

# MEMO

To: Department Chairs, Academic Program Directors, and Branch Deans of Instruction  
From: Curriculum Terminology Task Force  
Date: April 14, 2004  
Subject: Curriculum terminology inventory

For the last two years the Curriculum Terminology Task Force has been reviewing curriculum terminology usage at UNM and developing a glossary of standard terms, applicable university-wide, for describing academic programs. Please see the attached statement of purpose for a more detailed explanation of this project and why it is necessary.

In August 2003 we distributed the glossary for comment to a number of faculty constituencies, and we used the feedback we received to further refine it. Over the past two months we presented the glossary for final review to Dean's Council and Associate Dean's Council, and we presented the glossary to the Faculty Senate Graduate Committee and the Faculty Senate Curriculum Committee for final review and approval. Upon receiving these approvals, we presented the glossary to the Faculty Senate for final approval. The Faculty Senate voted unanimously to approve the glossary.

We have now entered the implementation stage, which involves helping departments and programs bring their curriculum terminology into alignment with the approved set of curriculum terms and definitions. Given that our goal is to make this process as streamlined and painless as possible, and to avoid formal curriculum forms whenever possible, we have developed an inventory form to facilitate this process. We are asking you to read the curriculum terminology glossary and complete the inventory form for the undergraduate and graduate programs you have listed in the current UNM Catalog (see attachments).

Once you have completed the inventory, please return it by e-mail to Wendy Kappy ([wkappy@unm.edu](mailto:wkappy@unm.edu)) by Friday, May 14, 2004. A working group—comprised of members from the Faculty Senate Undergraduate, Graduate, and Curriculum Committees—will work over the summer to review the inventories for compliance with the new curriculum terminology and approve appropriate changes. You will receive notification back from this working group once your inventory has been reviewed and approved. We anticipate that the majority of changes can be easily handled through this process. All units need to return the inventory form, whether or not any changes are necessary. In this way, the working group will know that you have reviewed your curriculum against the standardized terminology.

The second spreadsheet in the inventory contains a hypothetical example. We hope this will help you in your own process. If you have questions or need assistance, please contact any of the individuals listed on the inventory form. The Curriculum Terminology Taskforce has a website with these inventories, as well as other documents (<http://www.unm.edu/~oir/CurriculumTerm/index.html>) you may find useful. Thank you.

Curriculum Terminology Task Force:

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