

UConn TRUCK | INSTRUCTIONS

Temporary Relief for Untying Curricular Knots: Bulk Minor Curricular Action Request Form

PURPOSE: This form is intended to process numerous small course revisions in support of a unit's curricular changes. This form is meant to provide temporary relief to the CAR system for bulk changes to a curriculum. Please note that the TRUCK cannot be used to propose new courses, only course revisions.

- **Numerous** is defined here as 5 or more. If you are revising fewer than 5 courses, use the Curricular Action Request form for each course.
- **Small** is defined here as largely editorial or cosmetic changes that do NOT significantly change a course's name, content, level, number of credits, or general education components. Any changes that fundamentally alter any of these five components of a course **must** use the traditional Curricular Action Request form. (See below for examples and guidelines.)

The TRUCK form has been developed with consultation from several bodies in the curricular process. Please pay careful attention to the instructions and process to ensure that 1) You're using this form properly and appropriately, and 2) Those reviewing this form are prepared to review and assist with your curricular revisions. **Please begin by reading all of these instructions carefully.**

PART A. Which types of Curricular Actions can be included in a TRUCK?

TRUCK was created to help units reduce paperwork when making bulk changes to their curriculum that don't alter the fundamental aspects of the courses themselves. You can file a TRUCK form when you have five or more Curricular Actions that fit into the descriptions below:

- **Renumbering courses at the same level or to raise or lower by 1 level.**
 - Units often make these changes in bulk to better organize their catalog of courses numerically, or to improve tracking of courses across the four levels (e.g. moving some long standing 4000-level courses to the 3000 level.).
 - If raising or lowering numerous course numbers by one level, a justification for the changes should explain the renumbering and how the new number better approximates the expectations set forth by the [University Course Numbering System](#).
 - **Note:** Courses moving from the 3000 level to the 2000 level, or vice versa, require a full review by the Senate C&C, per University Senate Bylaws. Do not include these courses in a TRUCK form; you must file individual CARs to make this change.
- **Altering the prerequisites for multiple courses to reflect a broader curricular restructuring.**
 - Units often identify curricular bottlenecks or redundancies in existing prerequisites and seek to rectify them with simpler sweeping prerequisites (e.g. requiring an introductory 1000-level course for all 2000-level courses.)
 - Units also often add a new course and then determine it should be a prerequisite option alongside a comparable existing course (e.g. a recently-added course, SUBJ 2510, can serve as a prerequisite just as well as existing course SUBJ 2500, so the TRUCK changes all courses that use SUBJ 2500 as a prerequisite to say "SUBJ 2500 or 2510.")
 - **Note:** It is not acceptable to use this form to individually change the prerequisites to numerous courses in distinct ways, such that the individual changes reflect no clear bulk "pattern" across the courses. These sorts of changes should not be piecemealed together to avoid filing CARs, as each must be reviewed on its own merits. File Individual CARs that can better justify each course's changes.

- **Renaming courses with subtle adjustments to reflect modern or more inclusive conventions with no substantive change in course content.**
 - As units make broader curricular changes, they often identify small issues in course titles where language is outdated or not sufficiently inclusive. These kinds of changes can be included in a TRUCK form, *if and only if* the changes do not substantially alter the meaning of the title.
 - **Acceptable Example:** Revising the title “*Marital and Family Communication*” to “*Family Communication*”
 - The new title is more inclusive of other committed relationships while preserving the same general topic area.
 - **Acceptable Example:** Revising the title “*Visual Communications*” to “*Visual Communication*”
 - The use of the plural in the modern communication discipline restricts scope to public-facing messaging, but much more commonly referred to the entire discipline in older texts. The removal of the S would modernize this course title.
 - **Unacceptable:** Revising the title “*Media Portrayals of Communication Scholarship*” to “*Pathways to Communication Scholarship*”
 - This change represents a significant reconfiguration of the course content. Discussion of whether this constitutes a true revision or a completely new course should be undertaken by the appropriate committees after the submission of a CAR.

- **Revising Course Descriptions with subtle adjustments to improve grammar and syntax, or to reflect modern or more inclusive language conventions with no substantive change in course content.**
 - As units make broader curricular changes, they often identify small issues in course descriptions where language is outdated or not sufficiently inclusive. These kinds of changes can be included in a TRUCK form, *if and only if* the changes do not substantially alter the meaning of the description.
 - **Acceptable Example:** A description for a course on “Small Group Communication”:
Original Copy: *Theories of human interaction when grouped.*
Revised Copy: *Theories of human interaction in groups.*
 - This change fixes a strange grammatical structure but does not functionally change the course’s definition in the catalog.
 - **Acceptable Example:** A description for a course on “Universal Design in Multimedia”
Original Copy: *Media Design for the handicapped, blind, and deaf.*
Revised Copy: *Considerations for designing media content for people with disabilities.*
 - This change uses more inclusive language but does not functionally change the course’s definition in the catalog.
 - **Unacceptable:** Broader changes to the content or scope of a course description. These changes should be reviewed individually by the appropriate committees after the submission of a CAR.

PART B. How is a TRUCK form processed?

1. In order to use a TRUCK form, units must first file a **Letter of Intent** with their School/College Curricular Committee Chair. The Letter of Intent must describe the scope of the changes, the anticipated number of courses to be included, the rationale for the changes, and the intended timeline for the changes to be implemented in the catalog. The Curricular Committee Chair will then confer with the Registrar’s office and, if applicable per the courses being revised, the Chairs of GEOC and Senate C&C to determine the suitability and feasibility of the TRUCK form.

- a. The results of this discussion will be communicated to the proposing unit within ten business days as a decision regarding whether the TRUCK form may proceed, and if so, on what timeline.
 - b. Note that changes may be required in order for the TRUCK to proceed; if so, those changes will be articulated in writing. Units must agree to the changes before proceeding with their use of the TRUCK form.
2. Once the Unit has obtained approval to proceed with the TRUCK, the unit will complete and submit the TRUCK form to their appropriate School/College Curricular Committee as a regular business item. The committee will review the proposed revisions together and vote on the changes as a complete slate.
 - a. Note that if any included courses are cross-listed with other unit(s), approval from said unit(s) must be obtained and noted prior to the submission of the TRUCK.
 - b. Should the School/College curricular committee find issue with an individual course change due to the nature or scope of the proposed change, the committee can vote to omit that course from the form. Omitted courses will require the use of the CAR form to propose changes.
 - c. If approved by the School/College C&C, The School/College C&C Chair will then share the TRUCK form with any other School/College C&C impacted by the changes so that they may review them. (e.g. If a TRUCK originates from CLAS, but includes three courses cross-listed with CAHNR, the CLAS-Approved TRUCK form will be shared with CAHNR to allow them to review the three cross-listed course revisions.)
3. Courses being revised with general education components will then be forwarded to GEOC for bulk-review.
 - a. Once again, GEOC may elect to omit any course from the form due to the nature or scope of the proposed change. Omitted courses will require the use of the CAR form to propose changes.
4. Courses at the 1000 or 2000 level, courses revised with general education components, or courses with S/U grading will then be forwarded to the University Senate C&C for bulk-review, and then the University Senate for final approval.
 - a. Once again, The Senate C&C may elect to omit any course from the form due to the nature or scope of the proposed change. Omitted courses will require the use of the CAR form to propose changes.

PART C. How do I start the TRUCK Process?

You'll need to file a Letter of Intent as explained above. **Please use the Letter of Intent form.** When thoroughly completed, send the Letter of Intent form via email to your School or College's C&C Chair.