

## Appendix: Glossary for the Curriculum Manual for Curriculum Manuals

**Archive (course):** This term refers to a course that is inactive, including not being listed in the catalog and not available to schedule. An archived course can be reactivated.

**AVP:** Associate Vice President

**BoT:** Board of Trustees (for the Metropolitan State University of Denver)

**CDHE/CCHE:** The Colorado Department of Higher Education; the Colorado Commission on Higher Education

**College (or School) Level:** A level of review that includes the College or School Curriculum Committee. This level may also include the Service Learning Curriculum Committee, when applicable.

**Conflict:** See “**Dispute**”

**Corequisite:** A course that has to be taken simultaneously with another course.

**Curriculum Database:** The official repository of current course documentation for all university courses. Can be accessed by any faculty or staff who wishes to view it.

**Delete (course):** This term refers to the permanent removal of a course. A deleted course cannot be reactivated and is no longer available.

**Discontinue (program):** This term refers to the ceasing/termination of an existing program. It will no longer be active in the catalog and cannot accept new students or be utilized as an option for students.

**Dispute:** A situation where one department or entity has determined a potential overlap or conflict of curriculum (course or program) with another department or entity and wishes to submit an objection.

**Distribution of Credits:** The sum of how credits for a course will be divided amongst lecture, lab, and other schedule types.

**ESSJ:** Ethnic Studies & Social Justice

**Grade Mode:** The way a student is graded for a course and how a grade appears on a transcript or record. *See section 9.00*

**HLC:** The Higher Learning Commission

**Instructional Activity:** Term to describe all teaching and teaching-related activities such as lecture, laboratory, or internship. See “**Schedule Type**” *See section 8.00*

**Instructional Method:** The way in which content is presented and students interact with it such as face-to-face or hybrid. *See section 8.02*

**GS:** General Studies

**Nonsubstantive:** This term generally, but not always, refers to changes in a course that are non-impacting to the university catalog. Nonsubstantive changes are generally due on the *schedule* due dates for curriculum. *See section 4.01.03*

**Notification (Letter of Notification):** A letter or correspondence sent by a department to officially inform another department or entity of a curricular change that may have an impact on their programs or courses. This

does not require a response of support, however if the receiving department has concerns or objections, both departments should discuss the impacts. *See section 3.01.04*

**Omnibus Course:** Temporary course that are not listed in the catalog. They can be used to pilot test a course, present a special topic, or provide a unique, experiential-learning opportunity. Please note that omnibus courses can only run a total of three times before they are inactivated. They can be converted to a regular course if the department wishes to continue running the course. *See section 4.04.04*

**OL:** Online Learning

**Originator:** This term refers to the individual(s) submitting a curriculum proposal.

**Overlap:** A situation where one department or entity's curriculum expands into another department or entity's curriculum on a course and/or programmatic level.

**Phase I:** The initial planning and presentation process that must be completed when creating a new major in order to secure initial approval.

**PLA:** Prior Learning Assessment

**Pre-requisite:** a course, requirement, or specific knowledge that is required prior to the enrollment of another course.

**Prerequisite or Corequisite:** a course that can be taken prior to or simultaneously with another course.

**Program:** This term refers to the set of curricula offered to students and includes majors, minors, certificates, licensures, endorsements, and concentrations.

**Registration Restrictions:** Different types of restrictions that can be identified in the curriculum process and applied to courses in Banner. They can restrict enrollment based on level, class, program, and other specific student attributes.

**Schedule Type:** The code in the Banner system to identify the instructional activity. *See section 8.00*

**Substantive:** This term refers to a curricular change that would be impacting to the listing for a course or program in the university catalog or impacting to the academic content. Substantive changes are due on the *curriculum review cycle* dates.

**Support (Letter of Support):** A letter or correspondence specifically informing and requesting another department or entity's support for curriculum changes that would be impactful to both parties. *See section 3.01.04*

**University Level:** A level of review that includes the Faculty Senate Curriculum Committee and the Faculty Senate for review and approval of a curriculum change. This level may also include the Multicultural Curriculum Committee and/or the General Studies Curriculum Committee.