

Electronic Curriculum Change Process

Bret Wagner



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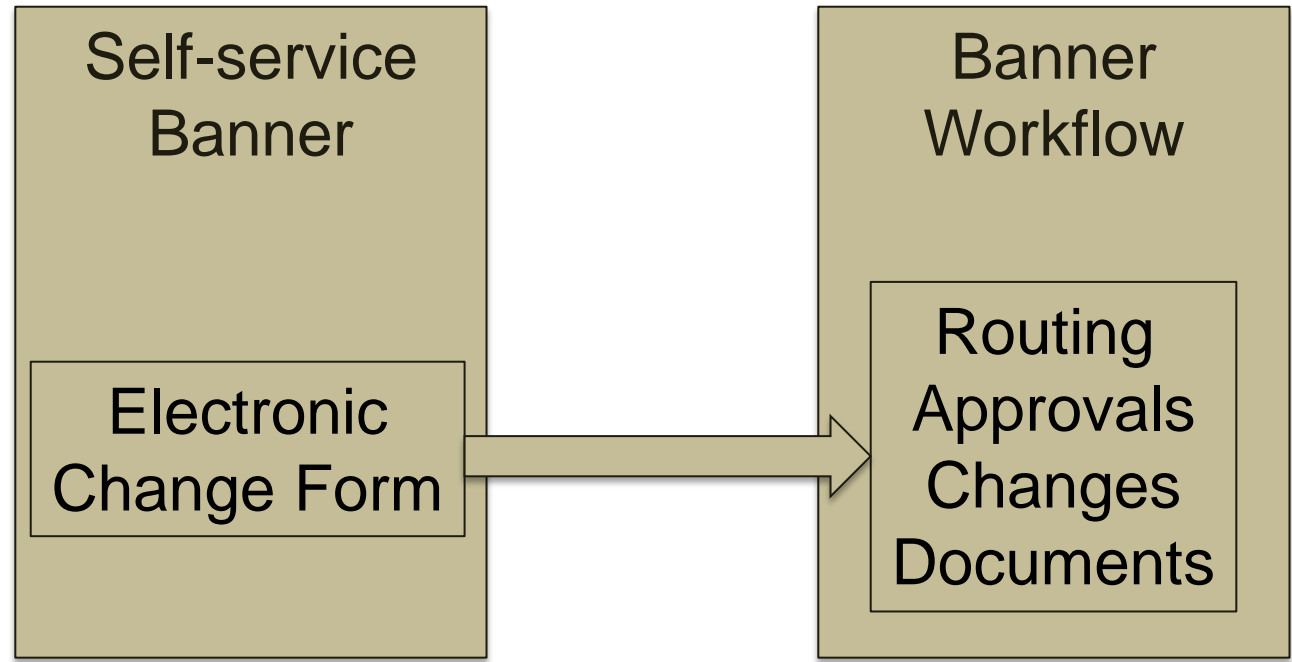
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Electronic Curriculum Change

Process

- Project started 2010
- Currently for courses only
 - After implementation, programs will be added
- Not a miracle cream
- Solves 4 major issues
 - Handling paper
 - Complicated change form
 - Managing the approval process
 - Posting changes
- Pilot test in Haworth College of Business
- Curriculum is still complicated!

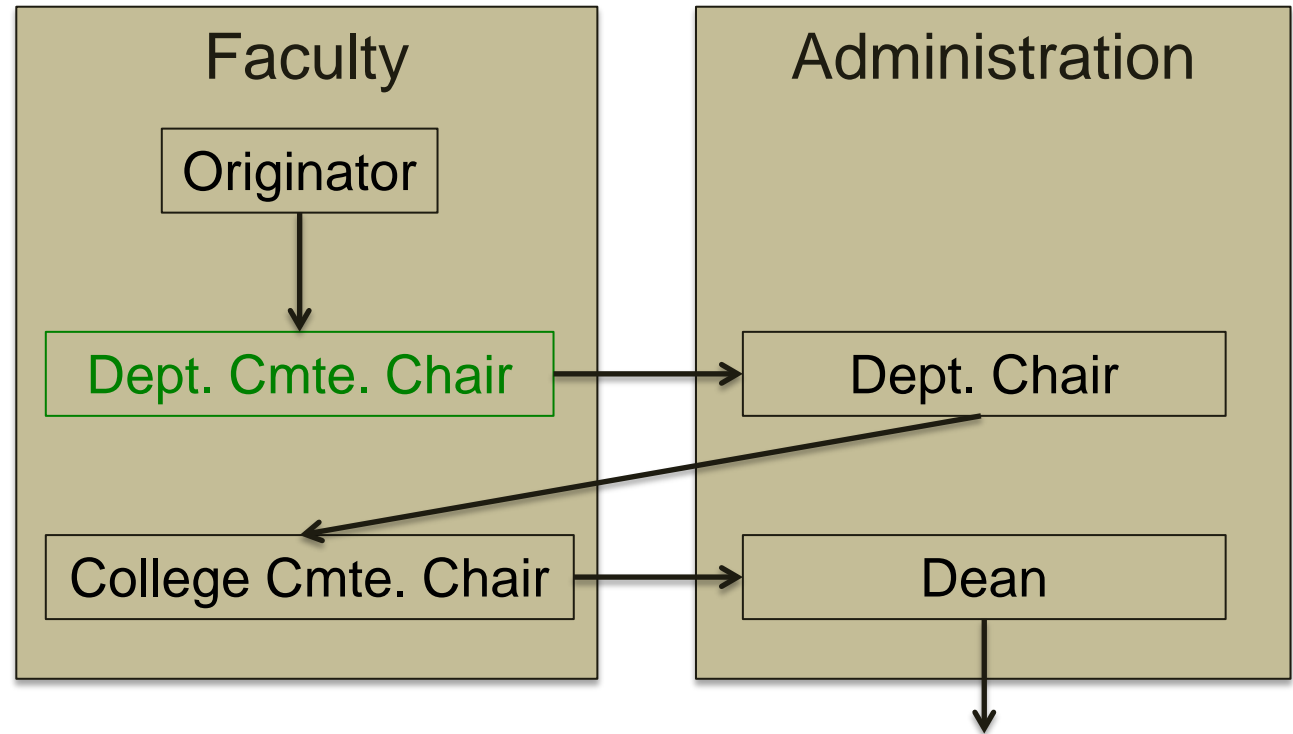
Electronic Curriculum Change Process



- Electronic change form in Self-service Banner
- Change form is routed in Banner Workflow
- Supporting documents added in Banner Workflow
- Changes are made in Banner Workflow



Electronic Curriculum Change Process



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Rejected changes returned to
originator in editable form

Revised changes go through
all approval steps

Electronic Curriculum Change Process

- E-mails supplement Banner Workflow
 - Forwarded for department meetings
 - PDF'd and Posted for College Meetings
- College Change Numbers (e.g. HCoB 1315) added at College Chair Approval
- Does not change deadlines!
- **Every month is curriculum change month!**



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Deconstructing the paper form

REQUEST TO COLLEGE CURRICULUM COMMITTEE FOR CURRICULAR IMPROVEMENTS

DEPARTMENT: [] PROPOSED EFFECTIVE SEMESTER: [] COLLEGE: []

PROPOSED IMPROVEMENTS

Academic Program

- New degree*
- New major*
- New curriculum*
- New concentration*
- New certificate
- New minor
- Revised major
- Revised minor
- Admission requirements
- Graduation requirements
- Deletion Transfer
- Other (explain**)

Substantive Course Changes

- New course
- Pre or Co-requisites
- Deletion (required by others)
- Course #, different level
- Credit hours
- Enrollment restriction
- Course-level restriction
- Prefix Title and description
(attach current & proposed)
- General education (select one)
Not Applicable
- Other (explain**)

Misc. Course Changes

- Title
- Description (attach current & proposed)
- Deletion (not required by others)
- Course #, same level
- Variable credit
- Credit/no credit
- Cross-listing
- COGE reapproval
- Other (explain**)

** Other: []

Title of degree, curriculum, major, minor, concentration, or certificate: []

Existing course prefix and #: [] Proposed course prefix and #: [] Credit hours: []

Existing course title: []

Proposed course title: []

Existing course prerequisite & co-requisite(s): []

Proposed course prerequisite(s) []

If there are multiple prerequisites, connect with "and" or "or". To remove prerequisites, enter "none."

Proposed course co-requisite(s) []

If there are multiple co-requisites, they are always joined by "and."

Proposed course prerequisite(s) that can also be taken concurrently:

Is there a minimum grade for the prerequisites or co-requisites?

The default grades are D for undergraduates and C for graduates.

Major/minor or classification restrictions:

List the Banner 4 character codes and whether they should be included or excluded.

For 5000 level prerequisites & co-requisites: Do these apply to: (circle one).....undergraduates graduates both



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Self Service Banner

Workflow Curriculum Modification - Course Change

Please select the proposed improvements:

Please input the current course subject and number.

For example, ENGL 1050:

- Title
- Description
- Credit hours
- Course Number, Same Level
- Course Number, Different Level
- Prefix
- Level restriction
- Enrollment restriction
- General Education
- Pre or Co-requisites
- Variable Credit
- Credit/No Credit
- Cross-listing
- COGE Reapproval
- Other (explain**)

Next

Back

Cancel



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Self Service Banner

Only relevant questions included



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Workflow Curriculum Modification - Course Change

Please fill out the following questions specific to the Change Course Change:

All of the following questions are required. Please enter "Not Applicable" if the question does not apply to your request.

01. Existing course prefix and number:

For example, ENGL 1050.

MGMT 6200

02. Existing course prerequisites:

ACTY 6110, BUS 6180 and either (MGMT 6140 or MKTG 6140).

03. Proposed course prerequisites:

A prerequisite is a course that must be successfully completed prior to enrolling. If there are multiple prerequisites required, connect with "and" or "or". If no prerequisites are required, or you are removing existing prerequisites, enter "none".

none.

Self Service Banner

Catalog Copy Explicitly Included

12. Current catalog copy.

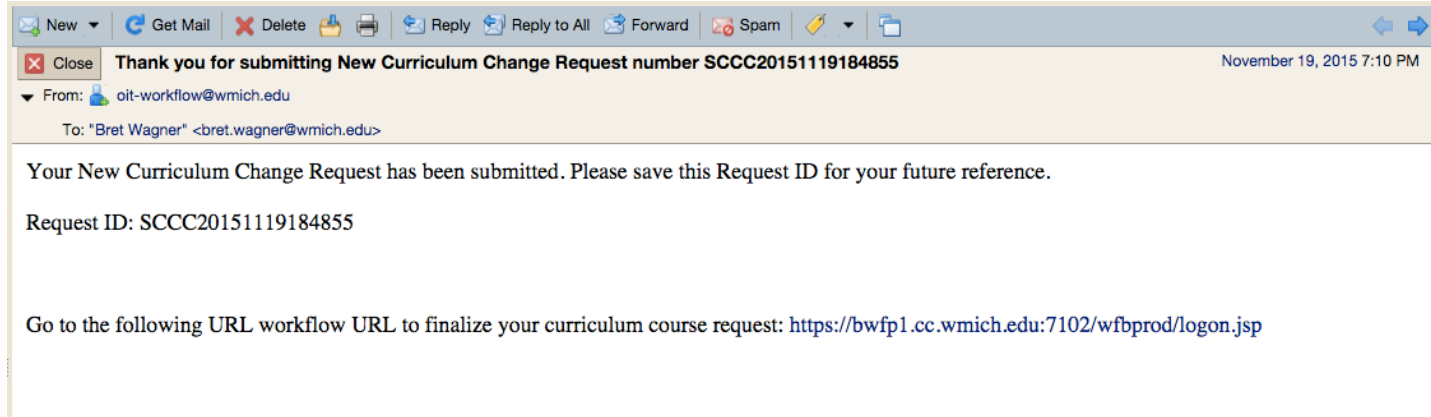
Through hands-on experiences, students learn how to configure an integrated Enterprise Requirements Planning (ERP) system to manage a firm's business processes and gain a better understanding of the nature of these processes. Management issues associated with implementing these packages are also explored.

13. Proposed catalog copy.



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e-mail notification



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Banner Workflow



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BANNER WORKFLOW

ellucian™

Username:

Password:

Remember my Username

Supporting Documents

Does course need General Education approval?

If Yes for General Education approval, please attach syllabus.

N

Will course be used in teacher education?

N

If 5000 level course, prerequisites apply to:

G

If this is a new course, please attach syllabus.

Complete

Save & Close

Cancel

Attachments

Attach File



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Routing and Tracking

Workflow Status

Hide Menu Logoff Help

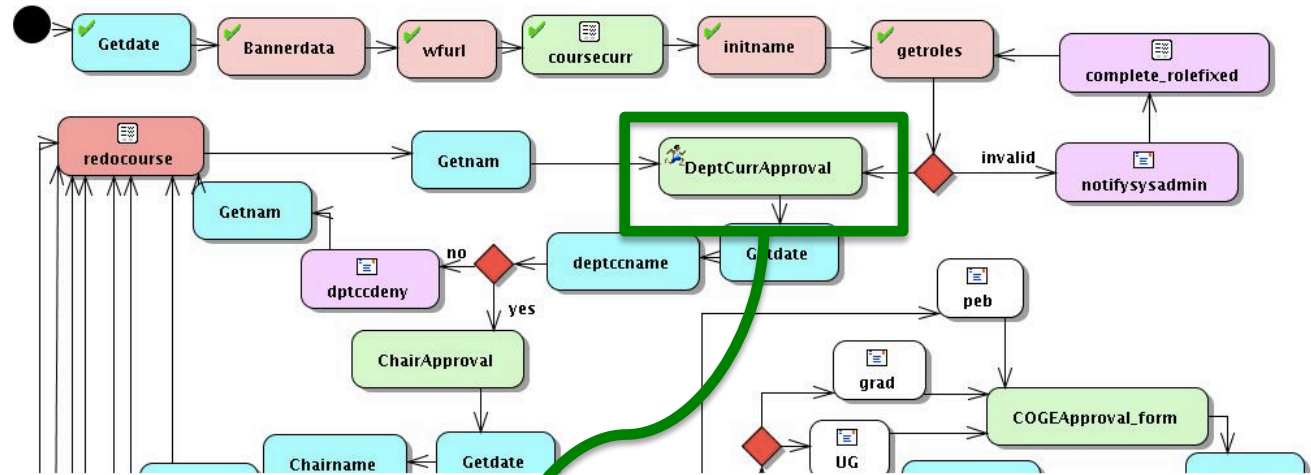
Organization: Root

Workflow Name: Course Changes - MGMT 6200 - SCCC20151119184855

Workflow Status Workflow Details

100%

Stop Workflow Last Refresh Date: 19-Nov-2015 07:25:53 PM















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Simplified Posting for College Meetings

2015-16 MEETINGS

October 21, 2015: Agenda

Management

-  [SCCC20151012140714: Major/minor restrictions](#)
-  [SCCC20151012140230: Major/minor restrictions](#)
-  [SCCC20151012084130: Add banner codes to MGMT 3010](#)
-  [SCCC20151012115206: Add banner codes to MGMT 4640](#)
-  [SCCC20151012121801: Add banner codes to MGMT 4140](#)
-  [SCCC20151012122217: Add banner codes to MGMT 2500](#)
-  [SCCC20151012122855: Add banner codes to MGMT 4010](#)
-  [SCCC20151012123211: Add banner codes to MGMT 3500](#)
-  [SCCC20151012123901: Add banner codes to MGMT 4020](#)
-  [SCCC20151012124205: Add banner codes to MGMT 4100](#)
-  [SCCC20151012125038: Add banner codes to MGMT 4650](#)
-  [SCCC20151012131259: Add banner codes to MGMT 4540](#)



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Implementation

- Electronic system is available now
- Electronic and paper in parallel
 - Until end of Spring Semester 2016
- Implementation for Programs next



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Faculty Menu of GoWMU



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[Search Course Offerings](#)

Student view of course offerings by term

[Course Offerings Detail](#)

A listing of detailed course sections offered by term

[Course Catalog](#)

A listing of all courses WMU offers

[Transfer Credit Equivalency](#)

View credits taken at other institutions honored by WMU

[Report Students Not Attending or Not Registered](#)

Use this form to report registration problems to the Registrar's Office.

[Degree Works](#)

Degree Works

[Event Registration](#)

Use this form to Register students for events they attend on campus.

[Academic Dishonesty Form](#)

Academic Dishonesty Form

[Curriculum Requests - Workflow](#)

Allows Faculty and staff to request changes to their curriculum. This Form will kick off a Workflow process.

[Workflow Access Request Form](#)

Allows faculty to request to be added to specified Banner Workflow roles.

Department/College responsible
for Workflow Requests

Implementation

- Test system for Banner Workflow will be available for all college curriculum committee chairs
 - Chair defined for all roles
- Deans can arrange training meetings for college with Bret Wagner
 - Train the trainer

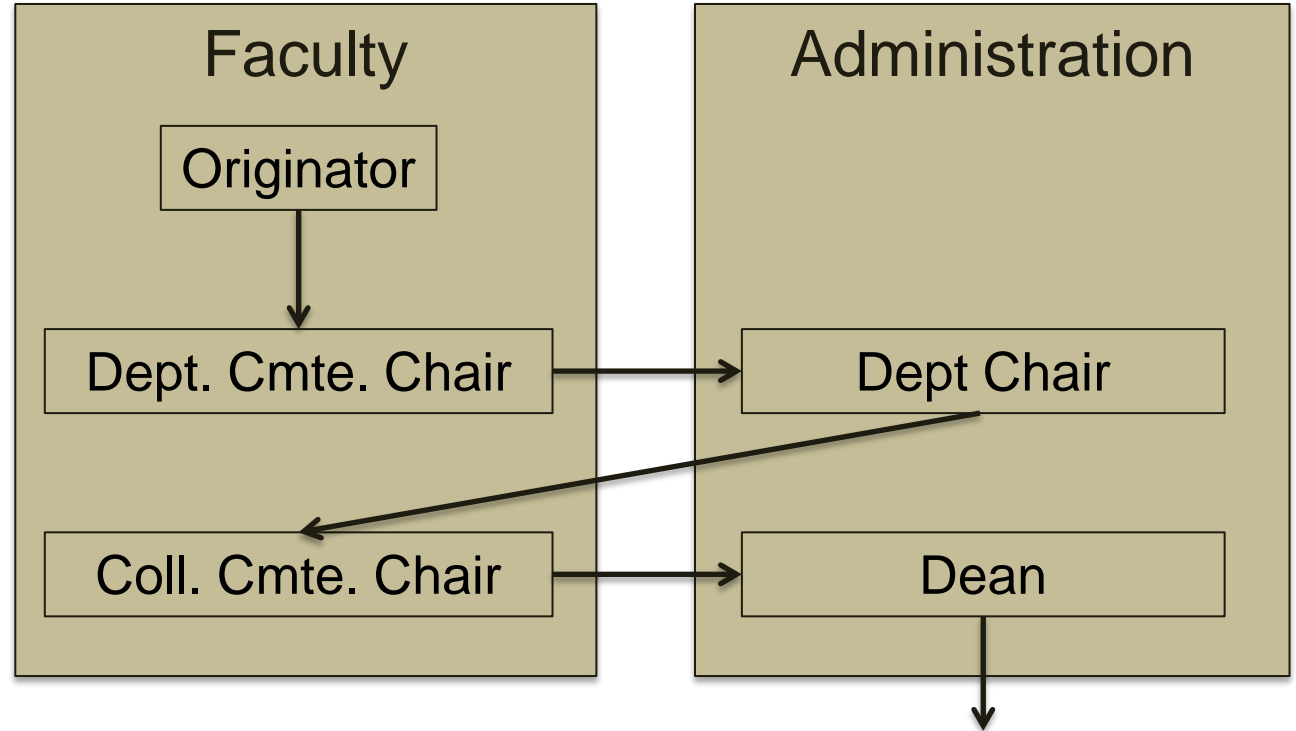


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Process



Shared Governance

AND

Multiple Review from Multiple Perspectives

Every month is curriculum change month!

Thanks to:

- Past President Rantz and Provost Greene
- Executive Board Member Alan Rea
- Dave Reinhold and Kelley Oliver
- Matt Provenzale, Toby Boyle, Tim Lalonde and Bob Harper



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Questions?