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):

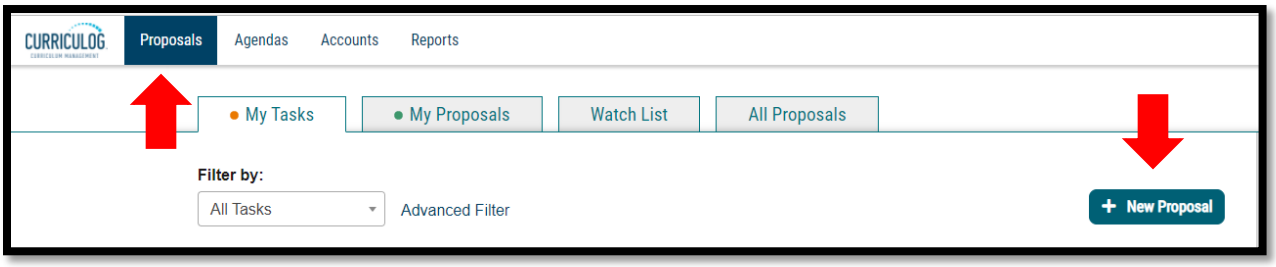
- Title or description changes.
- Plan of study course reassignments (ex. move course A from fall term one to Fall term two).
- Curriculum template course reassignments (ex. remove course A from program core requirements).

Proposal Submission Requirements:

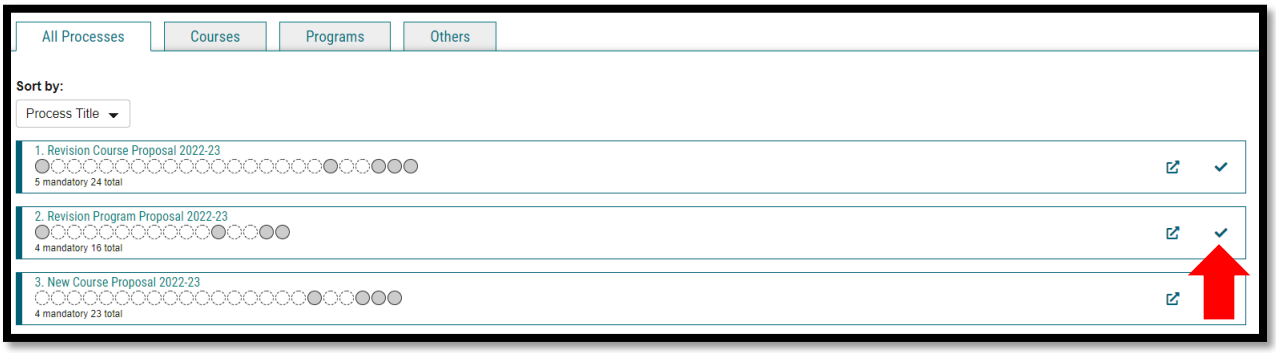
- A program curriculum template should be attached if there are overarching changes but is not required for proposals with minimal changes.
- Attaching documentation of the department review and approval process is preferred.
    - Ex. Meeting minutes or a brief overview in a comment at the department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

Steps to Submit a Proposal:

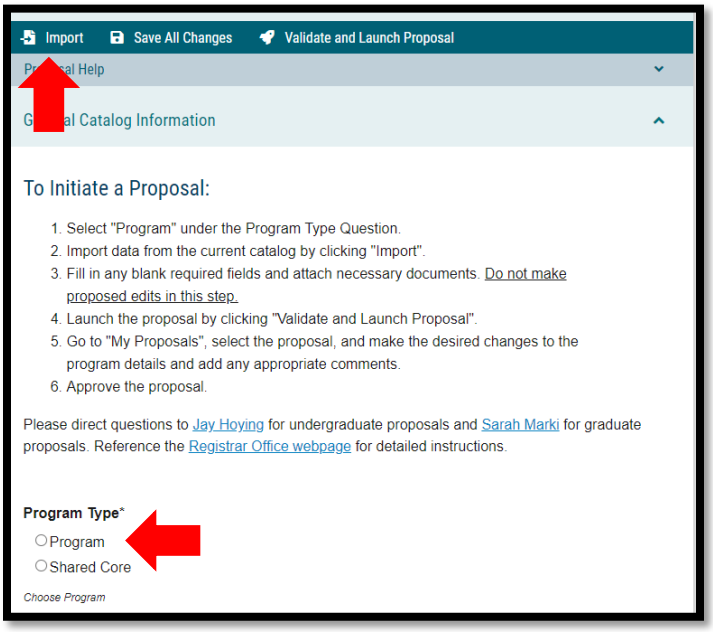
1. Log into Curriculog.
2. Select *New Proposal* within the *Proposal* page.

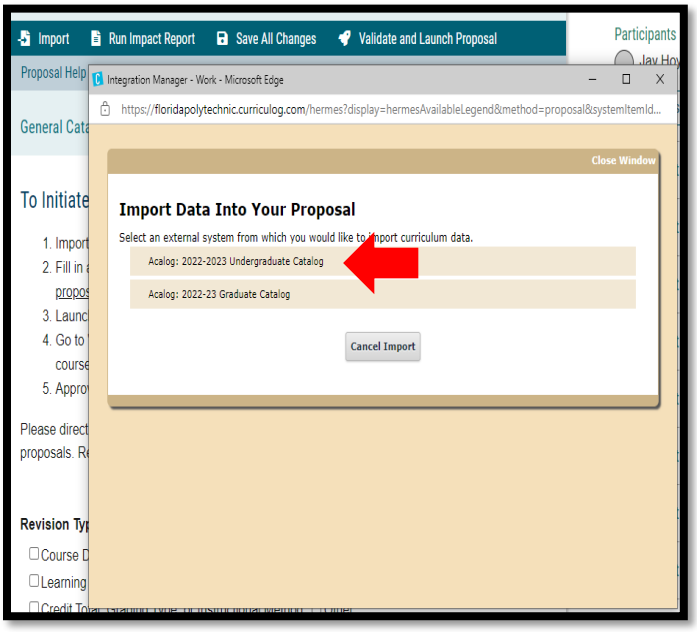


3. Select *Revision Program Proposal* form for the appropriate catalog year and the check mark to begin.

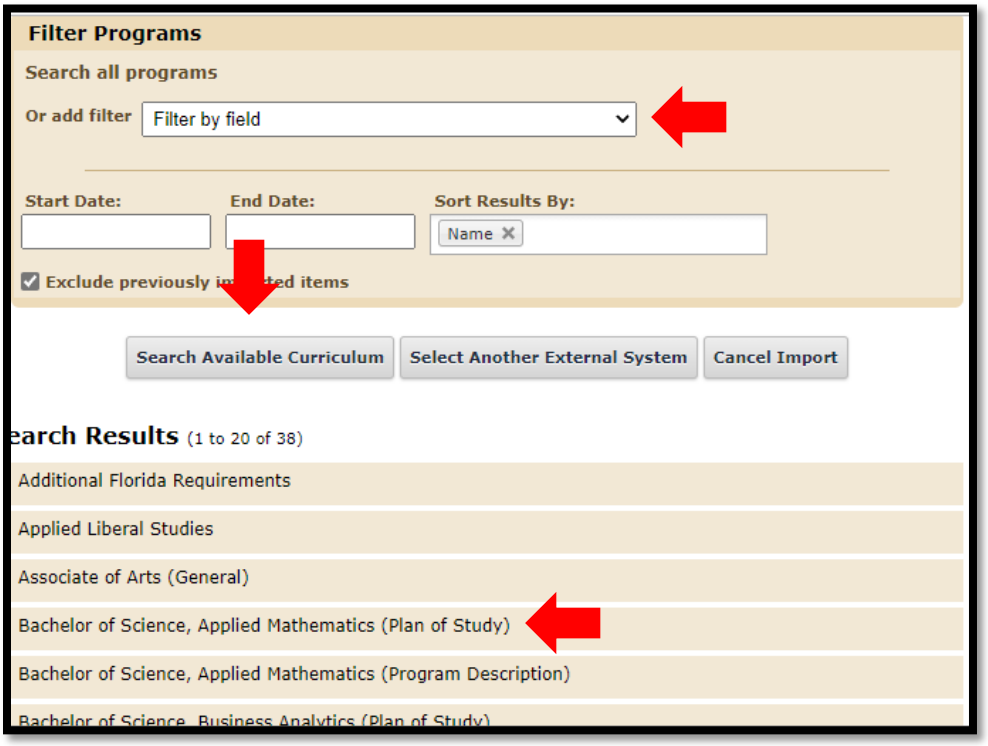


4. Select the Program Type (Program) and then import the program data from the current catalog by clicking *Import* in the top left corner of the page.

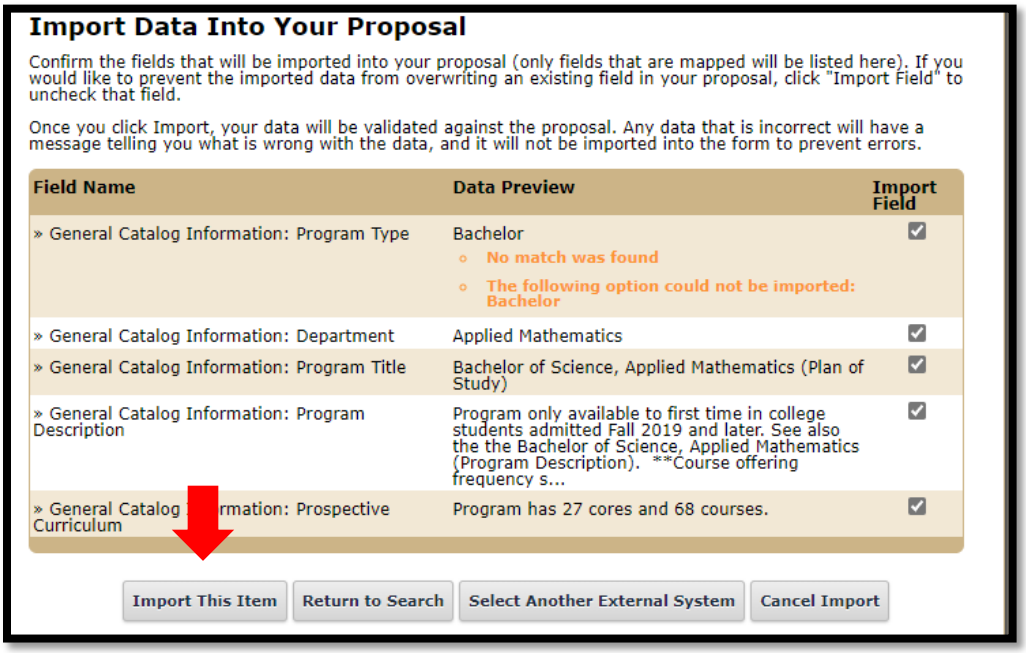




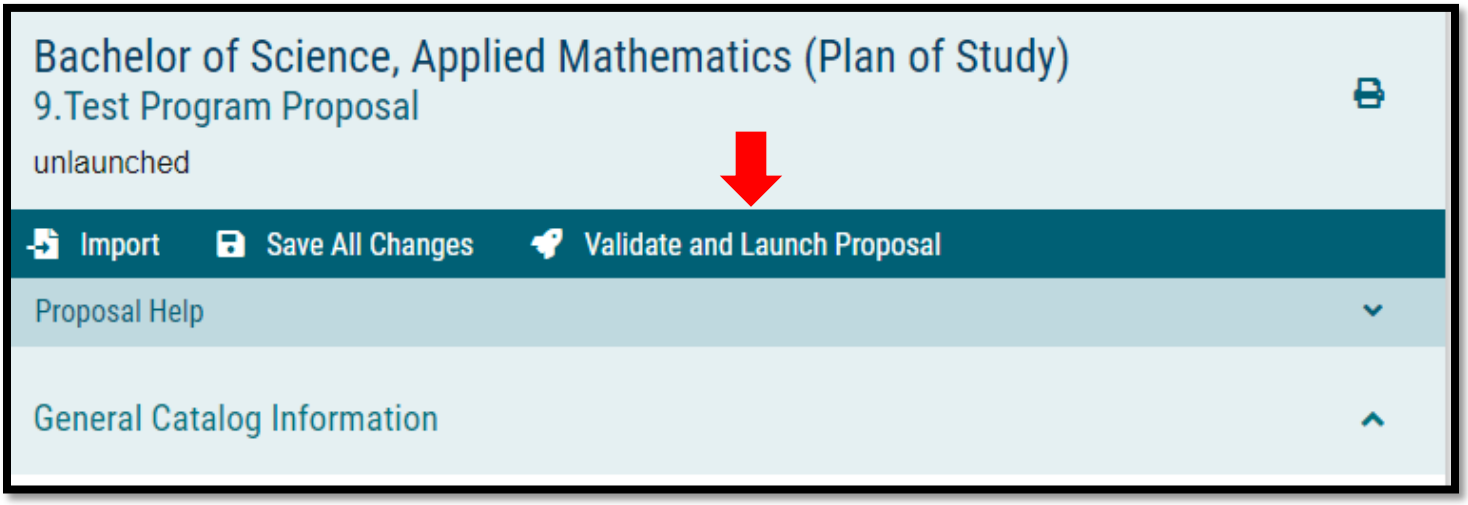
5. Search for the program you wish to revise utilizing the appropriate search criteria and select the Program Plan of Study version. Import all data that is mapped by selecting *Import this Item*.



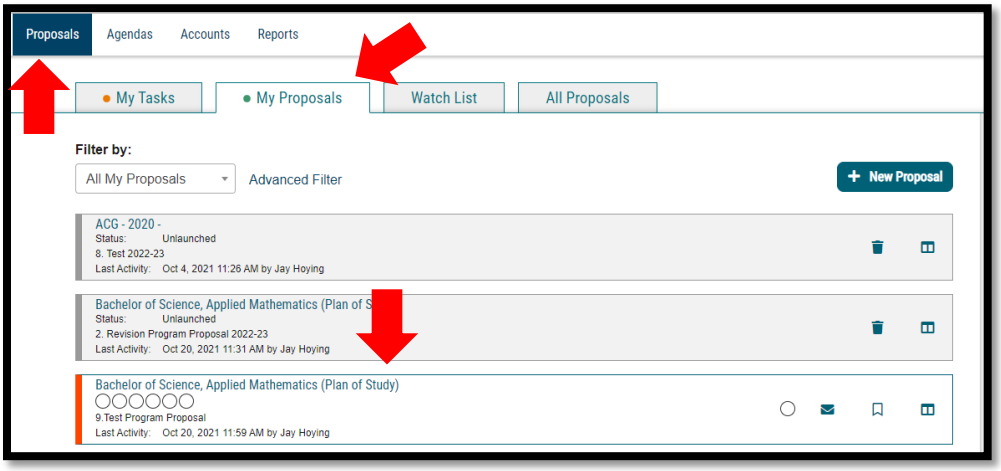
6. Import all selected data by selecting the *Import This Item* button.



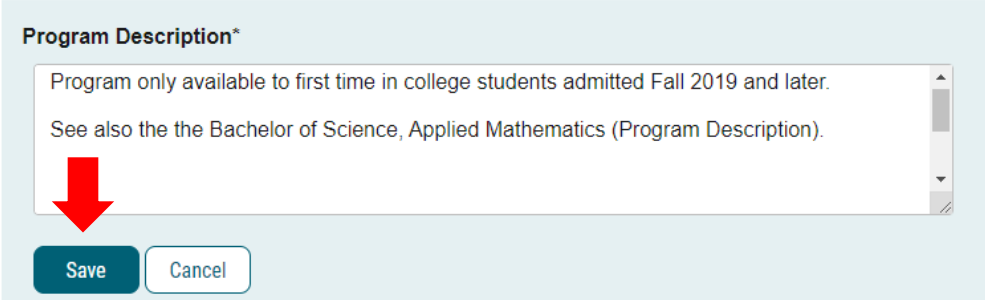
7. Fill in all blank required fields marked with an asterisk.
    a. Do not make the proposed edits or fill in unrequired fields in this step. For the edits to be tracked they must occur after the proposal is launched.
    b. The Summary and Justification section should include a brief overview of what 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*.



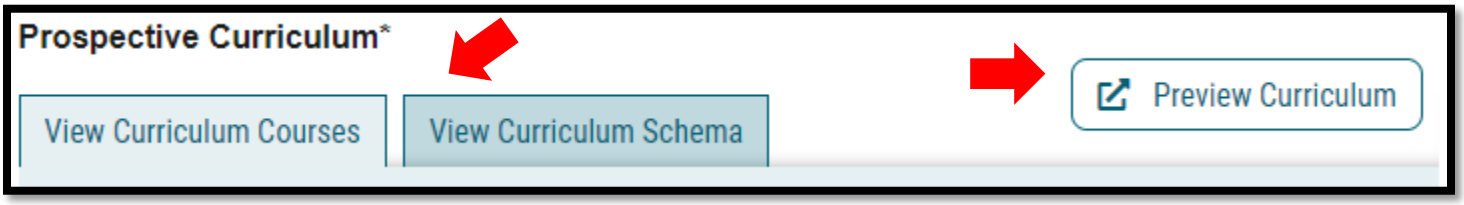
9. Go to *My Proposals* under the *Proposals* tab and select the proposal to then make desired changes, attach documents, and supply any necessary comments in the *Originator* step.



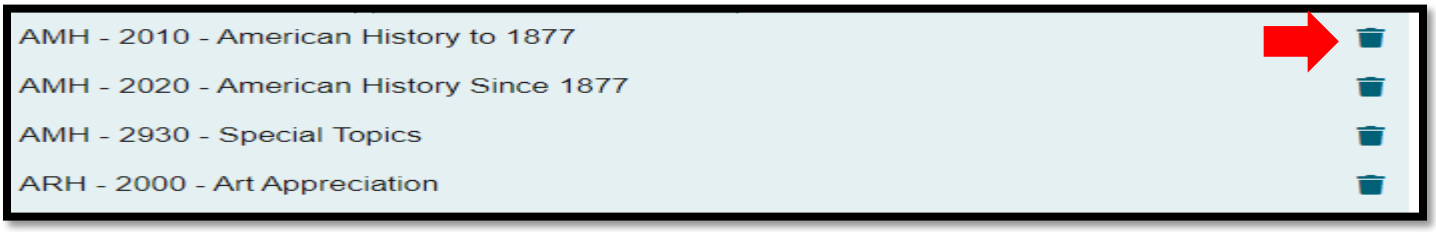
a. Make sure to select *Save* after changes are made in each section.



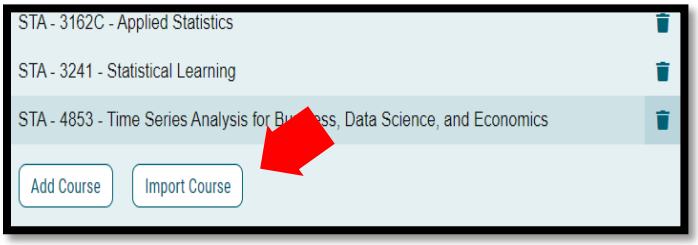
b. *Prospective Curriculum* is expressed in two formats. (1) *View Curriculum Courses* represents all specific courses that meet program requirements and (2) *View Curriculum Schema* represents the plan of study (semester by semester) four-year course plan.
   i. Adjustments to course requirements should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

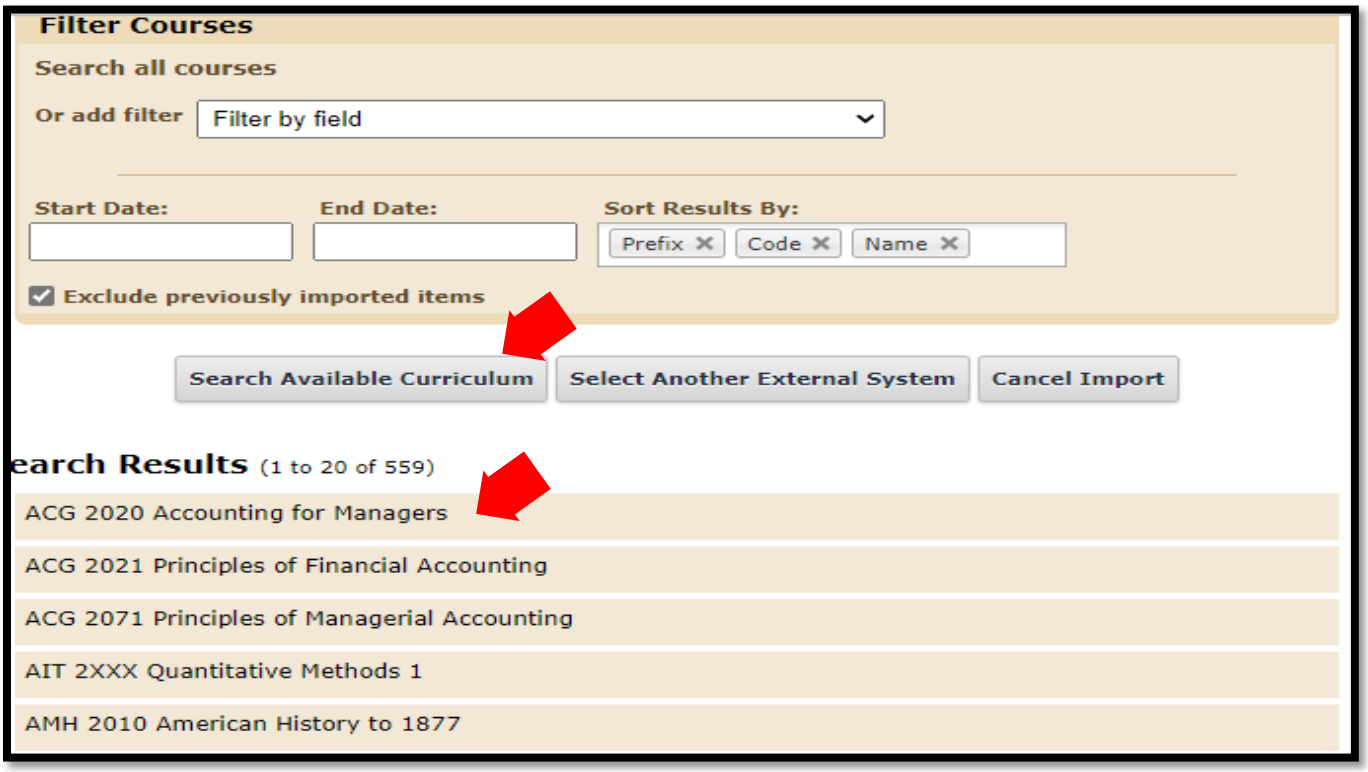


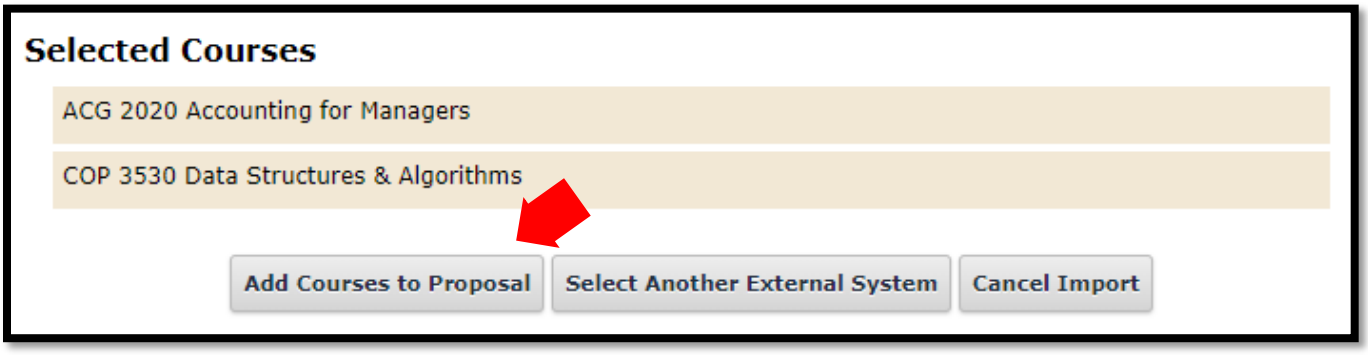
c. To remove a course from the *Curriculum Courses* select the *Trash Can* icon.



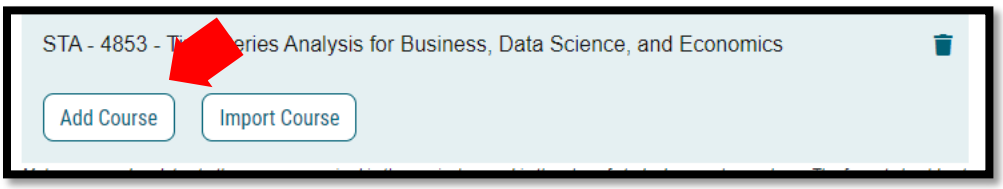
d. To add an already established course select *Import Course* at the bottom of the course list, select the appropriate catalog, search for and select the course(s), and select *Add Courses to Proposal*.

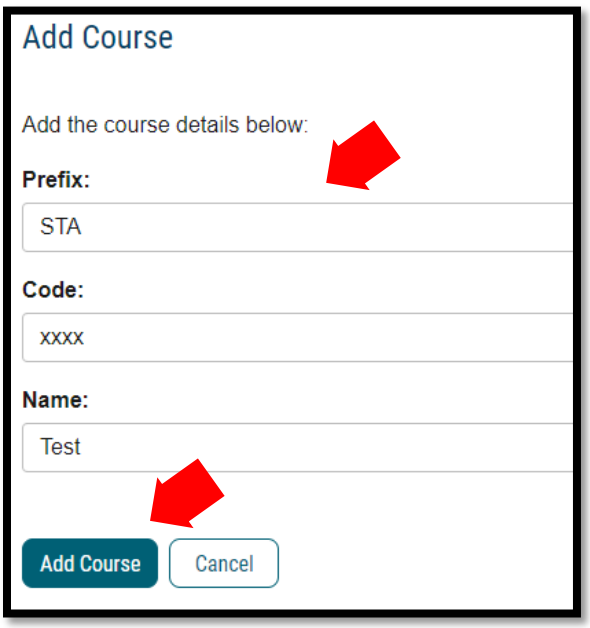






e. To add a new course, one that is currently offered at FPU, select *Add Course* at the bottom of the course list. Supply the requested course details and select *Add Course*.

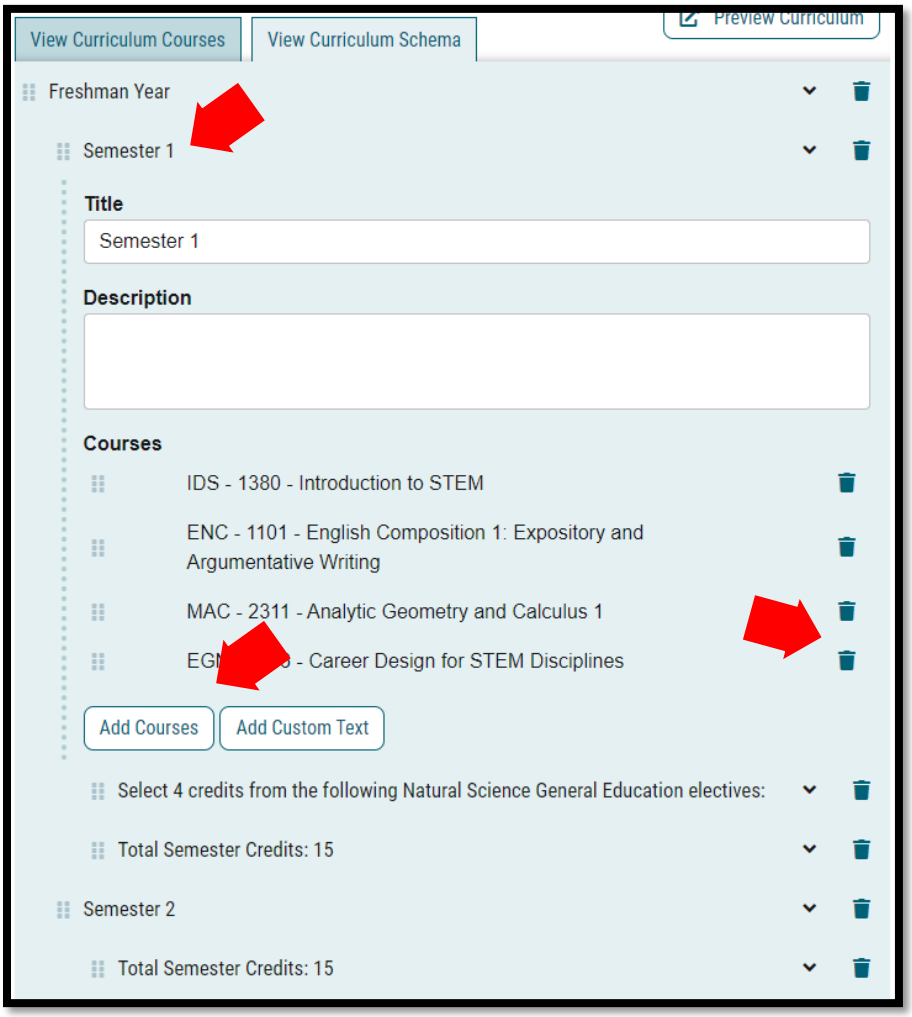


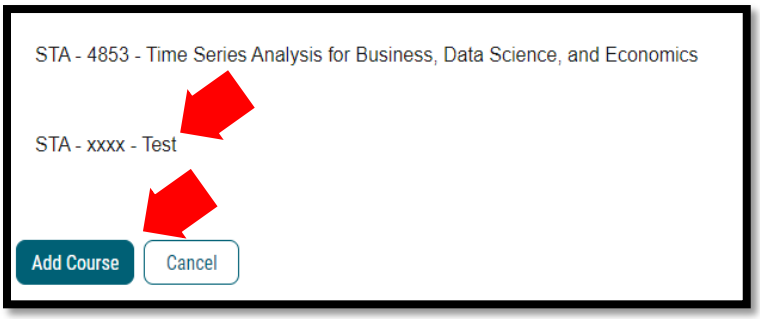


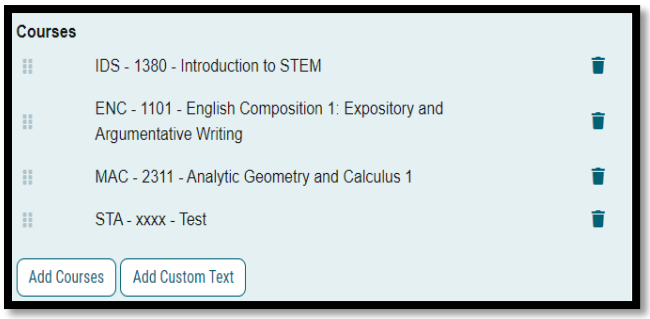
f. Once all courses are adjusted in the *Curriculum Courses*, they must be articulated in the *Curriculum Schema*.
   i. The schema is broken down by terms and includes helpful text. <u>Do not change the format of the schema.</u>

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*.

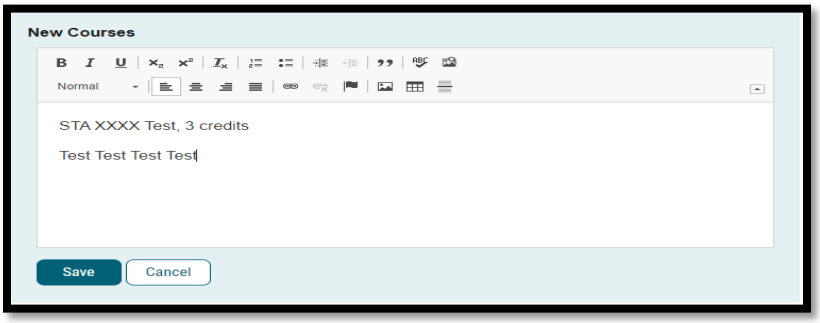
ii. Custom text can be added or adjusted to provide helpful information to students by selecting *Add Custom Text*.
iii. Make sure to adjust total credits if the total is changed.





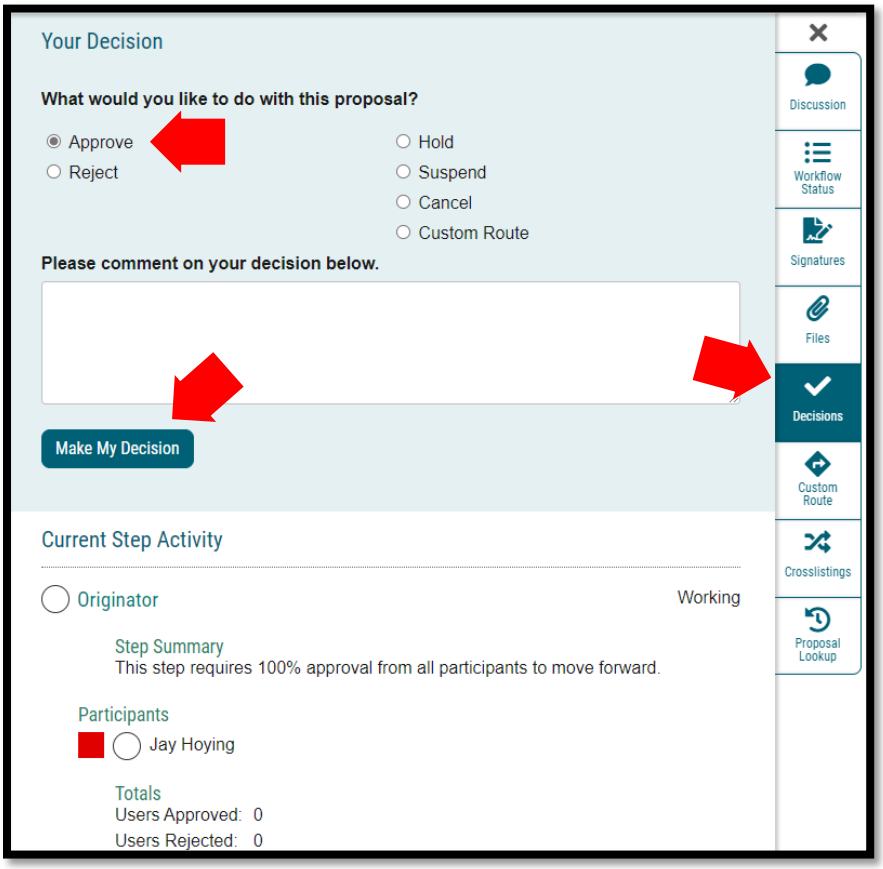


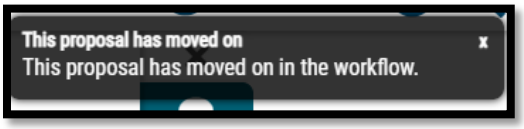
10. If new courses are being added to the program curriculum, list the course details under *New Courses*.
    a. A separate *New Course Proposal* must also be created alongside the *Program Revision Proposal*.



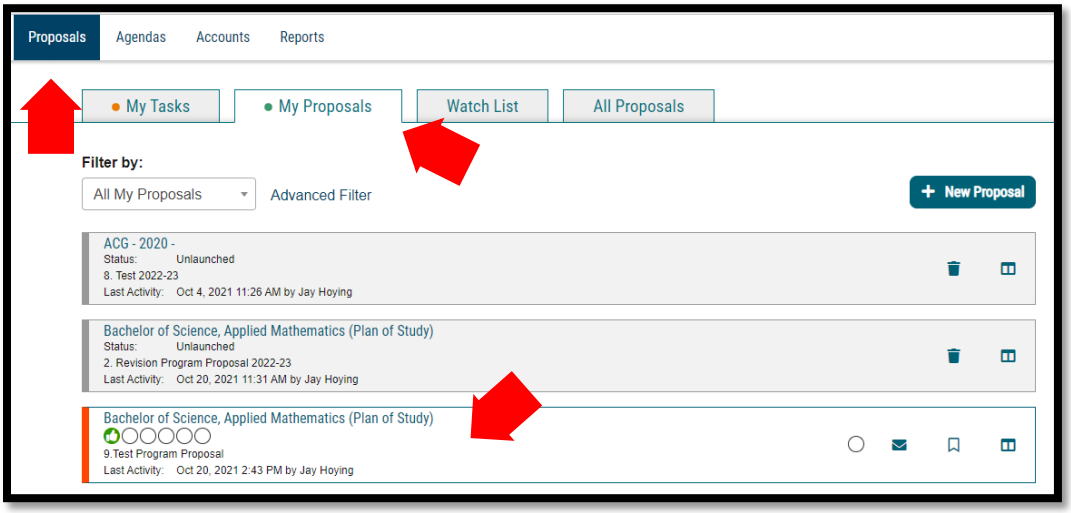
11. To attach documents, select *Files* on the right side of the form. Select *Choose File*, locate and select your file, and select *Upload*.
    a. A Program Curriculum Template may be required if there are many changes.
    b. Comments can also be made by selecting the discussion tab.

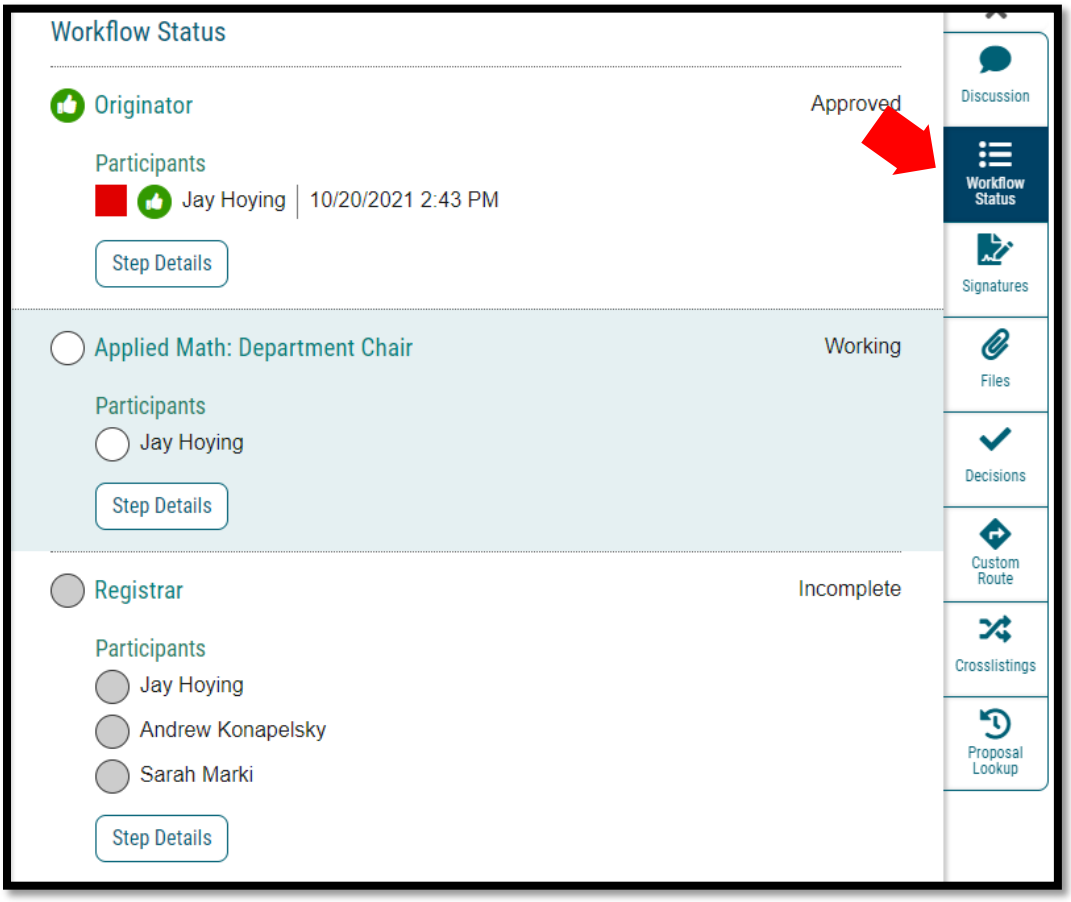
12. Select the *Decisions* tab to approve the proposal after making all changes and supplying all necessary documents. Select *Approve* followed by *Make my Decision*.
    a. After approved the proposal will be sent through the workflow for evaluation and approval or denial.





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.




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