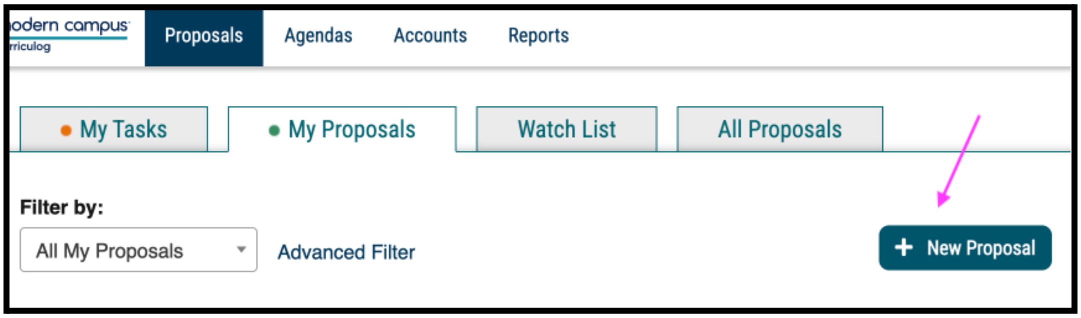
Curriculum: Course Proposal/Revision Instructions

Reed College, Office of the Registrar
August 2024

Contents:

Create a Course Proposal

To initiate a new proposal, click the “New Proposal” button.



Types of Course Proposals

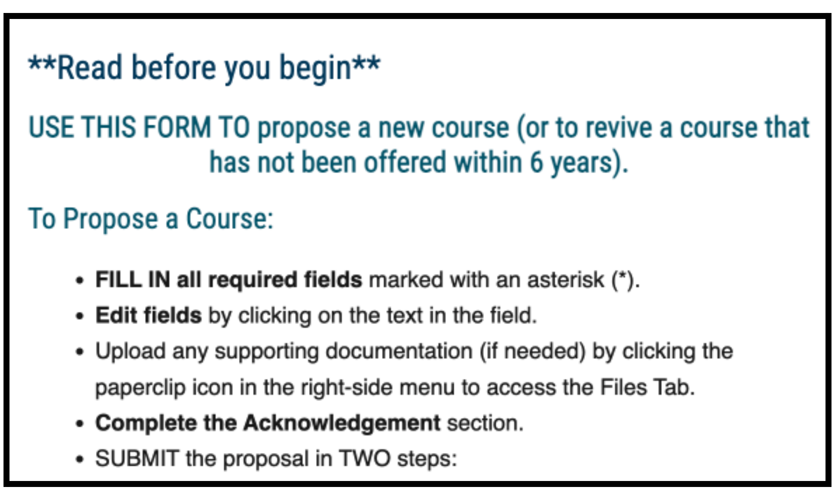
The types of proposals that are available to you are listed in alphabetical order. Choose the type of proposal that best fits your needs.

- **Course - Deactivation:** to remove a course from the catalog
- **Course - New:** to add a course to the catalog
- **Course - Non-Substantive Change:** to make minor changes that require only departmental review
- **Course - Substantive Change:** to make changes to a course that require formal approval

Proposal Guidance/Instructions

Each form includes some introductory information at the top. This includes:

- Guidance as to what that specific form is used for, &
- How to complete that specific form.



Read before you begin

USE THIS FORM TO propose a new course (or to revive a course that has not been offered within 6 years).

To Propose a Course:

- **FILL IN all required fields** marked with an asterisk (*).
- **Edit fields** by clicking on the text in the field.
- Upload any supporting documentation (if needed) by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **Complete the Acknowledgement** section.
- SUBMIT the proposal in TWO steps:

Be sure to refer to this information when starting a form. If the guidance on the form you selected doesn't match what you are trying to do, then click on the "Proposals" tab, and select another form.

If you have questions as to which form to use that isn't answered by the guidance on the forms, contact the Registrar's Office at regsitrar@reed.edu.

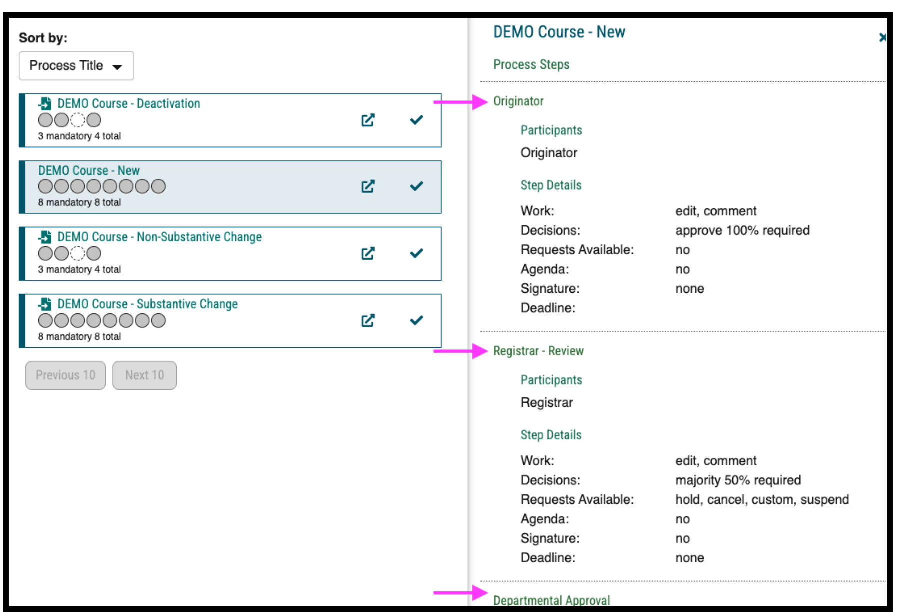
Saving Your Work

Curriculum allows you to save your work if you get interrupted, or simply need more time to finish the proposal. Click the "Save All Changes" button at the bottom of the screen to do so.

This keeps your work in front of you, in case you want to save as you go. If you need to log out, the proposal will be in the "My Proposals" tab when you log back in.

Approvals/Workflow

Clicking in the bar of any of these proposals will display an overview of the different approvals that are required on the right.



For example, the approvals required for a new course are:

- **Originator:** this is you! Once you enter the information into a proposal, you will need to formally put it into the world with a two-step process. See Submit a Proposal for more information on this two-step process.

- **Registrar - Review:** The Registrar's Office will give each proposal a preliminary review to assign course numbers, add any relevant approvers (if applicable), or follow-up with you if we have any questions.

- **Departmental Approval**

- **Division**

- **Registrar - Submit to CAPP:** This is a logistical step so our office can schedule the course once it's been approved by the division. Our office will move the course on to the Dean of Faculty's office, who will manage and record the approvals from CAPP & Faculty.

- **CAPP**

- **Faculty**

- **Registrar - Final:** Once the course has been approved by the Faculty, our office "finalizes" the course before it is uploaded into Catalog (formerly "Acalog"), directly from Curriculum. This upload typically happens overnight, so you may not see your course in the draft catalog until the next business day. (In extenuating circumstances, our office can upload courses more often, but best practice is to let the established process run on a schedule).

Decision Rules

Each of these steps is programmed with "decision rules."

Registrar - Review

Participants

Registrar

Step Details

Work:	edit, comment
Decisions:	majority 50% required
Requests Available:	hold, cancel, custom, suspend
Agenda:	no
Signature:	no
Deadline:	none

- Typically, approval is noted after the department or committee have met/voted on the proposal, based on each department's (or committee's or division's) practices.
- Most departments, committees, and divisions are set up with one-to-two approvers: the chair, and they FAC that supports them (if applicable).
- Only 50% is required for a given course to reach approval. This means that of the two people who *can* approve a step, *only one person needs to do so*.

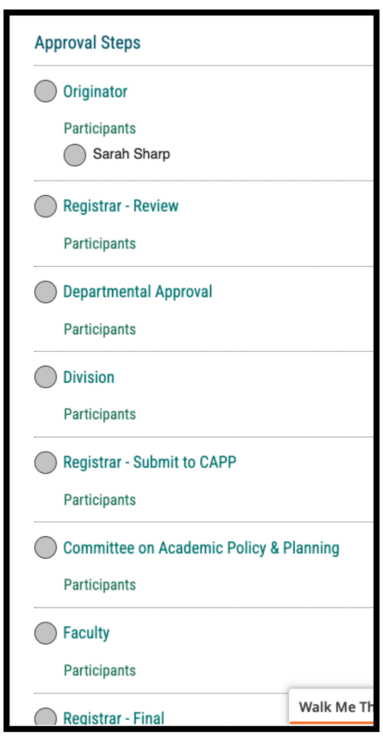
IMPORTANT: ensure that you communicate with the other approvers in your area, so you know who will be responsible for marking approvals. This will typically be the chair, although each department, committee, and division have their own practices.

Once a proposal is approved at your step, it cannot be undone.

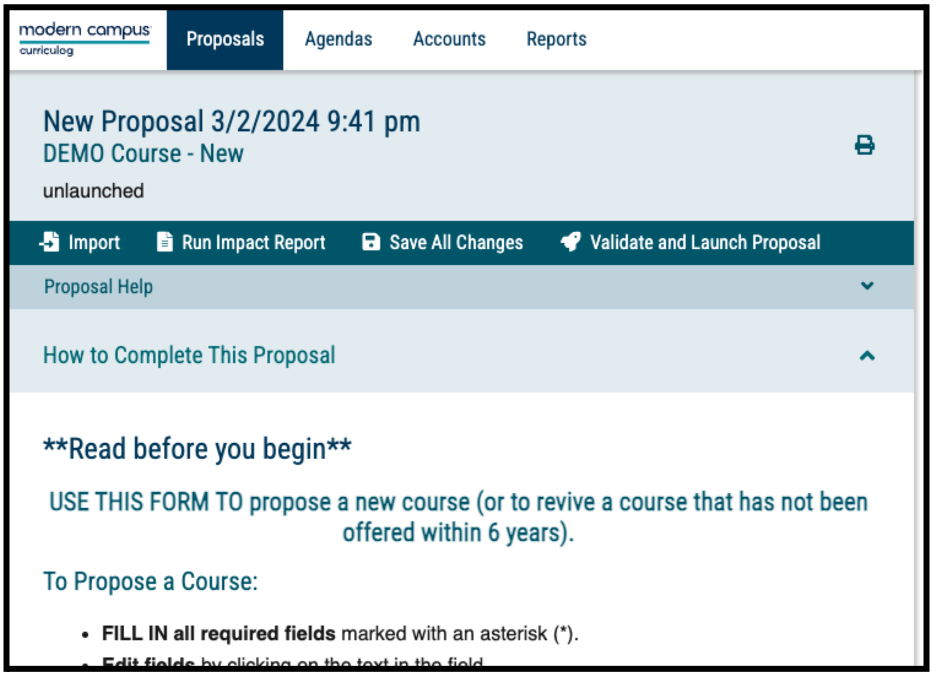
Propose a New Course

To propose a new course, select the "Course - New" process by clicking on the checkmark.

This brings up more detail of the approval workflow on the right, including the names of the approvers at each step.



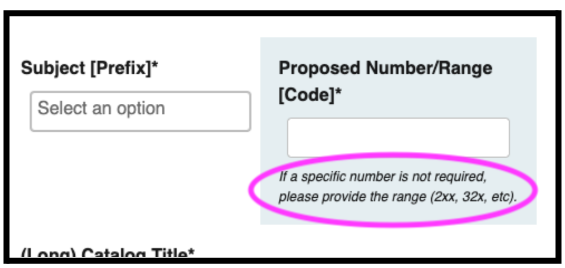
The form is on the left. Take a moment to read the guidance and instructions at the top of the form.



For example, on the “Course - New” proposal, the guidance states to “USE THIS FORM TO propose a new course, or revive one that hasn’t been offered within 6 years.”

The instructions also include guidance for completing this particular form, as well as guidance for reviewing and approving a proposal. After reading the instructions, scroll down to begin completing the form. Most of the fields are self-explanatory, such as the name of the person who is making the request.

Other questions have help text provided underneath them. If you ever have any questions about a particular form, contact the Registrar’s Office at registrar@reed.edu.



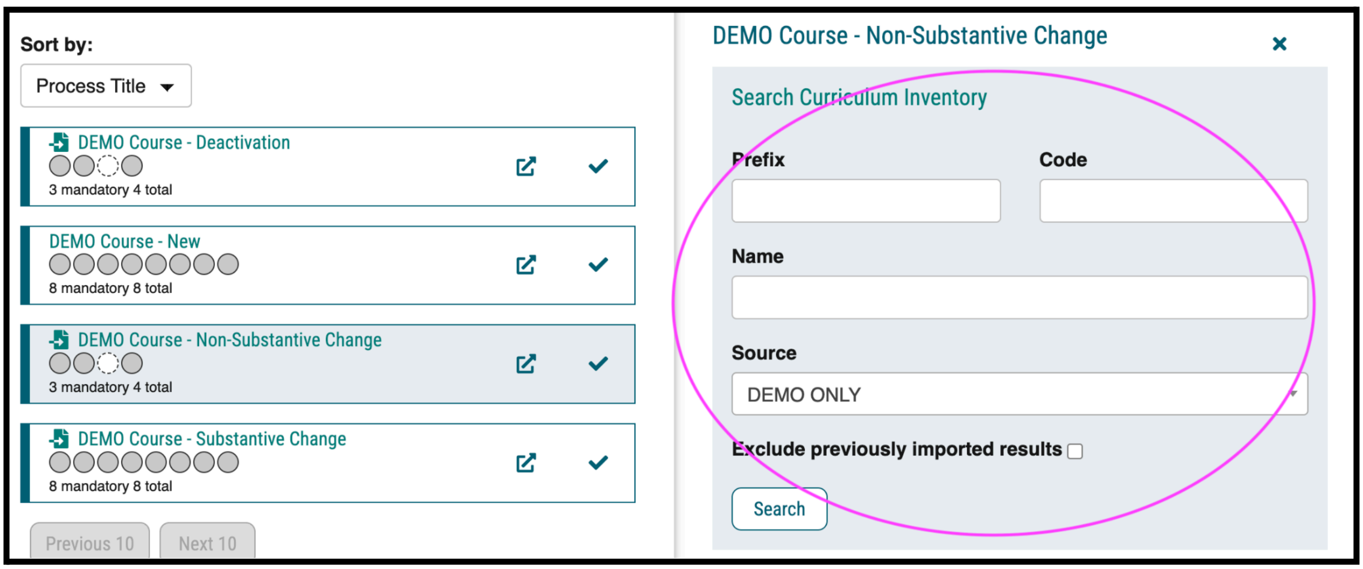
As with Catalog, “hierarchy” is simply the word they use to keep things organized. This field is where you would select the appropriate department or committee associated with the course.

Continue to make your way through the form. Fields marked with an asterisk (*) are required.

Propose a Course Change or Deactivation

Curriculum will upload the catalog data for existing courses, so making revisions only requires completing a few fields.

To search for a course, click the checkmark for the process you wish to start ("Course - Non-Substantive Change," the "Course - Substantive Change," or the "Course - Deactivation"). The search form appears on the right.



You may search by the following fields:

- **Prefix (subject):** be sure to type the exact subject code that is listed in the catalog, such as "HUM" for Humanities 110.

- **Code (number):** this is the number of the course, such as "110."

- **Name (title)**

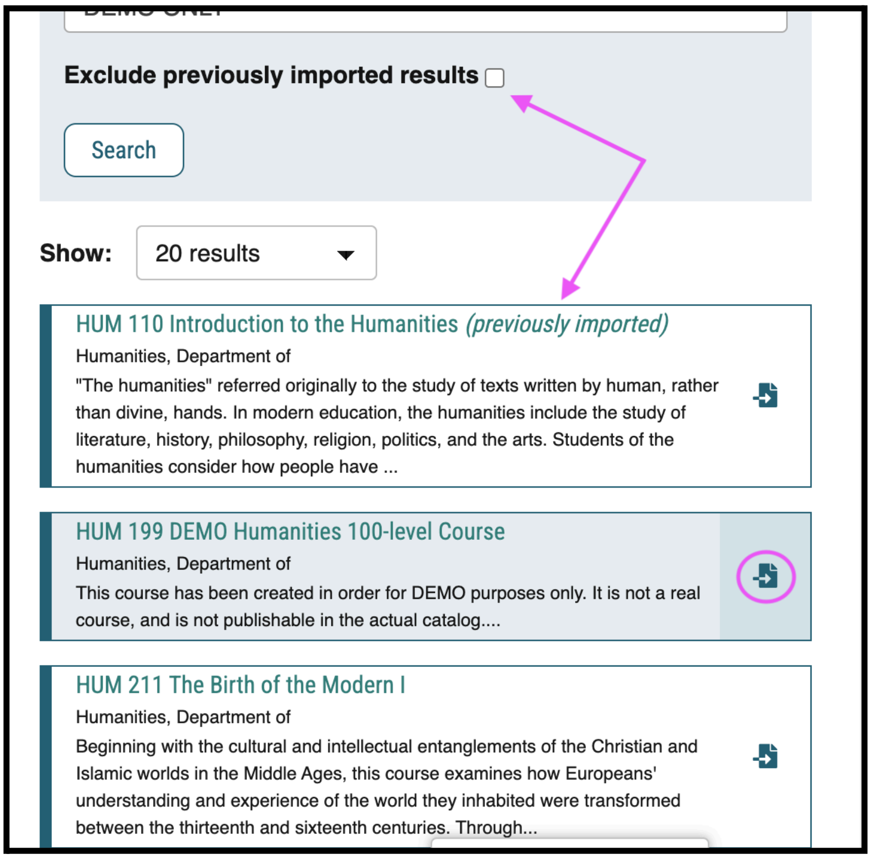
Select the "source" from which to bring up the course information. Source is simply the catalog you wish to use. Be sure to always use the most recent draft catalog.

Clicking "Exclude previously imported results" checkbox will do just that.

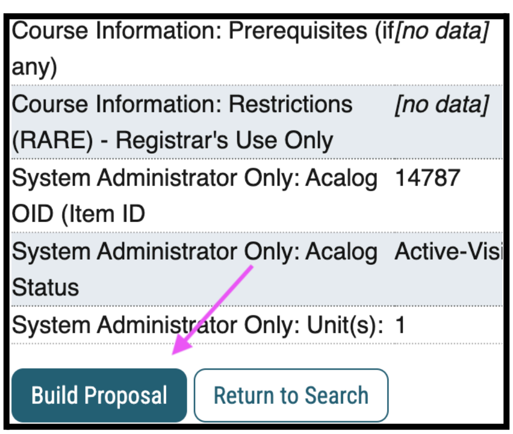
If someone has already submitted a revision to a course (whether or not it has completed the approval process), checking the box will *not* display it in the list of courses. You typically want to check the box, to avoid submitting an additional proposal for a single course. If you have any questions, contact the Registrar's Office at registrar@reed.edu.

Click the “Search” button.

A list of courses will be displayed beneath the search form. (If you leave the “Exclude” button unchecked, the system will tell you if a course has been previously imported, as shown. However, do not rely solely on this, as the message disappears once the course has been uploaded into the catalog). Scroll through the list until you find the course you are looking for. Once you do, click the icon to the right to preview the course.



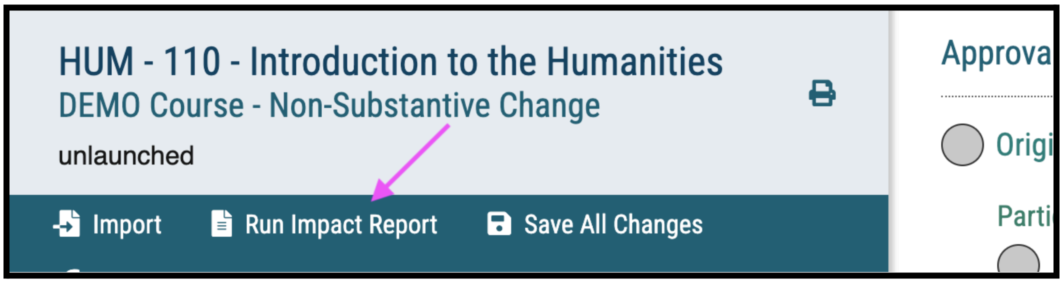
This will display the vital details of the course you’ve selected. IF THIS IS CORRECT, click “Build Proposal.” Doing so will load the course data into the proposal form. Complete the form as usual.



Impact Report

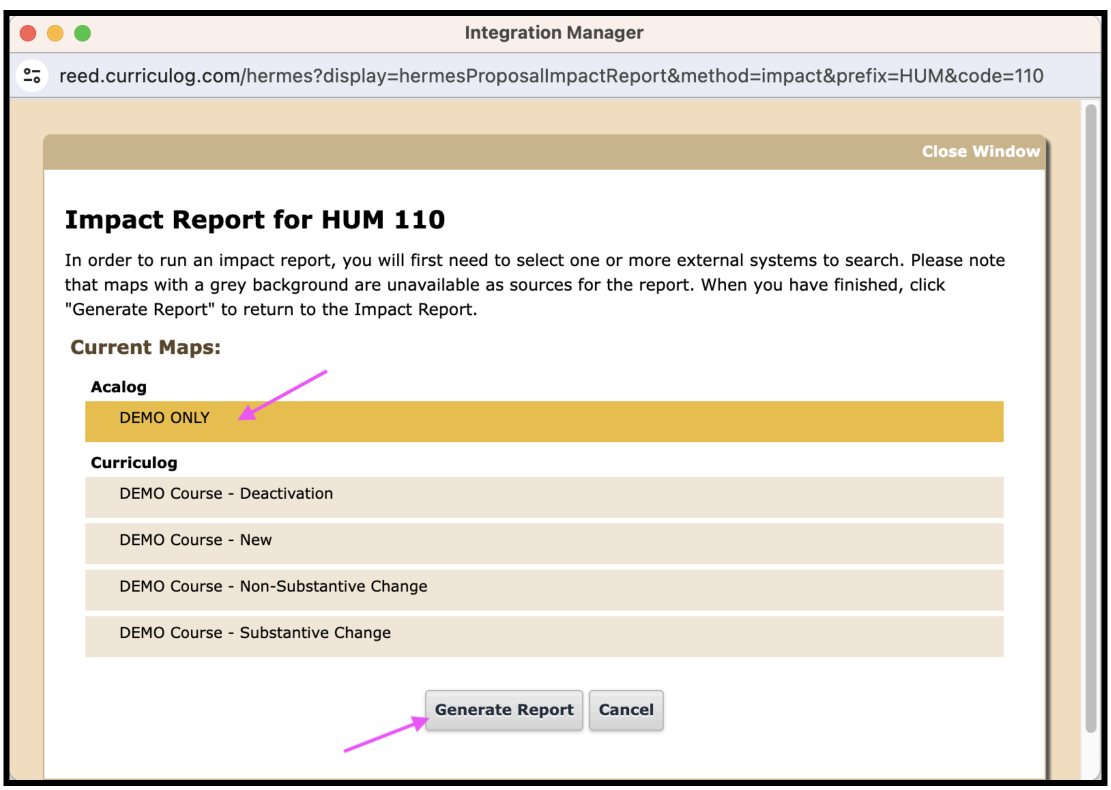
Curriculum is integrated with our data in Catalog. When making a change to a course, or deactivating a course, it is required to run an “Impact Report” in order to be aware of any instances where this course exists in the catalog (such as a prerequisite for another course, or as a program requirement). This is not only helpful information for the person proposing the change, but provides vital transparency for everyone in the approval workflow, so everyone can consider the potential effects of changing a course.

To run the impact report, scroll to the top of the screen and click the “Run Impact Report” button.



Doing so brings up a separate window.

Always map the report to the catalog. (Although the product name for the catalog management tool has been changed to “Catalog,” the former name of “Acalog” still shows here). Select the relevant catalog under the “Acalog” subheading. For the purpose of this guide, we are using a catalog called “Demo Only;” however, you will typically choose the catalog for the next (future) academic year. Once the catalog is selected and highlighted yellow, click the “Generate Report” button.

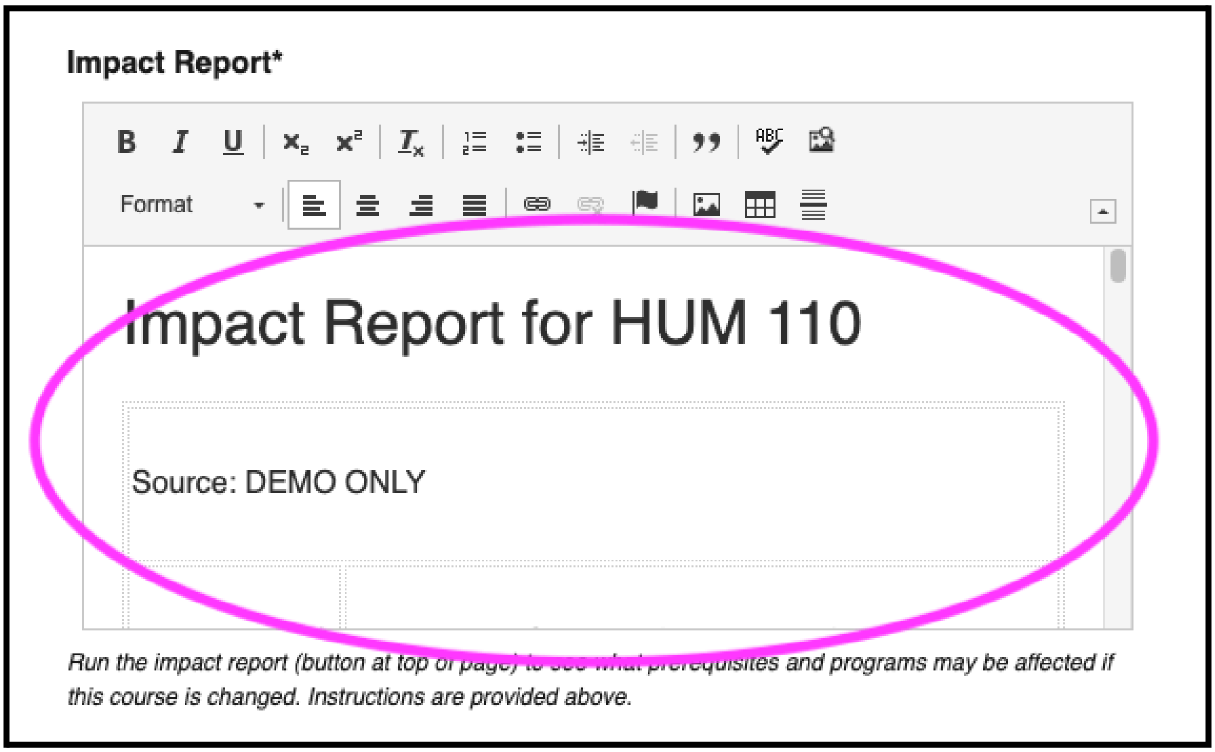


This will cause the system to search the catalog for any cross-references to this course in either program requirements or course prerequisites. Once the results are visible, you may scroll through them.

To include the results in the form:

1. Click inside the results window,
2. Select all, &
3. Copy.
4. Click back into the Curriculum form, and scroll back down to the “Impact Report” field.
5. Paste the results into that field.

The results from the Impact report should now be visible in the form.



To finish the course proposal, see “[Submit a Proposal](#)” below.

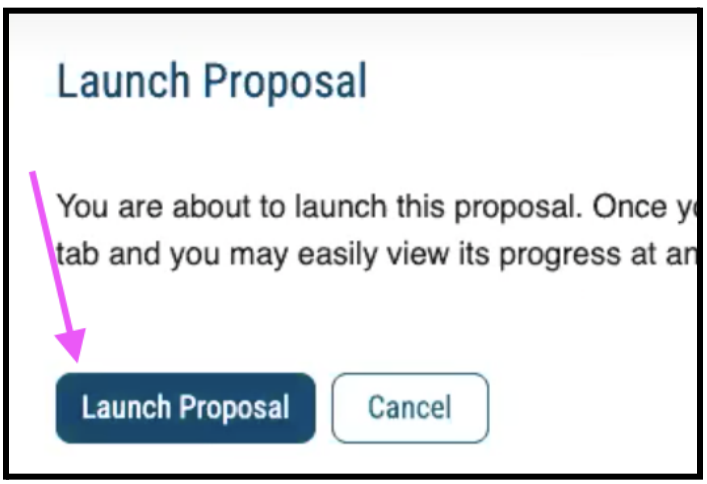
Submit a Course Proposal

Submitting a proposal is a two-step process.

Step 1: launch

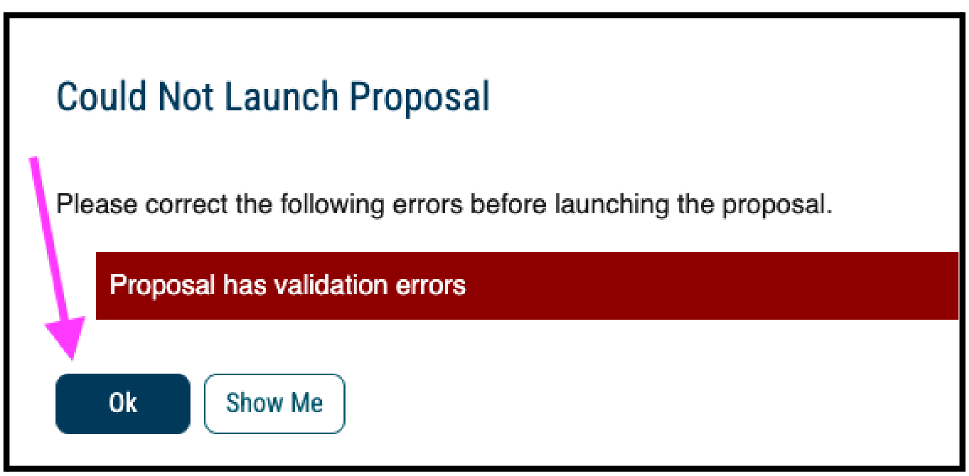
When you've finished completing the form and are ready to submit, click "Validate and Launch Proposal" at the bottom of the screen.

If there are no errors, the system will ask if you're sure you wish to launch the form. If you are, click "Launch Proposal."



Validation Errors

If any required fields have not been completed, you will receive a warning message.



Click “OK” to return to the form at the first field that requires completion. Once you complete that field, check the form for any other fields that require a response.

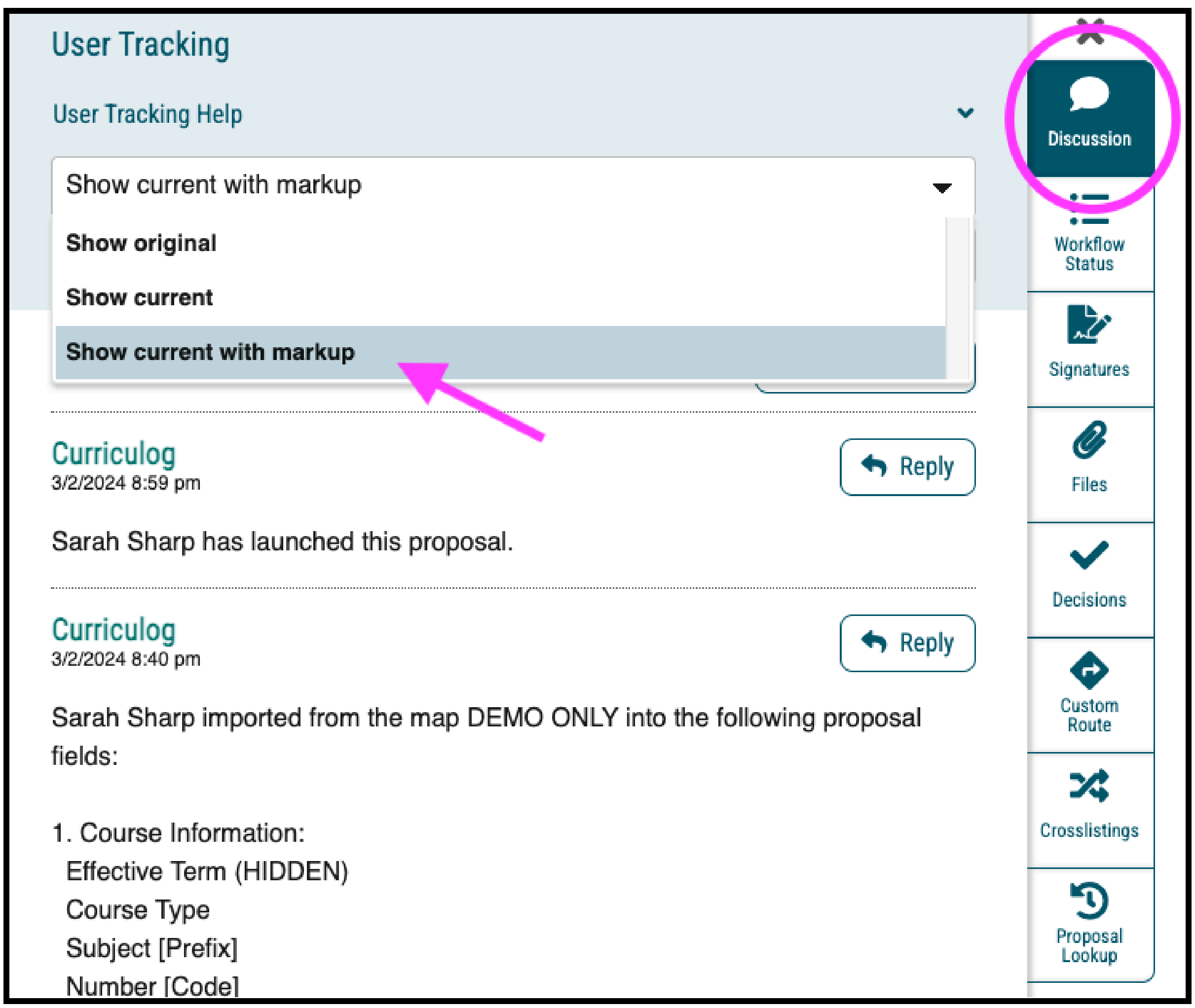
Repeat by clicking on “Validate and Launch Proposal” until there are no more errors.

Step 2: Approve

Even though the proposal has been launched, you need to approve it as the “originator” in order to put it out into the world. Think of this as a super-duper-last-chance to ensure you are ready to do so.

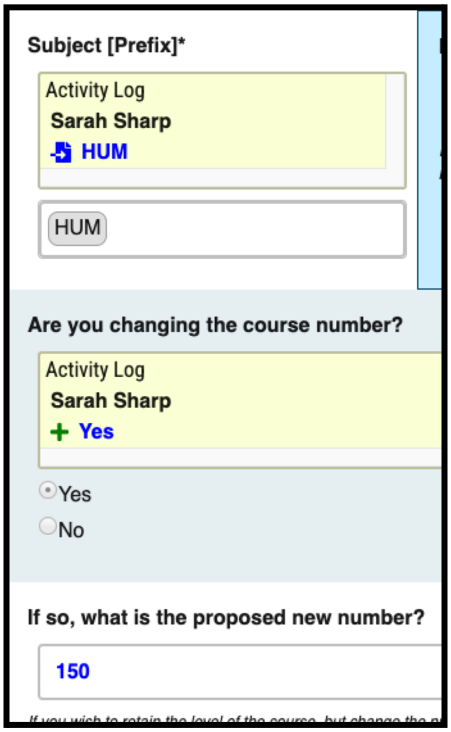
Discussion Tab

If you wish to review the form one more time, click on the “Discussion” tab.



This displays a log on the right (with the most recent action at the top), and also provides a means to “show current with markup.”

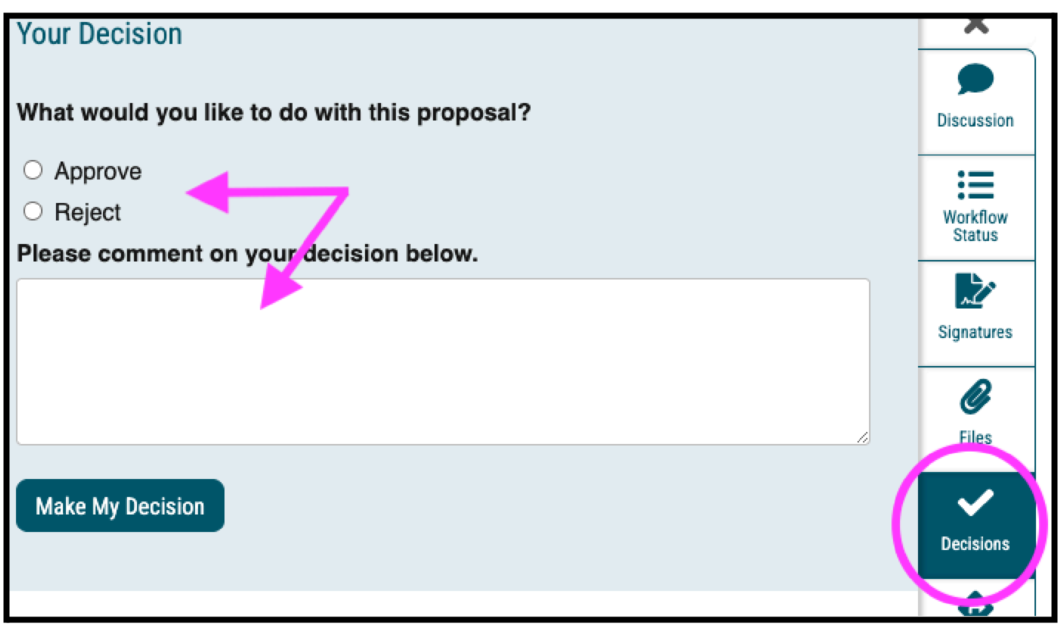
Selecting this displays in bold/blue all the information I've added or revised. This option is available to all approvers, and is one more level of transparency for the process.



You may wish to add a comment here. (If you do not, you'll have one more option to provide a comment).

Decisions Tab

The final step of approving the proposal is to click on the "Decisions" tab. The approval queue is displayed on the right, and above that, is where you can click to either "approve" or "reject" the proposal.

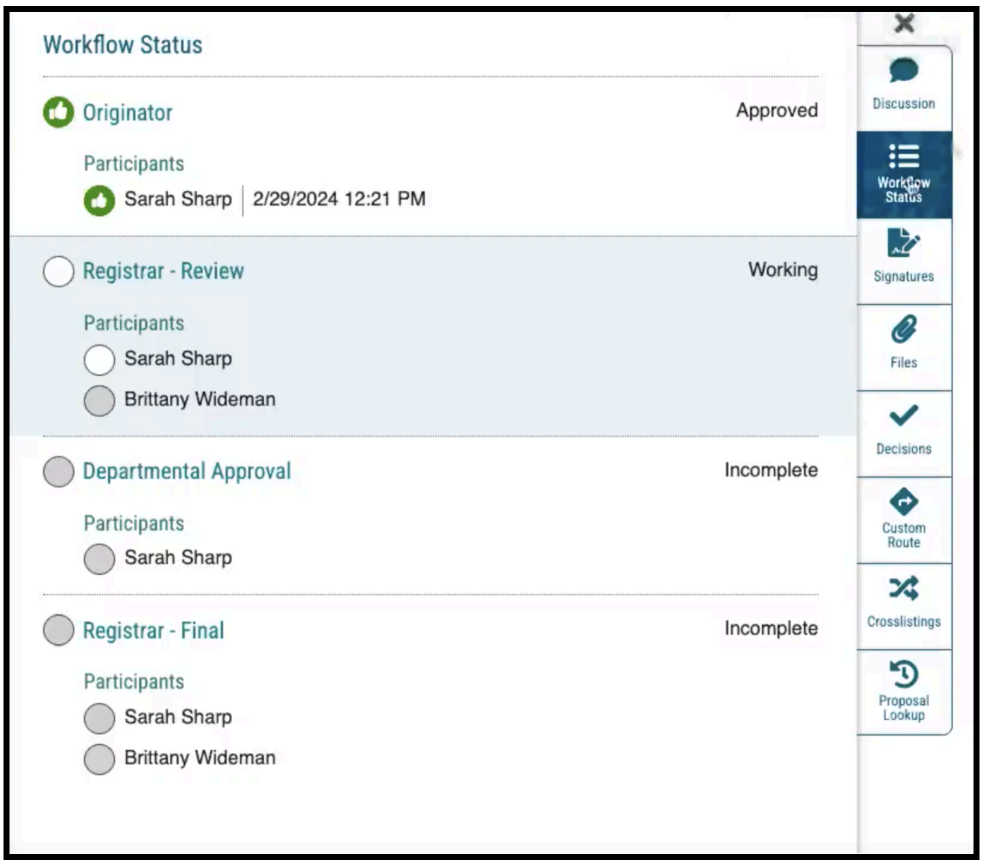


As the originator of the proposal, it’s typical to click “approve.” You may also add a comment, if you wish to provide information for your colleagues in the approval queue that doesn’t belong with the course data itself. If you reject a proposal, you must provide a comment.

When done, click the “Make My Decision” button.

If you look at the top of the page, the first dot has been filled-in with a “thumbs-up” icon. Hovering over the dots reveals the steps in the workflow.

The workflow is also visible by clicking on the “Workflow Status” tab on the right. The “thumbs-up” icons are displayed in the originator’s step, and the next step in the process is highlighted.



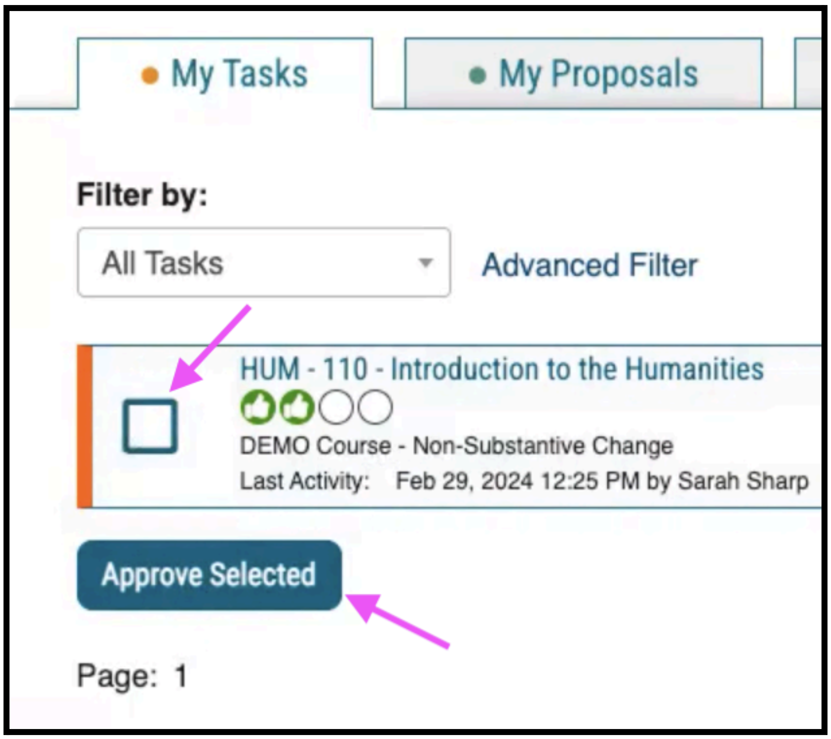
Review & Approve Course Proposals

Department, committee, and division approvers (typically the chairs) will need to review and approve proposals that others have initiated.

Once logged in to the Curriculum landing page, any proposals that require your attention will be displayed on the “My Tasks” tab.

Approve Multiple Proposals at Once

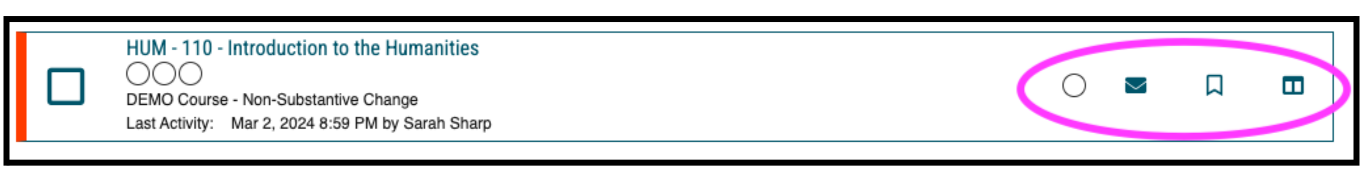
If your area has recently reviewed and agreed to approve several proposals, you can simply select them here by clicking in the large checkbox at the left, and clicking the “Approve Selected” button.



This will approve all proposals that have been checked, and send them to the next approver in the workflow. Be sure to select only those proposals that are ready for approval—this step cannot be undone.

Approve an Individual Proposal

There are several icons on the right of each proposal:



● **"View Summary":** displays summarized information from the proposal form, but does not indicate specific changes.

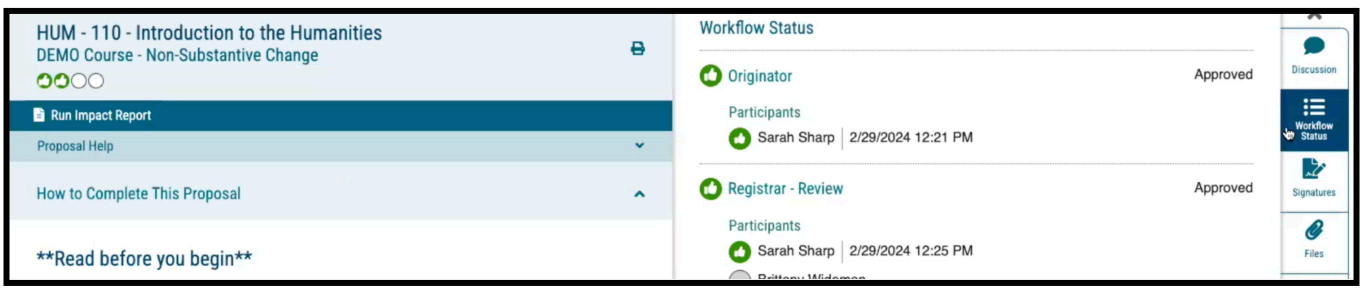
● **"Watch List" (bookmark):** adds this course to your "Watch List" tab.

● **"Email":** allows you to forward this proposal to a colleague, if the proposal involves them in some way, but does not require their approval. Sending a proposal this way *does not include* the recipient in the approval workflow.

● **"Dot":** allows you to make a decision

Clicking on either the dot, or the bar will bring up the proposal form.

Both the "Workflow Status" tab, as well as the dots at the top of the form, indicate which step this proposal is on. It's waiting for your decision.

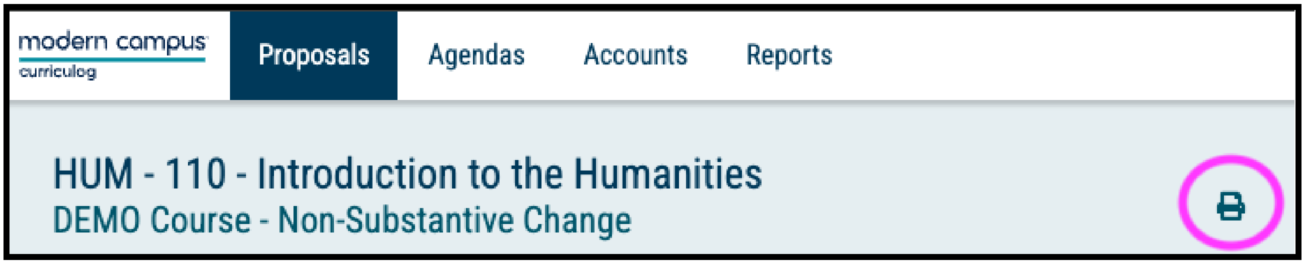


While the proposal is at your step, you may make additional changes to the form, as appropriate. Once any additional information is added, click on the "Discussion" tab and select "show current with markup" to see all revisions.

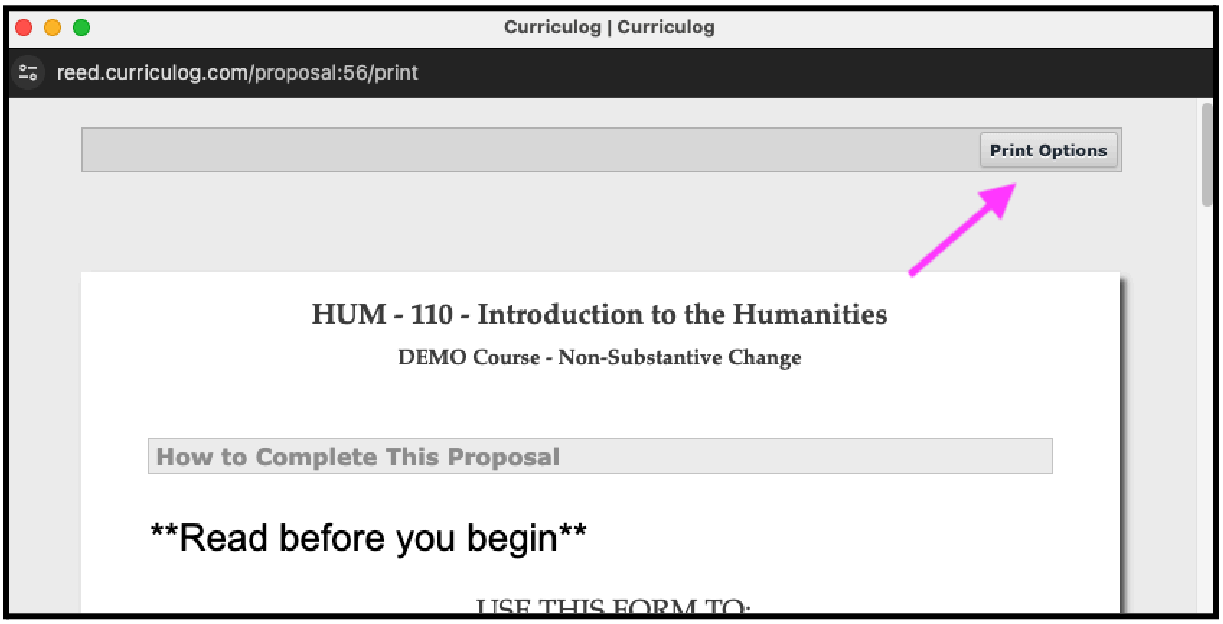
Any revisions made by someone other than the originator are displayed in a different color, adding further transparency to the process. Any remaining approvers can see the changes that have been made.

Create a PDF

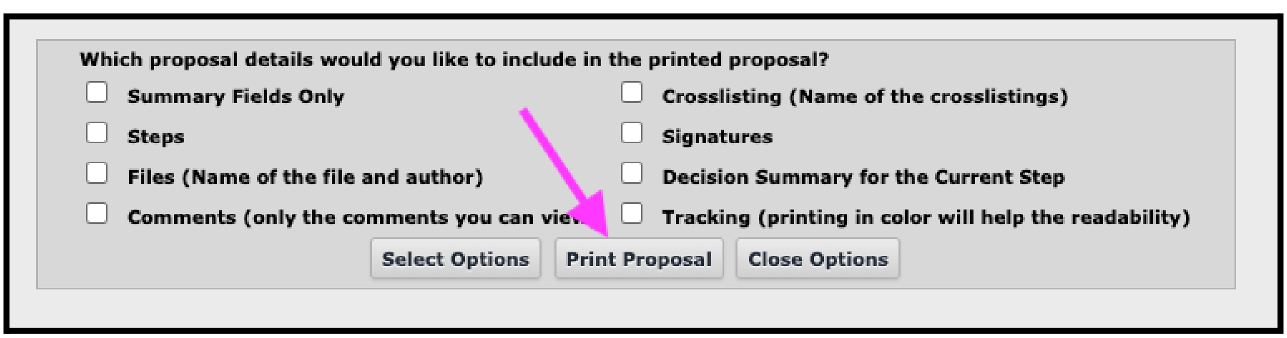
To share proposal information with department, committee, or division members, create a PDF. The easiest way to create a PDF of a proposal is to click the "print" icon at the top of the page.



Doing so brings up a separate window, which can be moved and resized.



Click "print options" to decide which items to include. Leaving all of the checkmarks blank is typical, but you are welcome to explore what version works best for you and your area. (The instructions will be included on the form).



Agendas

To manage proposal review using agendas, please refer to the “Curriculum - Agendas” PDF on the Registrar’s web page.

Recording the Decision

After you’ve shared the proposal with the constituents in your area, and you agree on a decision, click the “Decisions” tab to record the “approve” or “reject.” See the “Decisions Tab” section above for more information.

Questions?

Contact the Registrar’s Office if you have any questions!

Sarah Sharp
sharps@reed.edu
www.reed.edu/registrar