# WMU Essential Studies Course Electronic Submission Guidelines

**Version 1 (dated 07 Sep 2018)**

**NOTE 1:** These submission guidelines are for submitting courses for initial approval for the WMU Essential Studies program and ONLY contain guidelines pertaining to aspects of the WMU Essential Studies program. If other course changes are being considered in conjunction with WMU Essential Studies approval, then justification other than “Initial WMU Essential Studies review and approval” is required. Please consult department and college curriculum committees for additional guidance.

**NOTE 2:** For information on permission to submit curriculum changes electronically, including those for WMU Essential Studies, follow the directions on the Faculty Senate website located at [https://wmich.edu/facultysenate/policies/curriculumreview](https://wmich.edu/facultysenate/policies/curriculumreview)

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INTRODUCTION

The electronic submission process for requesting course approval in the WMU Essential Studies program uses the same electronic process for all other course curriculum changes. To access the electronic process do the following:

Login to Go WMU

Click on MyWork, Electronic Curriculum Process, Initiate Curriculum Request

The following will appear in a new window:

Workflow Curriculum Modification

Are you resuming a previously submitted request?

Please click "Yes" to continue on to a list of in progress requests. Otherwise, please click "No" to continue on to create a new request.

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Workflow Curriculum Modification

a. If starting new, select “NO”
b. If you have already submitted a request and are returning to work on it, select “YES”
When checking “YES”, the following will appear

Workflow Curriculum Modification

Tips for properly submitting an Electronic Curriculum Request

Documentation, guides, and a video walkthrough for the Electronic Curriculum Process may be found on the Faculty Senate’s Curriculum Review site. After submitting your proposal you will be sent a short summary email that contains your request number and the instructions to finalize your curriculum course request.

Your request is not complete until you go to Banner Workflow to add attachments and finalize your request.

WMU Essential Studies

If you are submitting a request for WMU Essential Studies please note the following:

- If you already have an assigned Prefix and Course number, you are submitting a request with the type of "Change"
- If you do not have an assigned Prefix and Course number, you are submitting a request with the type of "New"
- Documentation for the WMU Essential Studies process can be found on the Faculty Senate’s WMU Essential Studies site
- For all WMU Essential Studies proposals, a syllabus identifying the student learning outcomes and an action plan for assessing the student learning outcomes must be attached within the Banner Workflow system

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Carefully read the information especially on the type of change and select “NEXT”

On the next screen, complete the requested information from the dropdown menus

- Select College
- Select Department
- Choose Fall 2020 for Effective Term
- Select “Course Changes”
- Select the correct Procedure Type
  1. If you already have an assigned Prefix and Course number, you are submitting a request with the type of "Change"
  2. If you do not have an assigned Prefix and Course number, you are submitting a request with the type of "New"

For NEW COURSES (Courses without an assigned Prefix and Course Number), please check with the registrar to make sure the course-prefix combination is available.

For CURRENT COURSES go to the CURRENT COURSE SECTION.

For NEW COURSES go to the NEW COURSE SECTION.
CURRENT COURSE

Below is an example for submitting a *current* course in the Civil and Construction Engineering Department in the College of Engineering and Applied Sciences. For the initial WMU Essential Studies review and approval, note the **Fall 2020** effective date.

The following describes the process when selecting “Change”. For the “New” Course option see the section covering “New” later in this guide.

After selecting “NEXT”, the following appears:
Workflow Curriculum Modification - Course Change

Please select the proposed improvements:
NOTE: Please select ALL of the applicable improvements from the list below. Failure to select every improvement on this screen may result in a denied proposal.

Please input the existing 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
☐ Pre or Co-requisites
☐ Variable Credit
☐ Credit/No Credit
☐ Cross-listing
☐ Other (explain***)
☐ Type of Class
☐ Class Restriction
☐ WMU Essential Studies - Level 1: Foundations
☐ WMU Essential Studies - Level 2: Exploration and Discovery
☐ WMU Essential Studies - Level 3: Connections

Next  Back  Cancel

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As the instructions on the webpage indicate, multiple changes can be made during the request; however, this guide ONLY focuses on the LAST three options.

Enter Course Prefix and Number and then select one of the WMU Essential Studies Level Options.

Go to the WMU Essential Studies Level Options Section
NEW COURSE

The following describes the process when submitting a new course, i.e. a course that does NOT have an existing course prefix, number, title, etc. Note the “Fall 2020” effective term.

After selecting “NEXT”, the following appears:

Select ONE of the last THREE options (since this guide is focused on submission for approval for WMU Essential Studies).

Regardless of the level selection, the next screen will have 17 questions BEFORE the questions specific to each level. This is for NEW courses ONLY.
Complete questions 1-17 on the form. The questions and basic information for each are listed below.

Q1- Enter proposed prefix and number

Q2- Enter proposed credit hours. If not 3 credit hours, provide rational in Question E below (Contained in the General Course Questions Section)

Q3- Enter proposed course title

Q4- Enter proposed course prerequisites

Q5- Enter proposed course co-requisites

Q6- Enter proposed concurrent prerequisites

Q7- Enter minimum grade for pre-requisites

Q8- Enter major/and or minor restrictions.

Q9- Enter classification restrictions

Q10- Enter restriction as “Include” and list the level as “UG” as WMU Essential Studies only applies to the undergraduate programs.

Q11- Choose “Not Applicable” since WMU Essential Studies only applies to the undergraduate programs.

Q12- Choose “No” as WMU Essential Studies course cannot be multi-topic.

Q13- Enter proposed course title

Q14- Choose “No” as WMU Essential Studies courses cannot be repeatable for credit.

Q15- Select “No” as WMU Essential Studies courses are not “credit/no credit”

Q16- Select class type. WMU Essential Studies courses cannot be “Independent Study” or “Supervision or Practicum”

Q17- Enter the number of contact hours.

Go to the WMU Essential Studies Level Options Section
WMU ESSENTIAL STUDIES LEVEL OPTIONS SECTION

When Selecting Level 1: Foundations:

For Level 1 – Foundations, the student learning outcomes (SLOs) are specified for each category.

If submitting a course in the Writing or Oral and Digital Communication category, please indicate how at least one course assignment addresses a theme related to sustainability, diversity and inclusion, global awareness, or a “Real-world Problem” or “Big Question” as shown below. Enter N/A if submitting a course for Quantitative Literacy or Inquiry and Enagement.

The following question is applicable to Writing and Oral and Digital Communication categories only. Faculty teaching the writing and communication courses are asked to address one assignment on a theme related to one of the following: sustainability, diversity and inclusion, global awareness, or a “Real-world Problem” or “Big Question” topic of their choice.

19. How are you going to address this in your course?
For those submitting in Quantitative Literacy and Inquiry and Engagement categories, please enter "N/A" for this question.

Go to GENERAL COURSE QUESTIONS SECTION

When Selecting Level 2: Exploration and Discovery:

For Level 2 – Exploration and Discovery, the outcomes depend on the course category. For Personal Wellness, World Languages and Cultures, Science and Technology, Scientific Literacy with Lab, and Artistic Theory and Practice, ONE outcome is specified and one must be selected from the list. The outcome selected from the list cannot be the same as the specified outcome.

To summarize the options for these FIVE course categories (see below for Societies and Cultures):

For Personal Wellness

Required: Develop understanding and practices for personal wellness

Options for 2nd Outcome:
- Demonstrate familiarity with a language other than English and/or the culture associated with it
- Demonstrate and apply scientific literacy
- Increase foundational knowledge of the Social Sciences, Humanities, or the Arts
- Develop creative and critical thinking
- Apply different methods of intellectual inquiry, investigation and discovery
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability
For World Language and Culture

Required: Demonstrate familiarity with a language other than English and/or the culture associated with it

Options for 2nd Outcome:
- Develop understanding and practices for personal wellness
- Demonstrate and apply scientific literacy
- Increase foundational knowledge of the Social Sciences, Humanities, or the Arts
- Develop creative and critical thinking
- Apply different methods of intellectual inquiry, investigation and discovery
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability

For Science and Technology

Required: Demonstrate and apply scientific literacy

Options for 2nd Outcome:
- Develop understanding and practices for personal wellness
- Demonstrate familiarity with a language other than English and/or the culture associated with it
- Increase foundational knowledge of the Social Sciences, Humanities, or the Arts
- Develop creative and critical thinking
- Apply different methods of intellectual inquiry, investigation and discovery
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability

For Scientific Literacy with Lab

Required: Demonstrate and apply scientific literacy (with lab)

Options for 2nd Outcome:
- Develop understanding and practices for personal wellness
- Demonstrate familiarity with a language other than English and/or the culture associated with it
- Increase foundational knowledge of the Social Sciences, Humanities, or the Arts
- Develop creative and critical thinking
- Apply different methods of intellectual inquiry, investigation and discovery
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability
For Artistic Theory and Practice

Required: Increase foundational knowledge of the Arts

Options for 2nd Outcome:

- Develop understanding and practices for personal wellness
- Demonstrate familiarity with a language other than English and/or the culture associated with it
- Demonstrate and apply scientific literacy
- Increase foundational knowledge of the Social Sciences, Humanities, or the Arts
- Develop creative and critical thinking
- Apply different methods of intellectual inquiry, investigation and discovery
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability

For these five categories, select the second outcome as shown below.

18. Level 2: Exploration and Discovery
Indicate which course category the course should be placed in:

The courses in the second level will foster students’ intellectual growth and personal responsibility. Although they are presented here as a distinct level and in the best-case scenario would be taken after the foundational courses, with the exception of the Societies and Cultures course, these courses may be taken at any point in the student’s program. For each course category, two student learning outcomes must be met.

NOTE: The learning outcomes will have a choice of criteria to be assessed relative to the exact nature of the course. Guidance will be noted on each faculty developed assessment rubric. Link to rubrics: https://www.umn.edu/faculty/essentialstudies/essential-studies-outcome-rubrics

Personal Wellness
- Develop understanding and practices for personal wellness
- One additional student learning outcome is required, to be selected in the question immediately below

World Languages and Culture
- Demonstrate familiarity with a language other than English and/or the culture associated with it
- One additional student learning outcome is required, to be selected in the question immediately below

Science and Technology
- Demonstrate and apply scientific literacy
- One additional student learning outcome is required, to be selected in the question immediately below

Scientific Literacy with a Lab
- Demonstrate and apply scientific literacy (Lab)
- One additional student learning outcome is required, to be selected in the question immediately below

Artistic Theory and Practice
- Increase foundational knowledge of the social sciences, humanities, or arts
- One additional student learning outcome is required, to be selected in the question immediately below

Societies and Cultures
- Student learning outcome is required, to be selected within the first question of the “Societies and Cultures” subsection below
- Student learning outcome is required, to be selected within the second question of the “Societies and Cultures” subsection below

19. Indicate which ONE additional required student learning outcome the course will assess: (may NOT select category required outcome listed above)
If “Societies and Cultures” was selected above, select “Societies and Cultures was selected above Click Here and move to the next question.” Additionally, be sure to fill out the questions immediately below.
AND select N/A in the other questions:

For this category, select one student learning outcome from each drop down menu (for two total). For all other level II categories, please select “Not Applicable” in the questions immediately below.

Note: you may choose either “Develop sensitivity to diversity and inclusion” or “Develop practices for planetary sustainability”, but not both.

20. Indicate the first of TWO required student learning outcome the course will assess:
Not Applicable

21. Indicate the second of TWO required student learning outcome the course will assess:
Not Applicable

For Societies and Cultures

Both outcomes are selected from the following list but they cannot be the same.

- Demonstrate effective and appropriate written communication
- Demonstrate effective and appropriate oral and digital communication
- Demonstrate and apply information literacy
- Analyze and interpret quantitative data
- Develop creative and critical thinking
- Increase foundational knowledge of the Social Sciences, Humanities, or the Arts

In place of ONE of the six listed above, one of the following may be selected:

- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability

To make these selections, first select “Societies and Cultures” as the course category and then “Societies and Cultures was selected above” as shown below.
18. Level 2: Exploration and Discovery
Indicate which course category the course should be placed in:

Societies and Cultures

The courses in the second level will foster students’ intellectual growth and personal responsibility. Although they are presented here as a distinct level after the foundational courses, with the exception of the Societies and Cultures course, these courses may be taken at any point in the student’s program. Learning outcomes must be met.

NOTE: The learning outcomes will have a choice of criteria to be assessed relative to the exact nature of the course. Guidance will be noted on each faculty rubric. Link to rubrics: https://www.wmich.edu/faculty senate/wwmessentialstudies/wwm-essential-studies-outcome-rubrics

Personal Wellness

- Develop understanding and practices for personal wellness
- One additional student learning outcome is required, to be selected in the question immediately below

World Languages and Culture

- Demonstrate familiarity with a language other than English and/or the culture associated with it
- One additional student learning outcome is required, to be selected in the question immediately below

Science and Technology

- Demonstrate and apply scientific literacy
- One additional student learning outcome is required, to be selected in the question immediately below

Scientific Literacy with a Lab

- Demonstrate and apply scientific literacy (Lab)
- One additional student learning outcome is required, to be selected in the question immediately below

Artistic Theory and Practice

- Increase foundational knowledge of the social sciences, humanities, or arts
- One additional student learning outcome is required, to be selected in the question immediately below

Societies and Cultures

- Student learning outcome is required, to be selected within the first question of the “Societies and Cultures” subsection below
- Student learning outcome is required, to be selected within the second question of the “Societies and Cultures” subsection below

19. Indicate which ONE additional required student learning outcome the course will assess; (may NOT select category required outcome listed above)
If “Societies and Cultures” was selected above, select “Societies and Cultures was selected above Click Here and move to the next question.” Additionally, be sure to fill out the questions immediately below.

Societies and Cultures was selected above Click Here and move to the

Then, select the two learning outcomes in the next two questions as shown below:

If “Societies and Cultures” was selected above:

In the Societies and Cultures course category, students will study and analyze human society, its cultures and environments, or the dynamics of individuals and groups, past or present. Courses in this course category will build on the Level 1 - Foundations writing as well as the Level 1 - Inquiry and Engagement course categories, both of which are prerequisites for the Societies and Cultures courses.

Link to rubrics: https://www.wmich.edu/faculty senate/wwmessentialstudies/wwm-essential-studies-outcome-rubrics

For this category, select one student learning outcome from each drop down menu (for two total). For all other Level II categories, please select “Not Applicable” in the questions immediately below.

Note: you may choose either “Develop sensibility to diversity and inclusion” or “Develop practices for planetary sustainability”, but not both.

20. Indicate the first of TWO required student learning outcomes the course will assess:

21. Indicate the second of TWO required student learning outcome the course will assess:

Go to GENERAL COURSE QUESTIONS SECTION
When Selecting Level 3: Connections:

For Level 3 – Connections, the outcomes depend on the course category. THREE outcomes are required. Each category has one specified outcome and two that are selected from different lists. The selected 2nd option cannot be the same as the required outcome. To summarize the options for these course categories:

For Local and National Perspectives

Required: Apply ethical, critical, and informed thought within and across disciplines

Options for 2nd Outcome:
- Apply different methods of intellectual inquiry, investigation and discovery
- Work both independently and in collaboration with others to achieve goals
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability

Options for 3rd Outcome:
- Demonstrate effective and appropriate written communication
- Demonstrate effective and appropriate oral and digital communications

For Global Perspectives

Required: Develop global and international perspectives

Options for 2nd Outcome:
- Apply ethical, critical, and informed thought within and across disciplines
- Apply different methods of intellectual inquiry, investigation and discovery
- Work both independently and in collaboration with others to achieve goals
- Develop sensitivity to diversity and inclusion
- Develop practices for planetary sustainability

Options for 3rd Outcome:
- Demonstrate effective and appropriate written communication
- Demonstrate effective and appropriate oral and digital communications

Select the course category and the two additional outcomes in the boxes shown below.
For all Level 3 – Connections courses please answer the question about integrative and applied learning.

From MoA 18/01: "In these "Real-World Problem" or "Big Questions" classes, students will use their skills to address program themes (such as sustainability) or a "Big Question" that is important to humanity beyond the classroom (such as poverty, democratic movements, etc.). This is where more integrative and applied learning should take place and here also, is an opportunity for experiential learning activities, if appropriate to the discipline. Courses in this category would be ideal for faculty from different disciplines who wish to team-teach on the same subject working toward the same outcomes. The intent of such courses is to enable students to approach a problem from multiple perspectives, interpret information, understand complex aspects, learn to listen to contrasting viewpoints, synthesize that information, and express an opinion both in writing and verbally."

21. How are you going to address this in your course?

Go to GENERAL COURSE QUESTIONS SECTION
GENERAL COURSE QUESTIONS (A through P)

After completing the questions related to course changes or new course, the next step is the general course questions, A through P. The information below contains guidance for answering these questions.

Questions A through D

QA- If a teacher education class, select “Yes”; otherwise, select “No”

QB- Select “Undergraduate” WMU Essential Studies courses only apply to undergraduate programs

QC- The default is “No”.

QD- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.”

An example for Questions A through D:

A. Please choose Yes or No to indicate if this class is a Teacher Education class:

B. Please choose the applicable class level:
   Select “Undergraduate” for course numbers up to 4999
   Select “Both” for course numbers 5000-5999
   Select “Graduate” for course numbers 6000 and above

C. Please choose Yes or No to indicate if this class is a General Education class:
   If submitting for WMU Essential Studies, please select "No" for this question.

D. Explain briefly and clearly the proposed improvement.
   [Initial WMU Essential Studies review and approval]
Questions E and F

QE- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.” If the number of credit hours is NOT three, please provide for the proposed number of credit hours.

QF- Enter the course learning outcomes which include the outcomes/objectives related to course content AND the WMU Essential Studies student learning outcomes. All of these outcomes/objectives should be listed on the course syllabus. Note: The WMU Essential Studies student learning outcomes must be the same as the ones required or selected within each course category. For Level 1-Foundations and Level 2-Exploration and Discovery, there must be two identified WMU Essential Studies student learning outcomes. For Level 3-Connections, there must be three identified WMU Essential Studies student learning outcomes.

An example for questions E and F for a 3-credit hour course in Level 3-Connections. Note how both the course learning objectives AND WMU Essential Studies Student Learning Outcomes are listed in question F.

E. Rationale. Give your reason(s) for the proposed improvement. (If your proposal includes prerequisites, justify those, too.).
If this course is part of WMU Essential Studies AND other than 3 credit hours, please provide rationale for the proposed number of credit hours

F. List the student learning outcomes for the proposed course or the revised or proposed major, minor, or concentration. These are the outcomes that the department will use for future assessments of the course or program.

- Apply civil engineering theories and principles to project design.
- Apply construction engineering and management principles to project construction.
- Explain professional and ethical issues in engineering practice.
- Develop a working knowledge of the civil and construction engineering professional working environment. (WMU Essential Studies SLO)
- Develop practices for planetary sustainability (WMU Essential Studies SLO)
- Demonstrate effective and appropriate oral and digital communications (WMU Essential Studies SLO)
Questions G and H:

QG- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.”

QH- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.” College curriculum committees MAY require additional information for this question.

An example for Questions G and H:

G. Describe how this curriculum change is a response to student learning assessment outcomes that are part of a departmental or college assessment plan or informal assessment activities.

| Initial WMU Essential Studies review and approval. |

H. Effect on other colleges, departments or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

| Initial WMU Essential Studies review and approval. |

| College curriculum committees may require additional information |
Questions I and J:

QI- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.” College curriculum committees may require additional information for this question.

QJ- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.” College curriculum committees may require additional information for this question.

An example for Questions I and J:

1. Effect on your department’s programs. Show how the proposed change fits with other departmental offerings.

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2. Effects on enrolled students: are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students’ time. If a required course will be offered during summer only, provide a rationale.

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Questions K and L:

QK- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.” College curriculum committees may require additional information for this question.

QL- State how often the course will be offered, the number of sections offered per term, and the section/course capacity. If also offered online, please provide the number of sections offered per term, and the section/course capacity.

An example for Questions K and L for an in-person only course offered during both Fall and Spring semesters for a maximum of 25 students.

K. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

Initial WMU Essential Studies review and approval.

COLLEGE CURRICULUM COMMITTEES MAY REQUIRED ADDITIONAL INFORMATION

L. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? How often will course(s) be offered? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

If you are submitting for WMU Essential studies, please clearly outline the number of sections of the course, the capacity of the course, and if it will be offered online.

[One section each in Fall and Spring Semester with 25 student capacity. Not offered online.]
Questions M and N:

QM- This question is no longer used and is pre-populated with “Not Applicable”

QN- For initial WMU Essential Studies approval, enter the following, “Initial WMU Essential Studies review and approval.”

An example for questions M and N:

M. With the change from General Education to WMU Essential Studies, this question is no longer used. For courses requesting approval as a WMU Essential Studies course, a syllabus identifying the student learning outcomes and an action plan for assessing the student learning outcomes must be attached in the Banner Workflow system.

Not Applicable

N. (Undergraduate proposals only) Describe, in detail, how this curriculum change affects transfer articulation for Michigan community colleges. For course changes, include detail on necessary changes to transfer articulation from Michigan community college courses. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section.

Initial WMU Essential Studies review and approval
Questions O and P:

QO- Please include the current catalog copy.

QP- Please include proposed catalog copy, which must include one of the following statements which corresponds to the course category in which the course resides.

**Level 1- Foundations**

“This course meets the student learning outcomes in the WMU Essential Studies Level 1- Foundations, Writing Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 1- Foundations, Oral and Digital Communication Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 1- Foundations, Quantitative Literacy Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 1- Foundations, Inquiry and Engagement Course Category."

**Level 2- Exploration and Discovery**

“This course meets the student learning outcomes in the WMU Essential Studies Level 2- Exploration and Discovery, Personal Wellness Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 2- Exploration and Discovery, World Languages and Cultures Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 2- Exploration and Discovery, Science and Technology Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 2- Exploration and Discovery, Scientific Literacy with Lab Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 2- Exploration and Discovery, Artistic Theory and Practice Course Category."

“This course meets the student learning outcomes in the WMU Essential Studies Level 2- Exploration and Discovery, Societies and Cultures Course Category."

**Level 3- Connections**

“This course meets the student learning outcomes in the WMU Essential Studies Level 3- Connections, Local and National Perspectives Course Category.”
“This course meets the student learning outcomes in the WMU Essential Studies Level 3- Connections, Global Perspectives Course Category.”

If this course also meets the student learning outcome for Diversity and Inclusion or Planetary Sustainability, also indicate this as follows:

For Diversity and Inclusion:

“This course also meets the Diversity and Inclusion student learning outcome.”

For Planetary Sustainability:

“This course also meets the Planetary Sustainability student learning outcome.”

An example for questions O and P for a Level 3 – Connections course which previously counted as a baccalaureate-level writing requirement under the General Education Policy and now fulfills the requirement for the Local and National Perspectives Course Category in Level 3 – Connections.

O. Current catalog copy:
Please include the full catalog copy. The current catalog can be found at http://www.wmich.edu/registrar/catalogs/.

Open-ended team projects, involving systems design, analysis, or application which results in a tangible system, written report and presentation. This course, along with CCE 4830, is approved as a writing-intensive course, which may fulfill the baccalaureate-level writing requirement of the student's curriculum.

P. Proposed catalog copy:

Open-ended team projects, involving systems design, analysis, or application which results in a tangible system, written report and presentation. This course meets the student learning outcomes in the WMU Essential Studies Level 3- Connections, Local and National Perspectives Course Category. This course also meets the Planetary Sustainability student learning outcome.

Go to Verification and Submission Section
VERIFICATION AND SUBMISSION

Select Proceed to Verification

Once you have completed the questions below, please click "Proceed to Verification" in order to advance to the next step of submitting your request.

If you would like to save your request to resume at a later time, please click "Save Request Draft", however this step is not needed in order to proceed.

If you would like to return to the previous screen to change your selection, please click "Go Back."

If you would like to cancel this request and return to the Faculty Main Menu, please click "Cancel."

Note: you will lose all unsaved progress on this page if you click the "Go Back" or "Cancel" buttons.

On the next screen, the request may be reviewed and also corrected by selecting “Correct Request”.

N. (Undergraduate proposals only) Describe, in detail, how this curriculum change affects transfer articulation for Michigan community colleges. For course changes, include detail on necessary changes to transfer articulation from Michigan community college courses. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section. Initial WMU Essential Studies review and approval.

O. Current catalog copy:
Open-ended team projects, involving systems design, analysis, or application which results in a tangible system, written report and presentation. This course, along with CCE 4830, is approved as a writing-intensive course, which may fulfill the baccalaureate-level writing requirement of the student's curriculum.

P. Proposed catalog copy:
Open-ended team projects, involving systems design, analysis, or application which results in a tangible system, written report and presentation. This course meets the student learning outcomes in the WMU Essential Studies Level 3: Connections, Local and National Perspectives Course Category. This course also meets the Planetary Sustainability student learning outcome.

When correct and ready for submission, select “Submit Request”

A screen like the one below will appear. Please note the request ID number. This will be used to track the request in the Banner Workflow System.

Workflow Curriculum Modification - Course Change

Thank you for completing the first stage of proposal initiation.

Your request id is: CCE4900 00-2018-OIT-116

You will shortly receive an email confirming your submission of this request. Your request is not yet complete. Please navigate to the Banner Workflow system to complete your request.

If you have any questions about the Electronic Curriculum process, documentation can be found on the Faculty Senate’s website.
UPLOAVING SYLLABUS AND ASSESSMENT

You will receive and email from Workflow Banner Requests. The text of the email will look similar to this:

Your New Curriculum Change Request has been submitted. Please save this Request ID for your future reference.

Request ID: New Course CCE4900 - 00-2018-OIT-116

Go to the following URL to navigate to Banner Workflow and finalize your curriculum course request: https://bwfp1.cc.wmich.edu:7102/wfb0009/

Additional documentation for the Electronic Curriculum Process can be found on the Faculty Senate’s website, https://wmich.edu/facultysenate/policies/curriculumreview

Select the link to the URL (shown in the third line of the email above)

Or you can use this link to access Banner Workflow https://bwfp1.cc.wmich.edu:7102/wfbprod
Or you can access Banner Workflow from GoWMU under the Faculty Menu, Data Access Center, Banner Workflow- On Campus or VPN Required as shown below.

Textbook Requisition
Faculty Activity Reporting System

ALL LINKS

Faculty Menu
Textbook Requisition
Faculty Activity Reporting System
Advisor Menu
Degree Works
Search Course Offerings
Student Information Menu
Transfer Credit Equivalency
Campus Labs
Course/Instructor Evaluation System (ICES Online)
Data Access Center
  Data Access documentation
  Request Banner INB Access
  Request Banner INB Access - Supervisor
  Request Cognos, DegreeWorks or ImageNow Access
  Request Cognos, DegreeWorks or ImageNow Access - Supervisor
  WMU Employee Security Re-authorization Form
  WMU Supervisor Security Re-authorization Form
  Banner Workflow - On Campus or VPN Required
  Banner Workflow Access Request Form
Event Registration
Administrative Applications
Student Employment Online Transactions
Academic Calendars
Student Affairs Planning & Assessment
The link reveals a worklist which contains the Request ID as shown below.

Click on the workflow item/link containing the Request ID. A screen showing the request will appear as shown in the example below:

---

**Request ID:** 00-2018-OIT-116

**Department Contact Information:**
- **Start Date:** 20-AUG-2018
- **College:** 00
- **Department:** OIT
- **Effective term:** 202040

**10. Select class type:** Lecture/Lab/Discussion

**20. How many contact hours does per week for this course?** 3

**21. Ob: Level 3: Connections:** Indicates which course category the course should be placed in: Local and National Perspectives

**22. Indicate which additional required student learning outcome the course will assess:** Develop practices for planetary sustainability

**23. Ob: Additional required student learning outcome the course will assess:** Demonstrate effective and appropriate oral and digital communication abilities
Scroll down using the scroll bar on the far right of the webpage to get to the bottom where the file attachment option is located. The answers to the question are pre-populated based on the input from the Banner submission. Note that it should say “N” for General Education since this is for WMU Essential Studies. Click on the “Attach File” to attached BOTH the course syllabus and the assessment activities document.

The following screen will appear:

Select “Browse” and select the first file to be attached, i.e. the course syllabus. Select “Attach” after browsing for the first file. The screenshot below shows a selected syllabus to be attached.
Note, only ONE file can be attached at a time so the process must be repeated. After attaching the first file, the program will return to the Banner Workflow Curriculum Form. Scroll to the bottom to see the attached file.

Click “Attach File” again to upload the assessment activities document by browsing for the file and then clicking “Attach”.

After clicking “Attach”, the program will return to the Banner Workflow Curriculum Form. Scroll to the bottom to see that BOTH files are now attached.
Click “Complete” to complete the process. The program will return to the Workflow List and the curriculum request will NO longer appear in the list since it has been forwarded to the next person/organization in the approval process for review.

Congratulations! If the steps were followed, questions answers, and the correct files attached, the course has been submitted for review. In general, the first level of review is the department curriculum committee, and then the request proceeds through the college. Once approved by the college dean, it will be routed to the Faculty Senate for review and approval by the WMU Essential Studies Course Review and Approval Committee.