

Program Revision Proposal Guide

Definition:

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

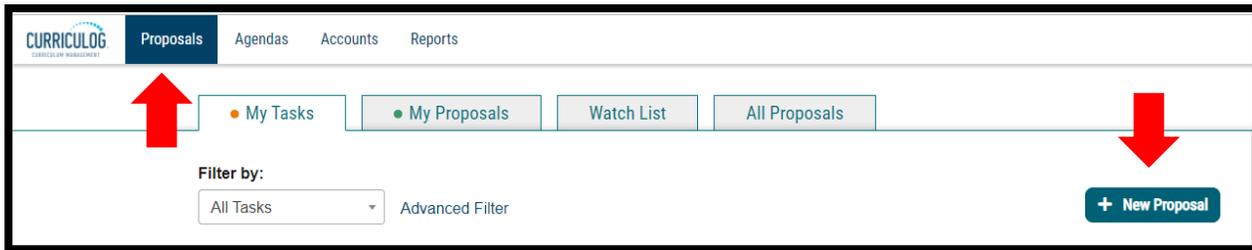
- Title or description changes.
- Plan of study course reassignments (ex. move course A from fall term one to Fall term two).
- Curriculum template course reassignments (ex. remove course A from program core requirements).

Proposal Submission Requirements:

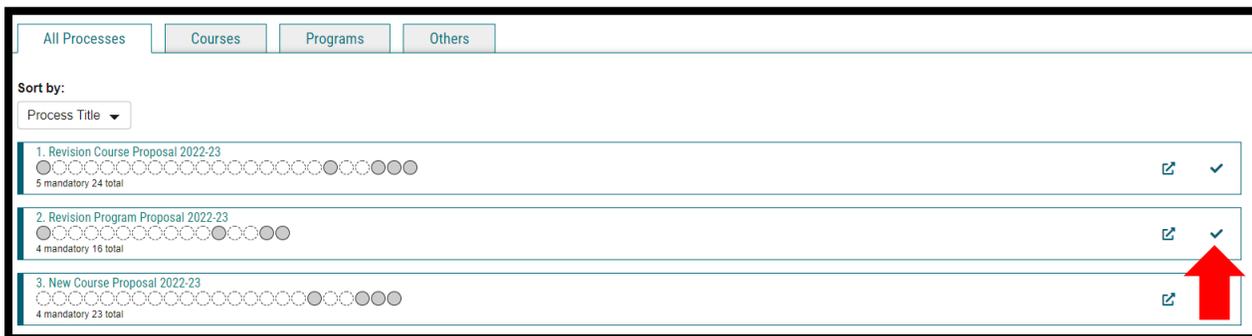
- A program curriculum template should be attached if there are overarching changes but is not required for proposals with minimal changes.
- Attaching documentation of the department review and approval process is preferred.
 - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each course and/or program change.

Steps to Submit a Proposal:

1. Log into [Curriculog](#).
2. Select *New Proposal* within the *Proposal* page.



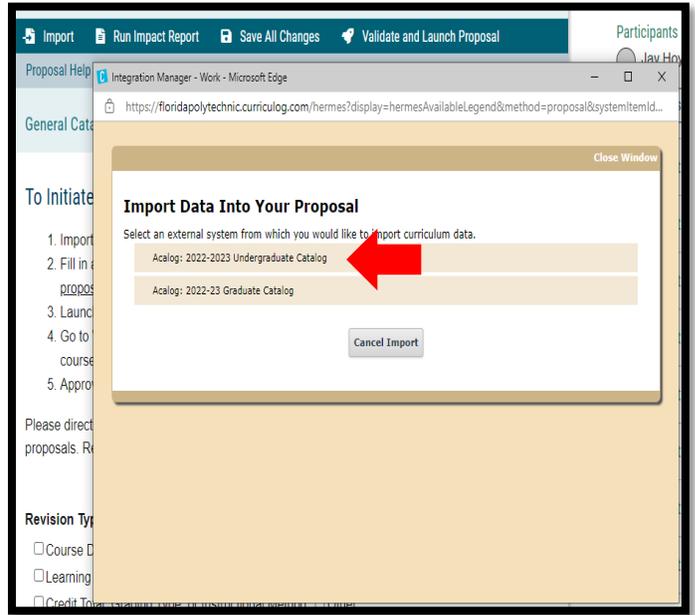
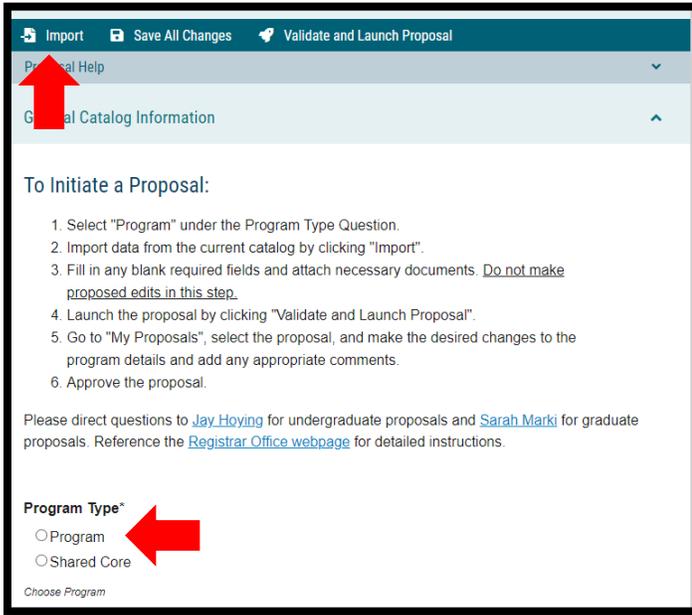
3. Select *Revision Program Proposal* form for the appropriate catalog year and the check mark to begin.



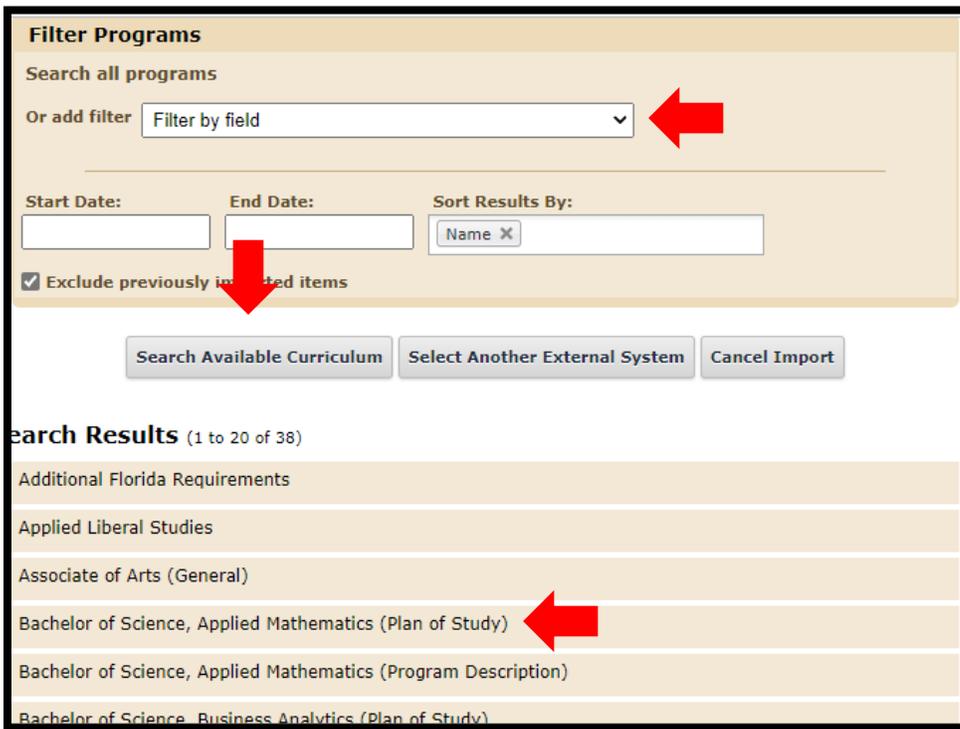
4. Select the Program Type (Program) and then import the program data from the current catalog by clicking *Import* in the top left corner of the page.

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5. Search for the program you wish to revise utilizing the appropriate search criteria and select the Program Plan of Study version. Import all data that is mapped by selecting *Import this Item*.



6. Import all selected data by selecting the *Import This Item* button.

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Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» General Catalog Information: Program Type	Bachelor <ul style="list-style-type: none"> No match was found The following option could not be imported: Bachelor 	<input checked="" type="checkbox"/>
» General Catalog Information: Department	Applied Mathematics	<input checked="" type="checkbox"/>
» General Catalog Information: Program Title	Bachelor of Science, Applied Mathematics (Plan of Study)	<input checked="" type="checkbox"/>
» General Catalog Information: Program Description	Program only available to first time in college students admitted Fall 2019 and later. See also the the Bachelor of Science, Applied Mathematics (Program Description). **Course offering frequency s...	<input checked="" type="checkbox"/>
» General Catalog Information: Prospective Curriculum	Program has 27 cores and 68 courses.	<input checked="" type="checkbox"/>

7. Fill in all blank required fields marked with an asterisk.
 - a. **Do not make the proposed edits or fill in unrequired fields 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.
8. Launch the proposal by selecting *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*.

Bachelor of Science, Applied Mathematics (Plan of Study)

9.Test Program Proposal 

unlaunched



 Import
  Save All Changes
  Validate and Launch Proposal

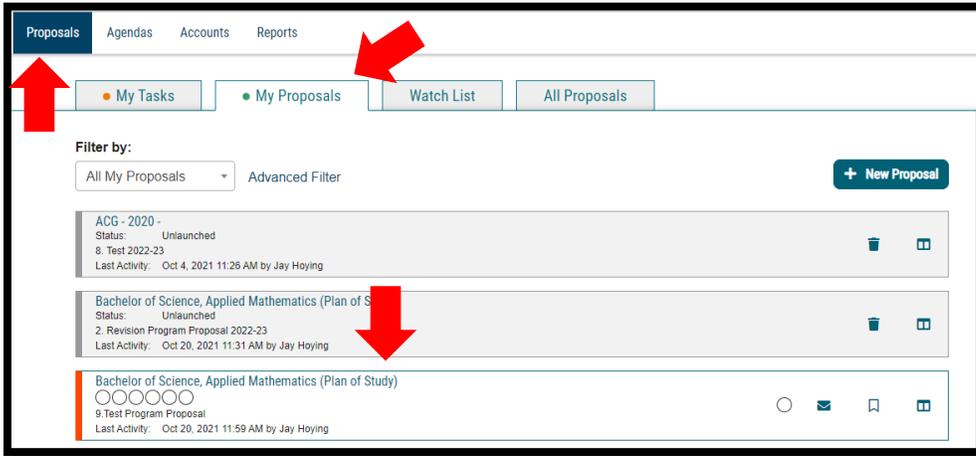
Proposal Help 

General Catalog Information 

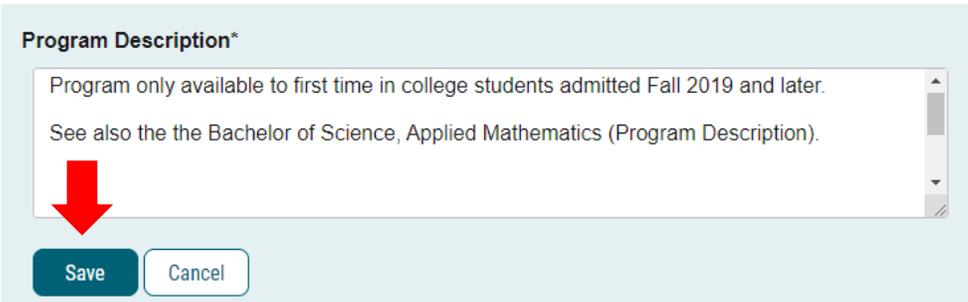
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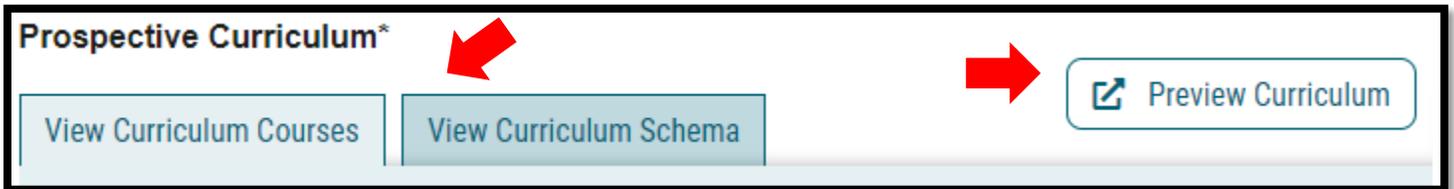
- 9. Go to *My Proposals* under the *Proposals* tab and select the proposal to then make desired changes, attach documents, and supply any necessary comments in the *Originator* step.



- a. Make sure to select *Save* after changes are made in each section.



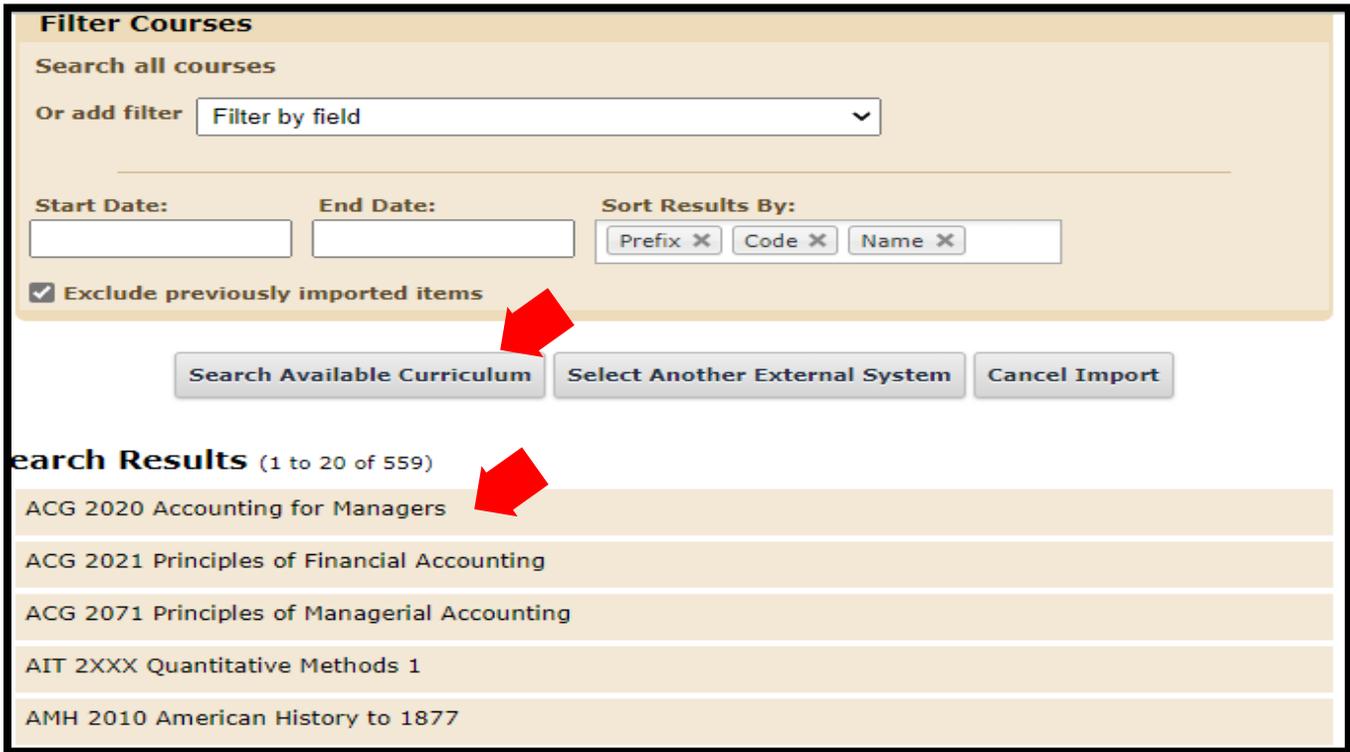
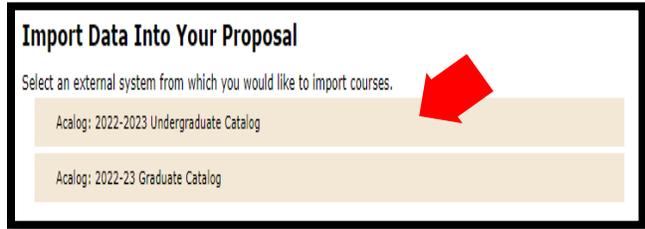
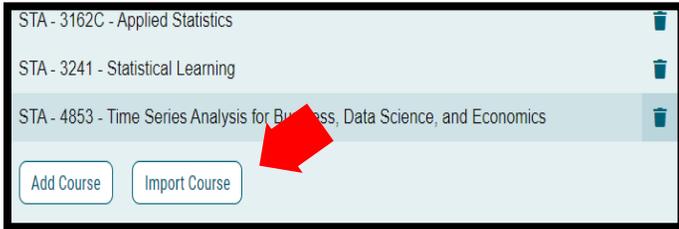
- b. *Prospective Curriculum* is expressed in two formats. (1) *View Curriculum Courses* represents all specific courses that meet program requirements and (2) *View Curriculum Schema* represents the plan of study (semester by semester) four-year course plan.
 - i. Adjustments to course requirements should occur first in 1 followed by 2.
 - ii. Format should not be changed.
 - iii. Changes can be previewed by selecting *Preview Curriculum*.



- c. To remove a course from the *Curriculum Courses* select the *Trash Can* icon.



- d. To add an already established course select *Import Course* at the bottom of the course list, select the appropriate catalog, search for and select the course(s), and select *Add Courses to Proposal*.



Selected Courses

ACG 2020 Accounting for Managers

COP 3530 Data Structures & Algorithms

Add Courses to Proposal Select Another External System Cancel Import

- e. To add a new course, one that is currently offered at FPU, select *Add Course* at the bottom of the course list. Supply the requested course details and select *Add Course*.

STA - 4853 - Time Series Analysis for Business, Data Science, and Economics

Add Course Import Course

Add Course

Add the course details below:

Prefix:
STA

Code:
xxxx

Name:
Test

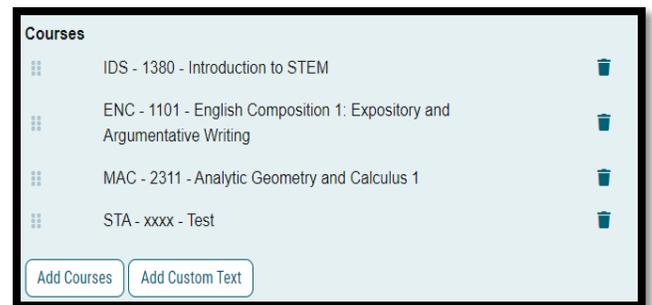
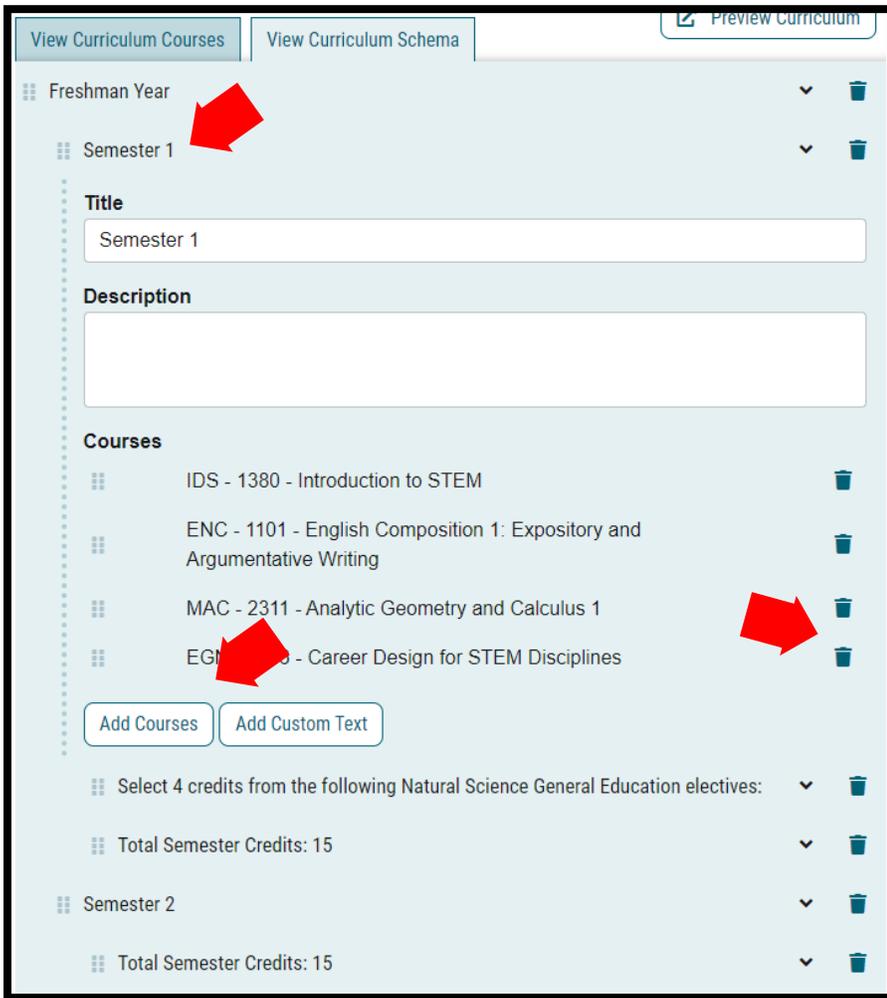
Add Course Cancel

- f. Once all courses are adjusted in the *Curriculum Courses*, they must be articulated in the *Curriculum Schema*.
- i. The schema is broken down by terms and includes helpful text. Do not change the format of the schema.
- g. Select the semester the change occurs in. Add courses by selecting *Add Courses* and remove courses by selecting the *Trash Can* icon.
- i. If a course is being added, the list of courses established in the *Curriculum Courses* will be presented to select from. Once the course(s) is chosen select *Add Course*.

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- ii. Custom text can be added or adjusted to provide helpful information to students by selecting *Add Custom Text*.
- iii. Make sure to adjust total credits if the total is changed.



- 10. If new courses are being added to the program curriculum, list the course details under *New Courses*.
 - a. A separate *New Course Proposal* must also be created alongside the *Program Revision Proposal*.

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New Courses

STA XXXX Test, 3 credits
Test Test Test Test

Save Cancel

11. To attach documents, select *Files* on the right side of the form. Select *Choose File*, locate and select your file, and select *Upload*.
- A Program Curriculum Template may be required if there are many changes.
 - Comments can also be made by selecting the discussion tab.

Upload File

File No file chosen

Attached Files
There are no attached files.

Discussion
Workflow Status
Signatures
Files

12. Select the *Decisions* tab to approve the proposal after making all changes and supplying all necessary documents. Select *Approve* followed by *Make my Decision*.
- After approved the proposal will be sent through the workflow for evaluation and approval or denial.

Your Decision

What would you like to do with this proposal?

Approve Reject Hold Suspend Cancel Custom Route

Please comment on your decision below.

Make My Decision

Current Step Activity

Originator Working

Step Summary
This step requires 100% approval from all participants to move forward.

Participants

Jay Hoying

Totals
Users Approved: 0
Users Rejected: 0

Discussion
Workflow Status
Signatures
Files
Decisions
Custom Route
Crosslistings
Proposal Lookup

This proposal has moved on
This proposal has moved on in the workflow.

13. 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 Reports

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

Bachelor of Science, Applied Mathematics (Plan of Study)
Status: Unlaunched
2. Revision Program Proposal 2022-23
Last Activity: Oct 20, 2021 11:31 AM by Jay Hoying

Bachelor of Science, Applied Mathematics (Plan of Study)
9 Test Program Proposal
Last Activity: Oct 20, 2021 2:43 PM by Jay Hoying

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Workflow Status

<p>Originator Approved</p> <p>Participants</p> <p> Jay Hoying 10/20/2021 2:43 PM</p> <p>Step Details</p>	<p>Discussion</p> <p>Workflow Status</p> <p>Signatures</p> <p>Files</p> <p>Decisions</p> <p>Custom Route</p> <p>Crosslistings</p> <p>Proposal Lookup</p>
<p><input type="radio"/> Applied Math: Department Chair Working</p> <p>Participants</p> <p><input type="radio"/> Jay Hoying</p> <p>Step Details</p>	
<p><input type="radio"/> Registrar Incomplete</p> <p>Participants</p> <p><input type="radio"/> Jay Hoying</p> <p><input type="radio"/> Andrew Konapelsky</p> <p><input type="radio"/> Sarah Marki</p> <p>Step Details</p>	

