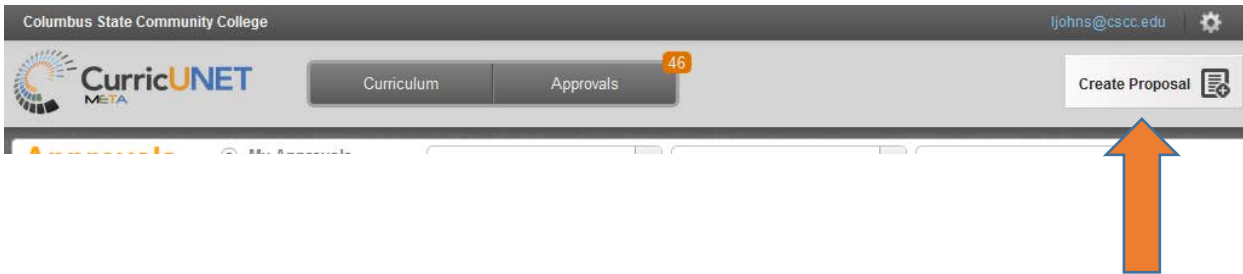


Creating a Course Proposal

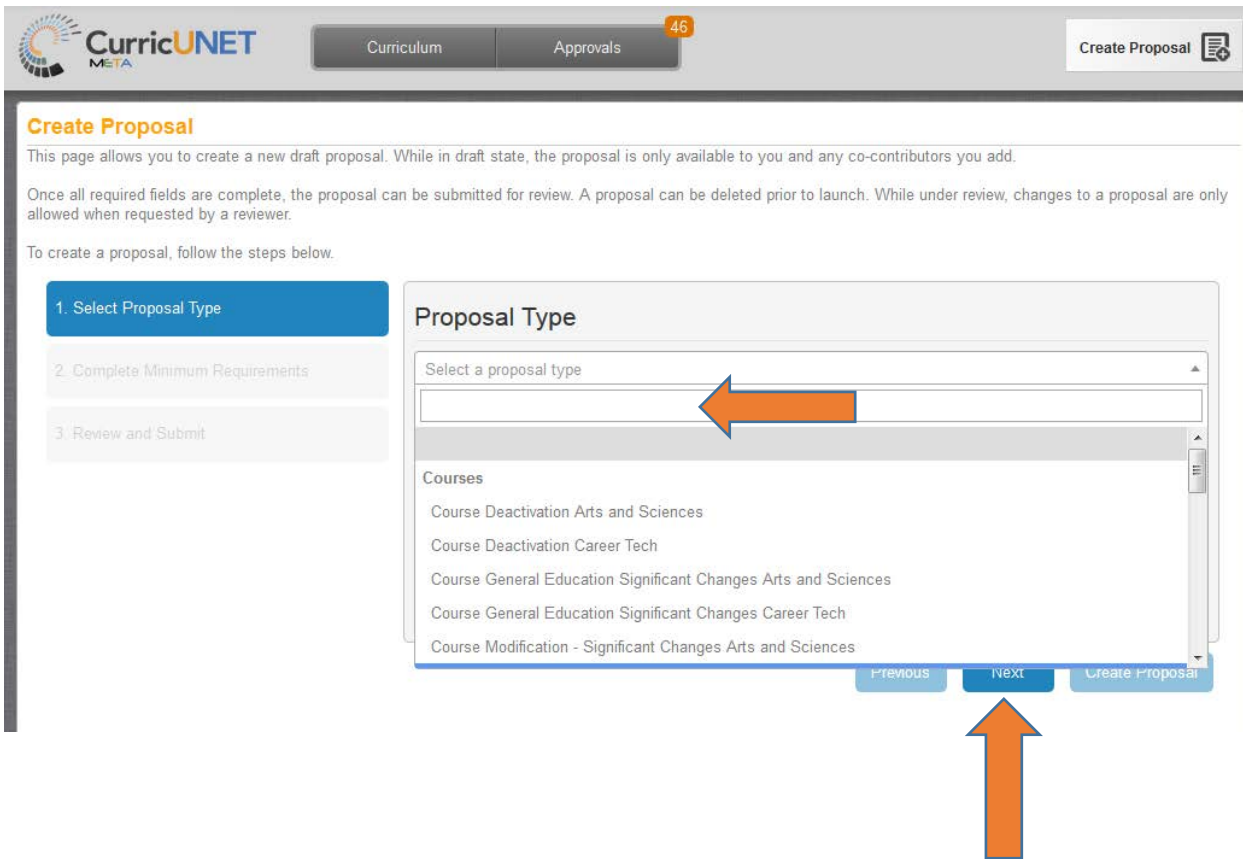
Remember to use Table I and II Routine vs Significant Changes (last page of this guide) to determine the type of change you are making to an existing course. ***If this is a new course, use the appropriate “New” Course proposal.***

Once the type is recognized, follow these steps to create your proposal.

From the upper right hand side of your CurricUNET screen, click on “Create Proposal”



Next, select the “course proposal type” you are making (be sure to select the appropriate Arts and Sciences or Career Tech proposal form) and click “Next”



Next select the Subject and Course (by using the search button you will get the entire list of courses that are active under that Subject) and then hit "Next"

For a NEW course, select the subject area and then type in the course number, title, and the description for the course.

CurricUNET META

Curriculum Approvals 46 Create Proposal

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
- 2. Complete Minimum Requirements**
3. Review and Submit

Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.

Subject
(BIO) Biology

Course Title*

Search

Course Search Results

- BIO 1107 - Human Biology
- BIO0100 - Foundations of Biology
- BIO1101 - Fundamentals Human Anatomy & Physiology
- BIO1111 - Intro to Biology
- BIO1113 - Biological Sciences I
- BIO1114 - Biological Sciences II
- BIO1121 - Anatomy & Physiology I
- BIO1122 - Anatomy & Physiology II

Previous Next Create Proposal



Verify that the proposal is the type you wanted and also for the correct course, then press “Create Proposal”.

Once the proposal is created you can make the changes to it from the different tabs located on the left hand side.

Please include a complete rationale on the “General Course Info” tab that summarizes the changes you are making to the course. Complete all fields on all tabs with the exception of the “Codes/Dates” tab.

Don’t forget to include as attachments (Attached Files tab) a course syllabus, Lab fee analysis, F&S chart and any supporting documentation for the course change or creation of the course.

Remember to save your changes to the document before you close. It will stay in Draft form until you select “Launch” or “Delete Draft” from the upper right hand side.

Once you hit “Launch” your proposal will move into the review workflow. If you accidentally hit “Launch”, contact Curriculum Management so that we can return it to you.

If you accidentally hit “Delete Draft” and then confirm, the draft proposal is lost from the system and cannot be retrieved.

If this is a NEW Course, remember to complete all the fields in the first 4 tabs – Pre-Proposal through Course Requisites. Once the Pre-approval is granted, you will complete the rest of the course tabs on this same proposal. You will receive a nightly notification from CurricUNET anytime you have work to do on the course. Remember to save all your work and hit “Launch” when you are ready for it to start through the review process.

Identification of Routine vs. Significant Curriculum Changes

Table 1 - Routine Curriculum Changes – Use Course Routine Change Proposal Template

- Minimal or no impact on degree requirements. Minimal or no impact on other departments.

ROUTINE	
CHANGES	
Change prerequisite or concurrent - Is Situational - Routine when prerequisite or concurrent requirement is reduced.	
Change course description	
Change semester course is offered	
Lab Fee - Reduction Must provide rationale and analysis	

Table 2 - Significant Curriculum Changes – Use other Proposal Templates

- May significantly impact degree requirements. May affect the curriculum of other departments.

SIGNIFICANT	
ADDITIONS	
Add new course - Pre Approval Required before review process begins. See Curriculum Committee criteria for new courses.	
Add New program (preliminary & final proposal required) - Degrees, majors, and certificates.	
Add existing course to program - Routine if elective and course being added comes from within same dept.	
DELETIONS	
Delete course from inventory -	
Delete course from program - Significant change when course is housed by another department.	
Delete Certificate Program	
Delete Major	
Delete Program of Study	
CHANGES	
Change credit hours or contact hours or both	
Change course title	
Change course number or alpha	
Change prerequisite or concurrent - Situational - Significant when prerequisite or concurrent requirement is increased.	
Change type of course (tech elective, tech required, basic related) - Care must be taken to maintain balance of requirements & use of BR from outside of program or department.	
Course content/description changes that significantly affect the course outcomes	
Change lab fee – Increase - Must provide rationale and analysis	
Change Program of Study Name - Must provide documentation noting approval by Sr VP of OAA	
Change Department Name - Must provide documentation noting approval by Sr VP of OAA & the President	