

Curriculog Overview

WMU Faculty Senate Meeting
October 6, 2022

Agenda

- Benefits of Curriculog
- Accessing Curriculog
- Locating an Existing Proposal
- Creating Course and Program Proposals
- Resources
- Questions

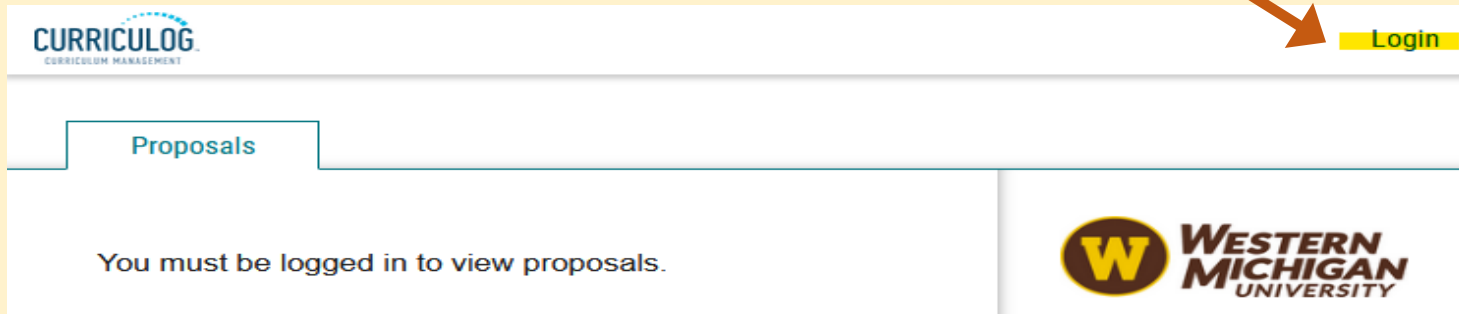
Benefits of Curriculog to WMU

| Activity | Curriculog | Previous Systems |
|---|--|--|
| Proposal Submission Process(es) | One process for all Course and Program proposals | <ul style="list-style-type: none"> • Banner Workflow for Courses • Electronic Forms and Email for Programs |
| Locating and Tracking Proposals | Can easily see where every proposal is in the workflow | <ul style="list-style-type: none"> • Difficult to track Course Proposals • Had to contact Curriculum Manager to track Program Proposals once they left the college • Proposals easily lost or stuck |
| System Access | Immediate access for any WMU employee | Banner Workflow access had to be requested and approved |
| Administrative Time and Effort | Proposals move automatically to a Task List and reviewer receives email notification. | Required significant administrative time and effort to prepare materials for each committee |
| Committee Members' Time and Effort | <ul style="list-style-type: none"> • Ability to start proposal review sooner and from anywhere. • Can vote in Curriculog | Required significant time and effort for committees to review proposals |
| Transparency | All launched proposals are accessible. | Hard to find proposals from other colleges. |
| Feedback on Proposals | All comments and activity are viewable to those with roles in the approval process but are not viewable to those without a role in the approval process. | Very few comments or feedback could be attached to each proposal |



Curriculog automates the process of curriculum approval, helping universities to approve course and program changes and improve communication about the curriculum across campus.

Log In at: wmich.curriculog.com



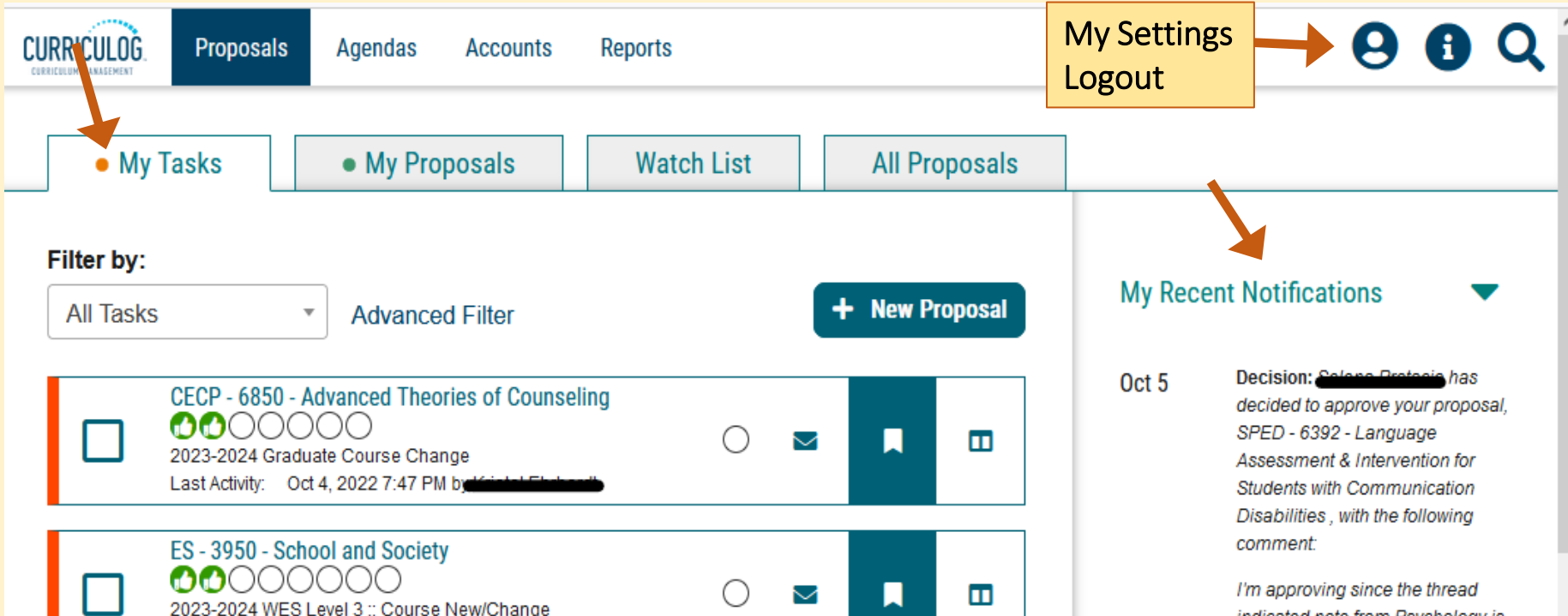
CURRICULOG CURRICULUM MANAGEMENT

Login

Proposals

You must be logged in to view proposals.

WESTERN MICHIGAN UNIVERSITY



CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

My Settings Logout

My Tasks My Proposals Watch List All Proposals

Filter by: All Tasks Advanced Filter + New Proposal

CECP - 6850 - Advanced Theories of Counseling
2023-2024 Graduate Course Change
Last Activity: Oct 4, 2022 7:47 PM by [redacted]

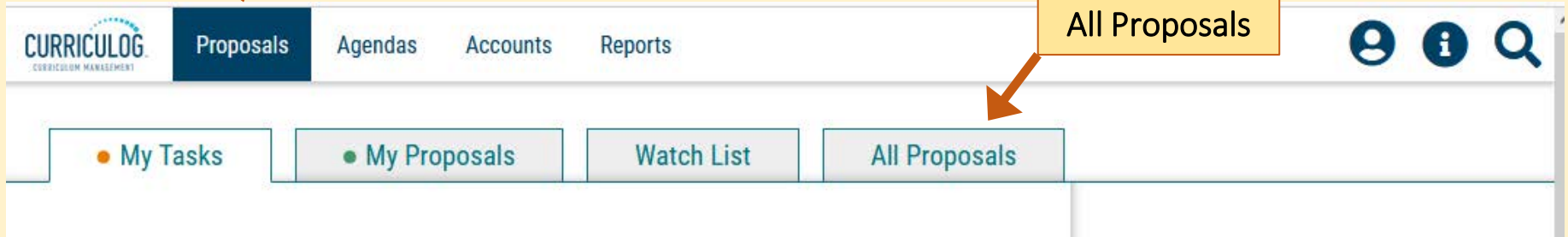
ES - 3950 - School and Society
2023-2024 WES Level 3 :: Course New/Change

My Recent Notifications

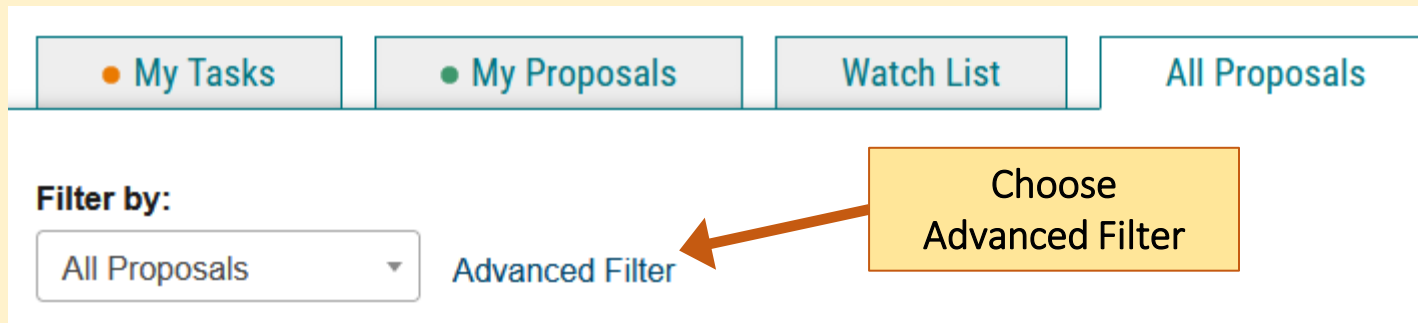
Oct 5 Decision: [redacted] has decided to approve your proposal, SPED - 6392 - Language Assessment & Intervention for Students with Communication Disabilities, with the following comment:

I'm approving since the thread indicated note from Psychology is

Locating an Existing Proposal when you are not the Originator



- **My Tasks** - lists all proposals in which you are an active participant and awaiting action from you.
- **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 can watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all proposals in Curriculog and provides the Advanced Filter.



Keyword**Advanced Filter**

EDT

Found Under

All Entities

 Include all child entities under my selection**Date Search Scope****From****To**

Select a date type

Clear Dates

Process Type

2023-2024 Graduate Course Change

Current Step Name

All Current Steps

My Role

All My Roles

Proposal Status Unlaunched (you are originator) Suspended Reviewing (you are originator) Cancelled Active Waiting Held Completed**Time Sensitivity** My Urgent Tasks My Tasks with
Deadlines

Filter Proposals

Cancel

Click in the box to open the proposal.

Circles are Workflow Steps

Type of Proposal and Date of Last Activity

Email Originator

Originator: Current

EDT - 6420 - Instructional Design



2023-2024 Graduate Course Change

Last Activity: Oct 4, 2022 12:07 PM by Brian Horvitz



EDT - 6430 - Fundamentals of Online Learning



2023-2024 Graduate Course Change

Last Activity: Sep 29, 2022 11:41 AM by Brian Horvitz



Course Prefix, Number, and Title or Program Name

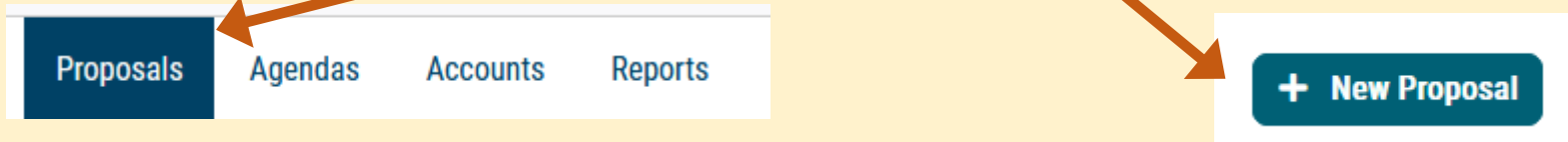
Add Proposal to Watch List

View Summary

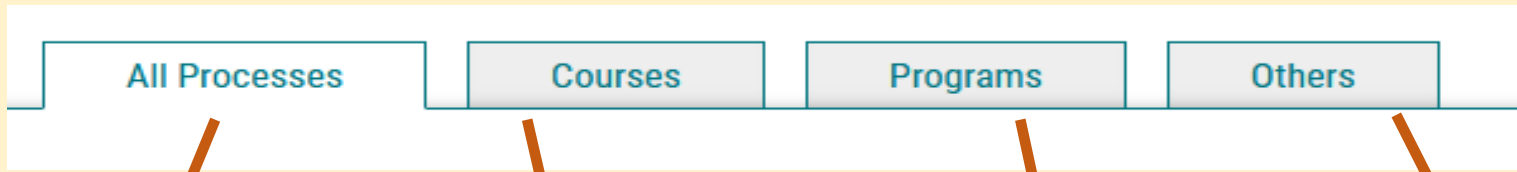


Creating a Proposal

In the **Proposals** section, click on the **New Proposal** Button



Choose a Tab



Access **all** active proposal forms

Access the 10 active **course proposal forms**, including 6 Non-WES and 4 WES

Access the 9 active **program proposal forms**

Access the **WES Cyclic Course Review Proposal**

Course Proposal Forms

Choose Proposal Type

Undergraduate Courses

| | |
|------------------|------------------------|
| New (non-WES) | WES Level 1 New/Change |
| Change (non-WES) | WES Level 2 New/Change |
| Delete (non-WES) | WES Level 3 New/Change |
| | WES Delete |

Graduate Courses

| |
|--------|
| New |
| Change |
| Delete |

Start Proposal

2023-2024 Graduate Course Delete
7 mandatory 9 total

2023-2024 Undergraduate Course Change (Non-WES)
6 mandatory 9 total

2023-2024 WES Level 1 :: Course New/Change
8 mandatory 10 total

Previous 10 Next 10

Use buttons at the bottom of the list to see additional proposal forms

Program Proposal Forms

Choose Proposal Type

- | Level | Type |
|-------------------------------------|--|
| <input type="radio"/> Undergraduate | <input type="radio"/> New |
| <input type="radio"/> Graduate | <input type="radio"/> Change (not Name Change) |
| | <input type="radio"/> Delete |
| | <input type="radio"/> Name Change |

Start Proposal

The screenshot displays a list of three program proposal entries. Each entry includes a title, a progress bar with 13 circles, a mandatory count, a total count, an edit icon, and a checkmark icon. Arrows from the 'Choose Proposal Type' section point to the corresponding fields in the first entry.

| Proposal Title | Progress | Mandatory | Total | Status |
|--|------------------|-----------|-------|-----------|
| 2023-2024 Undergraduate Program New | 10/13 (2 dashed) | 10 | 12 | Checkmark |
| 2023-2024 Graduate Program New | 11/13 (2 dashed) | 11 | 13 | Checkmark |
| 2023-2024 Graduate Program Name Change | 11/13 (2 dashed) | 11 | 13 | Checkmark |

To **modify or delete an existing course or program**, you will be presented with a menu that allows you to search the catalog for the course or program with which you wish to work.

2023-2024 Undergraduate Course Change (Non-WES) ✕

Search Curriculum Inventory

Prefix 1 **Code** 1

ENGL

Name

Source

2023-2024 Undergraduate Catalog

Exclude previously imported results

2

Show: 20 results 3 Preview and Build ENGL 2100 Film Interpretation

ENGL 2100 Film Interpretation (previously imported)

English, Department of

Studies in the motion picture as art form. This course satisfies WMU Essential Studies Level 2: Exploration and Discovery ‐ Artistic Theory and Practice Category...

2023-2024 Graduate Program Change (not Name Change) ✕

Search Curriculum Inventory

Program Type

Program Shared Core

Name 1

special

Source

2023-2024 Graduate Catalog

Exclude previously imported results

2

Show: 20 results 3 Preview and Build Doctor of Education in Special Education (SPCD)

Doctor of Education in Special Education (SPCD)

Special Education and Literacy Studies, Department of

Advisors: Kristal Ehrhardt, Kate LaLonde, Sarah Summy Sangren HallThe Doctor of Education in Special Education prepares individuals to assume leadership roles in special education, serving as faculty in institutions of higher education, consultants to educational agencies, or te...

Graduate Certificate Program in Early Childhood Special Education (ECSC)

Teaching, Learning, and Educational Studies, Department of



1. Answer all questions on the left side of the screen

Print the proposal if needed

New Proposal 10/5/2022 7:54 pm
2023-2024 Graduate Course New
unlaunched

Import Run Impact Report Save All Changes

Validate and Launch Proposal

Proposal Help

General Catalog Information

Read before you begin

1. **FILL IN** all fields required marked with an *
2. **ATTACH** supporting documentation
3. **LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow

Proposed Effective Semester*

Select an option

Save Frequently

College*

Save All Changes

Validate and Launch Proposal

3. **Validate and Launch** when you're happy with the proposal. But, you're not finished yet!

2. **Attach any files**

Upload File

File No file selected.

Upload

Attached Files

There are no attached files.

Steps to Approval

Files

Crosslistings

Proposal Lookup

Walk Me Through

Once Launched, your proposal should be visible, but it has not yet been forwarded for review. You have **one more chance to edit** and refine your submission. When you're ready, **click on the ✓ Decisions tab** at the far right.

The screenshot displays a web interface for proposal management. At the top, a dark notification banner reads: "This proposal has moved on in the workflow." Below this, the "User Tracking" section includes a "User Tracking Help" dropdown, a "Show current" dropdown menu, and a "Show Individual User Edits" button. The "Comments" section features a "+ Add Comment" button and a comment from "Curriculog" dated "10/5/2022 8:23 pm" with the text "Laura Ciccantell has launched this proposal." and a "Reply" button. On the right, a vertical sidebar contains several tabs: "Discussion", "Workflow Status", "Signatures", "Files", and "Decisions". The "Decisions" tab is highlighted with a checkmark icon and is pointed to by an orange arrow.

1. Select Approve

Your Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

2. Select Make My Decision

Make My Decision

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Routes

Resources

- Curriculog Website: <https://wmich.curriculog.com/>
- [Curriculog end-user manual](#) (via SharePoint)
- [WMU Faculty Senate curriculum change guides](#) (updates forthcoming)
- [WMU Essential Studies resources for faculty](#)
- for assistance, please contact Nicolas Witschi, University Curriculum Manager and Curriculog System Administrator

Questions?