

# WCU Curriculog User Guide: 2020 – 2021

**Help Email:** [Curriculog@wcu.edu](mailto:Curriculog@wcu.edu) This account will be managed by Suzanne Melton X3016. I will respond to emails and work with our vendor on issues, problems, and questions that cannot be resolved at the campus level.

**WCU Curriculog Site:** <https://wcu.curriculog.com> Users will log in with their WCU username and password.

The program works best when used in Firefox or Chrome browsers.

**Curriculog University:** <http://curriculog-university.curriculog.com>

Username: wcu Password: curriculog From the drop down menu, choose “Curriculog University,” and then click “log in.”

**Curriculog University delivers access to some helpful tools for the user:** video tutorials, the user manual, and a knowledge base. To access these resources, use the navigation at the top of the page. Below you can find brief descriptions of each.

**Video Tutorials** - Short video tutorials of individual workflows within Curriculog. Flash v10.1 or higher is required to view video tutorials. The current version of Flash may be downloaded from Adobe.

**User Manual** - The Curriculog User Manual, in its entirety, with instructional information pertaining to each module within Curriculog.


**Knowledge Base** - Frequently asked questions, best practices, training, and reference materials.

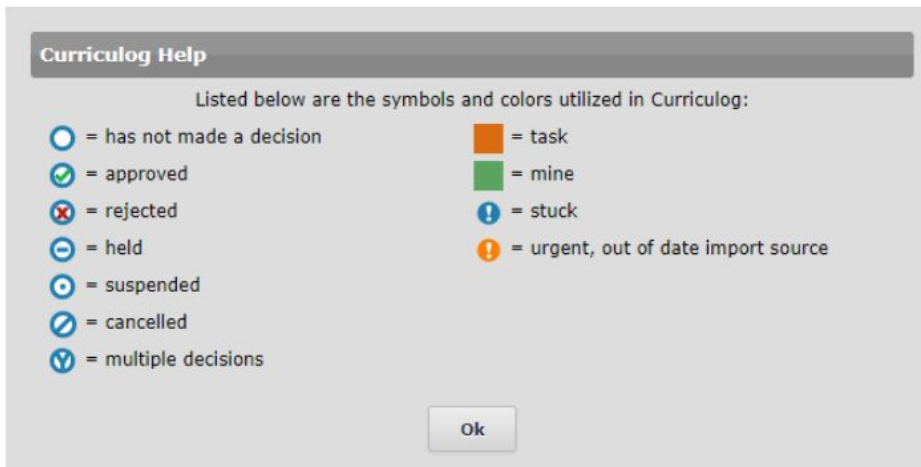
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## Dashboard

My Dashboard is the homepage for all users of the system. When you log into the system, the first page you will see is My Dashboard. Across the top of the page you will find a persistent toolbar. You will have access to the Proposals, Agendas, Accounts, and Reports Modules. In the upper right corner, there are options for your own user account listed below the dropdown menu, giving you options for My Settings (selecting My Settings will redirect you to the Accounts Module from the top menu) and Logout.



Following your name are “Help”  and “Search”  icons. Selecting “Help” will display a window featuring symbols and colors utilized in Curriculog.



The right pane will display My Recent Notifications and My Upcoming Events, and the option to view the Calendar. The left pane will update based on the tab selected. If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header. Selecting either the number following Tasks or Urgent will display the My Tasks tab in the left pane.

## My Recent Notifications

Users will receive notifications for three purposes: system notifications, system-generated workflow notifications (tasks and status updates), and reminders (alerts and deadlines). The most recent five notifications sent to you will display and you may utilize the arrow in the upper right corner to scroll through previous notifications.

**My Recent Notifications**

**Jan 20** **Add Role:** The role, Training Committee Chair, has been added to your account. This action was taken by system administrator Vicky Kulig.

**Jan 20** **Add Role:** The role, Training Example 3, has been added to your account. This action was taken by system administrator Vicky Kulig.

## My Upcoming Events

Curriculum-related calendar events, such as proposal deadlines, holidays and committee meetings will show here. Only Administrators will be able to add items to the calendar.

**My Upcoming Events**

**30 Mar**  
March Review Meeting  
Show More

**30 Apr**  
March Review Meeting  
Show More

**30 May**  
March Review Meeting  
Show More

Selecting an event will expand the window and display additional details. Selecting “Show Less” will return it to the previous view.

## Proposals

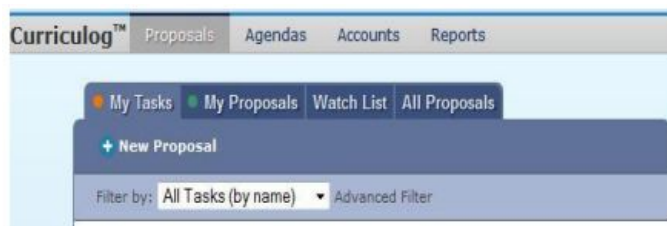
Proposals are the forms that travel up the approval chain. Selecting the Proposals Module from the top navigation menu will populate the left pane with options relevant to managing proposals. From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposals tabs.

**My Tasks** - lists all proposals assigned to you and awaiting action.

**My Proposals** - lists all proposals you have created, whether they have been launched or not.

**Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision making abilities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.

**All Proposals** - lists all of the active proposals in Curriculog. Below these tabs is the link, New Proposal. Selecting New Proposal will open the workflow to create a new proposal.



There are various colors associated with the proposals. The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.



- Blue - No action currently required.
- Green - A proposal created by you.
- Orange - Waiting on action from you.

There are also various icons associated with the proposals.

**Urgent** - Indicates a task is urgent. An item will be considered urgent once the urgency threshold has been met and no decision has been made on the item.

**View Summary** - Will create a flyout on the right pane displaying information relevant to the proposal.

**View Proposal** - Directs you to view the Proposal Toolbox in view mode.

**Edit Proposal** - Directs you to the Proposal Toolbox, where you may make modifications and enter your decision on this proposal.

**Send message about Proposal** - Emails will be sent from your email account and are not maintained within Curriculog.

**Watch Proposal** - Allows you to keep track of a proposal in progress by listing under the Watch List tab.

**Done Watching Proposal** - Allows you to stop tracking the Proposal.

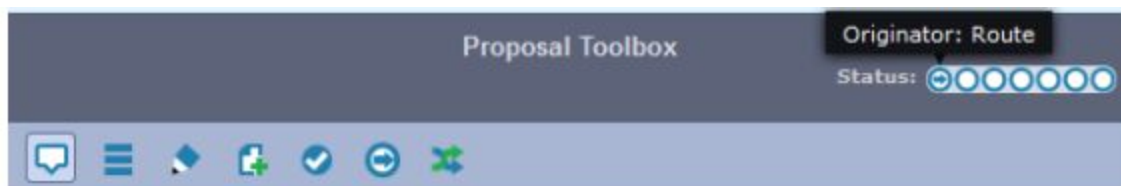
My current decision - This icon will change based on what decision you have made on the Proposal. You can click the help icon or see above for a key to what the different decision icons mean.

Delete a Proposal - Deleting a proposal will permanently remove it from Curriculog. Proposals cannot be deleted after they have been launched.

## Edit a Proposal and Make a Decision

Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module. This tab will display by default when logging into Curriculog. To make a decision, select the *Edit Proposal icon*. The proposal form will display allowing you to see the proposal form, User Tracking and Comments within the Proposal Toolbox.

You may view the status of each step within the proposal by hovering over the Status icons in the upper right of the Proposal Toolbox. Each circle indicates a step in the proposal. Hovering over a circle indicates the name of the step and the decision made on that step.



You may edit information in the proposal if you are part of the approval process. Simply click in the field of the proposal form on the left that you would like to edit, make your modifications and select “Save”. If you click in a field and the workflow does not display, you do not have rights to edit the proposal. All edits are marked and labeled with the author name, date, and the changes made. Other than the originator of a proposal, edits are meant to be minor in nature – for clarification purposes or to correct minor grammar and usage errors.

User tracking options allow you to view changes made by others within the proposal. There are three options available in the drop-down menu: show original, show current, and show current with markup.



Show current displays the proposal in its current state. Show original displays the proposal in its state at launch. Show current with markup allows you to see the changes made, who made those changes as well as the date and time of the change. Additionally, each user is assigned a color within Curriculog to easily distinguish who made

the edits displayed.

**General Information** ▼

**\*Before completing this form, turn on the Help Text by clicking the icon in the top right of the heading.**

College or School/ Department\* **Training Examples**

Departmental Contact\* **Bob Nancy Withers**

**Vicky Kulig**  
1/22/2014 4:14 PM

Anticipated Implementation Date:

You may select to view changes made by a specific user or a number of users from the Showing All Edits by All

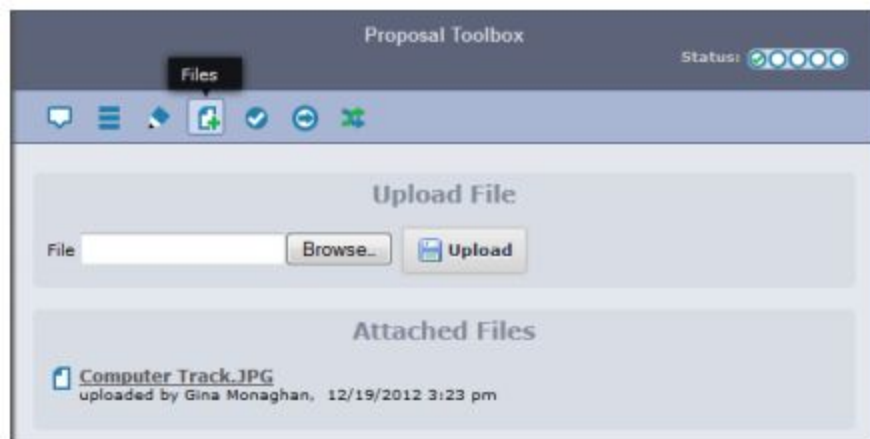


Users drop down menu.

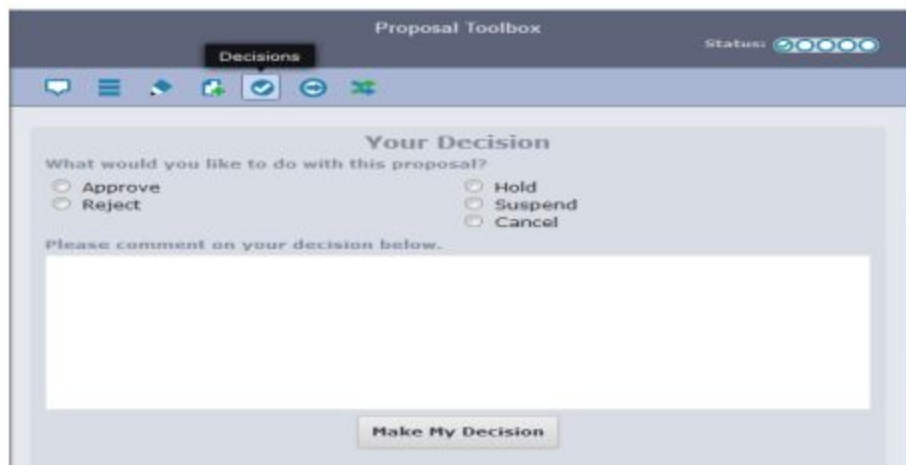
The status icon displays the proposal history within the proposal toolbox. The history indicates the status of each step, either approved, working, incomplete, or awaiting Administrative action. Additionally, information regarding each step is displayed. The color of the individual (for user tracking purposes) and the decision the individual made are displayed under Participants. Activity is displayed on the right and includes the threshold required for approval, how much time the proposal spent on that step, if changes or comments were made, which options were available to the user and if a signature was entered.

Proposal History	
<b>Originator</b> <span style="float: right;">Status: <i>Approved</i></span>	
<b>Participants</b>   Vicky Kulig	<b>Activity</b> Required for Approval: <i>100% required</i> Time Spent: <i>3 minutes</i> Changes: <i>Yes</i> Comments: <i>No</i> Requests Available: <i>custom route</i>
<b>Department Curriculum Committee</b> <span style="float: right;">Status: <i>Working</i></span>	
<b>Participants</b> Amy Salley  Vicky Kulig  Nikki Thompson	<b>Activity</b> Required for Approval: <i>100% required</i> Time Spent: <i>1 minutes</i> Changes: <i>No</i> Comments: <i>No</i> Signature: <i>Yes</i>

Selecting the files icon allows you to view files attached to the proposal as well as upload files to a proposal. There is no limit to the number of files that may be uploaded to a proposal.



Selecting the decisions icon allows you to make a decision on the proposal and enter a comment for your decision. By default, the *Approve*, *Reject*, *Hold Suspend*, and *Cancel* options will display. Entering a comment is optional when selecting approve. However, all other options require a comment to be entered. Simply select the radio button to the left of your desired decision and select "Make My Decision". Once you have made a decision, your work on this proposal is complete.



If approved, the proposal may advance providing all individuals on the step have also made a decision. If rejected, the proposal will be referred to the previous step. A message appears indicating your decision has been made and if the proposal is advancing or being referred.



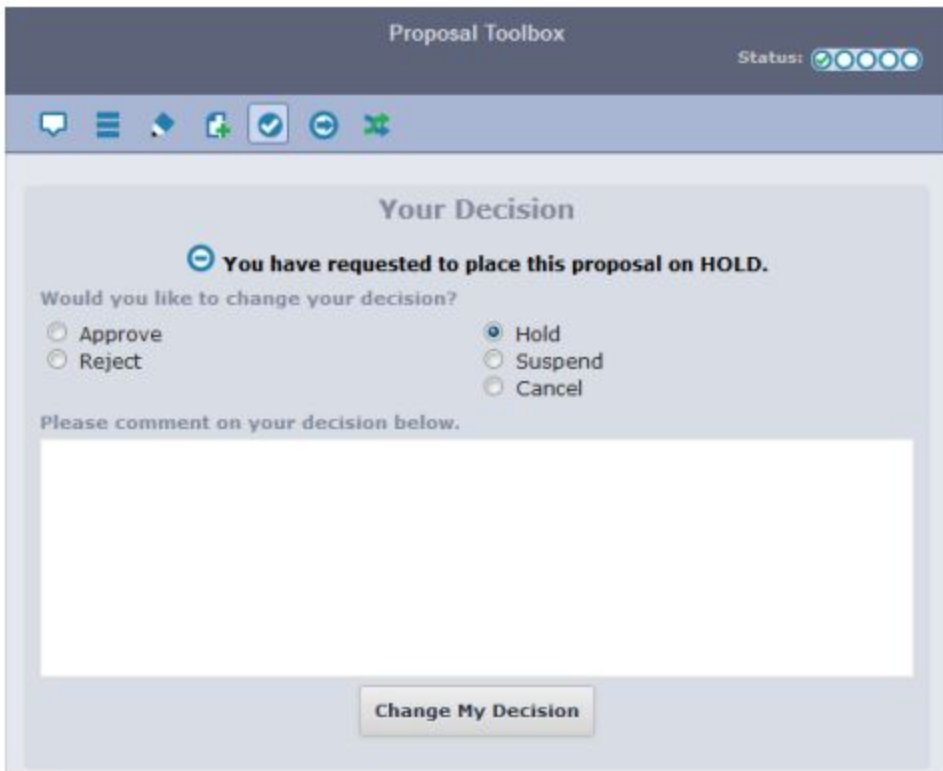
The definition of the other options are listed below:

**Hold** - Submits a request for the proposal to not advance in the approval process. The request is sent to the Administrator, who will approve or reject the request. The users on the step will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed. Administrators have the ability to remove a hold on a proposal.

**Cancel** - Submits a request to cancel the proposal from Curriculog. The request is sent to the Administrator who will approve or reject the request. No work will be allowed on the proposal during this time. If the Administrator approves the cancel request, the proposal will be referred back to the originator. The originator may then re-launch the proposal or cancel it, then delete the proposal from Curriculog. If the Administrator rejects the cancel request, the proposal will remain on the current step awaiting a decision.

**Suspend** - Submits a request for the proposal to not advance in the approval process. Additionally, no work may be done on the proposal and it will not advance in the workflow until the suspend is removed. The request is sent to the Administrator who will approve or reject the request. Additionally, the Administrator has the ability to remove a suspend placed on a proposal.

Selecting one of these options will send a request to the Administrator and it will be noted in the step within status.



The screenshot displays the 'Proposal Toolbox' interface. At the top, the title 'Proposal Toolbox' is centered, and the status is indicated as 'Status: [Progress Indicators]'. Below the title bar is a navigation menu with icons for chat, menu, home, add, checkmark, refresh, and share. The main content area is titled 'Your Decision' and features a blue circular icon with a minus sign. The text reads: 'You have requested to place this proposal on HOLD.' Below this, a question asks 'Would you like to change your decision?' with four radio button options: 'Approve', 'Reject', 'Hold' (which is selected), 'Suspend', and 'Cancel'. A text input field is provided for a comment, with the prompt 'Please comment on your decision below.' At the bottom, there is a button labeled 'Change My Decision'.

## Crosslistings

Proposals for crosslisted courses must be entered simultaneously as separate proposals in Curriculog. A field for Crosslisted Course(s) exists within the appropriate Proposal Form(s) and requests the originator to identify the course prefix and number of the course that is crosslisted with the course the proposal is being prepared for. Committees or reviewers reviewing a crosslisted course proposal will be made aware of the other crosslisted course(s) through this field. Reviewers will be able to review the crosslisted proposal which should be available under "All Proposals," if not under "My Tasks." Proposals for crosslisted courses may not be in a reviewing committee's agenda, but can be viewed under the "All Proposals" tab.

**\*\*If you have a crosslisted course, it is important to complete a consultation form and upload the file in your proposal. The consultation form can be found on our Curriculum Resource page:**

<https://intranet.wcu.edu/academicaffairs/AA%20Curriculum/Home.aspx>

## New Proposal

Selecting *New Proposal* allows you to create a new proposal. There are four tabs available for listing the approval processes you may choose from to create a new proposal:

**All Processes** - Lists all approval processes available for use.

**Courses** - Approval processes created using the course defaults.

**Programs** - Approval processes created using the program defaults.

**Others** - Approval processes created without any defaults.

Each tab will display ten rows with "Previous 10" and "Next 10" buttons available for navigating when there are multiple pages. A *Sort by:* drop-down menu is available for sorting the processes by Process Type or Process Title. Each process row will display the name of the approval process, the number of steps involved in the process and a blue checkmark.

Clicking on a process row will display the Process Summary flyout over the right pane. This will display the Process Steps with a list of participants and step details for each step in the process.

The screenshot displays a web application interface. On the left, there is a list of processes under the 'Courses' tab. The processes listed are: 'Change in Existing Course', 'Course Discontinuation', 'Course Modification', 'New Course - Training' (highlighted with a blue checkmark), 'New Course', 'Cross-List an Undergraduate Course and Graduate Course', 'Directed Study', 'Special Topics', and 'New Degree/Major Program'. Each process entry includes a progress indicator and the number of mandatory steps. On the right, the 'Process Summary' for 'New Course - Training' is shown. It details the 'Process Steps' for two entities: 'Originator' and 'Department Curriculum Committee'. For the 'Originator', participants include 'Originator' and step details include 'Work: edit, comment', 'Decisions: approve', 'Requests Available: custom', 'Agenda: no', 'Signature: no', and 'Deadline: none'. For the 'Department Curriculum Committee', participants include 'Training Committee Chair' and 'Training Committee Member', and step details include 'Work: comment', 'Decisions: approve', 'Requests Available: none', 'Agenda: no', 'Signature: yes', and 'Deadline: none'.

To start a proposal, choose *Liberal Studies Course* (three options), *Undergraduate or Graduate Course Change* (affects 1 department), *Undergraduate or Graduate Course Change* (affects more than 1 department), **\*\*Undergraduate Course Change – Fast Track, Undergraduate or Graduate New Course, Undergraduate or Graduate New Program, Undergraduate or Graduate Program Change, OR \*\*Undergraduate Program Change – Fast Track.** We also have a Policy Proposal Form available for new policies/changes to existing policies that appear in the Catalog.

Next, select the blue checkmark to start the proposal. Be sure to select the appropriate level: Graduate or Undergraduate.

**\*\*Fast Track Proposal Options must meet certain criteria to be considered. Please consult with Suzanne Melton (x3016) prior to initiating this proposal type.**

**Additional Note: To see if your proposal affects more than 1 department, run an impact report (located under the reports tab). It is important to run this report prior to selecting the type of proposal you will launch as you cannot change the proposal type after launch..**

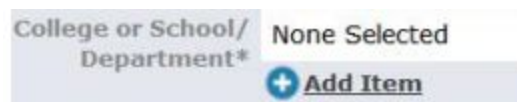
This is a close-up of the 'New Course - Training' entry from the list. It shows the title 'New Course - Training' and a progress indicator consisting of 15 squares, with 8 filled and 7 empty. A blue checkmark icon is visible to the right of the progress indicator.

Here you will see the Proposal Toolbox, allowing you to complete the appropriate fields to propose an item based on the approval process selected.

The left pane will contain the information you will need to provide prior to launching a new proposal. The right pane will display the steps required for approval. **The approval steps are automatically populated based off the information you provide on the left-hand pane. Once a proposal is launched, the approval steps cannot be changed.**

Directions for each proposal will appear at the top of the form. The icon can be used to display help text throughout the form. Items listed with an asterisk are required.

**\*\*If you are completing a course or program change, you must Import the existing curriculum, complete only the asterisks fields, Launch your proposal, and then proceed to edit/enter data in the remaining fields.**



Items listed with a blue plus symbol and “Add Item” are Smartfields.

When you select a Smartfield, Curriculog will launch a dialog box allowing you to select an option.



When you select an item, it will be highlighted blue and you will click “Done”. The item selected will now be visible within the proposal form.

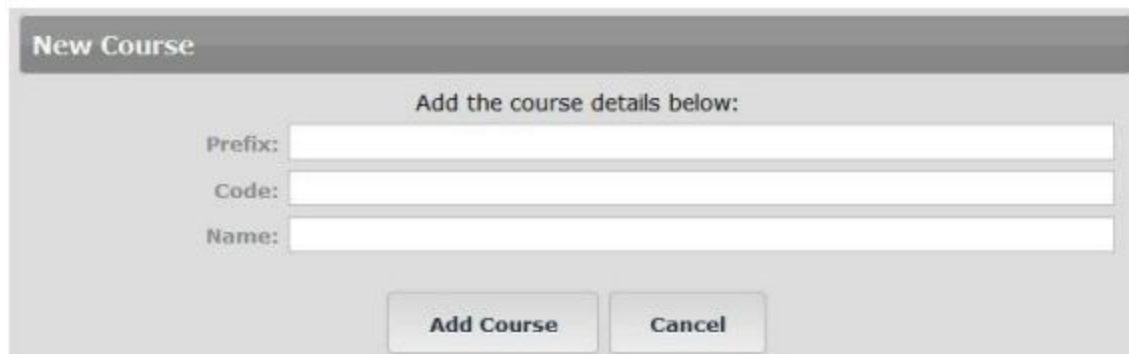


Text fields simply require you to insert text. **Please do not use any special characters, bold, italic, or underlining.**

Select “Add Course” to begin. A dialogue box displays prompting you to choose how you would like to add a course. You will have the options of importing courses, manually adding them, or canceling the process. Note: if the “Import Courses” option is not available, you will need an Administrator to grant you permission to import items.



If you elect to manually add a course, you will need to provide a Prefix, Code and Name for that course.



**New Course**

Add the course details below:

Prefix:

Code:

Name:

To import a course, select "Import Courses". A pop-up window will display featuring the Integration Manager, which allows you to search for courses in the system currently mapped to Curriculog. To begin, select the catalog you would like to import from.

**\*\*If you are making a program or course change, you need to Import from the current catalog so the proposal will capture the prospective curriculum.**

## Import Data Into Your Proposal

Select an external system from which you would like to import courses.

Acalog: 2014-2015 Undergraduate Catalog (IN PROGRESS)

Next, you will be presented with filter options that may be used to find the course you would like to import.

## Search 2014-2015 Undergraduate Catalog (IN PROGRESS)

Using the faceted search below, locate the course or program you would like to import into this proposal.

### Filter Courses

Search all courses

Or add filter

Start Date:

End Date:

Sort Results By:

Exclude previously imported items

The search will default to searching through all courses, but you may use the 'add filter' drop down menu to select additional filtering options. When reviewing the search results, you can click on them to choose to add

them to the Proposal. Selected courses will be indicated in a darker gold color.

### Search Results (1 to 20 of 474)

MUSI 4435 (Name of Instrument) Pedagogy and Literature

MUED 3360 (Name of Instrument) Techniques

ENGL 4460 19th-Century American Literature

ENGL 4470 19th-Century British Literature

ENGL 4480 19th-Century World Literature

When all of the courses have been selected, click on 'Add Courses to Proposal'. Note: the import will have to be mapped by an Administrator in the approval process before you may import courses.

Once courses are added, they will be listed in the proposal and may be added within cores.



## Program Structure

It is important to follow the appropriate Program Structure. Organizing program requirements across programs helps readability and helps others find and compare requirements between programs. Curriculog uses the concepts of cores to facilitate organization. Using a common set of core titles and a common order of presentation is beneficial.

You may utilize drag/drop to reorganize your Core programs.

An example of Shared Core, Program Core, and Indented Cores, along with Suggested Titles for Program Cores can be found in the Program Structure Style Guide on page 28.

After you have added courses to a program, they will appear in as a list in the Curriculum Courses view. Hovering over a course will highlight it white and a blue 'x' will appear to the right. A dialog box will open prompting you to confirm that you would like to remove the course by selecting "Remove Item".

**Select the "Preview Curriculum" icon to ensure the curriculum shows as desired. Note: this information will import to the catalog as shown in this view. Once the proposal is in approval step process, there is no way to import.**

## Agendas

Agendas provide functionality to create a meeting agenda for discussing proposals that require an agenda as a part of the approval process. Only Agenda Administrators have the ability to create, edit, publish and make decisions upon an agenda. Agenda Administrators will be able to create agendas and approve proposals on behalf of a committee; however, they will not have access to the Administrator Dashboard.

When a user navigates to the Agendas Module, they will see a list of agendas in the left pane. As a user, the Agenda Module is available to you. The first ten agendas will appear in the list and further agendas can be accessed using the “Next 10” button. Additionally, if the user is an Agenda Administrator, they will have the ability to create a new agenda and make decisions on behalf of a committee on the proposals placed on the agenda.



Each row will indicate the name of the agenda, the number of proposals attached to the agenda, when it was created and by whom. When working within agendas, several icons appear indicating the following options:

**View Agenda** - Clicking this icon will display the agenda in the left pane.

**View Agenda Summary** - Clicking this icon will display a summary of the agenda in the right pane.

**Edit Agenda** - Clicking this icon will again take you to the agenda, with the ability to edit the agenda.

**Print Agenda** - Clicking this icon will open a pop-up window with a printer-friendly version of the agenda and its proposals for use at the committee meeting.

**Publish Agenda** - Clicking this icon will publish the agenda. Note: Once an agenda is published, it cannot be



edited. A dialog box will open and you must confirm that you would like to publish the agenda.

**Delete Agenda** - Clicking this icon will delete the agenda. A dialog box will open and you must confirm that you would like to delete the agenda. Note: Once an agenda is published, it cannot be deleted.

**Archive Agenda** - Clicking this icon will archive the agenda.

**Unpublish Agenda** - Clicking this icon will unpublish the agenda. Users may not view unpublished agendas. However, they make make decisions on proposals included within an agenda.

## Manage Agenda

To make changes to an unpublished agenda, click the *"Edit Agenda"* icon. You will be able to associate a specific committee with the agenda, enter notes and edit the proposals included in the agenda. If you've completed your work with the agenda and would like to publish it, click *"Publish Agenda"*.

The screenshot shows the 'Manage Agenda' interface for 'April Meeting 2'. The header includes the title 'April Meeting 2' and the subtitle 'Manage Agenda'. Below the header is a navigation bar with a play button icon on the left and information and refresh icons on the right. The main content area is divided into two sections: 'Agenda Information' and 'Proposals'.

**Agenda Information**

- Agenda Name\*** April Meeting 2013
- Committee\*** Curriculum Committee
  - + Add Committee
- Notes:** [Text area with a three-dot menu icon in the bottom right corner]
- Status:** Unpublished

**Proposals**

- + Add Proposals

ACCT - 421 - Advanced Accounting

Agenda Administrators may make their decisions on behalf of the committee on the proposal or directly from the agenda. To make a decision directly from the agenda, navigate to the Agendas Module and select the edit icon to edit the agenda.

Agendas

+ New Agenda

April Meeting 2013  
Proposals: 1  
Created: 03 Apr 2013 by Dean Winchester

Edit Agenda

The agenda will display in the left pane. Agenda Administrators may select a decision from the decision drop down menu. Decisions other than approve and reject will redirect you back to the proposal for action.

May Meeting  
Manage Agenda

Agenda Information

Agenda Name\* May Meeting

Committee\* Curriculum Committee

Notes:

Status: Published

Proposals

BLED - 205 - Slow Mo Dove

decision ▾

- ✓ Approve
- ✗ Reject
- ⏸ Hold
- ⏸ Suspend
- ⏸ Cancel
- ⏸ Route

Decisions may also be made directly on the proposal from the Agenda Administrator. When navigating to the decision icon, you will be prompted for a decision on behalf of the committee you are the Agenda Administrator for.

**Proposal Toolbox**

Status: ●●●●○

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**Your Decision**

**Decision 1: Curriculum Committee**  
 You are the agenda administrator for this committee, and your decision will be calculated into the final verdict. What would you like to do with this proposal?

Approve                       Hold  
 Reject                          Suspend  
     Cancel  
     Custom Route

Please comment on your decision below.

**Make My Decision**

If you are an Agenda Administrator for more than one committee on the same step, it is possible that a proposal may be placed on more than one agenda for you to make a decision on. The multiple icon will appear when hovering over the proposal in the My Tasks tab.

**Curriculog™** | Proposals | Agendas | Accounts | Reports

My Tasks | My Proposals | Watch List | All Proposals

+ New Proposal | Process Summary

Filter by: All Tasks (by name) | Advanced Filter

**ACCT - 421 - Advanced Accounting**  
 Steps: ●●●●○  
 Last Modified: 26 Feb 2013 by Donna Noble

My current decision: Curriculum Committee: None, Review Committee: None

To view committee members, select the triangle to the left of the committee name within the step.

**Curriculum Committee** Status: Working

**Participants**

- ▲ Review Committee
- View Non-Voting Members lig \*
- ▲ Curriculum Committee
- [February Course Proposal Meeting](#)
- Martha Jones \*
- Dean Winchester \*
- Sam Winchester \*

**Activity**

Required for Approval: 100% required  
 Time Spent: 42 days  
 Changes: No  
 Comments: No  
 Agenda: Yes

*\* Agenda Administrator*

Only the Agenda Administrator vote is calculated into the final decision (i.e., because s/he votes on behalf of the committee). Note: Agenda Administrators are identified by an \* to the right of their name on the proposal step. Committee members will receive notification when a proposal reaches a committee step. They may submit their opinion on each individual proposal.

The screenshot shows a web interface titled "Proposal Toolbox" with a status indicator of four green circles. Below the title bar is a navigation menu with icons for chat, menu, home, add, checkmark, refresh, and close. The main content area is titled "Your Decision" and contains the following text:

**Opinion 1: Curriculum Committee**  
 You may give your opinion for whether this proposal should progress. However, only agenda administrator votes will be calculated into the final verdict. What would you like to do with this proposal?

Approve  
 Reject

Please comment on your opinion below.

Below the text is a large white text input field. At the bottom of the form is a button labeled "Give My Opinion".

When all proposals on an agenda have a decision, the agenda SHOULD be archived by the Agenda Administrator. A message will display in a pop up window asking if you would like to archive the agenda. You may archive the agenda by selecting the option in the message or simply navigate to the archive agenda icon in the upper left of the agenda and the agenda will be archived.

## New Agenda

The Agenda Administrator will have the ability to create a new agenda when proposals are eligible for inclusion within an agenda. A proposal is eligible for inclusion within an agenda when it has reached a step which includes an Agenda Administrator, typically a committee step. A new agenda may be created by clicking on the "New Agenda" option.

Once the agenda name is entered, click “Add Committee” to select the committee. The notes field allows you to enter notes for this agenda. Next, click on “Add Proposals” to add the proposals to the agenda for review. A dialog box will open displaying the eligible proposals.

Select the proposals to add to the agenda and then click “Done Selecting Proposals.” The proposals will now appear in the Proposals section of the agenda. You may view the Proposal Summary or the Proposal utilizing the appropriate icon displayed when hovering over the proposal within the agenda.

Publishing the agenda will make the agenda available to all participants on the step. To publish the agenda, navigate to the icon in the upper left and click on the “play” icon. You may also print an agenda utilizing the print icon in the upper right. Note: Once an agenda is published, you may unpublish it as long as no decisions have been made on the agenda.

## Accounts

From your personal dashboard there will be two tabs available under the Accounts Module of Curricolog.

## Users

This tab will display a list of all users within Curricolog. You may sort results by Name, Role Type, or Entity using

the drop-down menu in the upper left. You may also use the alphabet links to filter the list of Users displayed. Hovering over a user row will highlight it blue-gray and display an envelope icon to the right of the user's name. Ten results will display in the pane; selecting "Next 10" or "Previous 10" will allow you to scroll through pages of results.

The screenshot shows a web interface for managing users. At the top, there are two tabs: 'Users' (selected) and 'My Settings'. Below the tabs is a sort menu with 'Name' selected and a dropdown arrow. To the right of the sort menu are alphabet links: 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z - All Users'. The main content area is a list of users, each with their name and role. At the bottom of the list are two buttons: 'Previous 10' with an up arrow and 'Next 10' with a down arrow.

Sort by: <b>Name</b> ▼	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z - <a href="#">All Users</a>
<b>Aguilar, Catalina</b> No roles have been assigned to this user.	
<b>Anziano, Michael</b> Psychology Chair	
<b>Arbeeny, Pam</b> Curriculum Committee Member	
<b>Baranski, John</b> Curriculum Committee Chair	
<b>Barnes, Sherry</b> Registrar's Office Representative	
<b>Betka, Cheryl</b> No roles have been assigned to this user.	
<b>Booth, Paul</b> Curriculum Committee Member	
<b>Boxer, Majel</b> Native American & Indigenous Studies Coordinator	
<b>Brandon, Maureen</b> Dean of Arts & Sciences, Dean of Arts & Sciences	
<b>Brandt, Keri</b> Sociology Chair	

⬆️ Previous 10
Next 10 ⬇️

When hovering over a user, an envelope icon will appear to the right in that row. The envelope indicates you may send a message to that user. Emails will be sent from your email account and are not maintained within Curriculog.

Selecting a user row will display that user's Account Summary in a flyout on the right pane. This view displays the user's name, email address, any roles that have been assigned to the user and any committees those roles are associated with.

The screenshot shows a web interface with two main sections. On the left, under the 'My Settings' tab, there is a list of users. The 'Harkness, Jack' row is highlighted. On the right, the 'Account Summary' for Jack Harkness is displayed. It includes a 'Personal Information' section with input fields for First Name (Jack), Last Name (Harkness), and Email (jharkness@torchwood.edu). Below this is a 'Roles' section showing 'Department Chair - College of Arts and Sciences - College of Arts and Sciences'. A 'Committees' section at the bottom states 'None of the roles assigned to this user are associated with committees'.

## My Settings

Navigating to the “My Settings” tab and selecting your user row, you will be able to view the Account Summary for your account.

The screenshot shows a user profile dropdown menu. At the top, it displays a user icon and the name 'Jack Harkness' with a downward arrow. Below this, there are two menu items: 'My Settings' and 'Logout'.

You have the ability to change your name, email information and your password in the Personal Information section of the Account Summary. However, at WCU we utilize a single-sign on process and although you will still see this option, you will NOT actually have the capacity to change your password.

The screenshot shows the 'Account Summary' form for Jack Harkness. It features a 'Personal Information' section with the following fields: First Name (Jack), Last Name (Harkness), and Email (jharkness@torchwood.edu). Below these fields is a 'Change Password' section with a 'Change Password' button. At the bottom of the form, there are two buttons: 'Save Personal Information' and 'Cancel'.

Below the Personal Information section of the Account Summary, you will see Roles and Committees listed. As a user, you will not be able to add or edit your roles and committees. A system administrator can edit.



### Roles

 Department Chair - College of Arts and Sciences - College of Arts and Sciences

---

### Committees

None of the roles assigned to this user are associated with committees

The next section is User Rights which will be also controlled by an Administrator in the Administrator Dashboard. Those areas the user cannot edit will be grayed out. If you make any changes to this area you will need to select “Save Preferences”.

### User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

**Permissions**

Can Import

System Administrator

**User Preferences**


Display Forms

Originator

Email Options

Process

Signature Steps

Signature Pin  [View Pin](#)

## Reports

The Reports Module allows the user to generate reports on proposal activity within Curriculog. The reports available are determined by the Administrator. You may export all reports as a CSV file by selecting “Export Report as CSV”.

**Pending Proposals Report** - provides a list of all proposals within the system sorted by status. Select the criteria desired for the report and select Generate Report.

**User Activity Report** - provides a detailed view of a single user's participation within Curriculog by proposal, including comments, edits, decisions and time spent. Select the criteria desired for the report and select Generate Report.

**Aging Report** - provides a list of all active proposals sorted by the greatest time in the system. Select the criteria desired for the report and select Generate Report.

**Bottleneck Report** - provides a list of the largest lag times for changes by user, role and entity (such as department). Select the criteria desired for the report and select Generate Report.

**Proposal Detail Report** - provides the complete details of a single proposal, with the ability to include a summary of user activities (edits, comments, decisions, time), comments, import source, files and crosslistings. Select the criteria desired for the report and select Generate Report.

**Proposal Progress Report** - provides the history of a proposal (its steps) in a flow diagram with user activity including comments, edits, time and decisions. Select the proposal desired for the report and select Generate Report.

**Impact Report** - provides all dependent elements of the curriculum for a particular curriculum item, such as prerequisites, corequisites, crosslistings, programs and campuses. To begin, enter a prefix and code. Then, select at least one catalog you would like to search for impacts. For example, if the catalog contains a prerequisite field that would likely have valuable relationship information for your Impact Report. You may select multiple catalogs and fields. Program information is returned with your report by default. Impact reports are available exclusively for courses.

**Historical Change Report** - provides the change log of all proposal versions of a curriculum item over time. Select the criteria desired for the report and select Generate Report.

## Undergraduate Curriculum Technical Review Checksheet

### Course Proposal Technical Review Checklist

(The Curriculum Proposal Guide (APR 17) is available online on [the Resources for Faculty and Staff page.](#))

1. has the number been used in the last 10 years (Check with Suzanne melton before selecting a new number)

2. course prefix and number reflects Curriculum Proposal Guide
3. course title reflects Curriculum Proposal Guide
4. course description is 100 words or less
5. course prereq/coreq reflects Curriculum Proposal Guide
6. consultation(s) from department(s) as needed (see reasons in Curriculum Proposal Guide)
7. all course elements including
  - a. course prefix, number, title, and description (same as catalog entry)
  - b. course objectives
  - c. liberal studies objectives (as appropriate to the LS category—see LS obj. doc)
  - d. textbook (or textbook possibilities if instructor not identified)
  - e. proposed course assignments/requirements
  - f. faculty listed comply with SACS faculty credential requirements
8. Current catalog description is imported from proposed catalog
9. Format for course catalog entry

PREF ### (credit hours) Course description in 25 words or less. Contact hour clarification if needed.

Prereq/coreq (LS category)

## **Undergraduate Program Plan of Study Proposal Technical Review Checklist**

(The Curriculum Proposal Guide (APR 17) is available online on [the Resources for Faculty and Staff page.](#))

1. Appendix A or B and Cover Sheet is included--- complete with hard data justifying numbers of majors proposed (for new programs)
2. Appendix F for distance program (with Distance Education Impact Cover Sheet attached)
3. Minor is between 15-24 hours
4. Consultation forms attached from department(s) as needed
5. no less than 120 hours and no more than 128 hours required in the degree program (Justification may be required if you are proposing a program over 120 hours)
6. all concentrations have equal number of hours in the program (may include different number of electives)
7. concentration does not exceed 26 hours
8. majors with 27-45 hours require minor, second major or other approved program
9. 46-64 hours in majors that do not require a minor or second major
10. 50% of courses required in the major at the 300-400 level
11. 25% of the total degree program courses are required at the 300-400 level
12. 8 semester plan attached and accurately reflecting LS requirements as well as requirements in the major
13. Catalog format for degree (consider all that apply):

Major Title Degree (total hours) Admission to the Program requirements as well as any other requirements (i.e. maintain 3.0 in major, etc.)

Liberal Studies requirement statement (and specific guided LS courses if needed)

Major Requirements

Core Requirements (credit hours)

List of Core Requirements Concentration OR second major /minor statement  
(credit hours required)

Concentration I Title

List of requirements for this concentration

Guided Electives

General Electives

## Graduate Curriculum Technical Review Checklist

(The Curriculum Proposal Guide (APR 17) is available online on [the Resources for Faculty and Staff page.](#))

1. has the number been used in the last 10 years (Check with Suzanne Melton before selecting a new number)
2. course prefix and number reflects Curriculum Proposal Guide
3. course title reflects Curriculum Proposal Guide
4. course description is 100 words or less
5. course prereq/coreq reflects Curriculum Proposal Guide
6. consultation(s) from department(s) as needed (see reasons in Curriculum Proposal Guide)
7. LS course proposal form attached (as needed)
8. all course elements including
  - a. course prefix, number, title, and description (same as catalog entry)
  - b. course objectives
  - c. liberal studies objectives (as appropriate to the LS category—see LS obj. doc)
  - d. textbook (or textbook possibilities if instructor not identified)
  - e. proposed course assignments/requirements
  - f. faculty listed comply with SACS faculty credential requirements

9. current catalog description is imported from current catalog
10. Format for course catalog entry

PREF ### (credit hours) Course description in 100 words or less. Contact hour clarification if needed.  
Prereq/coreq (LS category)

## Graduate Program of Study Technical Review Checklist

(The Curriculum Proposal Guide (APR 17) is available online on [the Resources for Faculty and Staff page.](#))

1. Appendix A (B for doctorate) and Cover Sheet complete with hard data justifying numbers of majors proposed
2. Appendix F for distance program (with Distance Education Impact Cover Sheet attached)
3. Consultation forms attached from the department(s) as needed
4. all concentrations have equal number of hours in the program
5. 50% of courses required for master's degree at 600 level or above
6. 50% of courses required for education specialist degree at 700 level or above
7. at least 24 hours must be earned as resident credit hours (check with the Graduate School about rules for distance programs)
8. teacher education programs require at least 1 semester of full time graduate work
9. must be stipulated that degree programs must be completed within 6 years
10. Catalog format for the graduate degree

Major Title Degree (total hours) Admission to the Program requirements as well as any other requirements (i.e. maintain 3.0 in major, etc.)

Major Requirements

Core Requirements (credit hours)

List of Core Requirements

Concentration OR second major /minor statement (credit hours required)

Concentration I Title

List of requirements for this concentration

Concentration II Title

List of requirements for this concentration

Guided Electives

General Electives

## Emergency Actions

When emergency action is needed on a curriculum proposal, the power to take such action is vested in the Associate Provost, in consultation with the relative dean, as appropriate. Please contact your Curriculog administrator (x3016) to inquire.

## Course Descriptions

Course descriptions should be no more than 100 words. This length does not include prerequisites, corequisites, or S/U grading, or other wording not pertaining to the description. Keep the description brief. Detailed descriptions can go into the Core details of the curriculum.

## Consultation Forms

Many academic programs consist of courses offered by departments other than their own. Changes that are planned to curriculum might have an impact on other departments. Consultation forms must be submitted via Curriculog from any other department affected by the course proposal or change. Some of the reasons for consultations may be:

- Course proposal has similar content to content in another department.
- Course proposal has prerequisite/corequisite from another department.
- Course proposal impacts another major from a different department.
- Course proposal might be of particular interest to another department to list as an elective choice.

Departmental Consultations Forms are located at the following page:

<https://intranet.wcu.edu/academicaffairs/AA%20Curriculum/Home.aspx>

## Program Structure Style Guide

Organizing program requirements across programs helps readability and helps others find and compare requirements between programs. The Curriculog uses the concept of cores to facilitate organization. Using a common set of core titles and a common order of presentation is beneficial.

The screenshot shows the Curriculog interface with a curriculum tree on the left and explanatory text on the right. The tree includes sections like Liberal Studies Hours, Major Requirements, Concentration, Ecology and Evolutionary Biology, and General Electives. Annotations point to specific items: 'Shared Cores' points to 'Liberal Studies Hours: 42', 'Program Cores' points to 'Ecology and Evolutionary Biology', and 'Indented Cores' points to 'General Electives'. A hint at the bottom right says: 'HINT: drag-n-drop cores to rearrange their order or change the indentation level'.

**Shared Cores:** Shared cores can be reused between programs. They cannot be edited as part of a program proposal.

**Program Cores:** Program cores are unique to the program.

**Indented Cores:** Indenting indicates a dependent relationship and affects the style of heading applied to the title of the core in the final published catalog.

**HINT:** drag-n-drop cores to rearrange their order or change the indentation level

## Suggested Titles for Program Cores

CORE TITLE	DESCRIPTION
Detailed Description	The program description field in Curriculog does not display to Curriculog users when they preview the curriculum. Recommended practice is to think about the Program Description field as a "brief description" and add a more robust description into a program core.
Admission Standards	
Retention Standards	
Accreditation	
Major Requirements	If the major is organized into different groups of courses that do not rise to the level of a concentration those groupings should be managed as dependent cores.
Program Electives	
Concentrations in ____	Each concentration would be in a unique core.
Language Requirement	
General Electives	General Electives
Liberal Studies Recommendations	If any LS courses can be reused in the major or in a concentration list them in their own program core and indent the program core below the shared Liberal Studies core.
Required Second Program	
Additional Requirements	

Other program cores to consider.

- Comprehensive Exams
- Thesis Requirement
- External Engagements

### Examples Liberal Studies Recommendations

Example 1 Liberal studies courses that must be taken for the major are the following: P1 - ECON 231, C5 - GEOL 310, C2 - MATH 146, P1 MKT 409 (this course is required for the major and also counts as an upper level perspective), C5 PHYS 130.

Example 2 Some SAC's can count toward Liberal Studies and can affect the total number of hours to complete your degree.

### Additional Requirements

Example 1 To graduate students must have a cumulative GPA of 2.2 or higher for all courses in the major taken at Western Carolina University.

Example 2 Majors must earn a C or better in the following courses: COMP 1010, COMP 2020, OMGT 2540, and all courses within the major to graduate.

## Course List Style Guide

**Consider this list**

The following are required

- FWTR 4360
- WATR 4660
- WATR 4950
- or
- WATR 4960
- WATR 4220
- WATR 4520
- and
- ATMO 4520
- ATMO 4619
- WATR 4675

Course lists must be precise and have a single meaning. Consider the list to the left.

Do the conjunctions (and & or) apply to

1. the Individual courses they separate?
- or,
2. the blocks of courses they separate?

Parentheses do not display well in the catalog.

### Suggestions



Take

- ENGL 312
- ENGL 414
- ENGL 319

And Either

ENGL 413

or

ENGL 416

Take

- Course 1
- Course 2
- Course 3
- Course 4
- Course 5

Either

- Course A, or
- Course B

Either

- Course Y,
- Course Z

Twelve hours are required

Choose from

- Course 1
- Course 2
- Course 3
- Course 4
- Course 5

- Course 6

Either

- Course A, or
- Course B

Either

- Course Y, or
- Course Z

## Curriculog Style Items, FAQ's, and Other items to consider

Items to aid in maintaining consistency in style throughout the catalog:

- Do not include parentheses around credit hours, including credit hour ranges.
- Do not use special characters, bold, italic, underlining, or special formatting
- Do not add “PREQ” or “COREQ” to course description. This is automatically added in Acalog when these fields are populated with the designated prerequisites or co-requisites.
- When identifying prerequisites or co-requisites, include BOTH course prefix AND number.
- **ALWAYS** include the schema for program changes. If no schema is included, the program changes import into Acalog as empty.
- Impact reports should be included as necessary. This is especially important for course number or prefix changes; otherwise, it is difficult to identify the old course number or prefix.
- When considering appropriate course titles, be mindful that the Banner field for entering course names only allows for 30 characters. Course titles that significantly exceed 30 characters, require extensive abbreviation, which can diminish the specificity of the course title.
- When entering changes in Curriculog, use the proper program tools in Curriculog to do so. Copying and pasting changes over existing program information can corrupt or erase all existing program information!

**Why doesn't my proposal show the curriculum?** When making a change to an existing program or course, you will always choose to import the current curriculum prior to making any changes. Be sure to check your prospective curriculum before accepting your approval step.

**How do I know if I need a course change proposal that affects 1 department or more than 1 department?** If you are unsure if your change will affect more than one department, run your impact report from the reports tab **before** selecting the type of proposal you will begin.

**Why can't I add an approver step?** Once a proposal is launched, the approval

steps are set and cannot be changed.

**Can I receive additional training?** Absolutely. Contact Suzanne Melton, X3016 to set up a time that is convenient.

**Of Note:**

\*\*Curriculog is inactive from the middle of May until the end of July. No proposal processes are active at this time.

\*\*A program change proposal must be submitted along with any new course/course change(s) that affect the program.

\*\*Effective dates: Approved changes are effective fall term of the following academic year. Approved course changes will not be implemented until the related program change has also been approved.

Additional resources for Curriculum can be found on the following page:

<https://intranet.wcu.edu/academicaffairs/AA%20Curriculum/Home.aspx>