Curriculog Role & Step Definitions

Originator – The individual that is creating, validating, launching, and tracking the proposal. The originator is responsible for tracking and ensuring the proposals goes through the entire appropriate workflow. If the proposal is rejected/denied, in most cases, the proposal will be reverted to the originator to address the issue and to relaunch.

Department Chair – The Department Chair that is associated to the course or program will supply their review and decision in this step. The Department Chair has the capability to edit and comment on the proposal. This step is utilized to show confirmation that the department has first approved the proposal prior to it going to the University Curriculum Committee. As well, this provides the ability for the department to facilitate internal curriculum processes via the Curriculog system. Department review and decision details should be attached to the proposal by this point in the workflow (ex. attached meeting minutes).

Division Director – The Graduate Studies Division Director will supply their review and decision in this step for all graduate level proposals similar to the Department Chair role.

Registrar Review – The Registrar's Office will conduct a review of the proposal prior to it being shared with the curriculum committee. This review will ensure all guidelines are followed and that all necessary details are provided in the proposal (ex. attached syllabus) for thoughtful discussion and decision making through the workflow. If details are missing the proposal may be rejected and reverted to the Originator to address.

Impacted Department – Any department that is selected within the proposal form as a department that is impacted by the proposal will be notified of the proposal and have a duration of time to review and decide on the proposal.

Undergraduate or Graduate Curriculum Committee – This is a standing committee that is managed by the faculty governing body and populated by faculty from each academic department. The committee meets monthly during the academic year to review all curriculum proposals at the course and program level. The committee makes recommendations to the Provost.

Vice Provost – The Vice President of Academic Affairs will review all approved proposals from the UCC or GCC and provide a decision prior to the Provost. This provides an opportunity to provide additional comments or clarification for the Provost review.

Provost – The Provost provides the final decision based upon the proposal details and recommendations.

IR CIP Code – The Institutional Research Department reviews the approved course or program proposal to provide data entry recommendation and details for the student information system and reporting needs.

Registrar Finalization – The Registrar's Office will update the appropriate academic catalog, and areas in the student information system to communicate outward the approved proposals.