# **Course Revision Proposal Guide**

## **Definition:**

A course revision proposal may include changes to an established course offering at FPU for the following (but not limited to):

- Name Changes
- Description Changes
- Learning Outcome & Objective Changes
- Course level, Grading, and Type Changes

If the change would be a departure from the original course intent a new course proposal must be submitted, in addition to a course deletion proposal for the original course. See the Operations Handbook for more details.

## **Proposal Submission Requirements:**

- The course syllabi must be attached to the proposal in all scenarios.
- Attaching documentation of the department review and approval process is preferred.
  - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each course impacted.
  - For an example, if a course proposal impacts a program curriculum, a separate program proposal must be submitted to detail the changes.

#### Steps to Submit a Proposal:

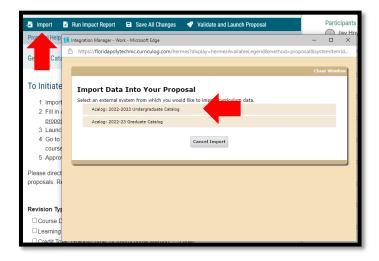
- 1. Log into <u>Curriculog</u>.
- 2. Select *New Proposal* within the *Proposal* page.

CURRICULOG	Proposals Agendas Accounts	Reports	
	My Tasks	My Proposals     Watch List     All Proposals	
	Filter by:		+
	All Tasks -	Advanced Filter	+ New Proposal

3. Select the *Revision Course Proposal* form for the appropriate catalog year and the check mark to begin.

All Processes	Courses	Programs	Others		
Sort by:					
Process Title 👻					
1. Revision Course Prop 5 mandatory 24 total	posal 2022-23 DOOOOOOOOO	000000		Ľ	~

4. Import curriculum data from the current catalog by clicking *Import* in the top left corner of the page.



5. Search for the course you wish to revise utilizing the appropriate search criteria and select the course. Import all data that is mapped by selecting *Import this Item*.

Search 2022-2023 Undergraduate Catalog	» General Catalog Information: Prerequisite or [no data] Co-requisite	U
Using the faceted search below, locate the course or program you would like to import into this proposal.	» General Catalog Information: Primary Term(s) [no data] Offered	
Filter Courses	» General Catalog Information: Year(s) Offered [no data]	
Prefix = AMH	» General Catalog Information: Instructional [no data] Methods (Check all that apply)	
Add another filter E Filter by field	» General Catalog Information: Grading Type A, A-, B+, B, B-, • No match wa	
	• The following A, A-, B+	g option could not be imported: +, B, B-, C+, C, D, F
Start Date: End Date: Sort Results By:	» General Catalog Information: Is this course a Yes General Education Course?	
Exclude previously imported item	» General Catalog Information: Is this a Writing Yes Intensive Course?	
	» General Catalog Information: Course Role(s) [no data]	
Search Available Curriculum Select Another External System Cancel Import	» General Catalog Information: Role Details Computer Engine Management, Dat Engineering, Meci Science	eering, Science & Technology 🛛 🗹 ata Analytics, Electrical chanical Engineering, Computer
Search Results (1 to 3 of 3)	» For Registrar Use Only 54.0102	
AMH 2010 American History to 1877	<b>—</b>	
AMH 2020 American History Since 1877	Import This Item Return to Search Select Another	External System Cancel Import
AMH 2930 Special Topics		

6. Fill in all <u>blank</u> required fields marked with an asterisk and attach the appropriate documents.

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- a. <u>Do not make the proposed edits in this step. For the edits to be tracked they must occur after the proposal is</u> <u>launched.</u>
- b. The *Summary and Justification* section should include a brief overview of what changes are being made and the rationale for the change. If the proposal impacts another separate proposal that should be noted in this space.
- c. Run an impact report by selecting *Run Impact Report* at the top of the form. Select the catalog for the following catalog year under the Acalog category then *Generate Report*.

AMH - 2020 - Anterican History Since 1877 1. Revision Course proposal 2022-23 unlaunched			e	
-📑 Import	🖹 Run Impact Report	Save All Changes	💎 Validate and Launch Proposal	
Proposal Hel	p			~
General Ca	talog Information			~

Current Maps:
Acalog
2020-2021 Academic Catalog
2021-2022 Graduate Catalog and Handbook
2021-2022 Undergraduate Academic Catalog and Student Handbook
2022-2023 Undergraduate Catalog
2022-23 Graduate Catalog
Curriculog
1. Revision Course Proposal 2022-23
2. Revision Program Proposal 2022-23
3. New Course Proposal 2022-23
4. New Program Proposal 2022-23
5. Deletion/Deactivation Course Proposal 2022-23
6. Deletion/Deactivation Program Proposal 2022-23
Course Deletion 2020-2021
Course Revision 2020-2021
New Course Proposal 2020-2021
New Program/Concentration Proposal 2020-2021
Program/Concentration Revision 2020-2021
Generate Report Cancel

i. Copy and paste the report to the Impact Report section of the proposal form.

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	ngineering Physics - Physics of Space Track (Plan of Stud	y)
	Environmental Engineering (Plan of Study) Environmental Engineering (Program Description)	
Bachelor of Science, M	lechanical Engineering (Plan of Study)	
Bachelor of Science, N	Aechanical Engineering (Program Description)	

- 7. Launch the proposal by clicking Validate and Launch Proposal.
  - a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch*.

AMH - 2020 - American Histo 1. Revision Course Proposal 2022 unlaunched	*	Ļ	Φ
-🞝 Import 📑 Run Impact Report 🛛	Save All Changes	😗 Validate and Launch Proposal	
Proposal Help			~
General Catalog Information			^

8. Go to *My Proposals* under the *Proposals* tab and select the proposal to then make desired changes and supply any necessary comments in the Originator step.

Proposals Agender Counts Reports			
My Tasks     My Proposals     Watch List     All Proposals			
Filter by:     All My Proposals	(	+ New F	Proposal
ACG - 2020 - Status: Unlaunched 8. Test 2022-23 Last Activity: Oct 4, 2021 11:26 AM by Jay Hoying		Î	
AMH - 2020 - American History Since 1877 COOOO 1. Revision Course Proposal 2022-23 Last Activity: Oct 19, 2021 4:44 PM by Jay Hoying	0 💌	Д	

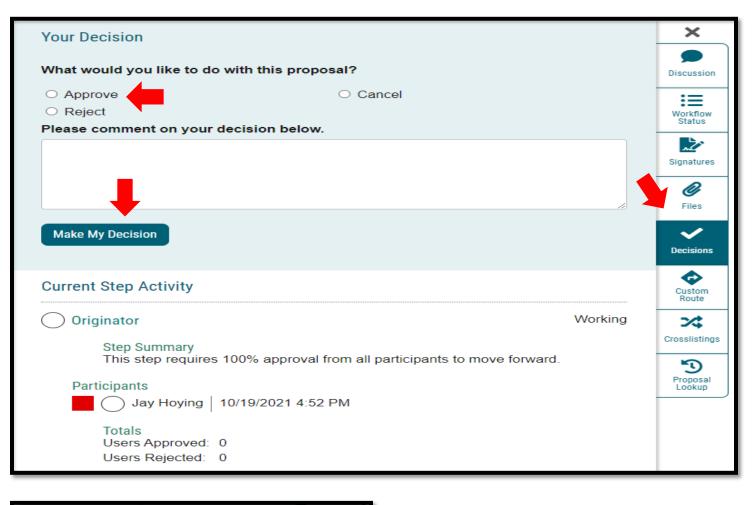
- 9. Make the proposed edits to the course details making sure to hit save under each category a change occurred within.
  - a. These edits will be tracked for review by the committee to see the changes proposed.
  - b. Comments can be made by selecting the *Discussion* tab on the right.

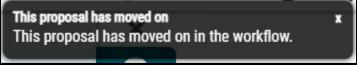
Course Description*				
B I U   ×₂ ײ   I <sub>x</sub>   注 :≡   ∃E ∃E   1€ (E   99   155 123) Normal -   E E E =   69 (63 (F)   12 (EE = =	•			
This course presents a survey of the emergence of modern America as an industrial and world power; the Progressive Era; WWI.				
Save Cancel				

10. Attach all required documents (ex. syllabus) by selecting the Files tab on the right of the form. Follow this by selecting *Choose File*, select the desired file, and then select *Open*.

Upload File	×
File Choose File No file chosen	Discussion
Upload	Workflow Status
PC → Desktop	Signatures
Name     Course Revision Proposal Guide 10.18     New Course Revision Proposal Guide 10.11	Ø Files
A New Course Proposal Guide 10.21      Mew Course Proposal Guide 10.21      A New Course Proposal - Curriculog 10.21      A New Course Proposal - Curriculo	Decisions
ne: All V Open Cancel	Custom Route
	Crosslistings
	Proposal Lookup

11. Once all data is imported or entered, edits are made, and required documents are attached select the Decision tab on the right of the page, followed by *Approve*, and *Make My Decision* to fully submit the proposal.





12. The proposal is now fully submitted and will go through the designated workflow. The progress of the proposal can be tracked by selecting the *Workflow Status* tab on the right of the proposal. The proposal can always be found under the *My Proposals* tab in Curriculog.

Proposals Agendas Accounts Rep		Jay Hoying
My Tasks     My Proposals     Watch List     All Proposals		
Filter by:     All My Proposals *   Advanced Filter	+ New Proposal My Recent Notification	s 🔻
ACG - 2020 - Status: Unlaunched 8. Test 2022-23		oying has decided to approve your proposal, erican History Since 1877. <u>Click here</u> to view
Last Activity: Oct 4, 2021 11:26 AM by Jay Hoying	1877, with the ste	proposal, AMH - 2020 - American History Since ap of Originator has been approved and is
AMH - 2020 - American History Since 1877	moving on to the <u>here</u> to view the p	Department Chair: AHSS & Cert step. <u>Click</u> proposal.
1. Revision Course Proposal 2022-23 Last Activity: Oct 20, 2021 8:12 AM by Jay Hoying		proposal, AMH - 2020 - American History Since on to the next step and has become your new

Workflow Status	×
C Originator Approved	Discussion
Participants	Workflow Status
Step Details	Signatures
O Department Chair: AHSS & Cert Working	) 🖉
Participants Tom Dvorske Jay Hoying	Decisions
Step Details	Custom Route
Registrar Review Incomplete	Crosslistings
Participants Jay Hoying Andrew Konapelsky	Proposal Lookup
Sarah Marki Step Details	
Undergraduate CC Incomplete	•
Participants Undergraduate Curriculum Committee Andrew Konapelsky *	

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