedule that includes all units offering UNIV courses will been developed for each round.. The schedule will attempt to strike a balance in the number of courses to be reviewed as well as to spread the large number of shell course across the review period. Table 1 depicts the proposed schedule for the next five review cycles, starting from Academic Year:2020/2021 (AY:20/21)

Review Cycle	Duration	
	Start Date	End Date
1	AY:20/21 (Fall 20)	AY: 22/23 (Spring 23)
2	AY:23/24 (Fall 23)	AY: 25/26 (spring 26)
3	AY: 26/27 (Fall 26)	AY:28/29 (Spring 29)
4	AY: 29/30 (Fall 29)	AY: 31/32 (Spring 32)
5	AY: 32/33 (Fall 32)	AY:33/35 (Spring 35)

Other Alignment Guidelines and Protocols

1. Each Unit Head will be asked to identify a liaison who will communicate with the UICC Administrative Assistant and make alignment-related decisions. The Unit Head may choose to select him or herself as liaison. The Unit liaisons will be responsible for:

- Communicating with course instructors about deadlines and responsibilities and conveying any information sent by the UICC;
- Ensuring that the instructors of the selected courses submit the alignment forms completely and on time;
- Following up with the UICC Administrative Assistant regarding any questions or issues with the course alignment review process.

2. Once selected for alignment, a course may only be removed from consideration for the following reasons:

- The course was approved but never taught. (Units should consider archiving courses that have been dormant like this for more than 5 years unless it appears likely they may be taught in the near future);
- The only instructor who teaches the course is no longer with the unit. (Department representatives may be asked to select a replacement course if this is the case);

3a. Units offering shell courses with multiple sections/semester shall supply to UICC report for each course shell. This report will include:

- A listing of the offerings of the course for the academic year, including section title and instructor name and rank.
- A narrative description of how comparability across parallel offerings and consistency between repeat offerings of the course is achieved.
- Three representative syllabi from the course.

3b. Units offering individual courses shall supply to the UICC a copy of the syllabus for each offering of the course over that academic year. They will also report on any significant changes in the course since its approval by UICC.

Course Alignment Forms

- Applicable forms will be available for download at the UICC website (www.UICC.UConn.edu). Word document format of the forms will be mailed to instructors on request.
- The UICC Administrative Assistant will email responsible parties at the beginning of the semester with a request to submit relevant materials. The due date will be indicated within the request."

UNIV Course Realignment Review Schedule

Round 1: (AY20/21)		**Round 2: (AY:21/22)**		**Round 3: (AY:22/23)**	
Fall Courses					
Fall '20		***Fall '21***		***Fall '22***	
Course	**Offering Unit**	**Course**	**Offering Unit**	**Course**	**Offering Unit**
UNIV 4600	IISP	UNIV 3784	Honors Program	UNIV 2100	Center for Academic Programs
UNIV 4800	Student Affairs	UNIV 3820	FYE & LC	UNIV 2230	AACC
UNIV 3991	Career Services	UNIV 2600	IISP	UNIV 2500	Rainbow Center
Spring Courses					
Spring 21		***Spring '22***		***Spring '23***	
Course	**Offering Unit**	**Course**	**Offering Unit**	**Course**	**Offering Unit**
UNIV 1784	Honors Program	UNIV 1810	FYE & LC	UN IV 1991	Career Services
UNIV 1800	FYE & LC	UNIV 1840	FYE & LC	UNIV 2230	AACC
UNIV 1820	FYE &LC	UNIV 1981	Career Services	UNIV 1730	Honors Program

The UNIV Courses For Realignment Review (AY:20/21 to AY:22/23)

Offering Unit	**Course Number**	**Course Title**
First Year Programs and Learning Communities	UNIV 1800 UNIV 1810 UNIV 1820 UNIV 1840 UNIV 3820	FYE University Learning Skills FYE Learning Community Seminar First Year Seminar Learning Community Service-Learning Learning Community Advanced Seminar
Honors Program	UNIV 1730 UNIV 1784 UNIV 3784	Holster Research Proposal Development Freshman Honors Seminar Interdisciplinary Honors Seminar
Career Services	UNIV 1981 UNIV 1991 UNIV 3991	Documented Internship Supervised Internship Experience Interdisciplinary Internship Field Experience
Student Affairs	UNIV 4800	Senior Year Experience
Center For Academic Programs	UNIV 2100	Preparation for STEM Academic Research
African American Cultural Center	UNIV 2230	The PA^{2}SS Program, Mentoring African American Student
Q Center	UNIV 2300	Tutoring Principles for Quantitative Learning
Rainbow Center	UNIV 2500	Gender, Sexuality and Community
Individualized & Interdisciplinary Studies Program	UNIV 4600W	Capstone Course