Deletion/Deactivation Proposal Guide

Definition:

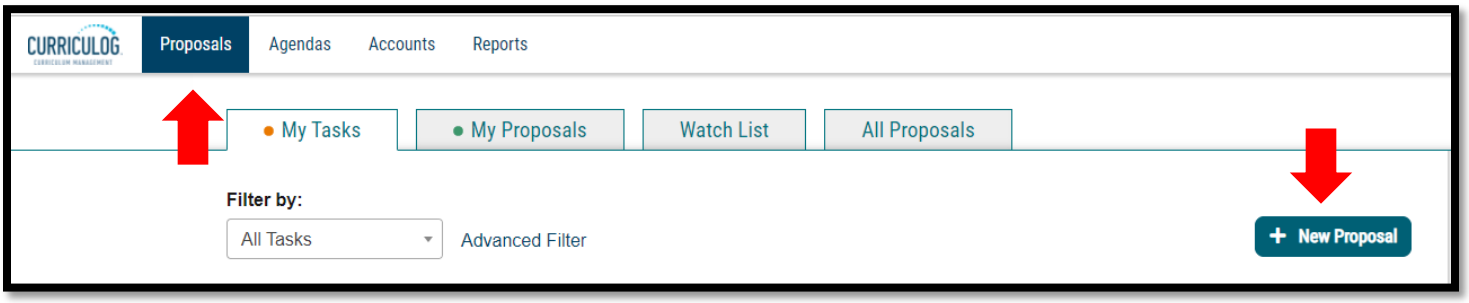
A deletion/deactivation course proposal is used for any courses that are to be permanently removed from the course offerings at Florida Poly.

Proposal Submission Requirements:

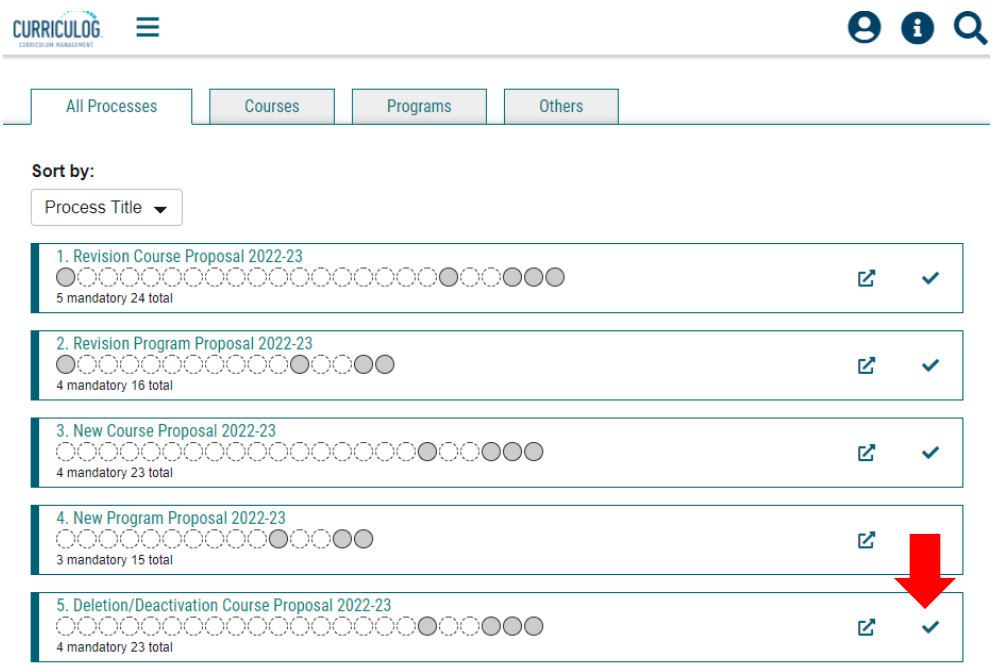
- The course syllabus must be attached to the proposal in all scenarios.
- Attaching documentation of the department review and approval process is preferred.
    - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each impacted course and program.
    - For an example, if a course proposal impacts a program curriculum, a separate program proposal must be submitted to detail the changes.

Steps to Submit a Proposal:

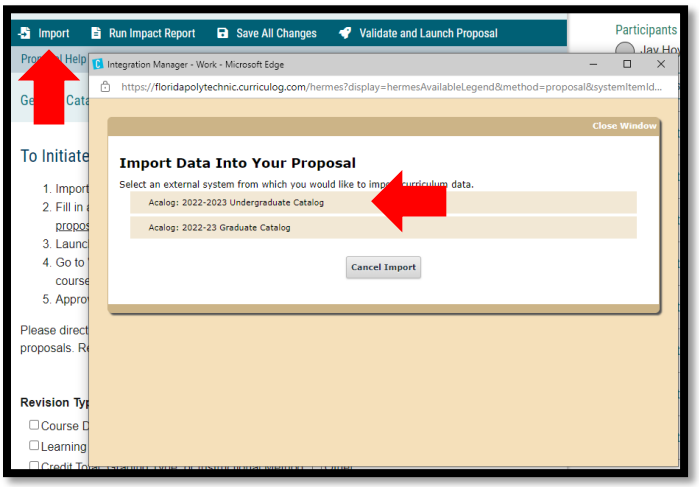
1. Log into Curriculog.
2. Select *New Proposal* within the *Proposal* page.



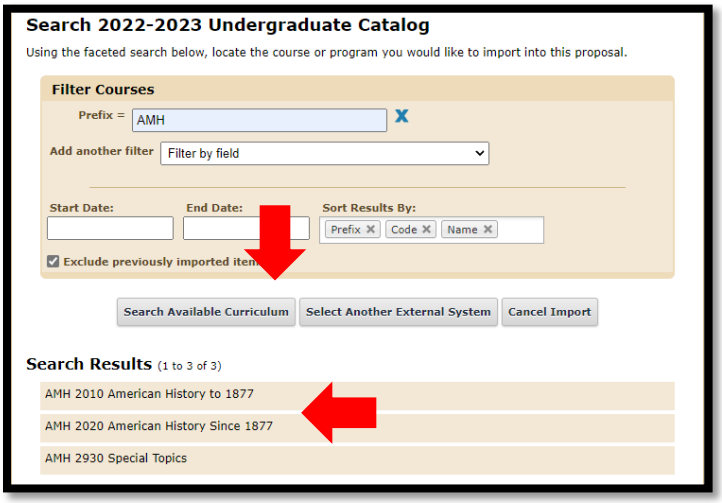
3. Select the *Deletion/Deactivation Course Proposal* Form for the appropriate catalog year and the check mark to begin.

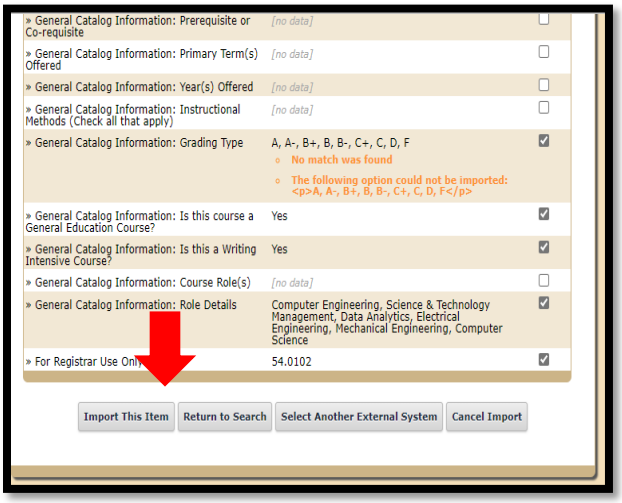


4. Import curriculum data from the current catalog by clicking *Import* in the top left corner of the page.

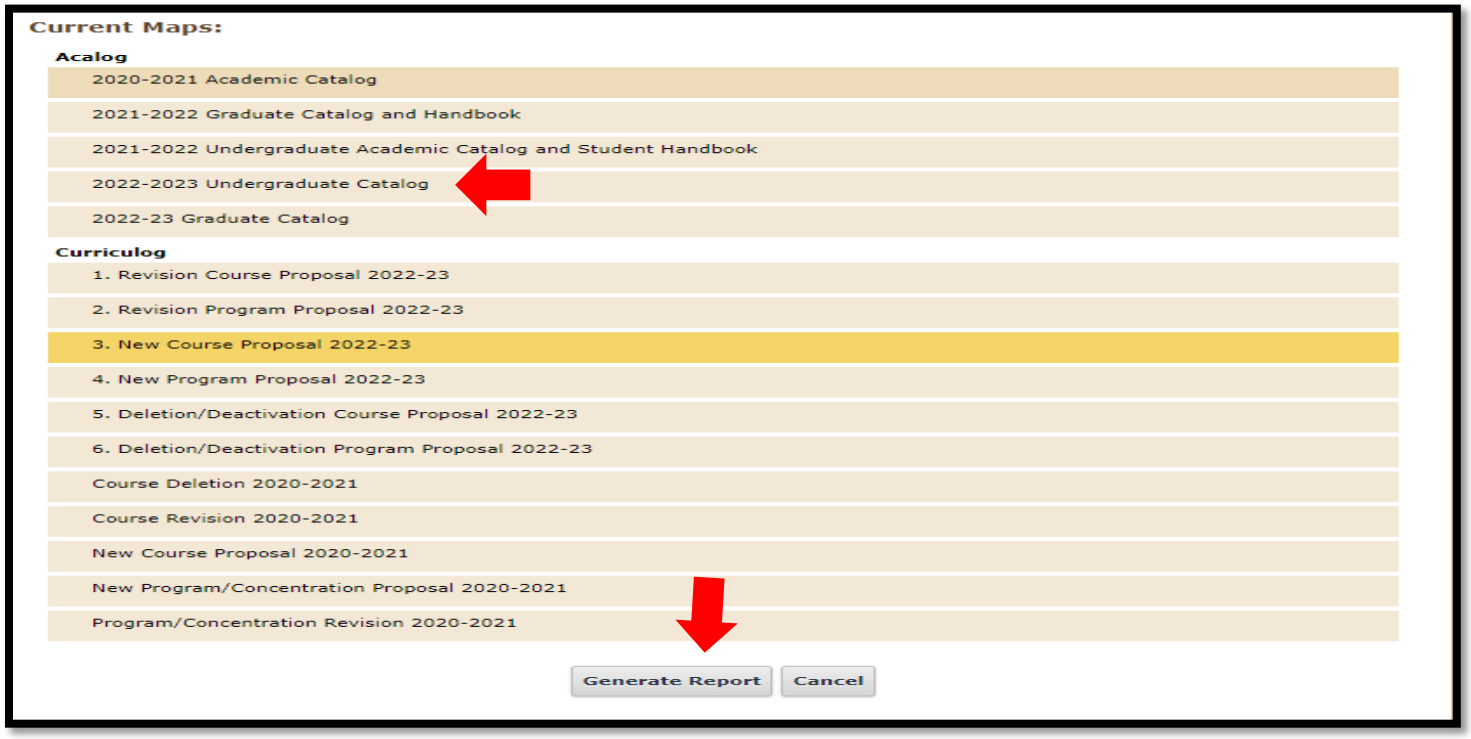


5. Search for the course you wish to delete/deactivate utilizing the appropriate search criteria and select the course. Import all data that is mapped by selecting *Import this Item*.

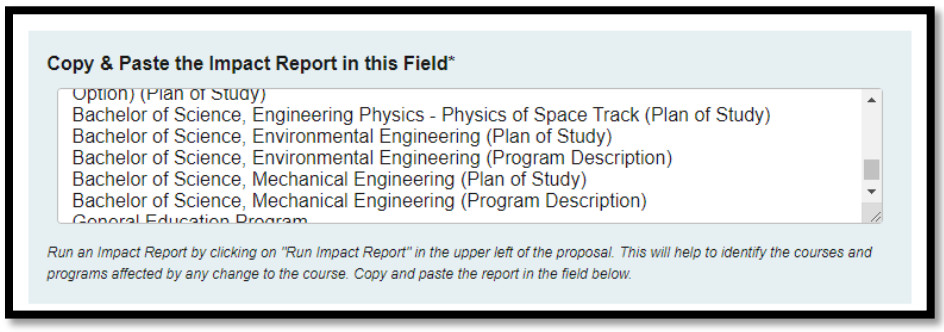




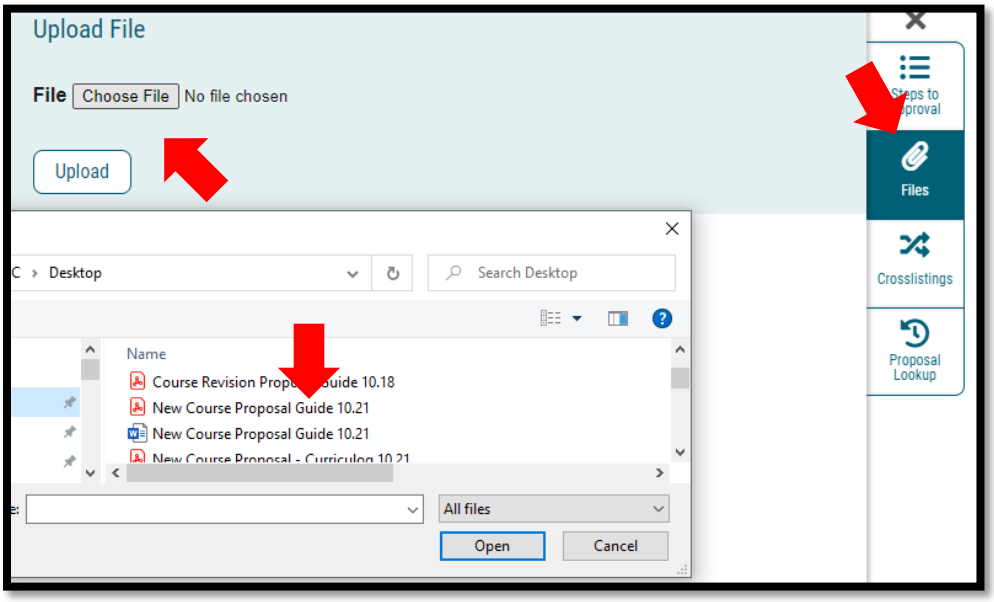
6. Fill in all <u>blank</u> required fields marked with an asterisk and attached the appropriate documents.
    a. Revision Type: select “Deletion” if the course has never been offered; select “Deactivation” if the course has been offered previously.
    b. The *Summary and Justification* section should include a brief overview of the reason for the deletion/deactivation. If the proposal impacts another separate proposal that should be noted in this space.
    c. Since the course will be deleted/deactivated no edits are required for the imported data. Rather, the entire course will be removed from the catalog and offerings.
    d. Run an impact report by selecting *Run Impact Report* at the top of the form. Select the catalog for the following catalog year under the Acalog category then *Generate Report*.



i. Copy and paste the report to the Impact Report section of the proposal form.



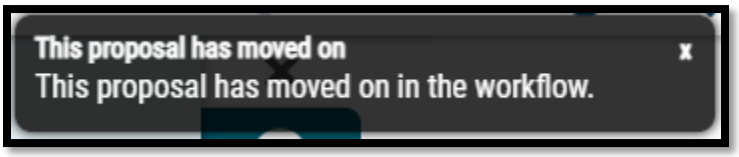
7. To attach the required files (ex. course syllabus), select the *Files* tab on the right side of the form. Select *Choose File*, select the file, then select *Upload*.

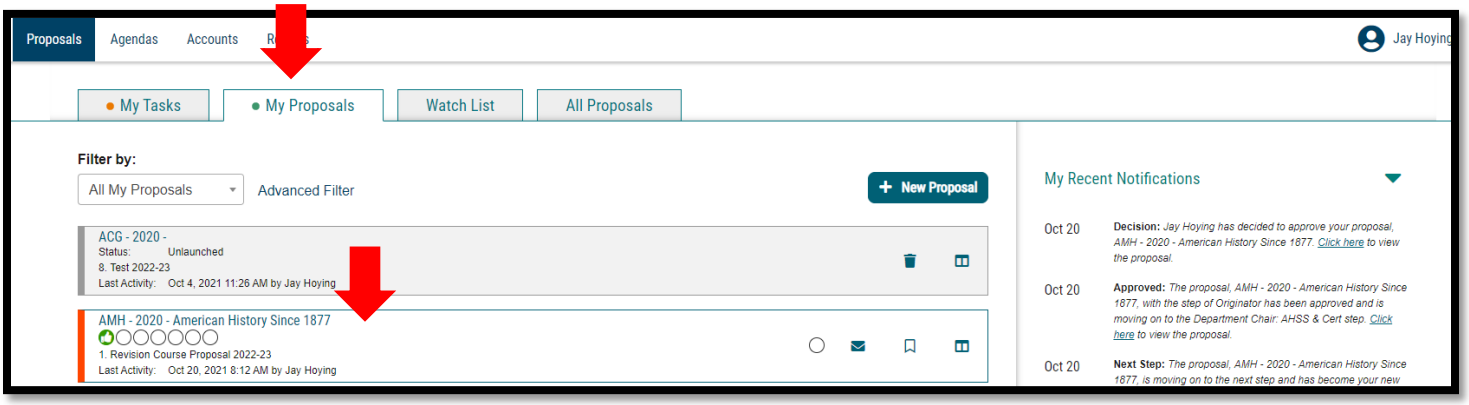


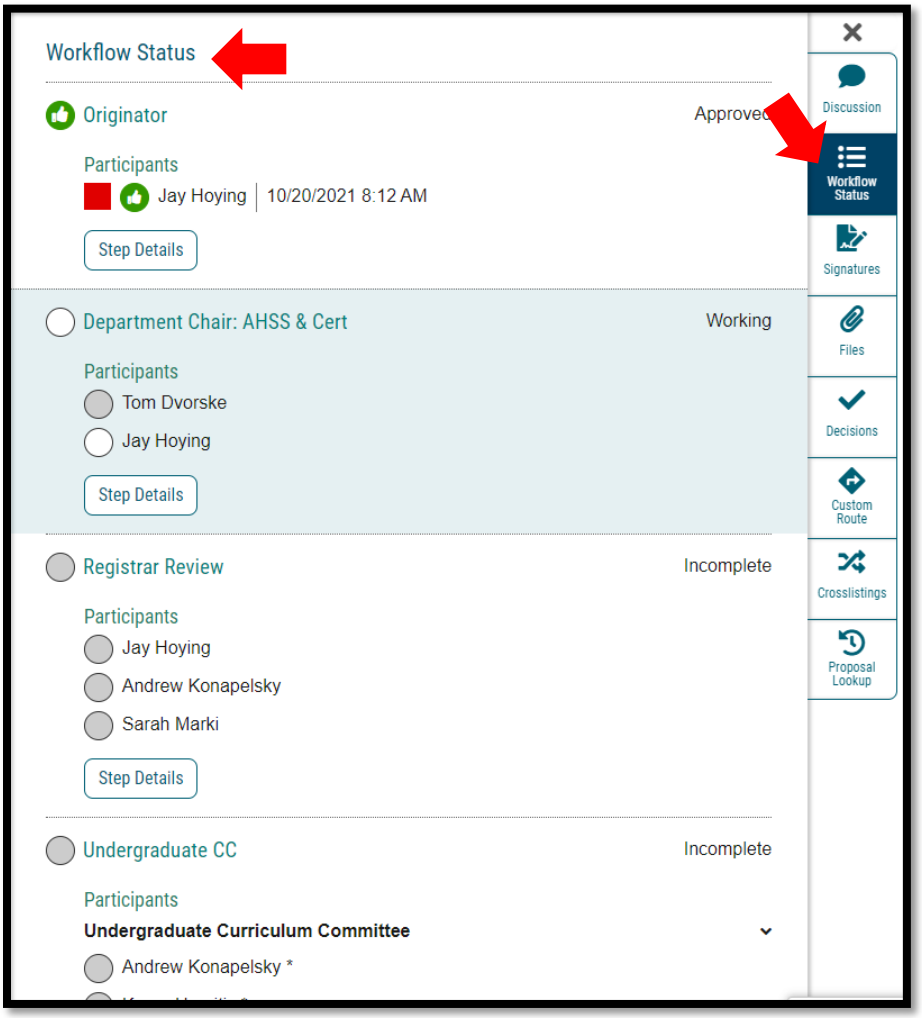
8. Once the new proposal is filled out and the required documents are attached, launch the proposal by clicking *Validate and Launch Proposal*.

    a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch.*

9. The proposal is now fully submitted and will go through the designated workflow. The progress of the proposal can be tracked by selecting the *Workflow Status* tab on the right of the proposal. The proposal can always be found under the *My Proposals* tab in Curriculog.






Workflow Status
Originator
Approved
Participants
Jay Hoying | 10/20/2021 8:12 AM
Step Details
Department Chair: AHSS & Cert
Working
Participants
Tom Dvorske
Jay Hoying
Step Details
Registrar Review
Incomplete
Participants
Jay Hoying
Andrew Konapelsky
Sarah Marki
Step Details
Undergraduate CC
Incomplete
Participants
Undergraduate Curriculum Committee
Andrew Konapelsky *
Discussion
Workflow Status
Signatures
Files
Decisions
Custom Route
Crosslistings
Proposal Lookup