

USC Viterbi

School of Engineering

University of Southern California

Academic Programs (Not Academic Affairs)

Prof. Jim Moore, Vice Dean for Academic Programs
0-0595 (direct); jmoore@usc.edu

New Faculty Orientation
August 17, 2016



USC



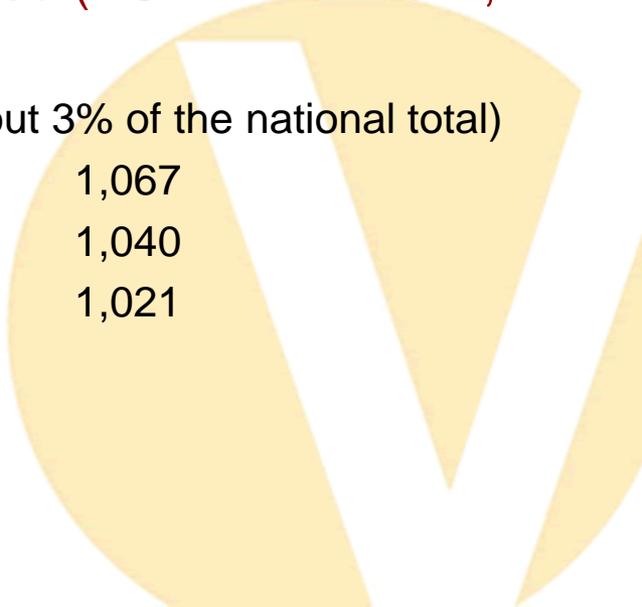
- Academic Mission of Departments
- Special Programs and Divisions
 - Engineering Writing Program (Director: Steve Bucher)
 - Information Technology Program (Director: Mike Crowley)
 - Systems Architecting and Engineering (Technical Director: Azad Madni)
 - Division of Engineering Education (Co-Chairs: Geoff Shiflett and Mike Crowley)
 - Pedagogic Initiatives (with Prof. Gigi Ragusa)
 - Curriculum Development and Procedures
 - Catalogue Text (2013-14 was our last print Catalogue)
 - Accreditation (ABET, WASC)

Now electronically linked in USC's new *Curriculog* and *Acalog* Systems



- **USC Viterbi undergraduates are excellent.**
 - We have more Caltech level students than Caltech.
 - Even our weakest students are quite good: Louise Yates and the University only admit about 1 in 20+ to the Viterbi School.
- **Viterbi is the national leader in distance education for engineering graduate students.**
- **We have more MS students than any other school of engineering in the US. MS degrees awarded (ASEE Profiles..., 2015):**

• USC	2,111	(up from 1,758, about 3% of the national total)	
• Columbia	1,218	Michigan	1,067
• ASU	1,212	Georgia Tech	1,040
• Stanford	1,095	NYU	1,021



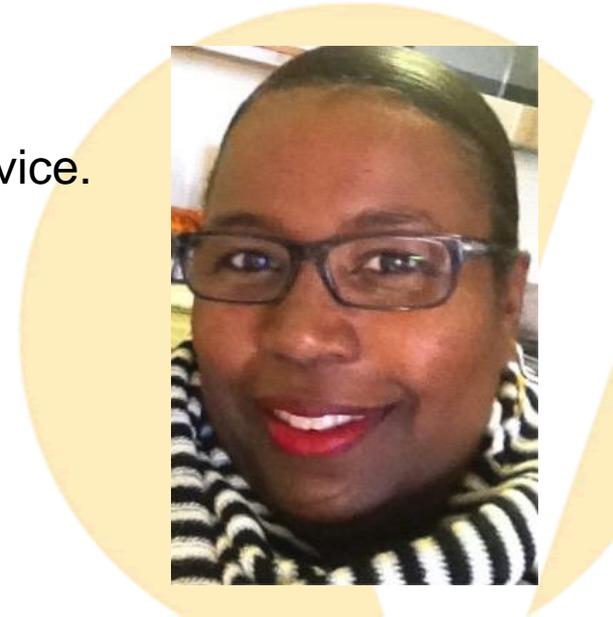
- USC was the most international institution in the US from 9-11-01 until 2014, when once again NYU overtook us. We'll be back. Prior to 9-11, USC and NYU jostled for the lead.
- We try to deliver undergraduate instruction with full time personnel: This is a pledge to parents.
- Doctoral students of course work primarily with tenure stream and other particularly qualified personnel.
- Los Angeles is an enormous advantage for USC because its economy is a nearly bottomless pool of motivated, experienced industry faculty members.
 - Industry faculty are very good for MS instruction.
 - Industry faculty allow us to scale and diversify MS programs.
 - Industry faculty are very inexpensive: We pay with glory.



- Curriculum development is probably the most faculty-centered process in the institution, perhaps even more so than the tenure decision process.
 - The School and University have roles in the curriculum process, but the most important content functions occur in the Departments, Divisions, and Programs.
 - There is room for more creativity in inception and delivery of content than most Viterbi faculty members realize.
- I am *always* happy to answer questions (jmoore@usc.edu; 0-0595), but many queries I receive would be more logically directed to department chairs. When in doubt, start there. They deserve to be in the loop from the outset.
- For the upcoming year, replace me with Ann Langdon (blangfor@usc.edu; 1-5564) and Executive Vice Dean John O'brien (jdobrien@usc.edu; 0-0145).



- **VSOE Academic Programs Coordinator Ann Langford:**
 - Highly qualified, joined us in January of 2015 from Northrop Grumman, where she developed flight operations training materials for the F-35 Lightning II program.
 - USC Masters in Instructional Technology and Doctorate in Educational (Instructional) Psychology.
 - Dean's designee: Viterbi's interface with the CCO.
 - On campus 20 hours per week in OHE 330, reachable at 1-5564, blangfor@usc.edu.
 - Highly knowledgeable and effective.
 - Responsive, great source of procedural advice.
- **You want her in your corner:**
 - Trust me on this.
 - I am only happy when she is happy.



- We need to further strengthen our doctoral curricula.
- You are the most important curriculum resource we have.
 - Junior personnel are at the cutting edge: Please capture what you know for the curriculum.
 - Regardless of whether you are junior or senior, you bring a new perspective to our programs. We embrace this.
- You need to establish a research agenda here at USC.
 - This means connecting to doctoral students, so ask to teach doctoral courses.
 - Ask to offer special topics courses.
- Do your share of undergraduate instruction.
- If you are interested in mounting a 19 person general education seminar now or later, please email John O'Brien and copy your department chair.



Curriculum Proposals: Resources

- Curriculum approval is a highly pluralized process: It seems everybody and his or her brother or sister is a stakeholder.
- Proposals always start with individuals or small teams.
- See the Office of Academic Records and Registrar website for resources:
 - <http://www.usc.edu/dept/ARR/services/curriculum/generalinfo.html> is the Curriculum Coordination Office page.
 - <http://www.usc.edu/dept/ARR/services/curriculum/submission-timeline.html> is a submission timeline.
 - <http://www.usc.edu/dept/ARR/services/curriculum/resources.html>
 - Syllabus Template.
 - Curriculum Handbook.
 - And More.

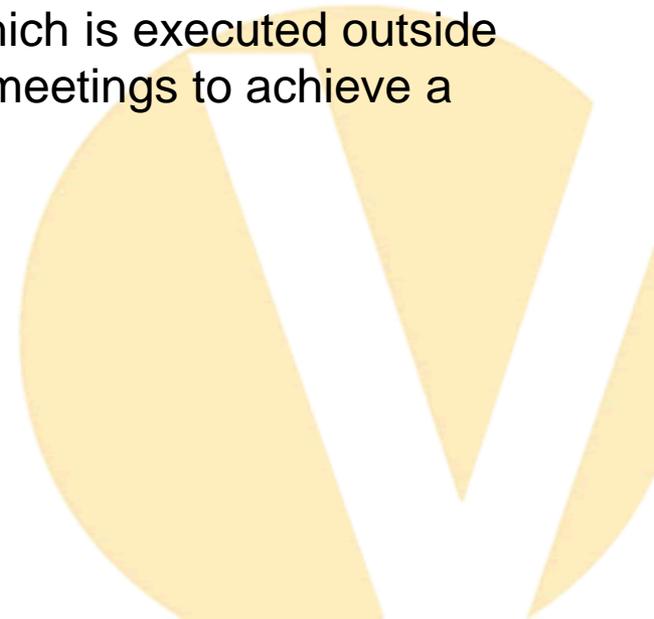


Curriculum Proposals (Cont.): Department

- Syllabi and programs are approved first at the department level, i.e., at the faculty level.
 - This is an offer to the Dean and the Provost to take academic responsibility for the course or program.
 - Every program has a departmental owner.
 - Departments and Schools can collaborate. Joint programs have a single administrative owner, but more than one faculty group can share responsibility for content.
 - A proposed syllabus is a detailed scenario, not a contract.
 - The faculty champion's goal is to use the syllabus to persuade all third parties involved that the proposed course is sufficiently well thought out and well organized that students will find no reasonable opportunity to complain.



- Curriculog input is usually a task for the department's curriculum coordinator (DCC), typically a student services staff member.
- Acting on the direction of the Department Chair or appropriate faculty member, the DCC circulates proposals to affected internal and external units.
 - This initial informal step occurs outside Curriculog.
 - This may (likely will) lead to negotiation, which is executed outside Curriculog through phonecalls, emails and meetings to achieve a meeting of the minds.



- If another School is involved, the object of the negotiation is typically fiscal, though this will tend to be veiled.
- Concurrence by affected units is documented within Curriculog as a pro forma step once agreement is achieved externally and the DCC submits the proposal.
- This includes units internal to VSOE.
- External units that decline to respond are presumed to favor the proposal, but Curriculog is designed to force a response.
- Other units cannot veto a curriculum proposal, but affected units can force a substantive discussion by not approving a proposal in Curriculog.



Curriculum Proposals (Cont.): Department to School

- The Department forwards the proposal via Curriculog to the Dean's Office for discussion by the Engineering Curriculum Committee (preferably by December 7 for courses to be available in fall of 2017).
 - The Academic Programs Coordinator (Ann) organizes submissions for review by the Engineering Curriculum Committee.
 - Submissions might be returned
 - by the Academic Programs Coordinator for changes after review.
 - by committee for changes or broader circulation to affected units.
 - It is incumbent on VSOE Departments to resolve any final differences at this step. The Dean is reluctant to referee.



Curriculum Proposals (Cont.): School to School

- Once approved by the Engineering Curriculum Committee, proposals are circulated by the VSOE Academic Programs Coordinator (Ann, AKA the Dean's Designee) via Curriculog to the Schools of any affected units. This step should be pro forma and the outcome pre-negotiated. Curriculog is a poor medium for negotiation.
- Proposals for new programs are circulated via Curriculog to the cognizant Vice Provost prior to submission to the Curriculum Office by the VSOE Academic Programs Coordinator.



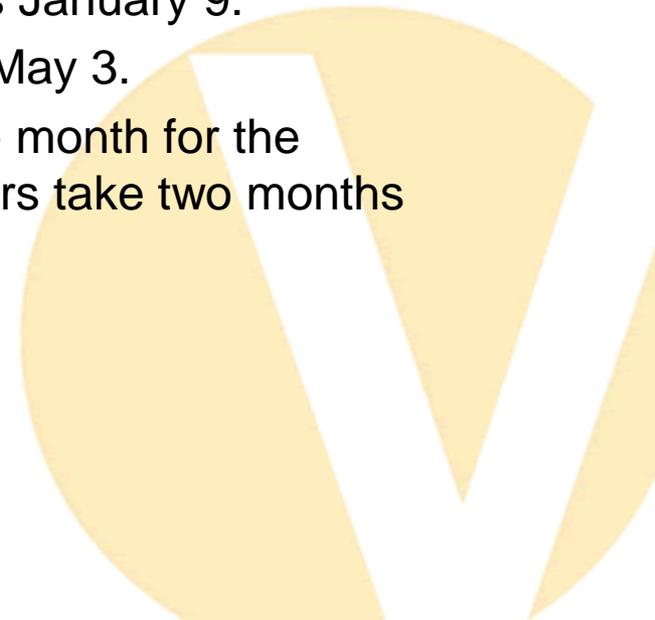
Curriculum Proposals (Cont.): School to University

- The School forwards the proposal via Curriculog to the University Curriculum Coordination Office (CCO) for discussion by the University Committee on Curriculum (UCOC).
 - It might be returned by CCO staff for changes after review.
 - If forwarded to the UCOC, any VSOE proposal is directed to the Science and Engineering Subcommittee (SES) to be
 - reviewed by either the Graduate or Undergraduate Co-chair, who might query the originating department.
 - reviewed by other subcommittee members as needed.

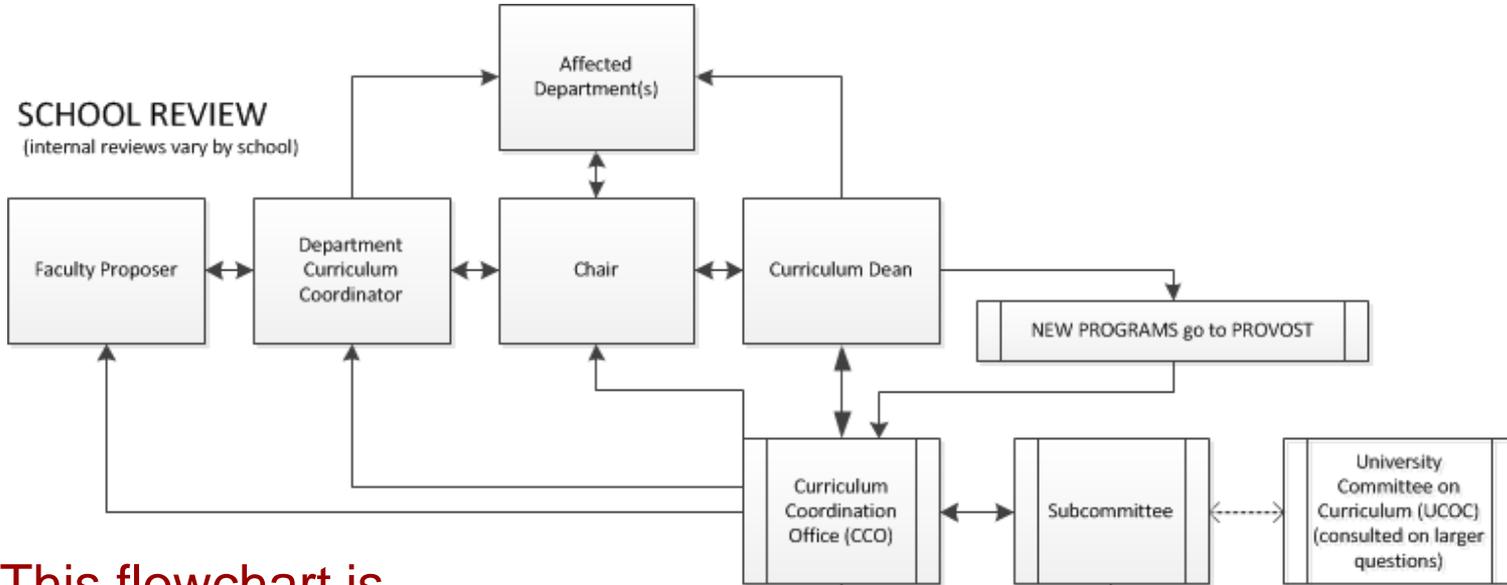


Curriculum Proposals (Cont.): UCOC Meeting Schedule

- If approved by the SES, the proposal is placed on the consent calendar for the UCOC and will likely be approved.
- If discussion is required, it might be returned by the UCOC for changes or broader circulation to affected units.
- UCOC meetings are the first Wednesday of the month. This academic year, the schedule is:
 - Fall: October 5, November 2, December 7, January 11 due to Winter break, instruction begins January 9.
 - Spring: February 1, March 1, April 5, May 3.
- Rule of thumb: Course proposals take one month for the UCOC to review. New programs and minors take two months to review.

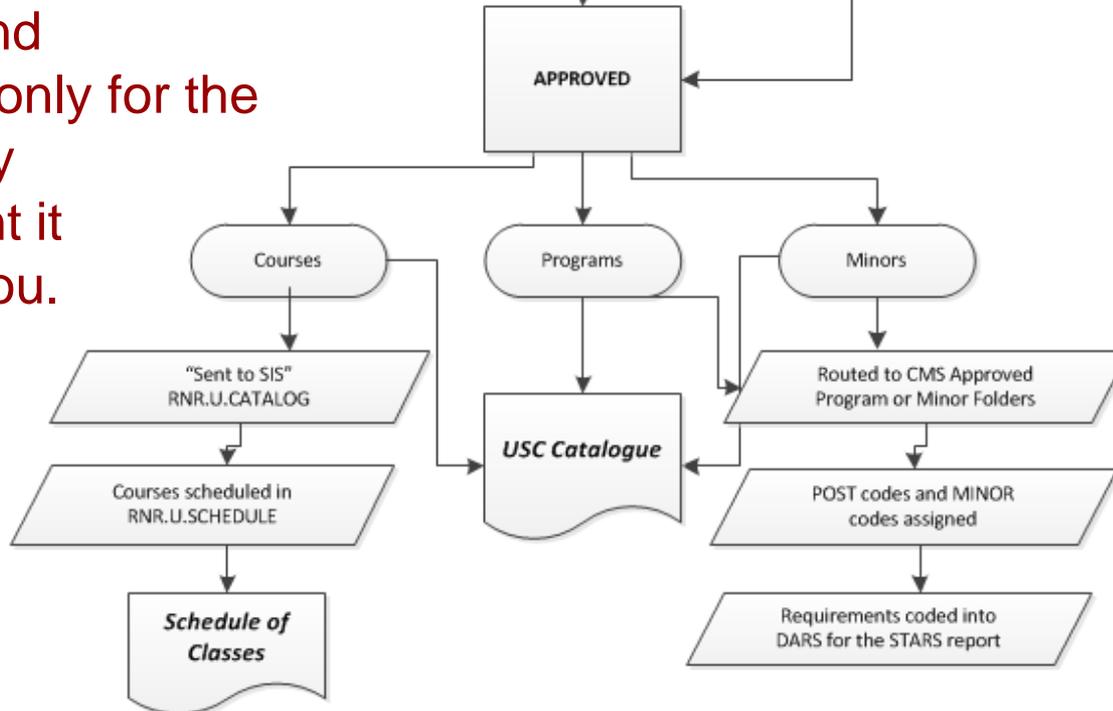


SCHOOL REVIEW
(internal reviews vary by school)



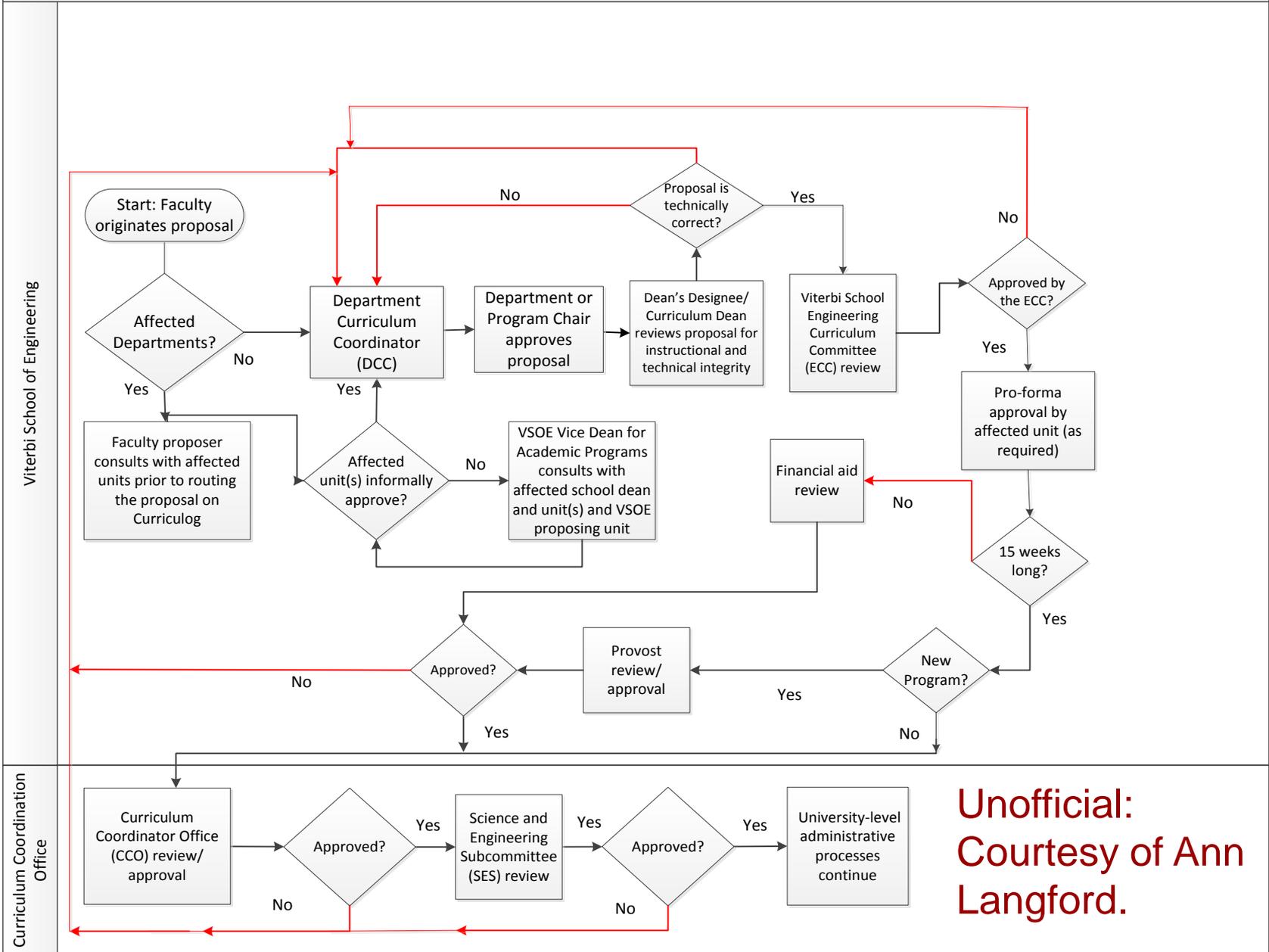
UNIVERSITY REVIEW

This flowchart is official, obviously useless, and presented only for the sake of any amusement it provides you.



RECORDED

Viterbi School of Engineering
Curriculum Review/Approval Process



**Unofficial:
Courtesy of Ann
Langford.**

Curriculum Proposals (Cont.): Unofficial Submission Timeline

If you want your curriculum to appear in the:	Proposals must be accepted at the following UCOC meeting:	That means New Program proposals should be in the CCO Review Folder by:	That means all other proposals should be in the CCO Review Folder by:
SPRING 2017 <i>Schedule of Classes</i>	October 5, 2016	September 7, 2016	Already too late.
SPRING 2017 1 st day of class	December 7, 2016	November 2, 2016	Already too late.
Summer 2017 <i>Schedule of Classes</i>	March 1, 2017	February 1, 2017	Already too late.
Summer 2017 1 st day of class	May 3, 2017	April 5, 2017	Already too late.
FALL 2017 <i>Schedule of Classes</i>	March 1, 2017	February 1, 2017	February 1, 2017
Fall 2017 1 st day of class	August 2, 2017	July 5, 2017 (in theory)	March 1, 2017



Curriculum Proposals (Cont.): Crossing the Finish Line

- If the UCOC approves the proposal, then
 - This is reflected in the published minutes of the UCOC, which include the SES report, http://http://arr.usc.edu/services/curriculum/minutesandreports_current.html (eventually)
 - The curriculum change is final when the Provost signs the minutes of the UCOC.
 - Catalogue text associated with the proposal is automatically loaded into the working copy of the 2017-18 Catalog via Acalog. The USC Catalogue is solely online, but updates are not continuous: We maintain the concept of a catalogue year with respect to requirements.
 - It's Miller Time.

