Curriculum Roadmap Working Group - Mid-year Progress Report
January 8, 2023

Charge

The group's charge is as follows:

Goal: Develop a roadmap to the future undergraduate curriculum offerings at Michigan Tech.

Vision: An undergraduate curriculum that:
1. reflects the character of the university,
2. serves the contemporary needs of the industries of the State of Michigan, and
3. excites and attracts students from around the country.

Premise: The faculty own the curriculum.

This group will review data, bring together faculty, administration, and other stakeholders from different units as needed to fully evaluate the status of different programs, develop preliminary recommendations regarding status of different programs, and draft a road map for the undergraduate curriculum.

Desired Outcome

Develop a guiding document tentatively titled: "Preparing Graduates for 2030 – A Curriculum Road Map for Michigan Tech." This will be an internal document that is used to guide curriculum reform and development for 2025-2030.

Working Group Membership

Marika Seigel, Associate Provost for Undergraduate Education and PHC Dean (co-chair)
Molly Cavaleri, Associate Dean for Undergraduate Programs, CFRES (co-chair)
Leonard Bohmann, Associate Dean for Undergraduate Programs, COE
Maria Bergstrom, Associate Dean for Undergraduate Programs, CSA
Chuck Wallace, Associate Dean for Undergraduate Programs, CC
Mari Buche, Associate Dean for Undergraduate Programs, COB
Tayler Haapapuro, Advising Council
Theresa Jacques, Registrar
Darren Bausano, Assistant Registrar, Curriculum Services
Paige Short, Associate Director of Operations, Office of Diversity and Inclusion
John Lehman, Vice President for University Relations and Enrollment
Anne Beffel, University Senate

Progress to date

Early in the fall 2023 semester, we reviewed enrollment data for all programs from the past eight years as well as retention data and average time to degree. The Associate Deans for each college then reviewed the data for the programs in their college and flagged those that may require further attention due to low, stagnant, or declining enrollments. We discussed these programs as a group to make sure that there was consensus regarding which programs needed review.

We then prepared a data gathering form (Appendix A) to distribute to department chairs or college deans as appropriate. This form is split into three sections, one with questions relevant to programs with low or declining enrollment, one section with questions relevant to programs with high or increasing enrollment, and one with questions relevant to plans for new or revised programs or initiatives.

At the end of the semester, we sent emails (Appendix B) to the chairs and deans reviewing the purpose of the group, listing which programs in their department or college (if any) had low or declining enrollment, and inviting them to complete the form, answering the questions relevant to their programs.

Next steps

Responses to the form are due by January 31, 2024. After receiving the responses, we will review them and work with the chairs and deans to collect additional information as necessary. This data will be used to compile the next two deliverables that the working group is charged to produce:

- A "state of the curriculum" document that contains facts about our current offerings
- Classification of academic programs for prioritization by home units

Appendix A - Curriculum Roadmap Working Group Data Gathering Form

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To be completed by unit chairs or deans with input from relevant constituents (tenure-track faculty, instructional-track faculty, curriculum committee members, etc.)

In the email that accompanied this form, we shared enrollment data by major for your unit over the last 8 years. Please provide brief answers to the following questions to provide us with context unique to your unit. If your unit has more than one degree program, please address them all in your responses to the appropriate questions on this form.

Please complete the form by January 31. If you need more time to complete the form, please contact Marika Seigel <maseigel@mtu.edu>.

- Your name
- Your department or college
- Your unit's undergraduate degree programs

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The following questions apply to the programs flagged with with low, flat, or declining enrollment.

If you don't have any degree programs that were flagged as having low, flat, or declining enrollment, skip this section. If you have more than one program to discuss, please make sure that you address all of them in your answers.

- Which undergraduate programs are you discussing in this section?
- What have you determined to be possible reasons underlying these trends?
- What data besides enrollment would be relevant in determining the success of these programs (i.e., what context is not captured in just numbers)?
- What are your plans for growing and/or revising and/or streamlining and consolidating these programs?
- If status quo is acceptable to the unit, please explain.
- If plans include growth of existing programs, what resources or investments would be needed?

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The following questions apply to the programs with high and increasing enrollment
If you don't currently have degree programs with high or increasing enrollment, skip this section. Conversely, if you have degree programs that were flagged as having low, flat, or declining enrollment that you believe are actually on a positive trend, you are welcome to discuss them here as well. If you have more than one program to discuss, please make sure that you address all of them in your answers.

- Which undergraduate programs are you discussing in this section?
- What factors do you believe are contributing to their success?
- How can the university continue to support and grow these programs?

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The following questions apply to new undergraduate programs, revision of existing undergraduate programs (even if you have already discussed them briefly above), or other new program initiatives not yet represented in these data.

Everyone should answer the questions in this section

- What new or revised programs have you already been considering or may consider in the future, and what are anticipated timelines for developing these?
- What resources or investments are needed to create new programs?
- How are these initiatives aligned with national enrollment trends, data on the fastest growing careers in Michigan and nationally, as well as any other information that is relevant to articulating the future direction of your undergraduate programs?
- How are new initiatives aligned with Michigan Tech's strategic plan and opportunities for innovation and collaboration posed by the new Essential Education program?
- Please add any additional comments about your vision for your undergraduate curriculum overall that you think will help us understand and communicate about your program.

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Other relevant data

If you have received feedback on your undergraduate degree programs from external reviewers or from your external advisory board, please provide the relevant documentation If your undergraduate programs have recently undergone external review, please attach the reviewers' report here.

If you have recently received feedback on your degree programs from your external advisory board (or other sources), please attach the relevant docs or reports here.

Appendix B - Email to chairs/deans

Dear [insert name],

As you know, the provost's office has established the Curriculum Roadmap Working Group to develop a plan that articulates what our undergraduate program portfolio is anticipated to look like in the next 3-5 years, and guide investment for sustained enrollments and growth in current and future academic programs. As a first step in our work, we seek to understand what is working in our current curriculum offerings and how we can build on these as well as what isn't working and how we may plan to pivot.

We are reaching out now to ask for your help to learn more about your undergraduate major programs, identifying those that would benefit from some additional attention (for example, curriculum updates, new marketing strategies, or resource investments) as well as any you may already be considering for shelving. We value your perspective and that of the faculty in your unit as those who can speak most directly to the potential for sustaining enrollments and for growth in your undergraduate majors.

As a first step, we have reviewed enrollment data for all programs from the past eight years as well as retention data and average time to degree. The enrollment data for your programs is below, with programs that have consistently low or declining enrollment highlighted in yellow.

[insert image of enrollment data]

In order to assist us with our data gathering phase, please complete this google form by January 31; as you will see, the form has questions that apply to both programs with low or decreasing enrollment and programs with high and increasing enrollment, so please respond to the questions as they apply to your programs. If a longer time period is needed to complete your responses, please let us know so that we can plan accordingly. Please engage with your faculty as you develop these responses, and keep the responses relatively short. We will be using this initial reporting to reach out for further conversations with your unit where needed.

The associate dean aligned with undergraduate education in your college, [insert name], serves as a member of the Curriculum Roadmap Working Group and can be a resource for you as you prepare your summary. After reviewing your summary, we will be in touch with any follow up questions or clarifications and for your input as we prepare next steps for our curriculum roadmap.

Thank you for your attention to this important initiative. The insights and contributions from you and your faculty are vital to the success of our collective efforts in shaping the future of our undergraduate programs at Michigan Tech. If you have any questions or require additional support during this process, please do not hesitate to reach out. We truly appreciate your ongoing commitment to the success and growth of Michigan Tech.

Here is the direct link to the data gathering form: https://forms.gle/HsRPPSgAzGScYE7S8

Best regards,

Marika Seigel & Molly Cavaleri, co-chairs, Curriculum Roadmap Working Group