

Curriculog - Make a New Course


1. Log in to Curriculog: <http://wcu.curriculog.com>

2. Click on “New Proposal” 

3. Pick the type of course you are creating

3.1. If you are creating one of the Liberal Studies course types, use those and be sure to add all the documentation needed.

3.2. The majority of the time, you will use “**New Course Proposal**”

4. Hover your cursor over the type of change you will use and click on the blue circle with a white checkmark that appears in that row 

5. Fill in all required fields. Note that you may need to fill in several optional fields as well. Notes on a few fields:

5.1. **Course number** – For each course prefix, you cannot reuse a course number that has been used at any time in the past 10 years. If you’re not sure, check with curriculog@wcu.edu

5.2. **Title** – Be brief and accurate. Titles that copy (or nearly copy) an existing course will be at least carefully scrutinized.

5.3. **Course Description** – We are no longer limited to 25 words, but brevity and clarity are encouraged.

5.4. **CIP Codes** – Each course must have a CIP code, categorizing the subject matter to be covered. To find your CIP code:

5.4.1. Click on the link provided on the page

5.4.2. Click the “Search All CIP Codes” link.

5.4.3. Try key words from the course title in the “Search terms” box

5.4.4. For “Search within” check only Title and Definition

5.4.5. It may help to select a general field in the “2-digit series” drop-down menu

5.4.6. Click Show Results

5.4.7. For example, a course on reading for elementary education might search this way:

Search terms: [Advanced Search](#)

Search within: Title Definition Examples

2-digit series: ▾

CIP types: 2 digit CIP code 4 digit CIP code 6 digit CIP code

Actions: No substantive changes ★ New × Deleted ◀ Moved from ▶ Moved to

5.4.8. The search results may look like this:

1 records found. Viewing page 1 of 1 Print Export

<input checked="" type="checkbox"/> Text Changed ?	<input checked="" type="checkbox"/> Title & Definition ?	<input checked="" type="checkbox"/> Action ?	<input checked="" type="checkbox"/> CIP Code ?	<input checked="" type="checkbox"/> Moved To / Report Under (2010) ?	<input checked="" type="checkbox"/> Moved From (2000) ?
	Reading Teacher Education. A program that prepares individuals to diagnose reading difficulties and to teach reading programs at various educational levels.	-	13.1315		

5.4.9. Note the six-digit CIP code in the CIP Code column. Type this in, or copy and paste, to Curriculog

5.4.10. If you are not satisfied with this result, you can click on the title in the Title & Definition box to see other CIP codes that are close. You can also start over with new search terms.

5.5. **Is this a professional education course?** - Basically, if the course is part of a program that is represented at the Professional Education Council, then check “yes.” Otherwise, “no.”

5.6. **Scheduled student contact hours per week** – normally the same as the credit hours in the course. For unusual courses like internships, type “Varies.”



5.7. **Will this course impact one or more programs?** – Is this new course going to be part of a program? If so, check Yes and make sure you submit a program change at the same time you submit this course proposal.

5.8. **Learning Outcomes** – These may be the course objectives you already have in your syllabus. Though the field is not indicated as required, the CEAP Curriculum Committee will not approve a proposal without them. Also, make your proposals appropriate to the level of the course. E.g., graduate courses should have learning outcomes that are from higher levels of Bloom’s Taxonomy.

5.9. **Brief explanation for why the new course is needed** – Be brief, but thorough. Why are you making this course? Our committee looks more favorably on explanations that tie back to the college’s strategic plan, that note assessment data that led to this course, and/or shifts in the field or accreditation requirements. If this has been offered as a Special Topics and is now being turned into a regular class, indicate that here.

5.10. **List proposed course requirements** – List the major assignments or assessed activities in the course. For example, a major project or writing assignment, a field experience or practicum, a group presentation to the community, etc. Our committee will look favorably on course

requirements that are aligned with learning outcomes. Our committee and others may examine the percentage weight of each assignment that counts toward the final grade.

- 5.11. **List proposed text(s)...** - If you have a textbook, put it down with the ISBN number. If you have a series of articles or other readings, indicate this. This field does NOT lock you in to a textbook permanently, only indicates that there is one that will likely be used for the first several semesters.
 - 5.12. **List faculty and credentials who may possibly teach the course** – This does NOT lock these faculty into teaching this course. The purpose is to indicate 1) we have faculty with expertise in this who can teach it and 2) ensure for graduate courses that they have an appropriate degree level
 - 5.13. **Provide consultations...** - You can obtain consultation via email and paste those emails into this box. Alternatively, you can paste consultations into a Word document, attach that, and indicate here that we should look in the attachment(s). You must consult with other programs (whether in our college or others) if the content overlaps with their area. Also, provide consultations from other programs that plan to offer this course.
 - 5.14. **Syllabus** - For a new course, you must attach a final draft of the syllabus. Indicate generic dates if you include a schedule. If this course was taught previously as a Special Topics, do not attach that version, but update it with the course prefix, number, title, etc. The committee will look unfavorably on a syllabus that differs from the information in the fields above.
6. If you have all parts of the proposal ready and all files uploaded, **you need to Launch the proposal.**
Click the Launch icon near the top . If a field was left off, then you will get an error message.
 7. Click the Decisions button near the top right of the page  and you will select to **“Approve”** this proposal. Click the “Make My Decision” button and your proposal will go to the next part of the approval process.