

Dear Colleagues,

I write with news about Curriculog, WMU's new curriculum management system. Last year and over the summer I had expressed the goal of making it available in the run-up to the October 31 curriculum deadline. However, implementation has taken longer than anticipated, and so it is not yet fully operational.

But it is here nonetheless, and there are things we can do with it right away! For one, I and the Course Review and Approval Committee will be announcing very soon the procedures for participating, through Curriculog, in the cyclical review of WMU Essential Studies courses that we're inaugurating this year.

More immediately, I invite everyone who receives this message to log into the system to check that your role in the curriculum process, whatever it may be, is properly encoded. Please follow the following steps:

- 1) navigate to wmich.curriculog.com
- 2) click the login link in the top right corner, which will take you to the standard login for University resources (no VPN needed)
- 3) once logged in, at top of the screen click on the word Accounts and then on the tab labeled "My Settings"
- 4) click on the bar with your name in it on the screen that follows, and to the right you will see all of your details
- 5) scroll down to see which Roles and Committees you are assigned to.

If you're expecting to see listed in your profile a college-level or university-level committee or a role such as department chair or something similar, but you don't see it, drop me a line to let me know what should be changed. If you're a member of a departmental curriculum committee, please know that not many departments have them, and only a fraction of those asked to be encoded in Curriculog. That said, let me know of any roles/committee assignments that you're expecting to see but which might not be there.

Also, if you're the chair of a committee or are otherwise charged with recording a committee's decision, you should see the phrase "agenda administrator" to the right of your membership on that committee.

FYI, unlike Banner Workflow, there is no separate process for requesting access as an originator of a proposal. If you can log in, then you have available to you the ability to start a course or program proposal! Those with a role that requires them to evaluate a proposal have the ability to read and comment upon any proposal in their workflow, while all who log in will be able to see proposals (but not comments) and where they stand in the approval process.

Feel free to look around at the rest of the system — for instance, to preview the proposal forms, click on the word "Proposals" at the top left and then on the blue button that says "+New Proposal" to bring up a list of templates (please remember these are not quite fully formed yet). Hover over a button at far

right that looks like a box with an arrow pointing out of it to see that it says “Preview Form”; click this to pop up a window that shows the (hopefully!) familiar questions from our current processes.

In any event, training sessions, curricular guides/handouts, and such are forthcoming soon! If you want to get into the weeds right away, you can follow this link to find a copy of the Curriculog End-User’s Manual: <https://wmich-my.sharepoint.com/:b:/g/personal/nwitschi_wmich_edu/EdalP1k00VxFmJV0bPZfIXMBxD5IjyDWGOB1Vr7rc2gCOA?e=c7GuhT>.

As ever, if you have any questions, please do not hesitate to get in touch.

Thanks, - Nic

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