**ADMINISTRATOR FORM LETTER TO FACULTY**

 **BEST USE: When Implementing Watermark’s Curriculum Strategy Solution (integrated solution)**

From: Chief Academic Officer / Enrollment Management Leadership

To: Faculty Members

Re: Using Watermark’s Curriculum Strategy Solution

Dear Faculty Members:

It’s my pleasure to share with you that we will be implementing a new system for managing our curriculum review and academic catalog processes this term. We will be using Watermark Curriculum Strategy (formerly SmartCatalog), which connects and combines curriculum and catalog management processes into a single, centralized system. This will help us better capture core connections between related content including course data, program requirements, and learning outcomes to streamline review processes and eliminate the need for paper-based proposals.

With a focus on increasing efficiencies and integrating processes across campus, we will use this system to facilitate the day-to-day and term-to-term administration and delivery of course information and materials, as well as curricular development and review. The system will integrate with our Student Information System, and provide us with:

* Centralized curriculum review, which will better support collaboration, increase communication, and provide clearer guidelines for how to submit and review proposals.
* Clearer visibility into decisions made and progress-to-date in the curriculum review process.
* Up-to-date academic catalogs that reflect our unique programs and requirements. Because curriculum and catalog processes will be connected through this system, we’ll be able to simplify the process of publishing and updating our online/print catalogs.

We’ll also be able to create program maps, document general education requirements, and include suggested sequences of courses right within our course catalog. This gives us a more proactive opportunity to provide students with clear guidelines and resources from the start to inform their academic planning.

<Optional, if applicable>

In addition, as part of this system, we’ll also be centralizing our syllabi management processes. The means we’ll have a well-defined process for creating, approving, sharing, and publishing syllabi term over term, aligning learning outcomes to course syllabi, and reducing the time spent developing syllabi. This tool will also better support the reporting needed for accreditation.

We’re excited to begin integrating these processes on campus and to partner with a vendor that has a proven track record of supporting institutions with goals similar to ours in these areas. We look forward to sharing more information with you soon and appreciate your support as we continue efforts to improve our student and institutional outcomes.

Sincerely,

FirstName LastName
Title