Curriculum: Program Proposal/Revision Instructions

Reed College, Office of the Registrar
August 2024

Contents:

Create a Program Proposal

To initiate a new proposal, click the "New Proposal" button.
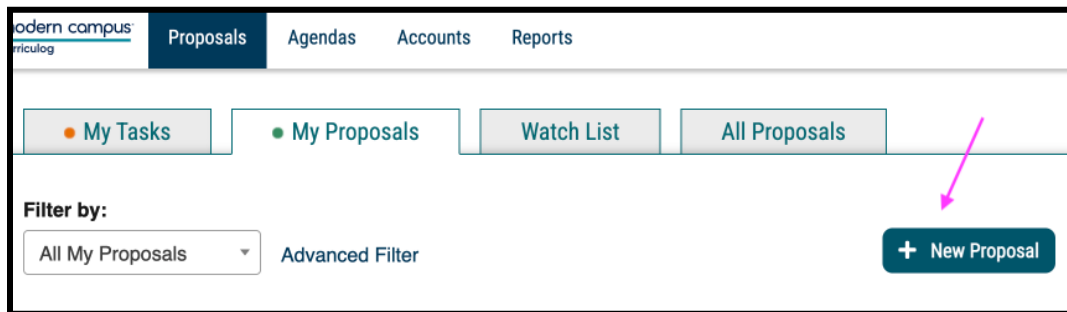
Types of Program Proposals

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

- **Program - Change:** to make changes to requirements that require formal approval

- **Program - Deactivation:** to remove a program from the catalog

- **Program - New:** to add a program to the catalog

### 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.

TO PROPOSE A NEW PROGRAM:

- **FILL IN all required fields** marked with an asterisk (*).
- To complete the "**Prospective Curriculum**" field, use the prompts, or schedule a time with the Registrar's Office to assist you.
- Upload any supporting documentation (if needed) by clicking the paper clip icon in the right-side menu to access the Files tab.
- **SUBMIT the proposal in TWO steps:**

Be sure to refer to this information when starting a proposal. 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.
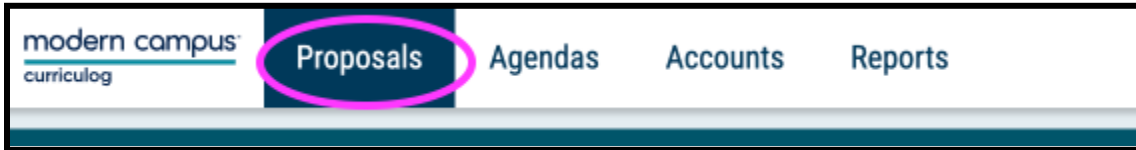
If you have questions as to which form to use that isn't answered by the guidance on the forms, contact the Registrar's Office at regsitrar@reed.edu.

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 program 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 check formatting, add any relevant approvers (if applicable), or follow-up with you if we have any questions.

- **Departmental Approval**

- **Division**

- **Registrar - Submit to CAPP:** Our office will move the proposal to the Dean of Faculty's office, who will manage and record the approvals from CAPP & Faculty.

- **CAPP**

- **Faculty**

- **Registrar - Final:** Once the program has been approved by the Faculty, our office "finalizes" it before it is uploaded into Catalog (formerly "Acalog"), directly from Curriculum. The new catalog (including all approved program & course proposals) will be available "live" before registration opens in April.

Decision Rules

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

- 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 the 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*.

<mark>IMPORTANT</mark>: 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.

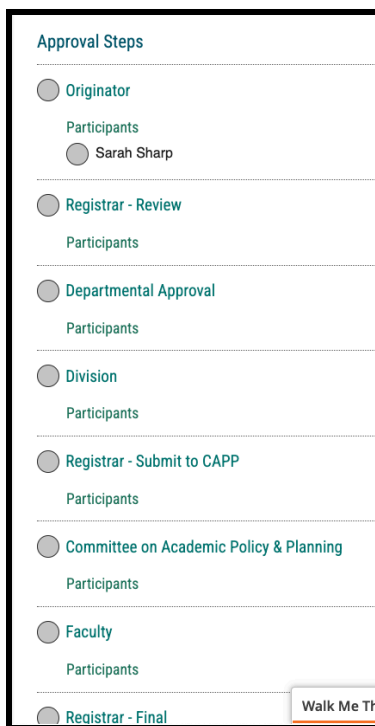**Once a proposal is approved at your step, it cannot be undone.**

Propose a New Program

To propose a new program, select the "Program - 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.

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 "Requestor," which is 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 Program 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 ("Program - Change," or the "Program - Deactivation"). The search form appears on the right.

Search for the title of the program in the "name" field. Typing any part of the title with an asterisk (*) as a wildcard should bring up all matches; if you do not find the program you expected, try widening or narrowing your search. You may also copy and paste the program title from the current catalog (catalog.reed.edu).

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, (typically the upcoming academic year).

Clicking "Exclude previously imported results" checkbox will do just that.
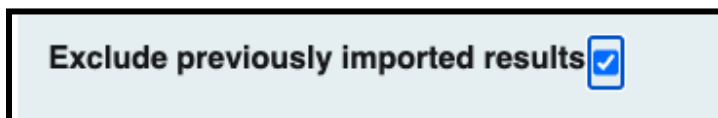
If someone has already submitted a revision to a program (whether or not it has completed the approval process), checking the box will *not* display it in the list. You typically want to check the box, to avoid submitting an additional proposal for the same program. If you have any questions, contact the Registrar's Office at registrar@reed.edu.

Click the "Search" button.

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

This will display a summary of the program you've selected. IF THIS IS CORRECT, click "Build Proposal." Doing so will load the program data into the proposal form. Complete the form as usual.

Curriculum Changes

The Registrar's Office can assist with building the required coursework into the curriculum section of the form. Please contact Sarah Sharp (sharps@reed.edu) if you would like assistance.

To update the curriculum for a given program, you will need to import courses into the "View Curriculum Courses" tab (this is a "bucket" of courses to move into the requirements). Then, you will need to add, rearrange, or remove courses within the specific "core" requirements from the "View Curriculum Schema" tab.
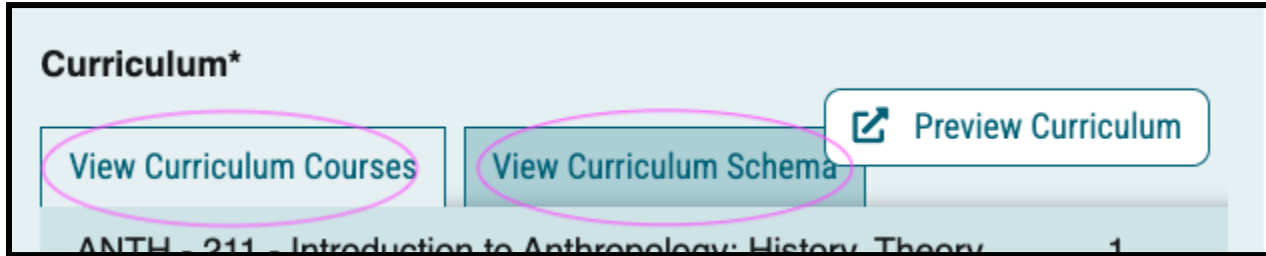
Curriculum Courses (Filling the Course "Bucket")

There are two ways to fill the "bucket" of courses, which you can then use to update your requirements: "Add Course" or "Import Course."
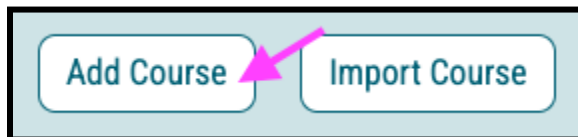
Adding Courses
Clicking the "Add Course" button brings up a search form for you to locate the course.

Using this method requires you to enter ALL THREE FIELDS — the prefix (subject), code (number), and name (title of the course) — EXACTLY as listed in the catalog. You can copy and paste the information from the live catalog (catalog.reed.edu). However, although it takes a few more clicks, we recommend importing courses as a more efficient way of selecting the relevant data.
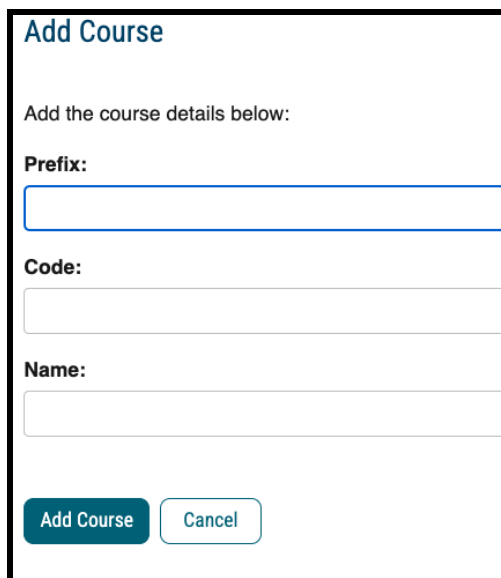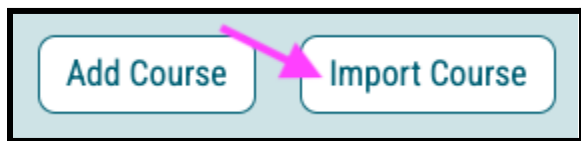

Importing Courses
Clicking the "Import Course" button brings up a separate dialog box for you to access the relevant catalog data.
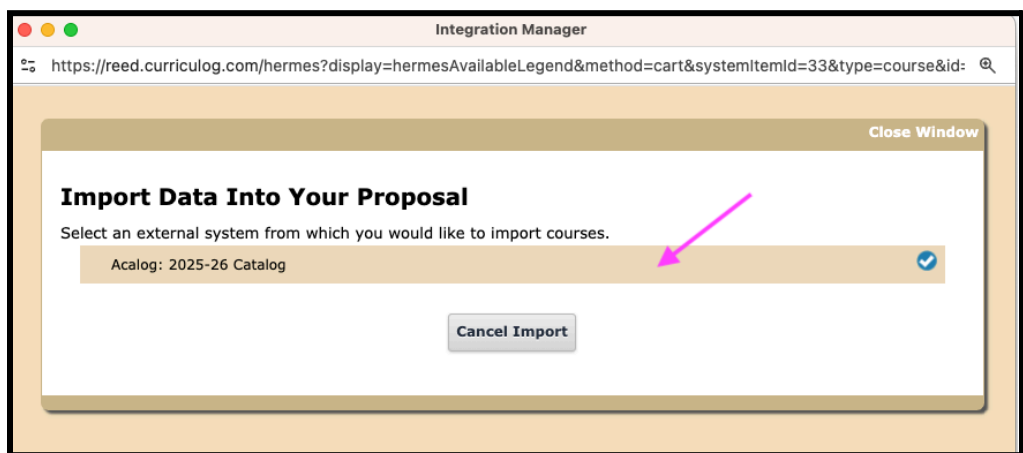
Click anywhere in the bar of the catalog you wish to reference. This will typically be the catalog for the future academic year. Once you do, you will be presented with another form, where you can choose how to filter the results.

Click the down arrow in the "Filter by field" box. The fields are sorted in alphabetical order.

We recommend scrolling down to select "Prefix." (This is the field we use for our subject codes).

Notes:
Parent
Position
Prefix
Prerequisite(s):
Program Locations

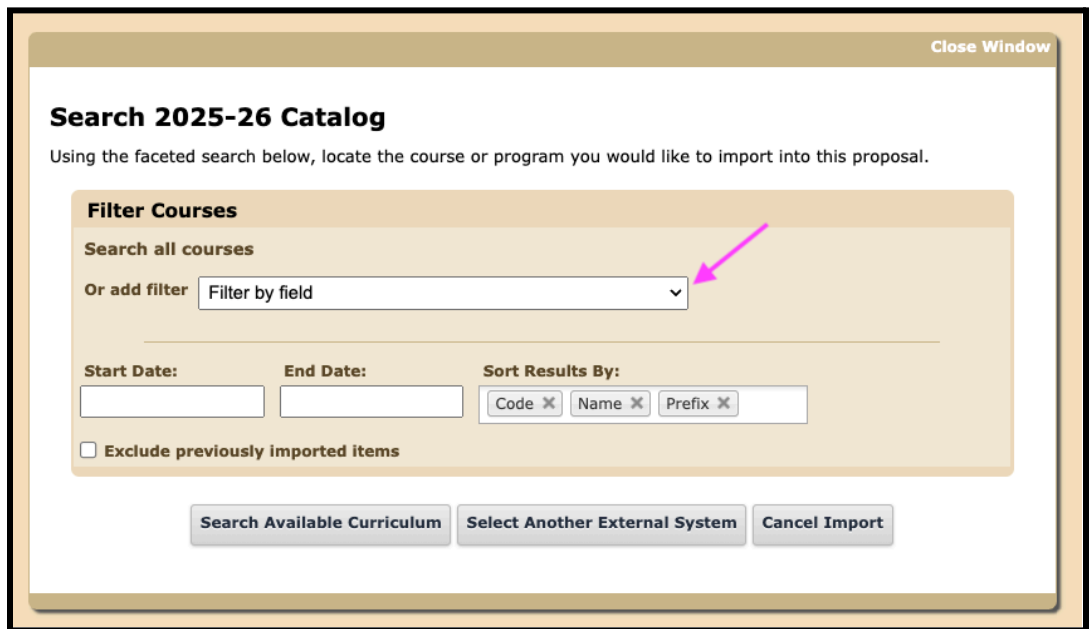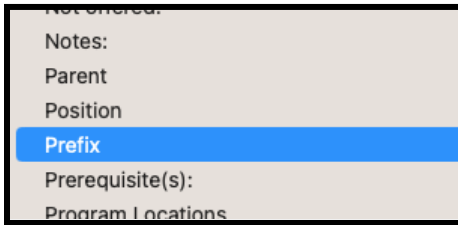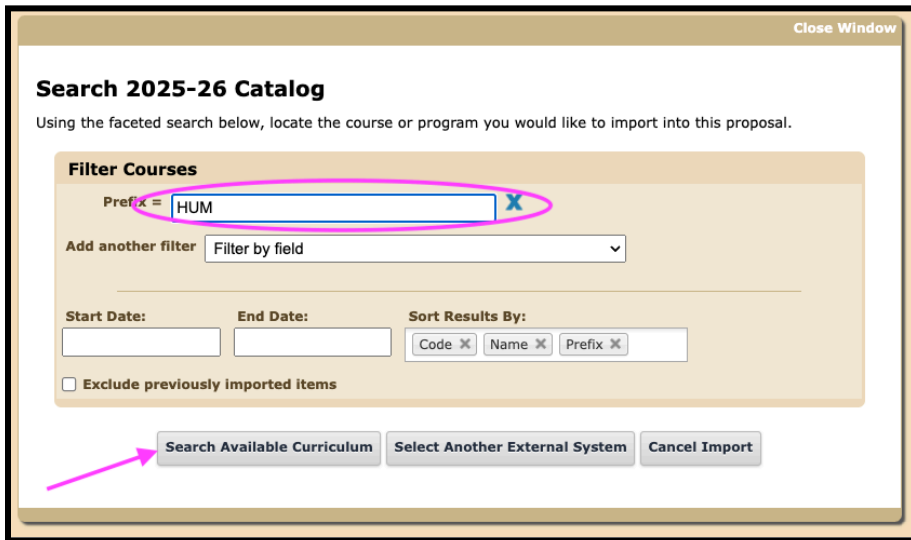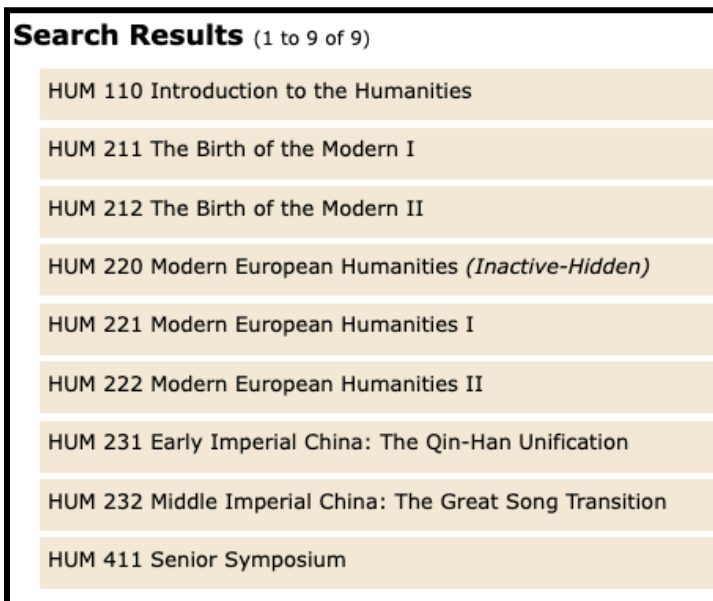Once you do, the new field will be available to you. In this example, we'll search for all of the courses with a subject code of "HUM" (Humanities), and click the "Search Available Curriculum" button.

Close Window

Search 2025-26 Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix =   HUM   ✕

Add another filter   Filter by field

Start Date: End Date: Sort Results By:
                                    Code ✕   Name ✕   Prefix ✕

☐ Exclude previously imported items

[Search Available Curriculum] [Select Another External System] [Cancel Import]

Doing so will return all of the courses in the catalog data with the subject code of "HUM:"

Search Results (1 to 9 of 9)

HUM 110 Introduction to the Humanities

HUM 211 The Birth of the Modern I

HUM 212 The Birth of the Modern II

HUM 220 Modern European Humanities *(Inactive-Hidden)*

HUM 221 Modern European Humanities I

HUM 222 Modern European Humanities II

HUM 231 Early Imperial China: The Qin-Han Unification

HUM 232 Middle Imperial China: The Great Song Transition

HUM 411 Senior Symposium

Please keep in mind that courses will become inactive over time. Although these courses are not displayed in the current live catalog, their data remains in the system. These courses are also listed, with a notation of "*(Inactive-Hidden)*". In this example, we can see the former iteration of Modern European Humanities as a 2-unit yearlong course is no longer active. It's best practice not to select inactive courses as requirements.

Highlight the desired courses within this subject you wish to add. When done, click the "Add Courses to Proposal" button at the bottom.

The selected courses now appear in the "View Curriculum Courses" tab (the "bucket"), and are now available for adding to the curriculum in the next step.

Curriculum Schema (Program Requirements)

Click on the "View Curriculum Schema" tab. You can see the requirements are organized into cores in a given structure. The Registrar's Office will ensure the structure follows the standard formatting currently visible in the catalog (catalog.reed.edu). You may also click "Preview Curriculum" to view the schema in a separate window.

To insert some of the new classes we added to our "bucket," either click the "Add Core" button (to add a new level to the structure), or click the down arrow to expand an existing core.

Once in the desired core, you may make proposed revisions to the title of the core, or you may add or remove courses from the core.

To delete courses, simply click on the trash can next to the relevant course. To add courses, click the "Add Courses" button to bring in the courses previously added to the "Curriculum Courses" tab.

Once finished making proposed revisions, be sure to use the two-step process to submit the proposal.

Submit a Program 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.
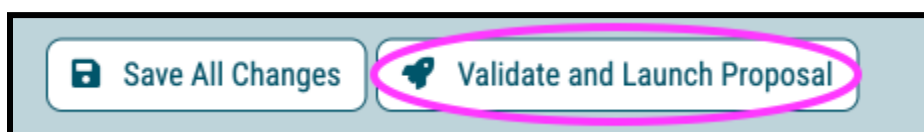
If there are no errors, the system will ask if you're sure you wish to launch the form. If you are, click "Launch Proposal."
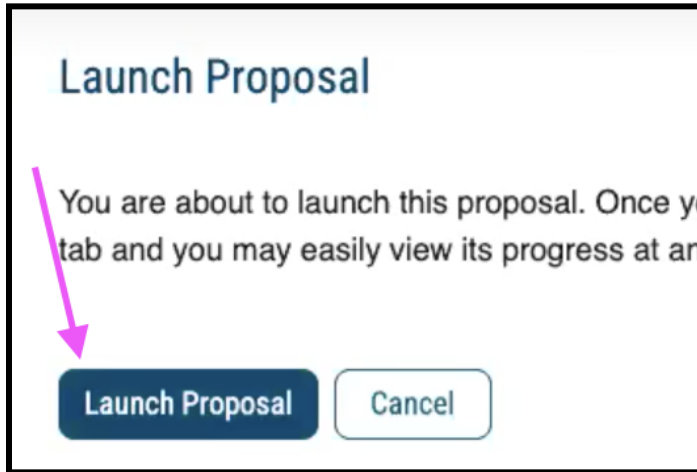
Validation Errors
If any required fields have not been completed, you will receive a warning message.
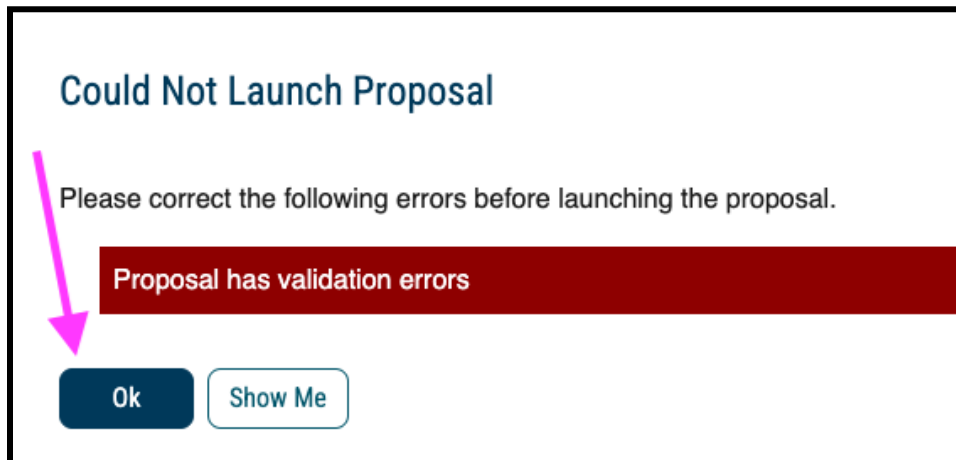
Click "OK" to return to the form at the first field that requires completion. Once you complete that field, check the form for any other fields that require a response.

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.

User Tracking

User Tracking Help ⌄

Show current with markup ▼

Show original

Show current

Show current with markup

Modern Campus Curriculum
8/14/2024 8:45 am   ↩ Reply

Sarah Sharp has launched this proposal.

Modern Campus Curriculum
8/14/2024 8:34 am   ↩ Reply

Sarah Sharp imported from the map 2025-26 Catalog into the following proposal fields:

1. Program Information:
   Degree Type
   Academic Program type
   Department/Committee [Hierarchy Owner]
   Program Title [Title]

Discussion · Workflow Status · Signatures · Files · Decisions · Custom Route · Crosslistings · Proposal Lookup

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 reveals the users name, and the added or revised content in bold/blue. This option is available to all approvers, and is one more level of transparency for the process.

Curriculum*

View Curriculum Courses | View Curriculum Schema   ☑ Preview Curriculum

~~Sarah Sharp deleted HUM 211 The Birth of the Modern~~ course from the proposal

− **Sarah Sharp** deleted **HUM 110 Introduction to the Humanities** course from the proposal

+ **Sarah Sharp** added **HUM 110 Introduction to the Humanities** course to the proposal

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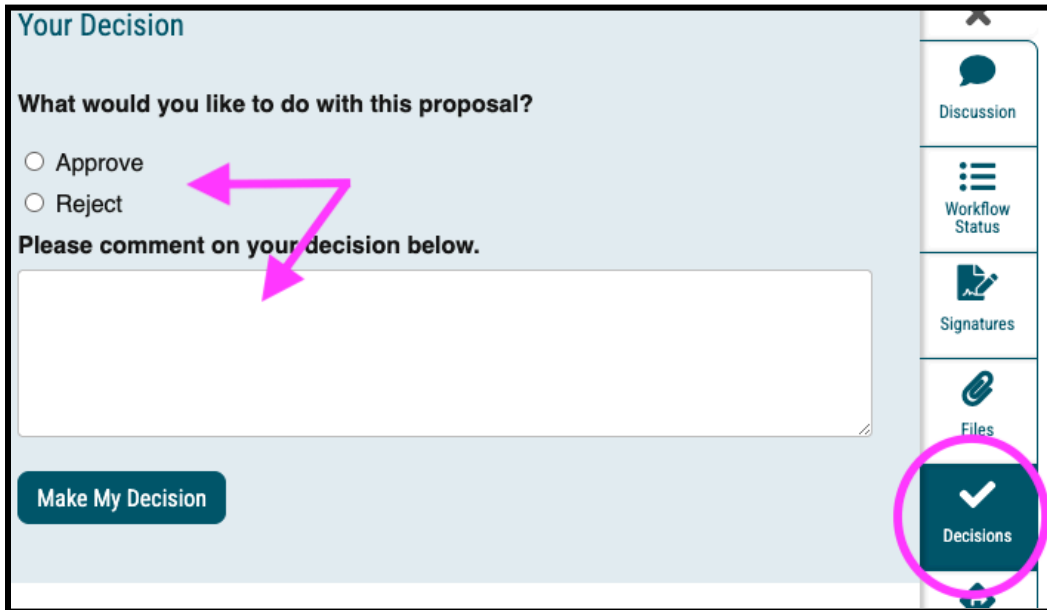
As the originator of the proposal, it's typical to click "approve." You may also add a comment, if you wish to provide information for your colleagues in the approval queue that doesn't belong with the course data itself. If you reject a proposal, you must provide a comment.

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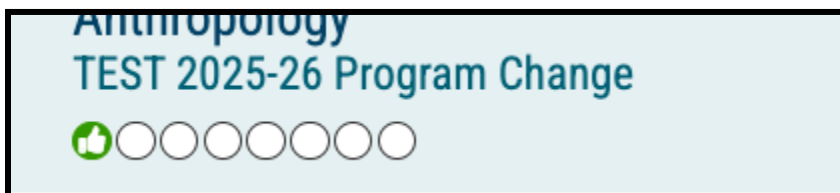
The workflow is also visible by clicking on the "Workflow Status" tab on the right. The "thumbs-up" icons are displayed in the originator's step, and the next step in the process is highlighted.

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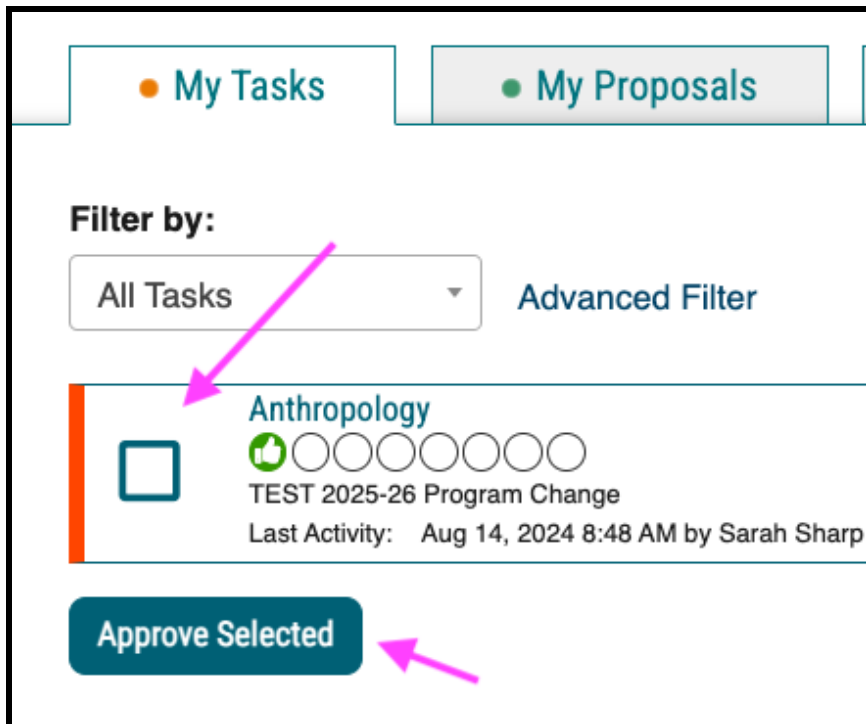
This will approve all proposals that have been checked, and send them to the next approver in the workflow. Be sure to select only those proposals that are ready for approval—this step cannot be undone.

Approve an Individual Proposal

There are several icons on the right of each proposal:
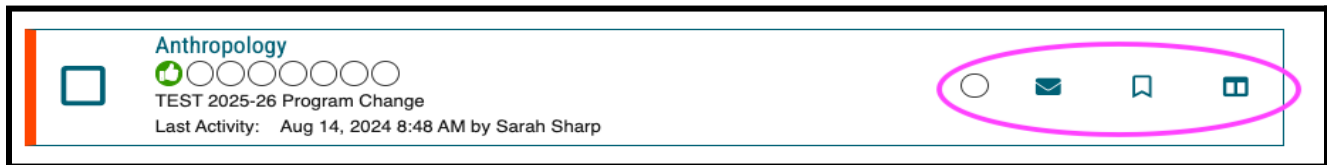
- **"View Summary":** displays summarized information from the proposal form, but does not indicate specific changes.

- **"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.
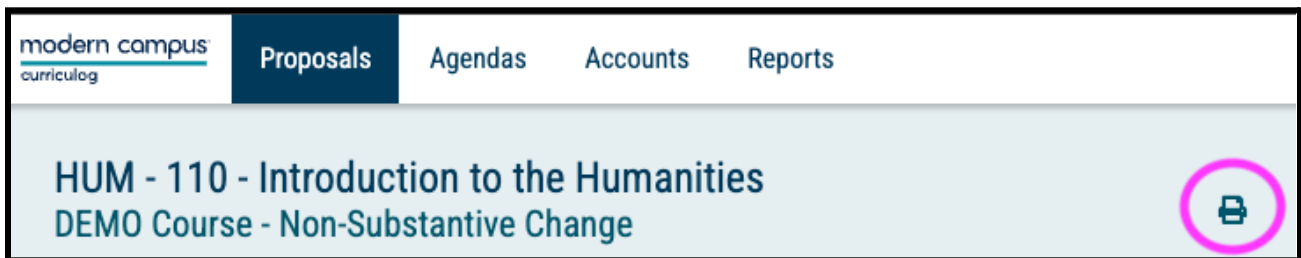
Doing so brings up a separate window, which can be moved and resized.
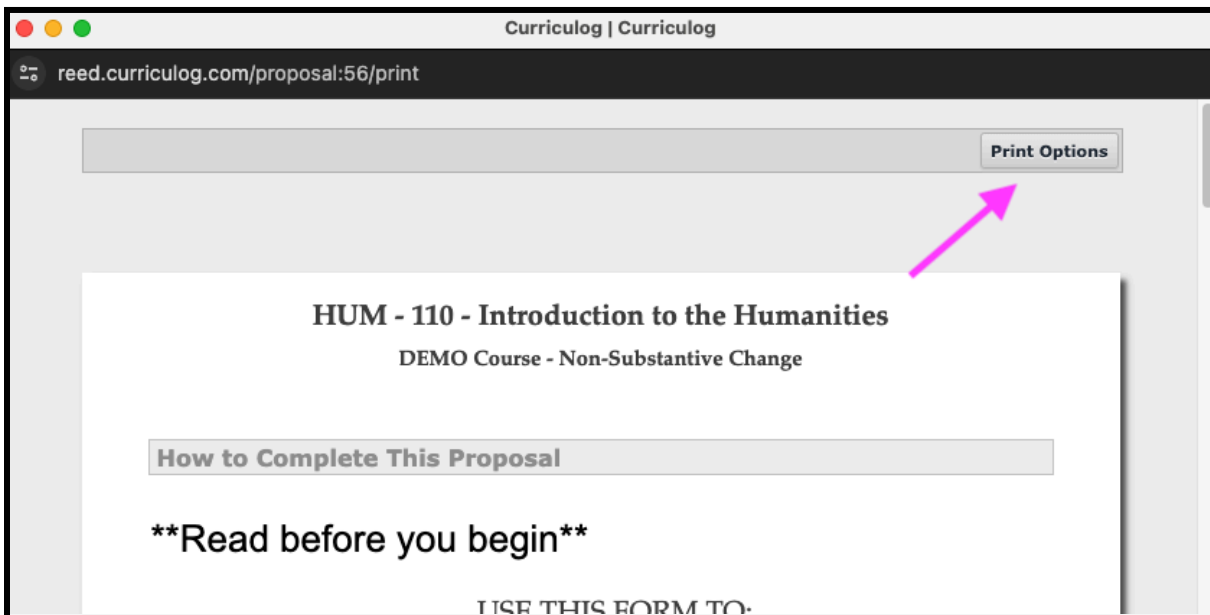
Click "print options" to decide which items to include. Leaving all of the checkmarks blank is typical, but you are welcome to explore what version works best for you and your area. (The instructions will be included on the form).

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