Course Revision Proposal Guide

Definition:

A course revision proposal may include changes to an established course offering at FPU for the following (but not limited to):

- Name Changes
- Description Changes
- Learning Outcome & Objective Changes
- Course level, Grading, and Type Changes

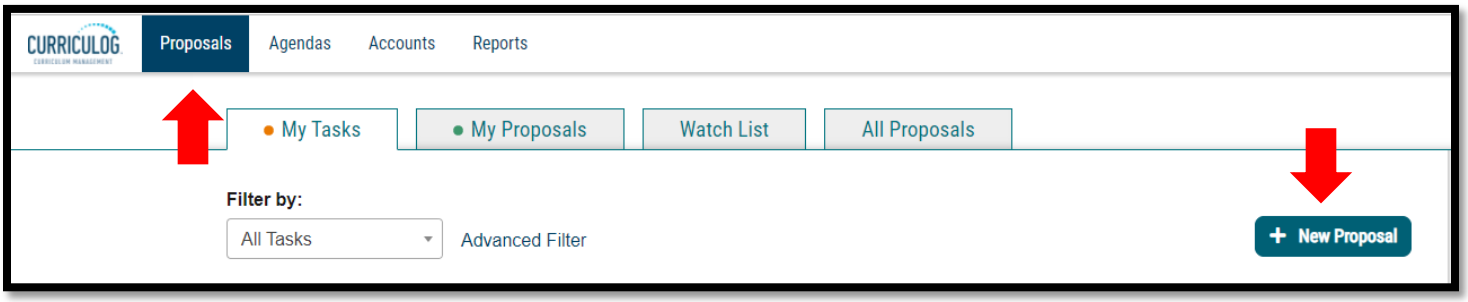
If the change would be a departure from the original course intent a new course proposal must be submitted, in addition to a course deletion proposal for the original course. See the Operations Handbook for more details.

Proposal Submission Requirements:

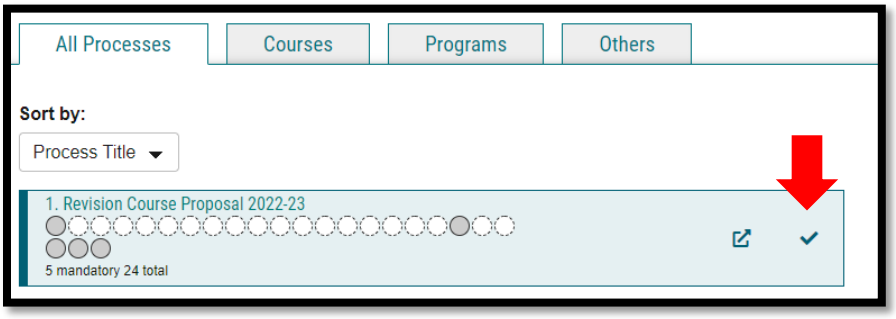
- The course syllabi must be attached to the proposal in all scenarios.
- Attaching documentation of the department review and approval process is preferred.
    - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each course impacted.
    - 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:

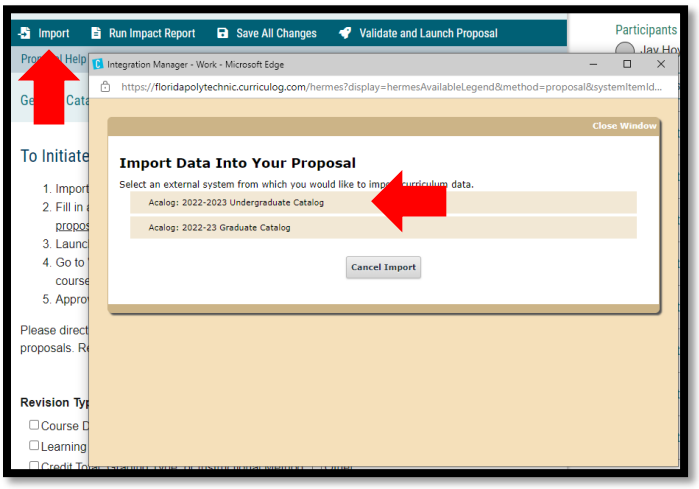
1. Log into Curriculog.
2. Select *New Proposal* within the *Proposal* page.



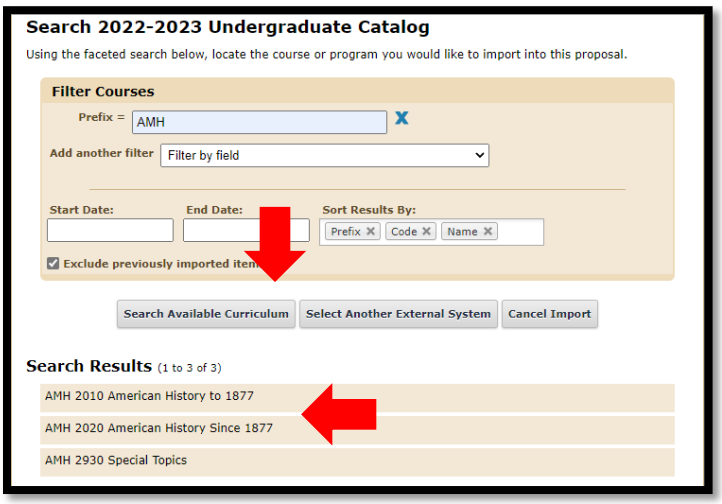
3. Select the *Revision Course Proposal* form for the appropriate catalog year and the check mark to begin.

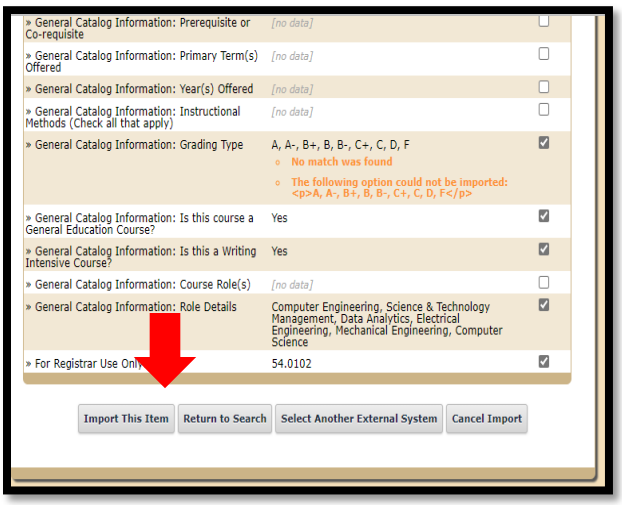


4. Import curriculum data from the current catalog by clicking *Import* in the top left corner of the page.



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



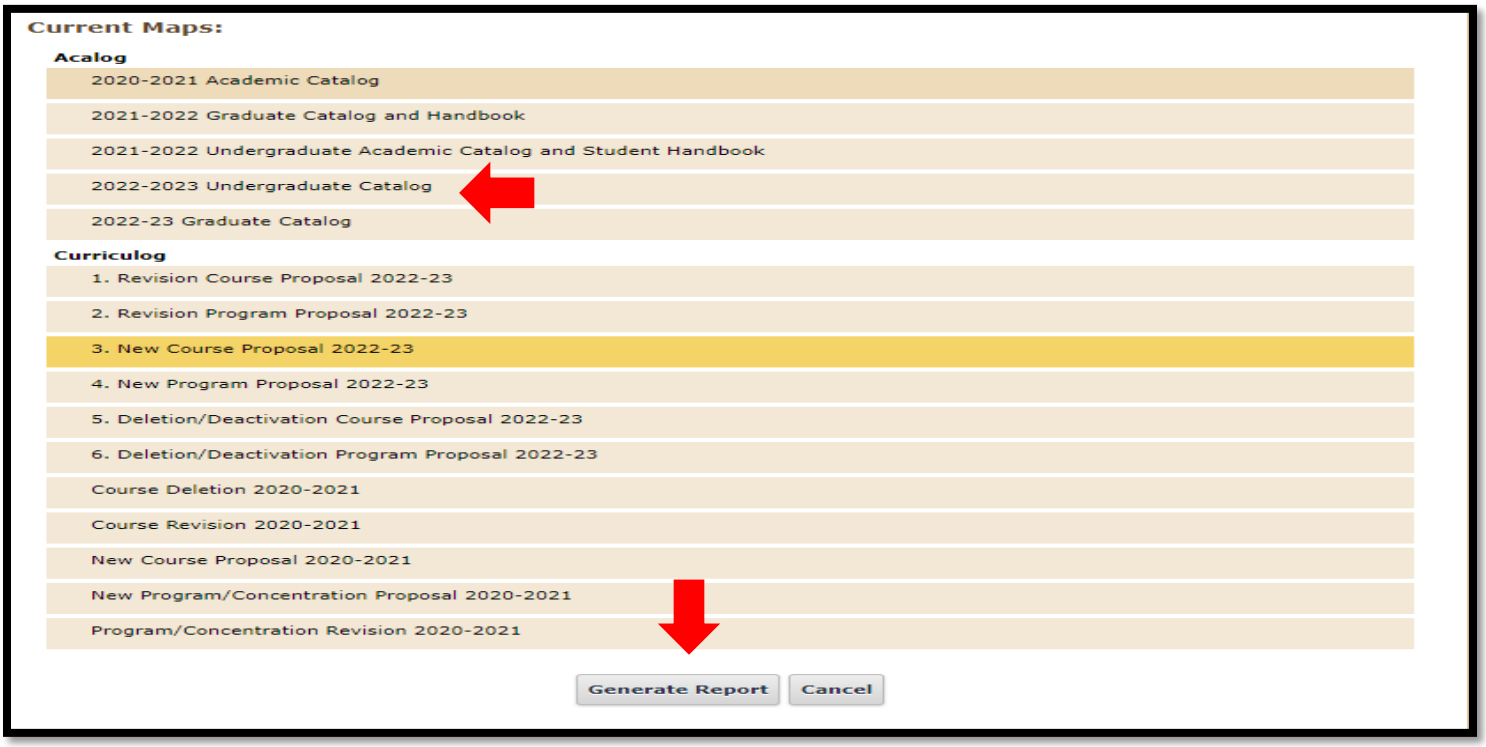


6. Fill in all <u>blank</u> required fields marked with an asterisk and attach the appropriate documents.

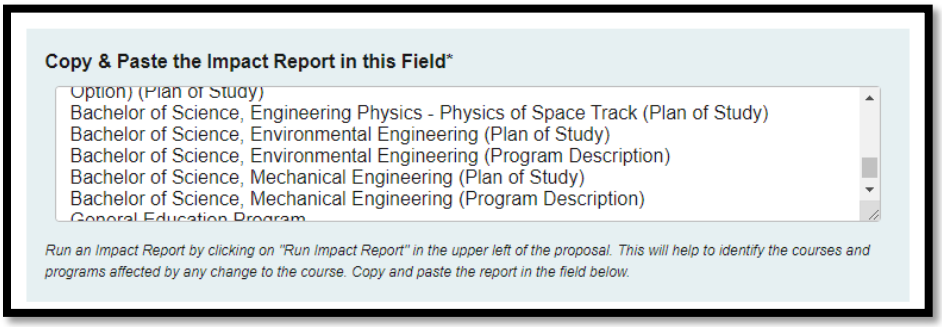
a. Do not make the proposed edits in this step. For the edits to be tracked they must occur after the proposal is launched.

b. The *Summary and Justification* section should include a brief overview of what changes are being made and the rationale for the change. If the proposal impacts another separate proposal that should be noted in this space.

c. 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*.

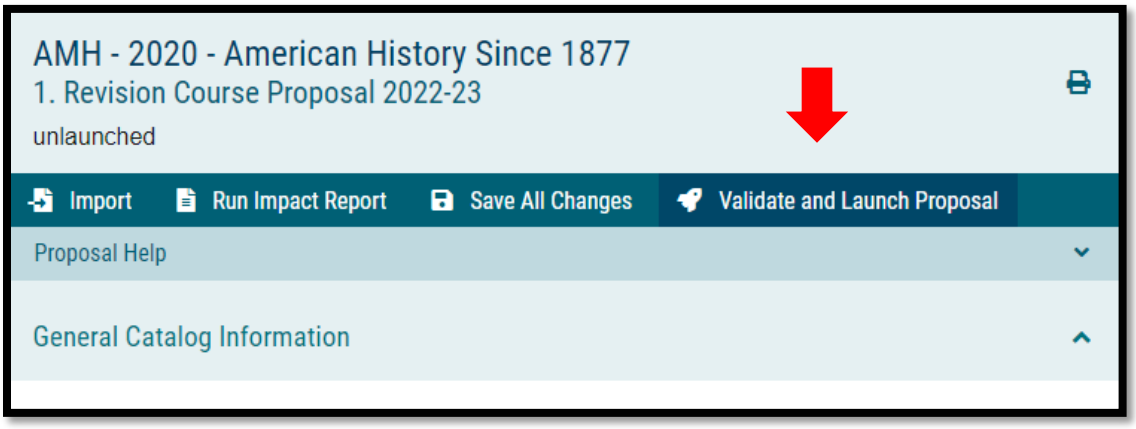


i. Copy and paste the report to the Impact Report section of the proposal form.

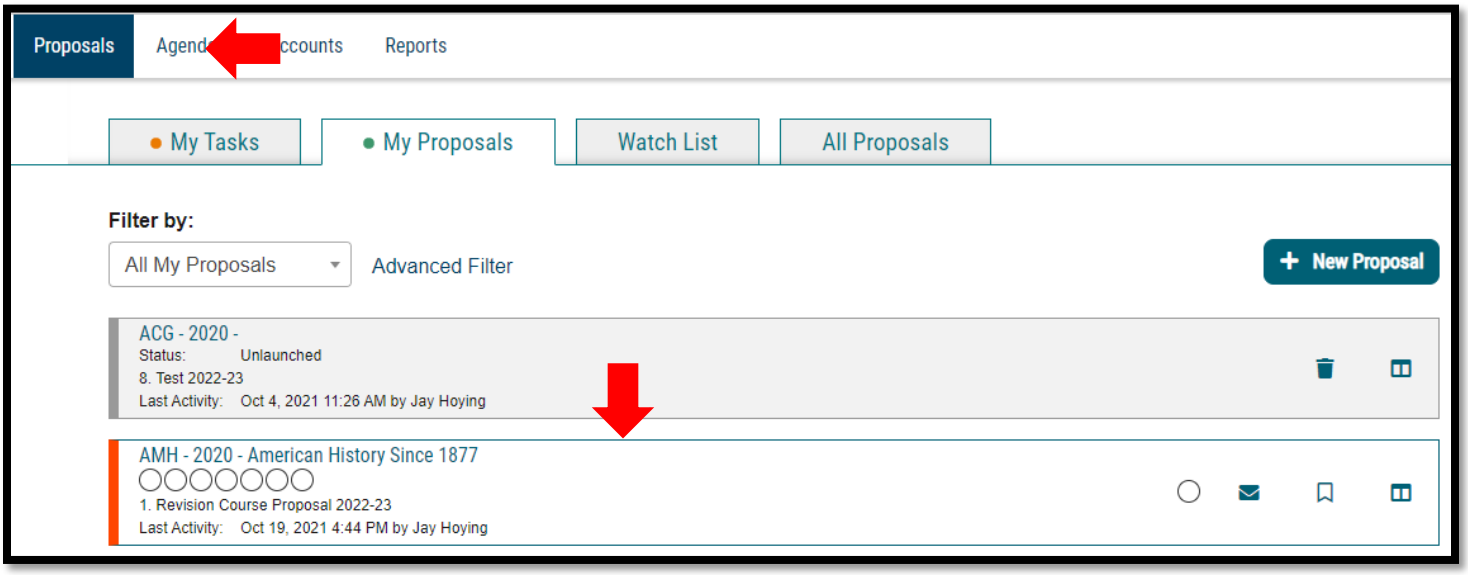


7. Launch the proposal by clicking *Validate and Launch Proposal*.

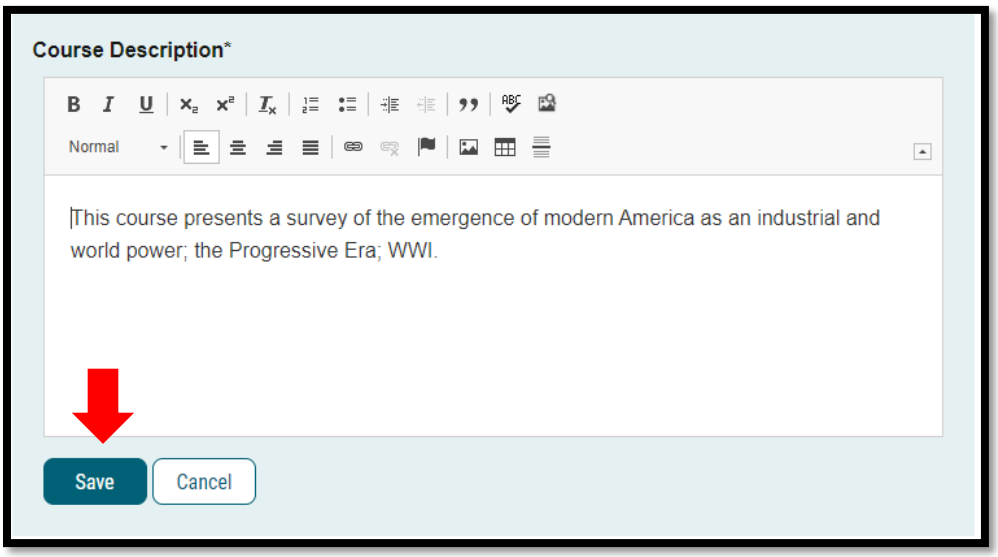
    a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch*.



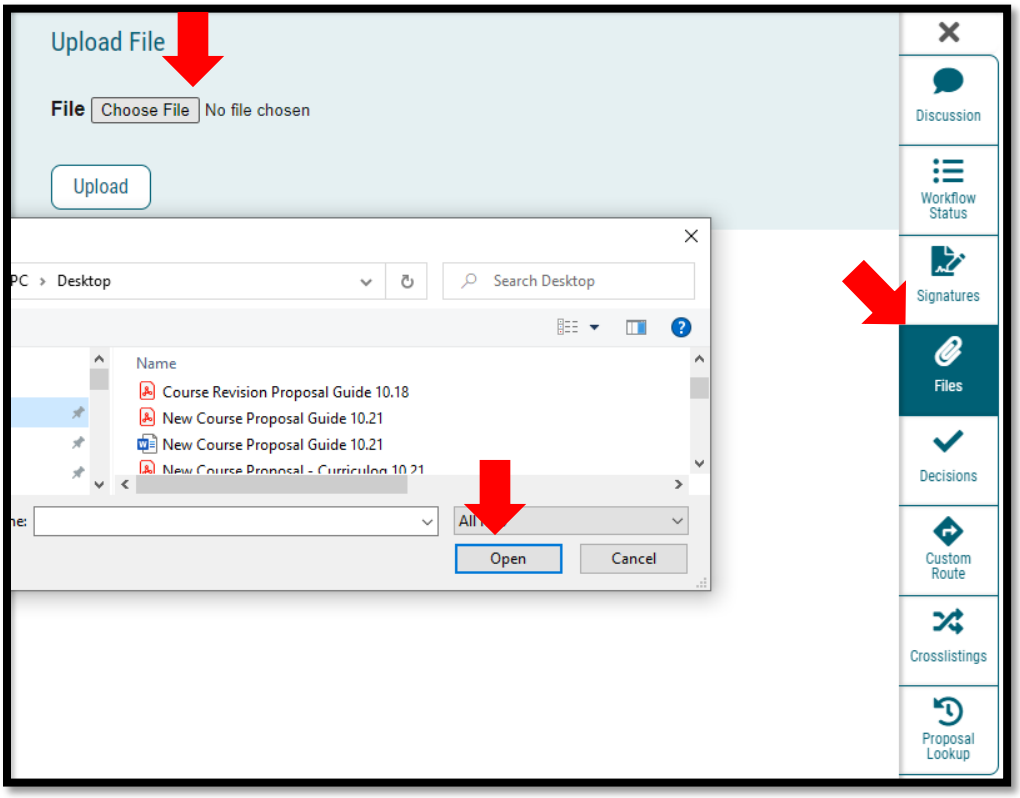
8. Go to *My Proposals* under the *Proposals* tab and select the proposal to then make desired changes and supply any necessary comments in the Originator step.



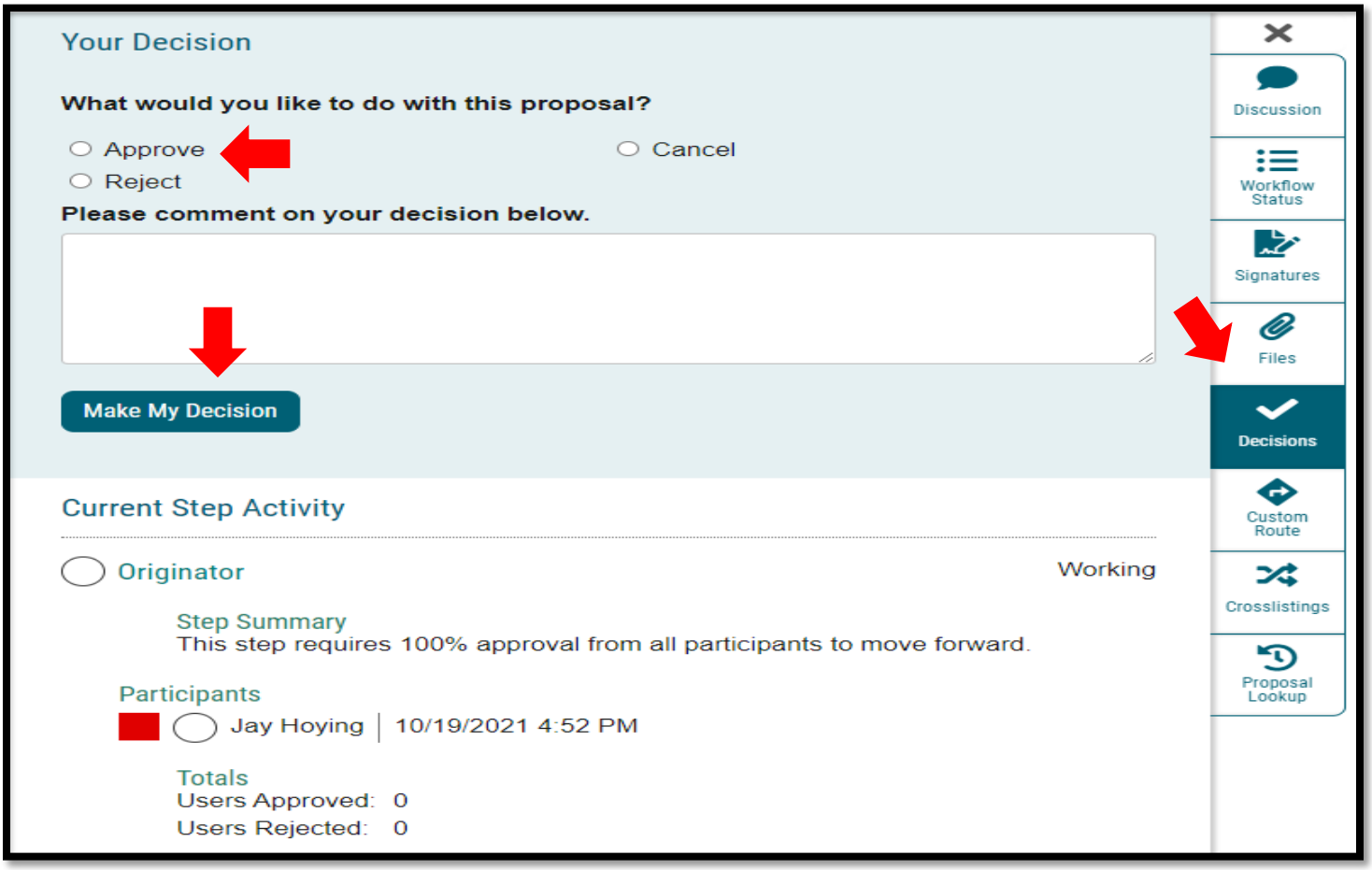
9. Make the proposed edits to the course details making sure to hit save under each category a change occurred within.
    a. These edits will be tracked for review by the committee to see the changes proposed.
    b. Comments can be made by selecting the *Discussion* tab on the right.

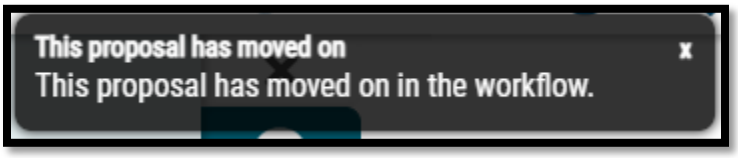


10. Attach all required documents (ex. syllabus) by selecting the Files tab on the right of the form. Follow this by selecting *Choose File*, select the desired file, and then select *Open*.

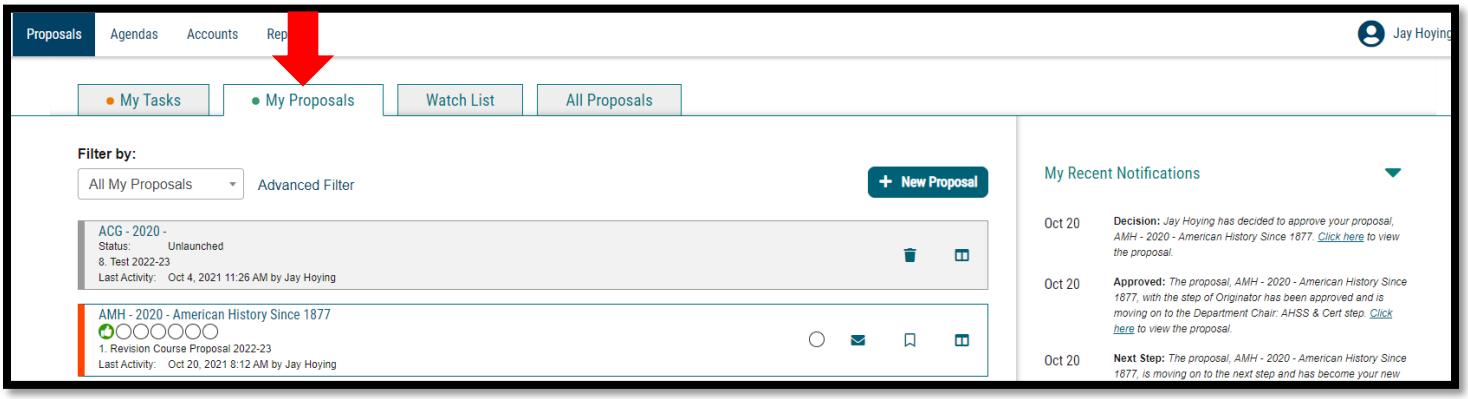


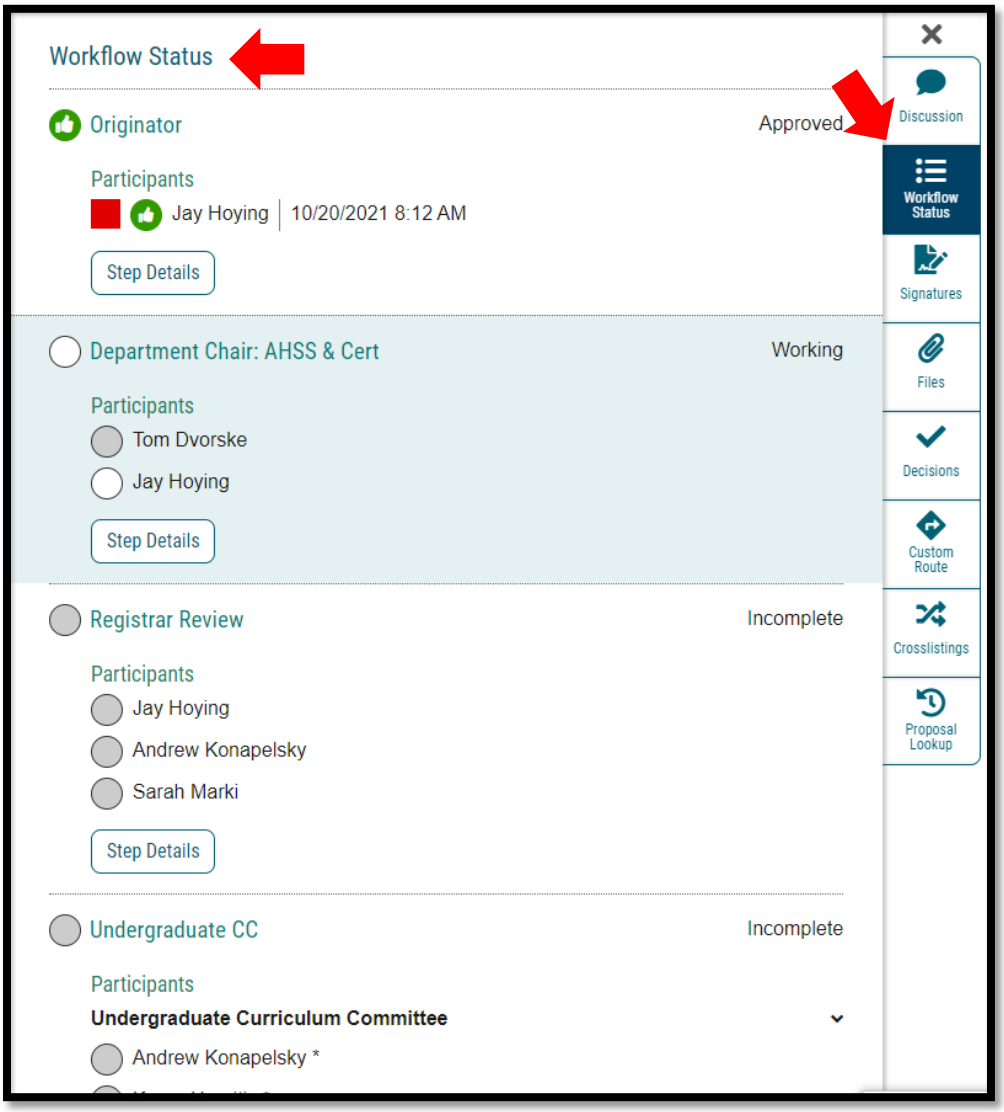
11. Once all data is imported or entered, edits are made, and required documents are attached select the Decision tab on the right of the page, followed by *Approve*, and *Make My Decision* to fully submit the proposal.





12. 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.


Proposals
Agendas
Accounts
Jay Hoying
My Tasks
My Proposals
Watch List
All Proposals
Filter by:
All My Proposals
Advanced Filter
New Proposal
ACG - 2020 -
Status: Unlaunched
8. Test 2022-23
Last Activity: Oct 4, 2021 11:26 AM by Jay Hoying
AMH - 2020 - American History Since 1877
1. Revision Course Proposal 2022-23
Last Activity: Oct 20, 2021 8:12 AM by Jay Hoying
My Recent Notifications
Oct 20
Decision: Jay Hoying has decided to approve your proposal, AMH - 2020 - American History Since 1877. Click here to view the proposal.
Oct 20
Approved: The proposal, AMH - 2020 - American History Since 1877, with the step of Originator has been approved and is moving on to the Department Chair: AHSS & Cert step. Click here to view the proposal.
Oct 20
Next Step: The proposal, AMH - 2020 - American History Since 1877, is moving on to the next step and has become your new


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