USF Curriculog – Program (Curriculum) Change Proposal tutorial

Welcome to the University of South Florida's Curriculog Program Change Proposal tutorial. This session will provide information on how to complete the Program Change Proposal for existing Majors, Concentrations, Minors and Certificates.

UGS Curriculum Website Training Site

To learn more about Curriculog and the proposal system, visit the USF Undergraduate Studies Curriculum website at https://www.usf.edu/ugs-curriculum-training. Tutorials on Curriculog Navigation, Course Proposals and the approval workflow process, as well as resources for the proposal system can be found here.

For more assistance, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.

Prior to Starting the Proposal

There are two steps you want to take before starting the Program Change Proposal in Curriculog.

First, you will want to determine how the program is stored in the Undergraduate catalog. Curriculum programs are stored in the catalog as either a "Program" or a "Shared Core." You will need to know how the information is placed in the catalog in order to properly import the existing information for the program changes you wish to propose.

It is important to contact the Undergraduate Studies Curriculum team prior to initiating the curriculum change proposal. You can email us at UGS-DOCurriculum@usf.edu to determine how to import the program for the changes you wish to make.

Second, you will need to ensure there is not an existing Program Change proposal in the Curriculog system for the program you propose to modify. To do this, you will review the existing Proposals under the "All Proposals" tab within Curriculog.

Once you login to Curriculog, go to Proposals in the top toolbar, then the "All Proposals" tab. You can use the "Filter By" feature to search for the program title.

For more information on how to use the "Filter By" feature, please review the Curriculog Navigation tutorial on the Undergraduate Studies Curriculum website at https://www.usf.edu/ugs-curriculum-training.
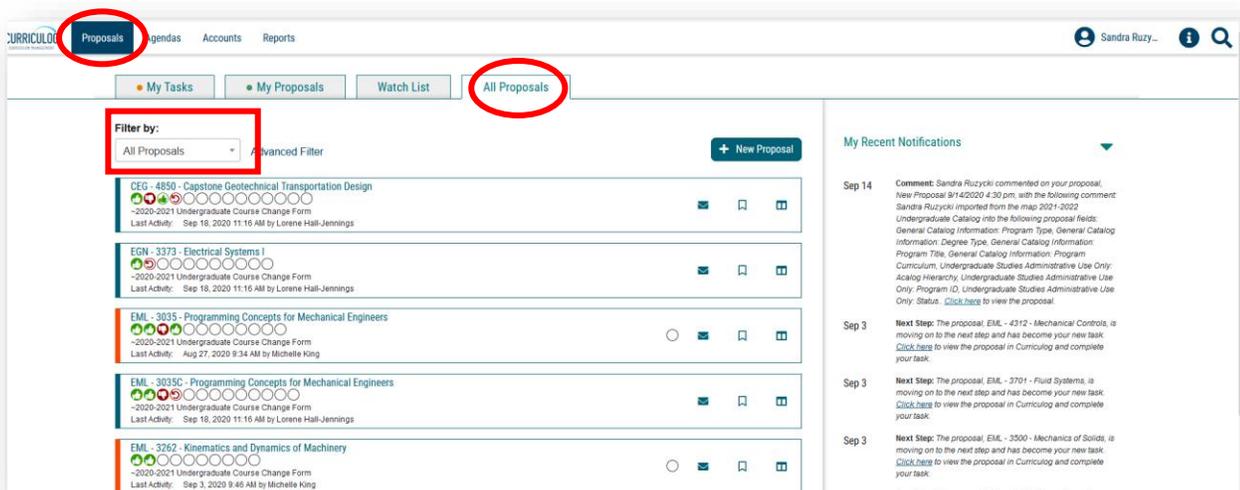
ACCESSING THE PROGRAM CHANGE PROPOSAL

Logging into Curriculog

Please open your browser and go to the USF Curriculog website at https://usf.curriculog.com/. You will want to bookmark this address. To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser.

Once you access the site, you will need to login. Click the "Login" at the top, right of the screen. USF has a single signer login.
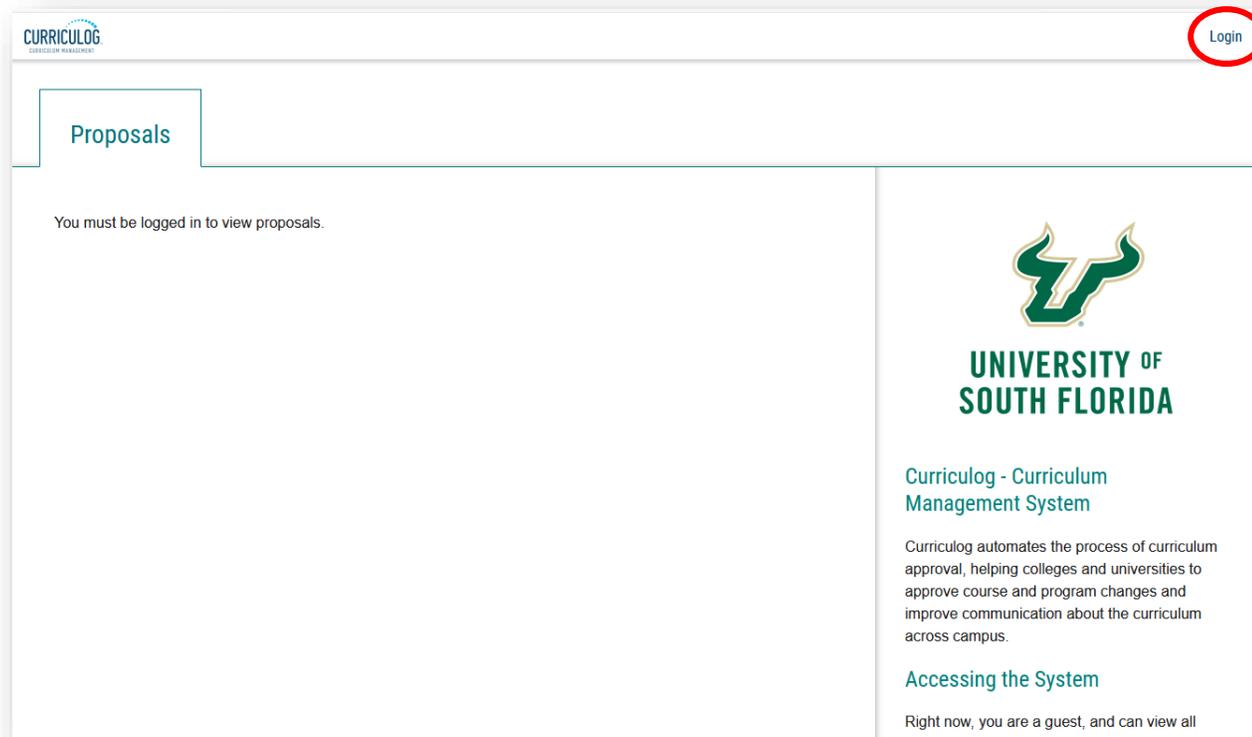
Opening the Program Change Form

The Curriculog dashboard will be displayed after logging into the site. For more information on how to navigate, please view the Curriculog Navigation tutorial at https://usf.edu/ugs-curriculum-training on the Undergraduate Studies Curriculum website.

On your dashboard, you will click the "New Proposal" button. It is the blue button under the second set of large tabs.
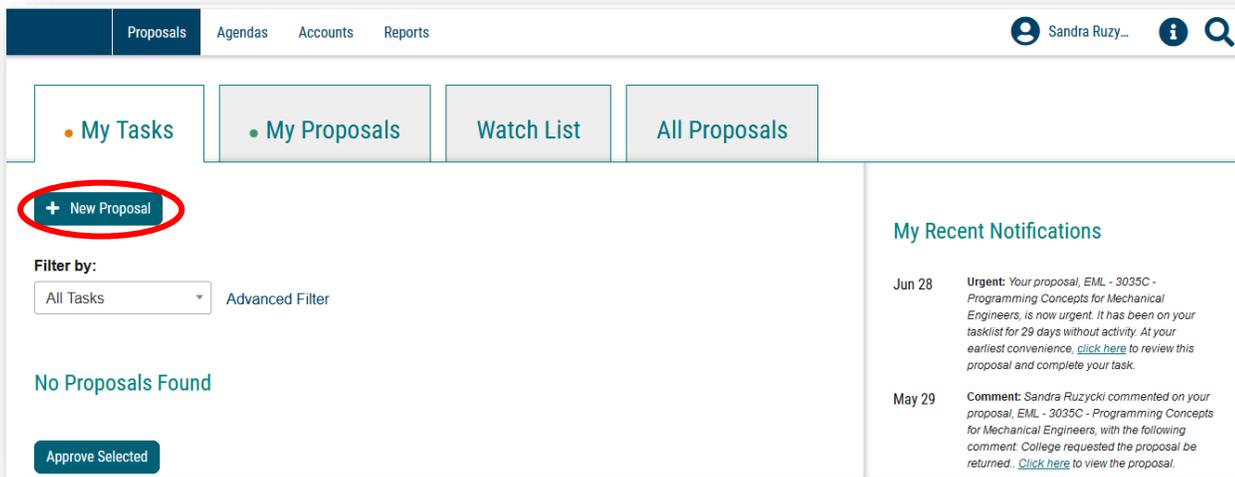
Graduate and Undergraduate proposal forms will be displayed. Graduate forms are displayed first, followed by Undergraduate proposal forms. Ten forms are displayed at a time. Click the "Next 10" button to view the set of proposals on the next screen.

If you are not sure which form fits your desired Curriculum Proposal, email the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu. We will be happy to assist you.
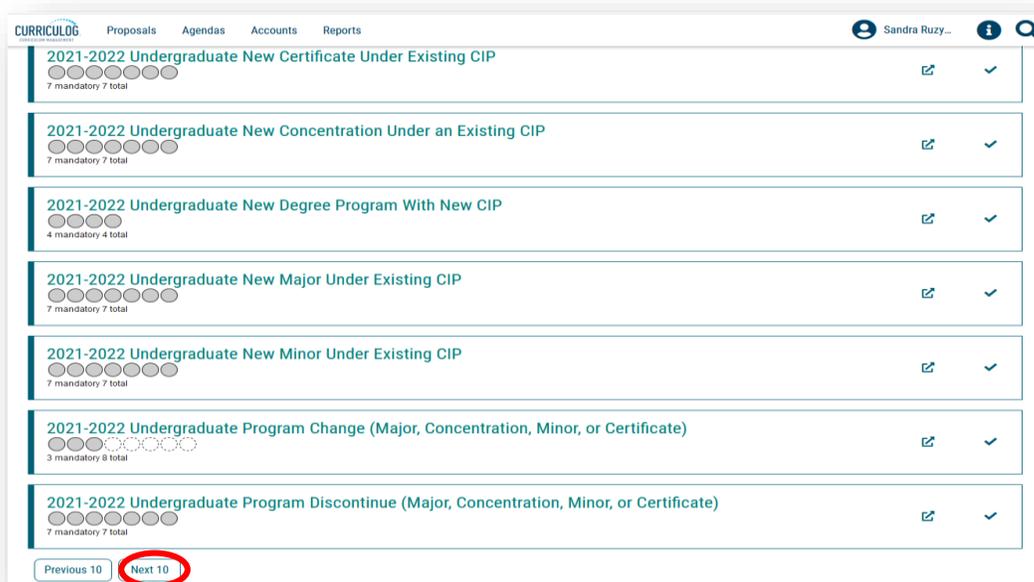
Curriculum Proposal Forms

There are 6 Curriculum or Program Proposal forms from which to choose. The Undergraduate New Certificate Under Existing CIP form is used if a new certificate is proposed under a current USF CIP Code.

There are also corresponding forms for a New Concentration Under Existing CIP, New Major under Existing CIP, and New Minor under Existing CIP.

The New Degree Program with New CIP is only used by USF Academic Planning. This form is used when a new program with a new CIP has been approved by the Board of Governors. Again, this form is completed by USF Academic Planning.

The last form, which will be used most often by faculty, is the Program Change Proposal for a Major, Concentration, Minor or Certificate. This Proposal will be used for any proposed curriculum or program changes.

When you find the Program Change Proposal, there are two icons to the right of the name of the form. The first icon allows you to preview.
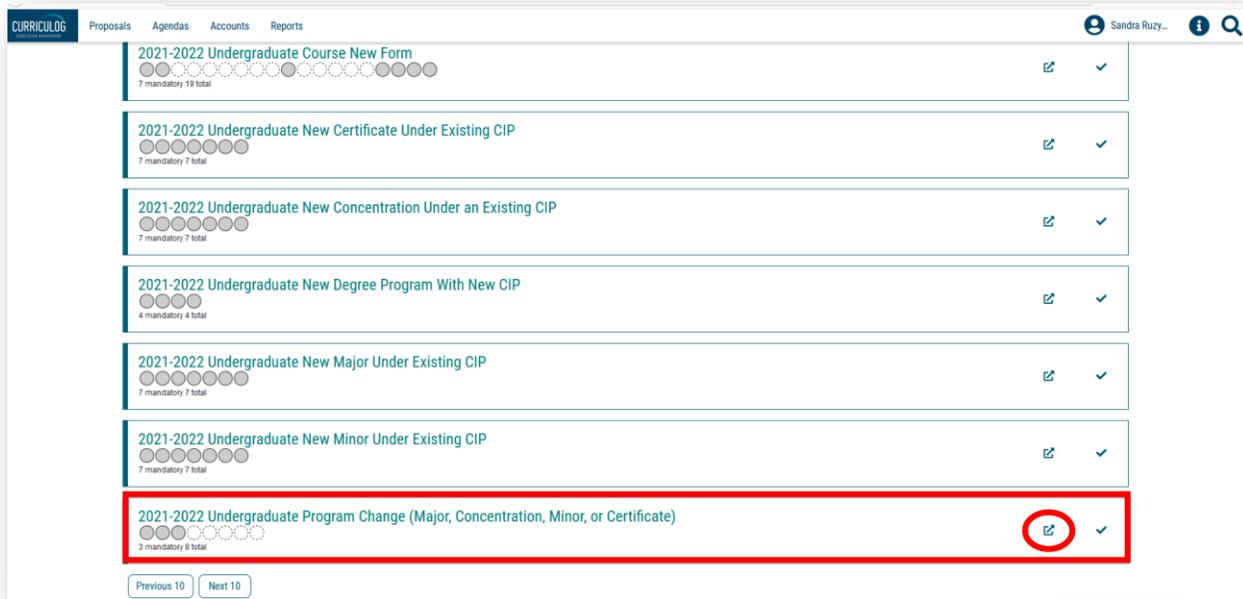
Clicking the "Preview Form" icon brings up a new screen which allows you to preview the Proposal. You cannot enter information on this form; however, you can review the form prior to starting a proposal.

To close the preview, click the X in the top toolbar on the preview screen.
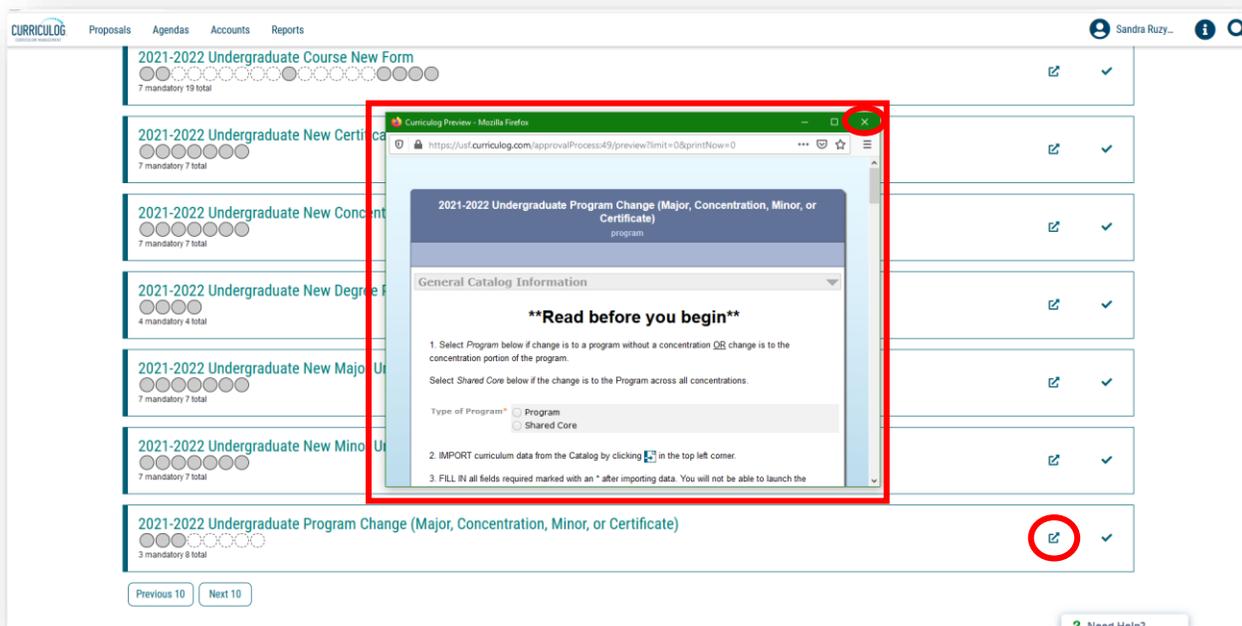
Opening the Program Change Proposal

The second icon to the right of each Proposal is the "Checkmark," which will start the proposal in Curriculog. This is what you will click to start the Program Change Proposal. Clicking the "Start Proposal" or "Checkmark" icon opens the form. This may take some time depending on how many users are in the system or the length of the form.
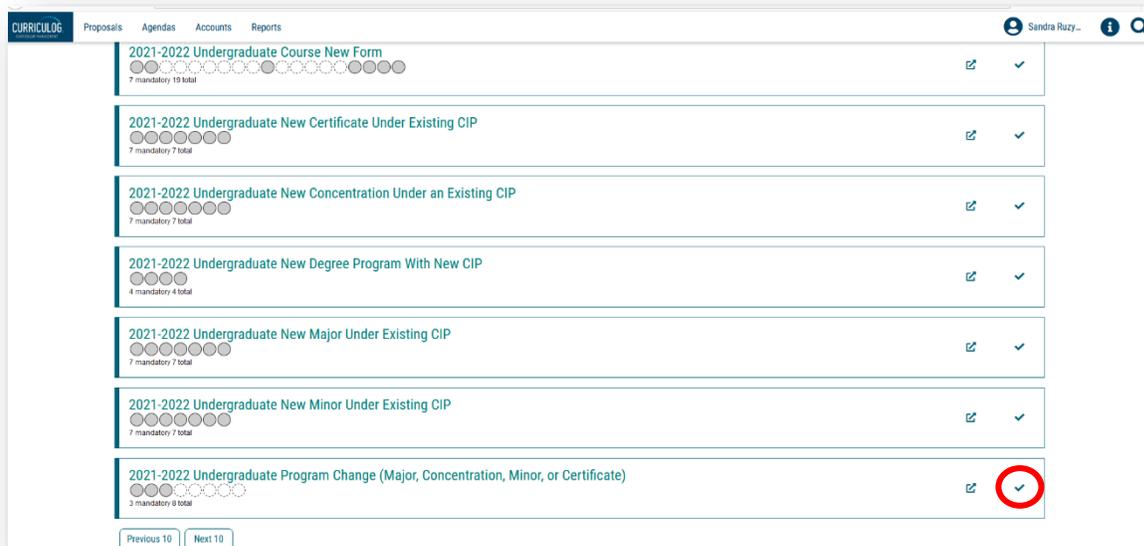
The Proposal will open on the left side of the dashboard. The right side of the dashboard shows the approval workflow process. To maximize the Program Change Proposal form, click the X above the "Steps to Approval" on the right side of your dashboard. You can view this side of your dashboard at any time by clicking the "Steps to Approval."
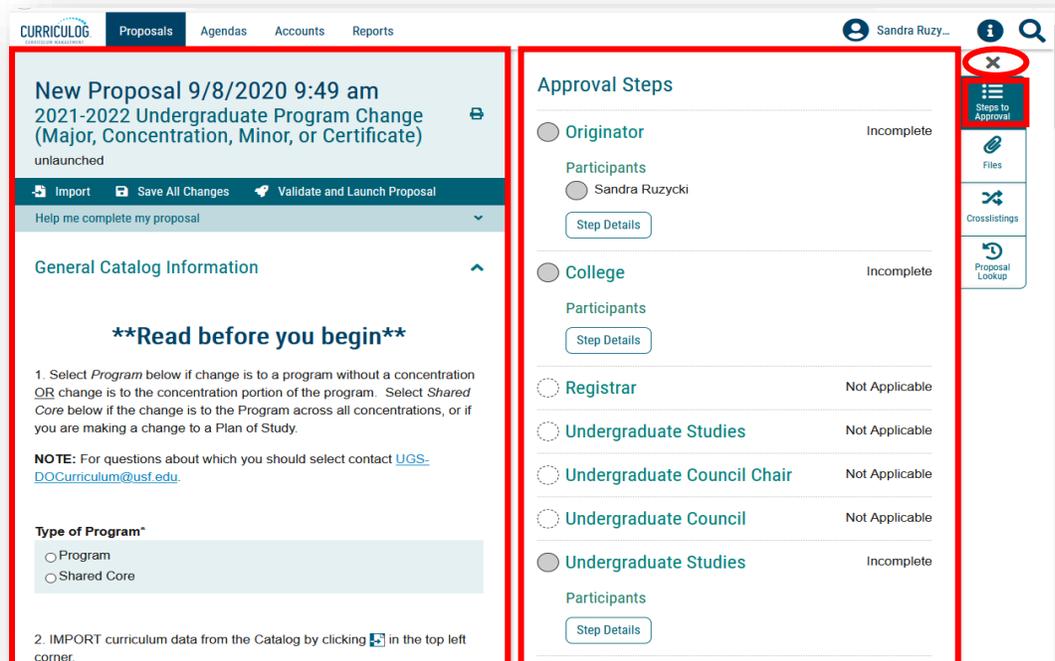
STARTING THE PROGRAM CHANGE PROPOSAL

Program Change Proposal Form

Before starting the Program Change Proposal, please read the item under "Read Before You Begin". Prior to importing the curriculum, you will need to indicate the type of program for your proposed changes.

Each curriculum program is stored in the catalog software as a "Program" or as a "Shared Core.". Please contact the Undergraduate Studies Curriculum team prior to initiating the program change proposal at UGS-DOCurriculum@usf.edu to determine the type of program you will import for the changes you wish to make.

Please also note the instruction items - two through four - under "Type of Program." We will cover these items in this tutorial.

These represent the next steps for the Program Change Proposal after you complete "Step 1."

"Step 2" tells you to select the Import option in the top dark blue toolbar to load the catalog information for the existing program into the form.

"Step 3" tells you to fill in all fields marked with an asterisk prior to submitting or launching the proposal. If you do not complete these required fields before you launch, the proposal will prompt you by marking these fields in red.

The last item, "Step 4," explains that you launch the proposal by clicking the "Rocketship" icon in the dark blue toolbar at the top of the form. Launch is Curriculog-speak for submit the proposal.

You will want to save the proposal frequently so you do not lose any of your proposal changes. There is a "Save All Changes" option at the top of the form, as well as an option that floats or moves with the proposal. Be sure to click this to save the changes you have made.

IMPORTING INFORMATION INTO THE PROGRAM CHANGE PROPOSAL

Importing Program Information

Remember to contact the Undergraduate Studies Curriculum team prior to initiating the curriculum change proposal at UGS-DOCurriculum@usf.edu to determine how the program needs to be imported for the changes you wish to make.

Start by indicating what type of program you are changing: "Program" or "Shared Core." Next, we will go to the "Import" option in the dark blue toolbar at the top of the form.

Click "Import" to open the import window. You will click the name of the catalog from which to pull the program.
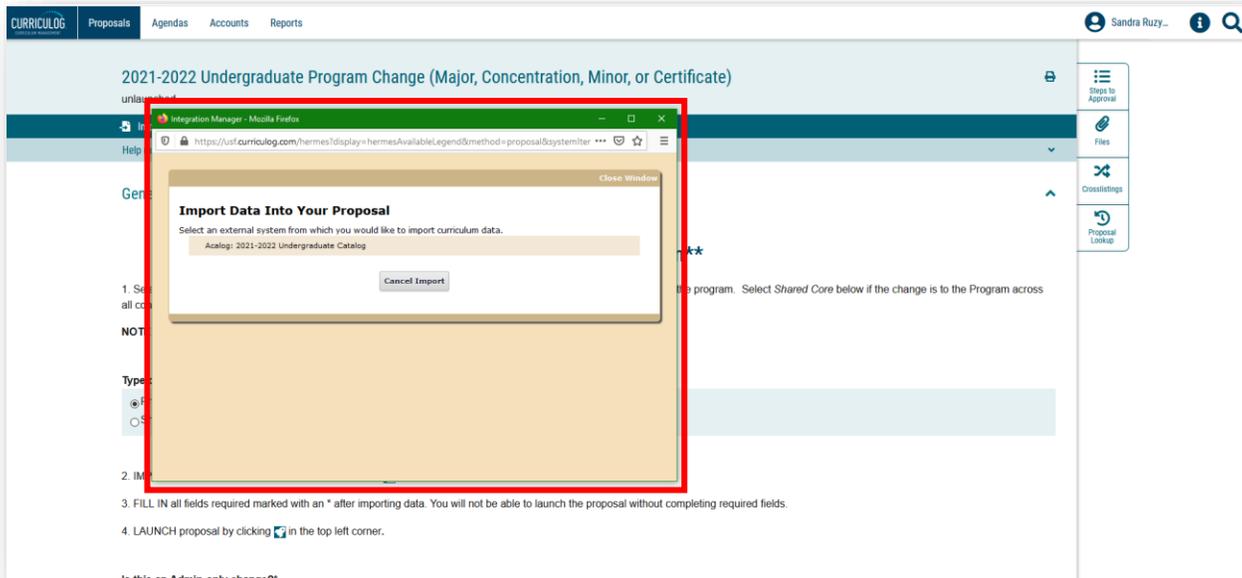
The second window now changes to allow you to search for the program you want to import. The quickest way to find the program is to filter by the name of the curriculum program. You can add a filter by clicking the drop-down options. Here you can select "Name" to filter by the name of the program.
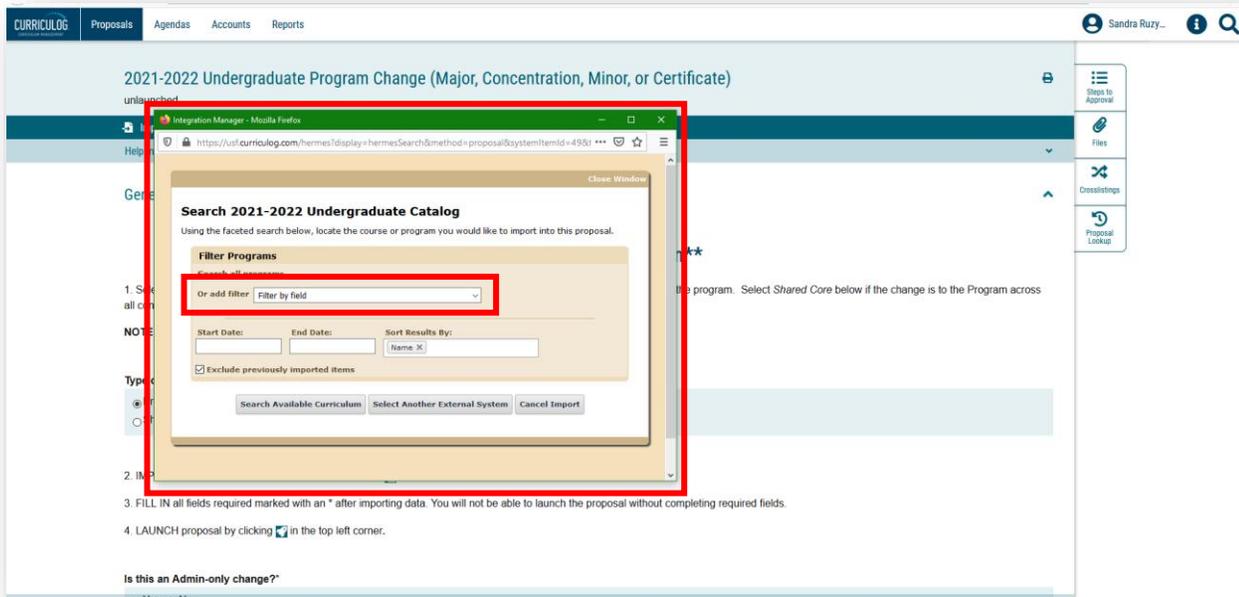
The secondary window changes and you can type in the name of the program you want to import.
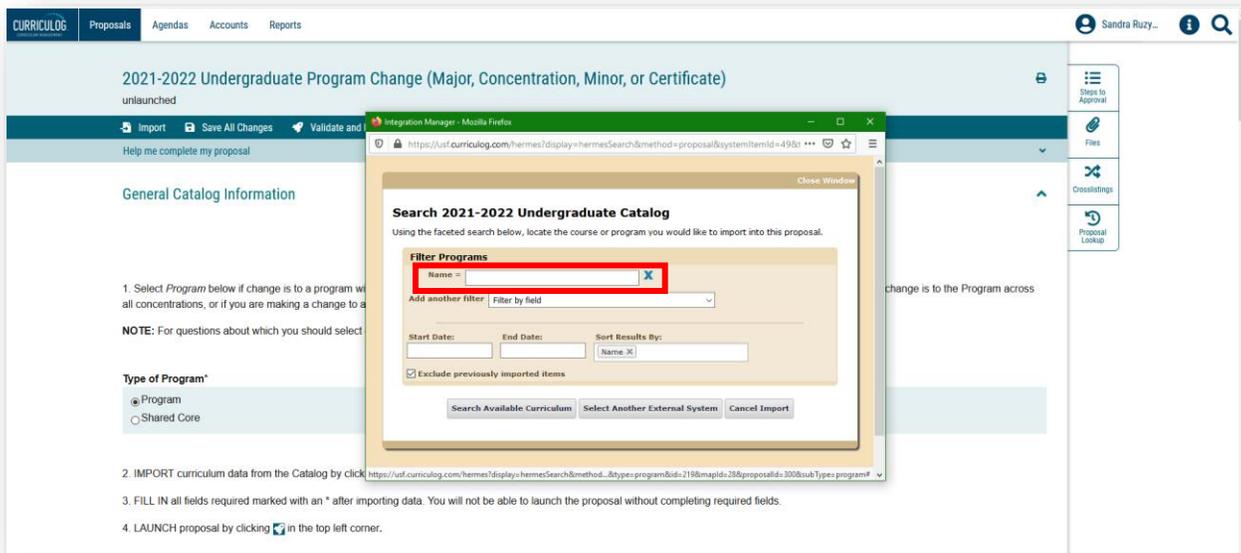

Next, uncheck the box that says "Exclude previously imported items." Prior to starting the proposal, you will have checked to ensure there is not another proposal in the system for this program change. Be sure to review the proposals under the "All Proposals" tab.

Now, click the first option at the bottom of this window which is "Search Available Curriculum."
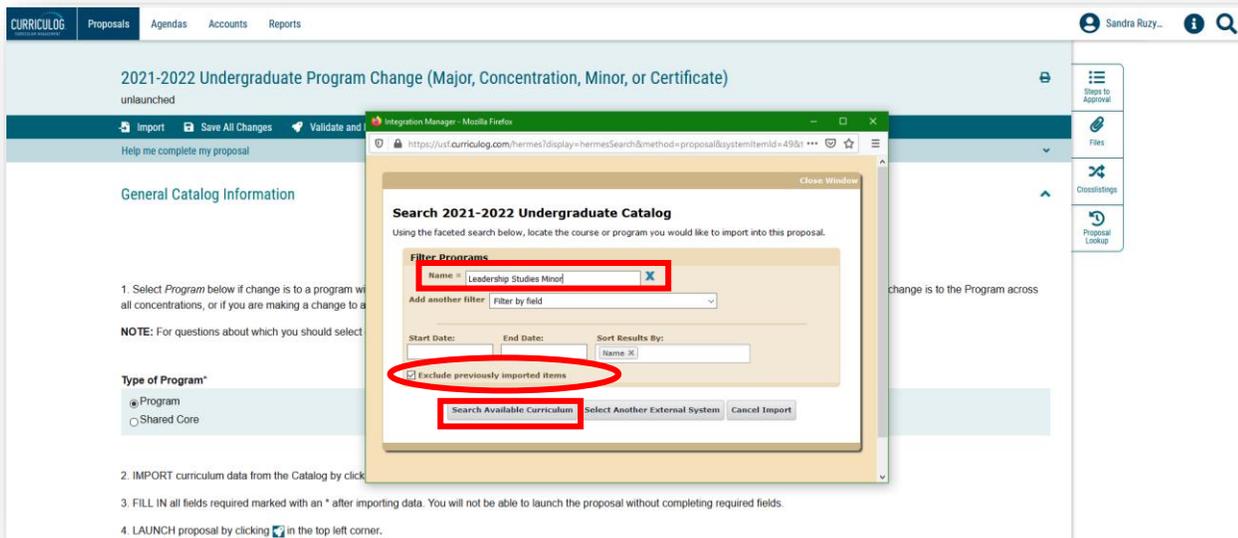
The secondary window will now display the search results. Click the title of the program you wish to work on.
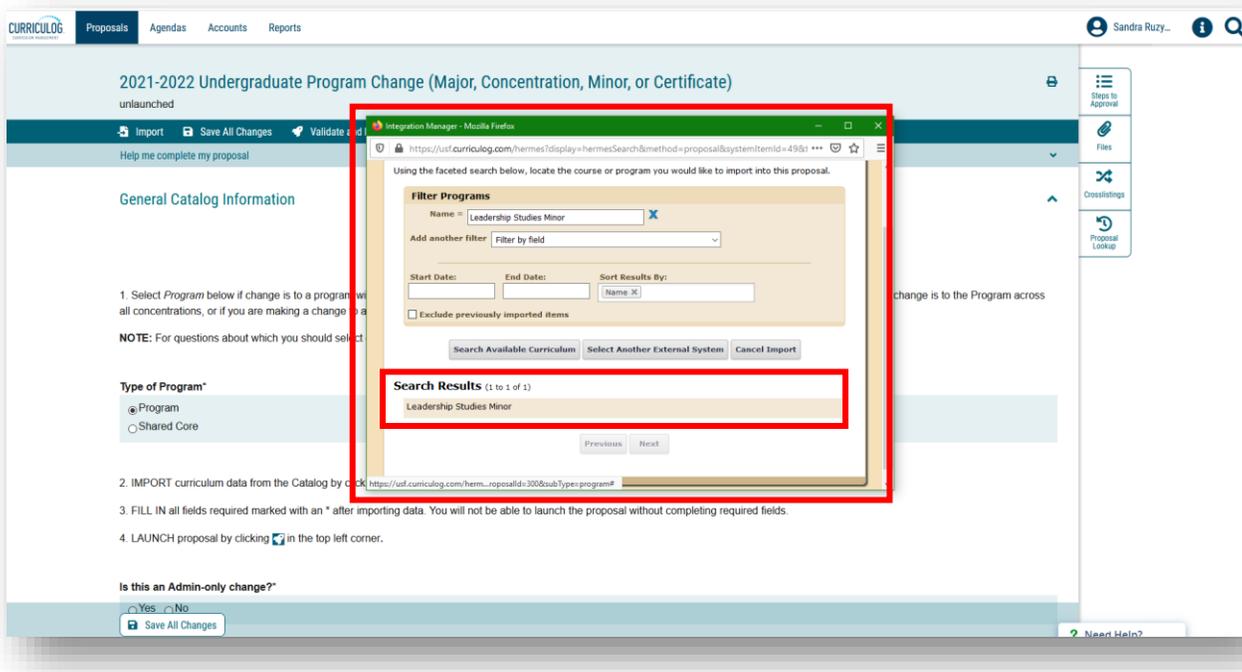
The window now changes to the various catalog fields for this program. Scroll to the bottom of this window and click the "Import This Item" option to import the program information into the Program Change Proposal. The screen will gray out as the program information is loaded into the proposal.
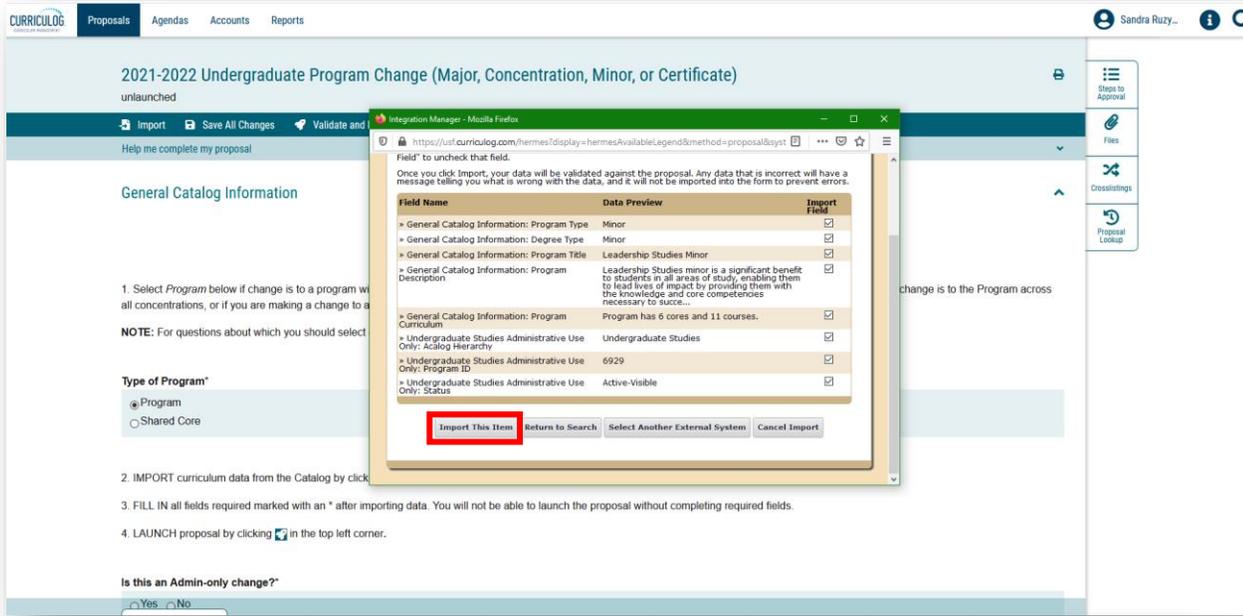
Curriculog will pre-populate the Program Change Proposal. You can scroll through the proposal and see the information that was imported from the catalog.

COMPLETING THE PROGRAM CHANGE PROPOSAL

Now that the proposal has loaded your program information, you need to complete the first two questions. Note there is an asterisk next to each item which means they must be completed in order to submit or launch the proposal.

The first item asks if the changes are" Admin-only." This refers to changes which do not require Undergraduate Council approval.

Proposed program changes to the areas of Internship Opportunities, Accreditation Information, Advising Information, and/or Faculty listing are considered "Admin-only" changes. These do not have to be reviewed at the Undergraduate Council. If any of these areas are ones for which you are proposing changes, you will select the "Yes" option.

All other curriculum changes (e.g., GPA requirements, program description) are not "Admin-only" changes, and the "No" option should be selected. Please note, if your proposal includes "Admin-only" changes and other changes which require Undergraduate Council review, you will select the "No" option.

Next, you move to the "College/School/Department" area. Here you click in the text box to open the drop-down menu with USF's colleges, schools, and departments listed. Scroll down until you find the correct location of your program.

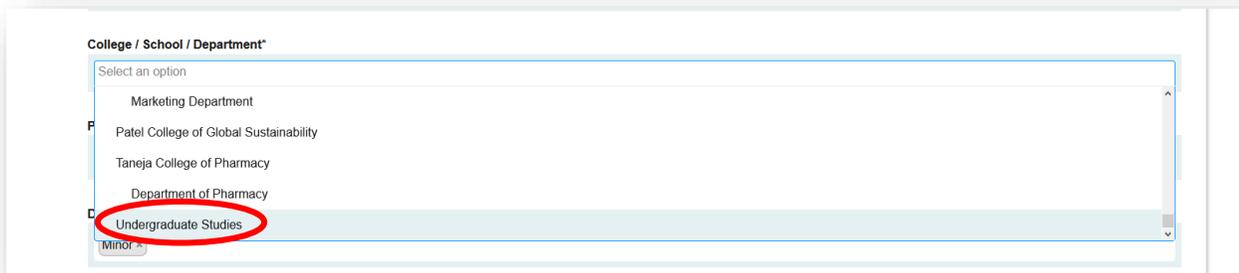Once you find the College and School or Department, click the name.

The College and School or Department will now appear in the form. You will notice the "Program Type" and "Degree Type" pre-populated when we imported the program information.
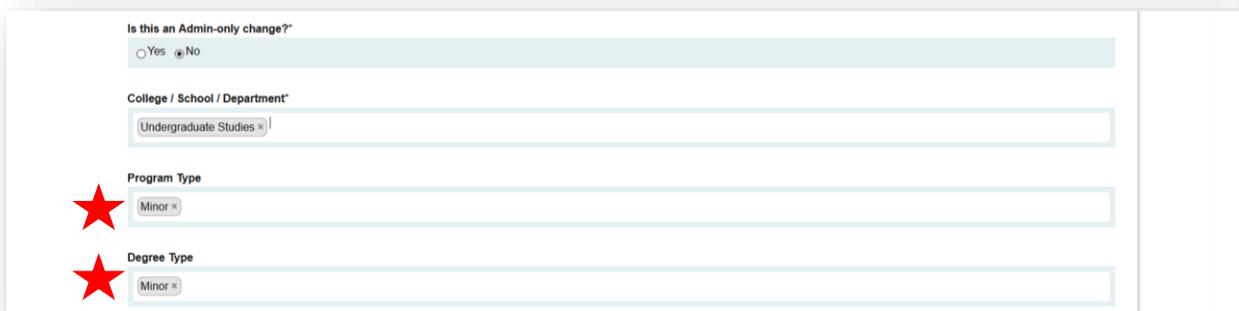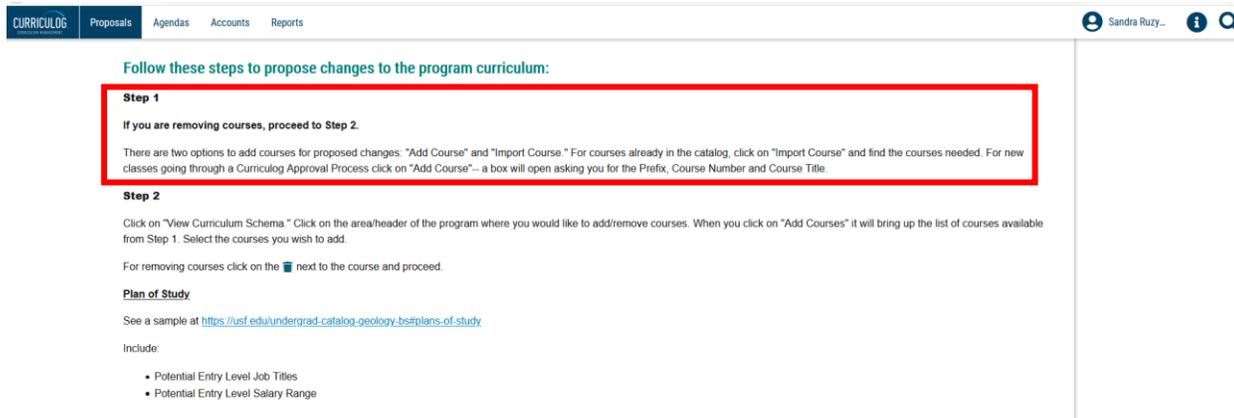

The next areas on the Program Change Proposal are also prepopulated. You see the "Program Title" identifies the title of the program. Note the asterisk indicating this is a required field.

The next area is the "Program Description." This describes the program. You can make changes in this area by clicking in the text box. The changes will be color coded by name for tracking purposes.
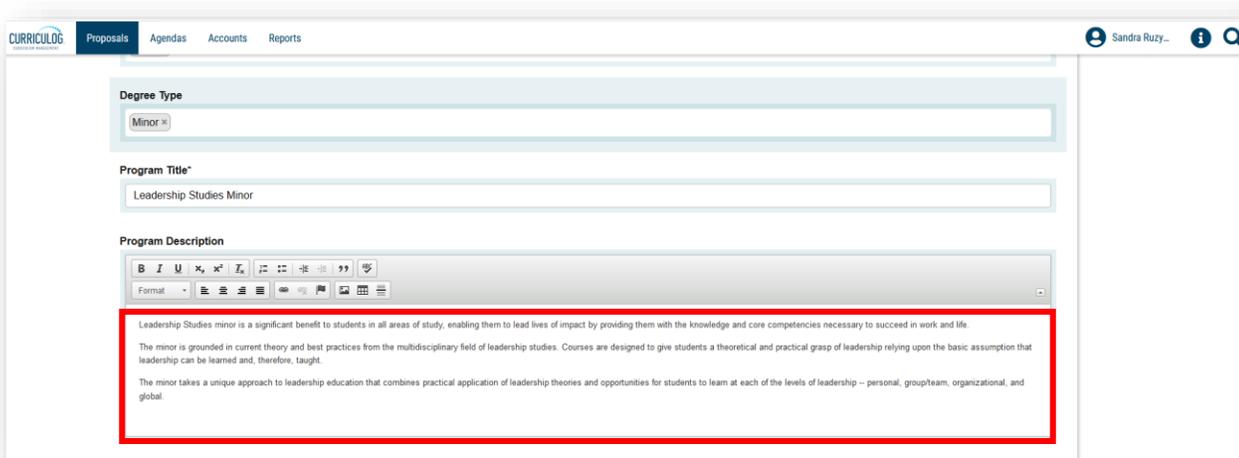
PROGRAM CURRICULAR CHANGES

The next section of the Program Change Proposal provides the options to add courses or remove courses from the curriculum. Instructions are provided for both options.

First, review the information in "Step 1" for adding a course. If the course already exists in the catalog's Course Inventory, you will "Import" the course. If the course is new and pending in the Curriculog Course Proposal system, you will "Add" the course.

This will not add the course to the Course Inventory; a separate New Course Proposal must be submitted in Curriculog.

It is recommended any new courses should be submitted prior to starting a Program Change Proposal. Adding the new course in the Program Change proposal at this step in the process sets up a placeholder for the course, which will be activated once the new course has made it through the approval workflow process.

Please scroll to the "Program Curriculum" area. The courses displayed under the tab "View Curriculum Courses" are all the courses which are currently in the program curriculum. This includes required, or supporting and electives courses.

If you are adding a course to the program (i.e., it is NOT displayed in this listing), you need to either "Add Course" or "Import Course".

Add Course

If the course is NOT in the current catalog's Course Inventory, but is pending in the Curriculog Course Proposal system, click "Add Course." From this screen, fill in the proposed course "Prefix," the course number or "Code," and the "Name" or title of the proposed course. Click "Add Course" and the information will be added to the course listings.

Remember, do not add a course that is not already in the Curriculog Course Proposal system. You will want to complete a New Course Proposal before starting a Program Change Proposal.
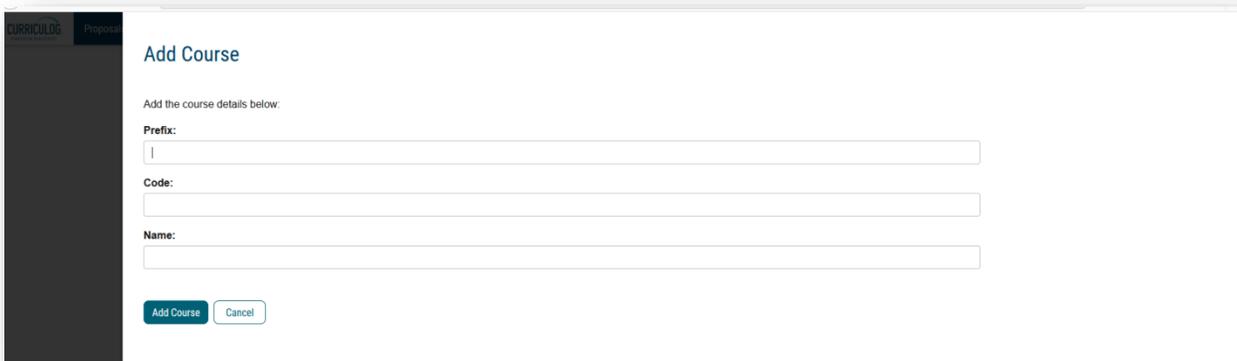
Import Course

If the course you want to add to the curriculum listing already exists in the current catalog's Course Inventory, click the "Import Course" option. This will bring up the import window. Click on the Undergraduate Catalog displayed.
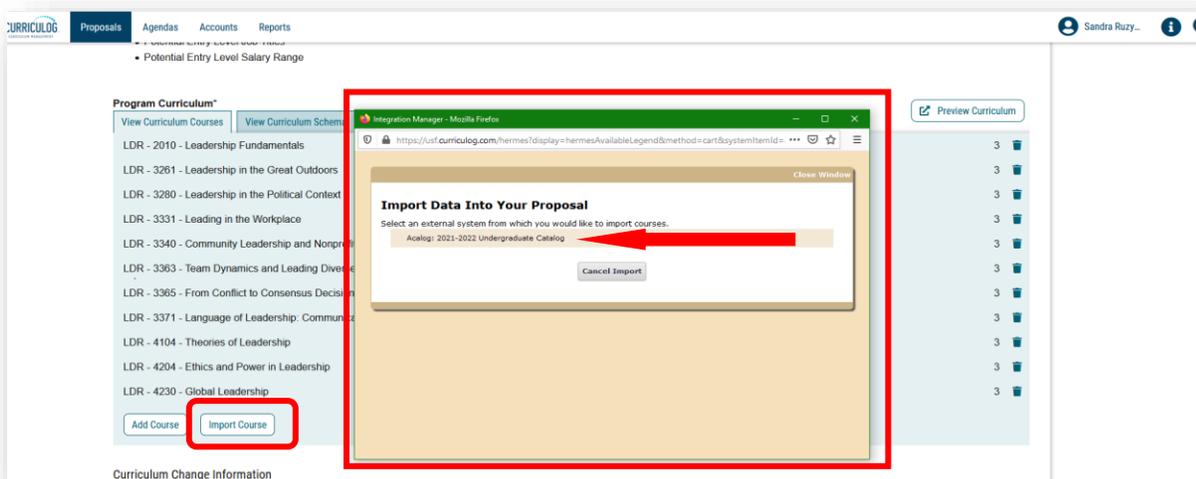
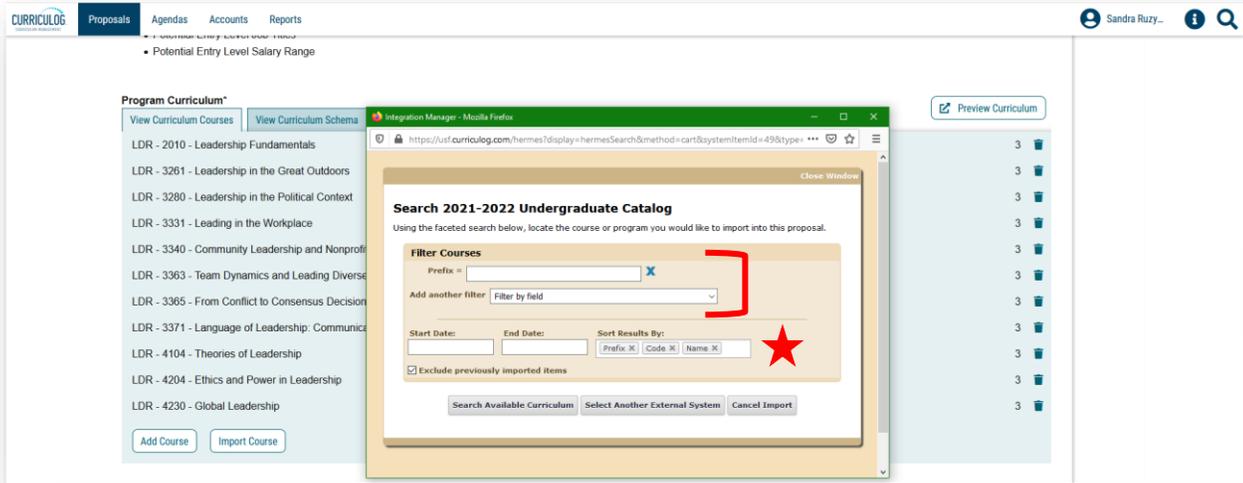The secondary display screen will show the filter options. Click on the "Filter by" field to display the drop-down options. For example, you can filter by "Prefix" and "Code" (i.e., number). You can add multiple filters by clicking the "Filter by" field again.

You can now search for the desired course using filters. You will also **uncheck** the box next to "Exclude previously imported items" and click "Search Available Curriculum" to find the course.
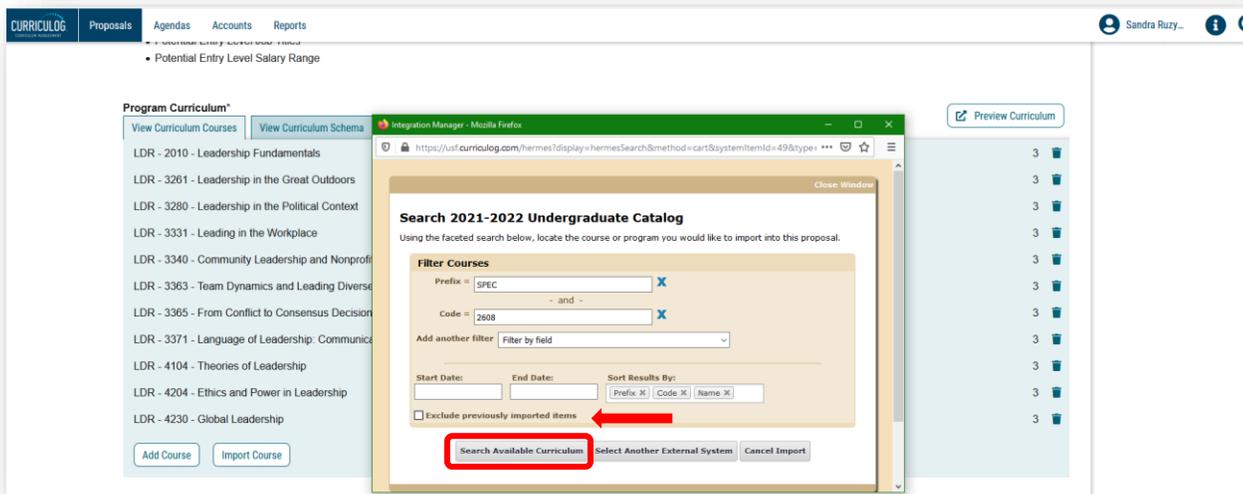
The course will display under "Search Results." Click on the course.
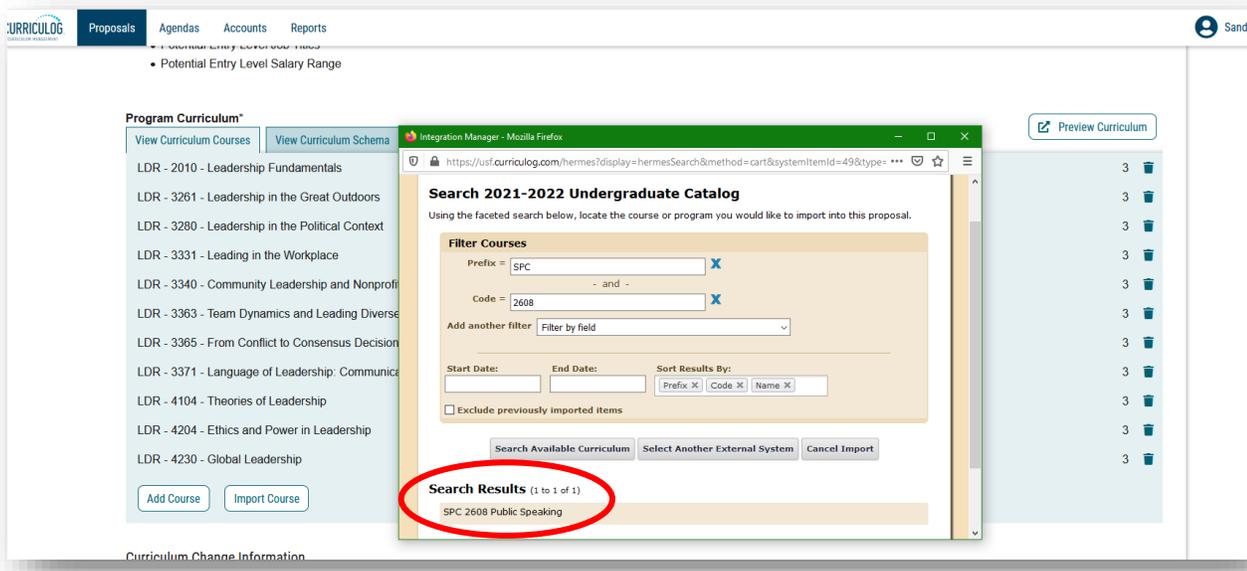
Then scroll down in this window in order to click on "Add Courses to Proposal.

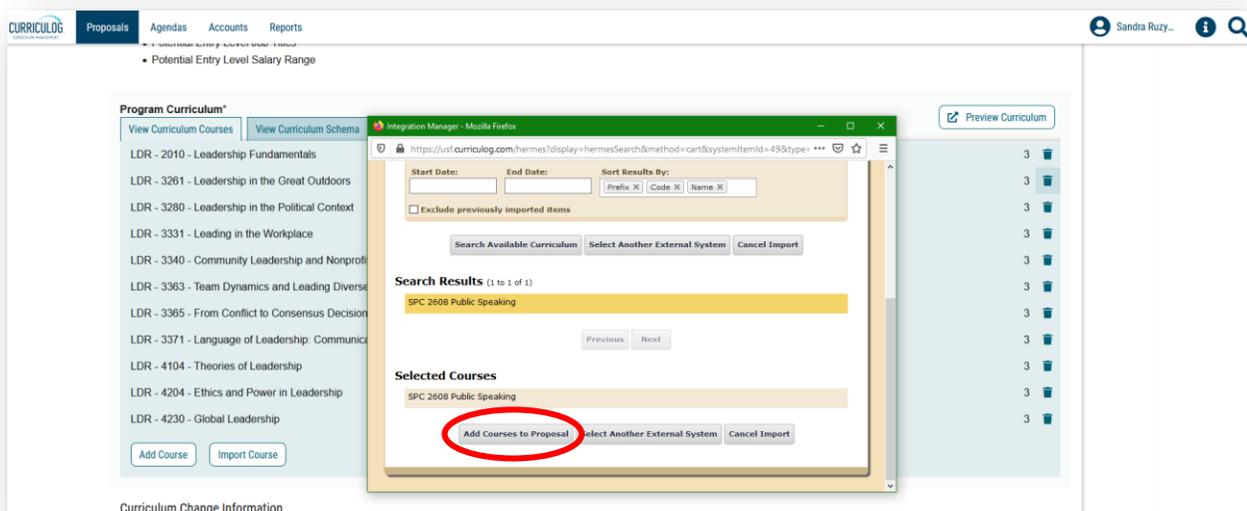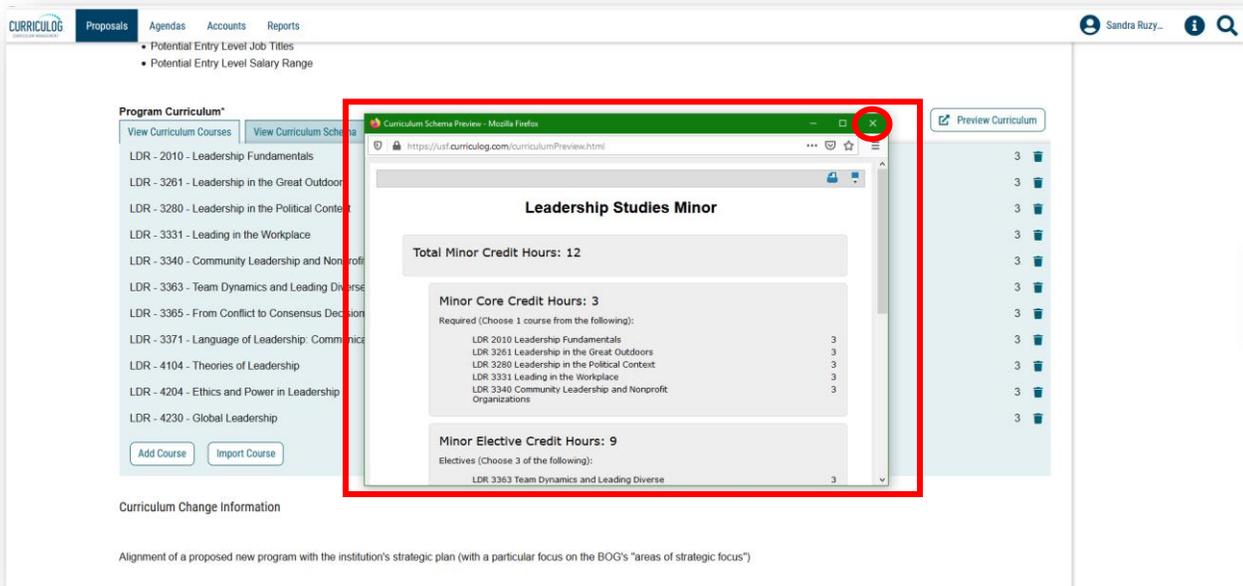You will now see the course in the course listing under the "View Curriculum Courses" tab. If you decide you do not want to add this course, you can remove it by clicking the "Garbage Can" icon next to the course. The "Program Curriculum" area now displays all the courses for the program including Core, Supporting, and Elective courses. We now want to place the courses into the appropriate area, such as "Core" course or "Elective."

From the "Program Curriculum" area, you can click the "Preview Curriculum" in the top right of the "Program Curriculum" section to view the curriculum areas.
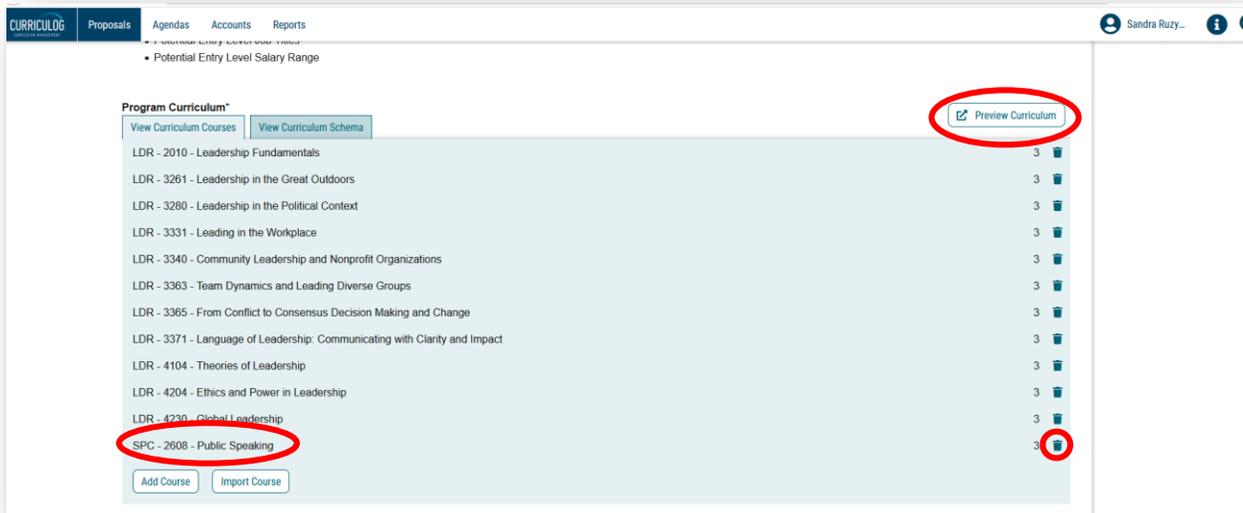
A secondary screen will be displayed with all the curriculum elements for the program. You can scroll this screen to see the catalog areas which you can edit. You can close this second screen by clicking the x in the toolbar for this screen.

Curriculum Change Information

Alignment of a proposed new program with the institution's strategic plan (with a particular focus on the BOG's "areas of strategic focus")

To ensure your change is made as desired, click on the "View Curriculum Schema" tab under the "Program Curriculum" title. This is "Step 2" in the instructions that appear before the "Program Curriculum" area.
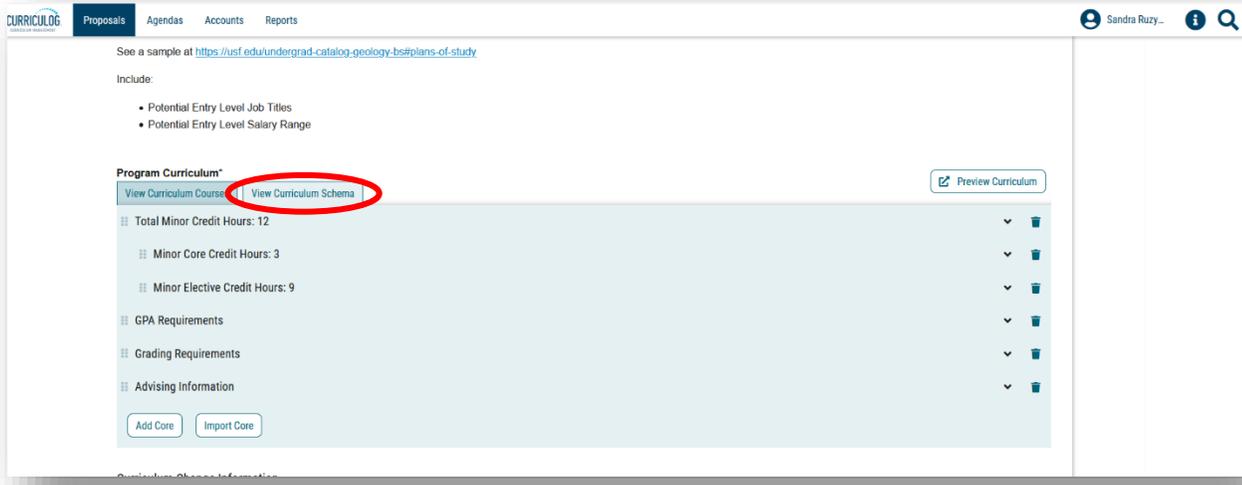

You will now see the different curriculum sections for the program. You can click the drop down arrow to the right of each heading to view more information. In this area, you can edit the title of the section or the description. You can also add courses to a specific area. To do this, click the "Add Courses" button.
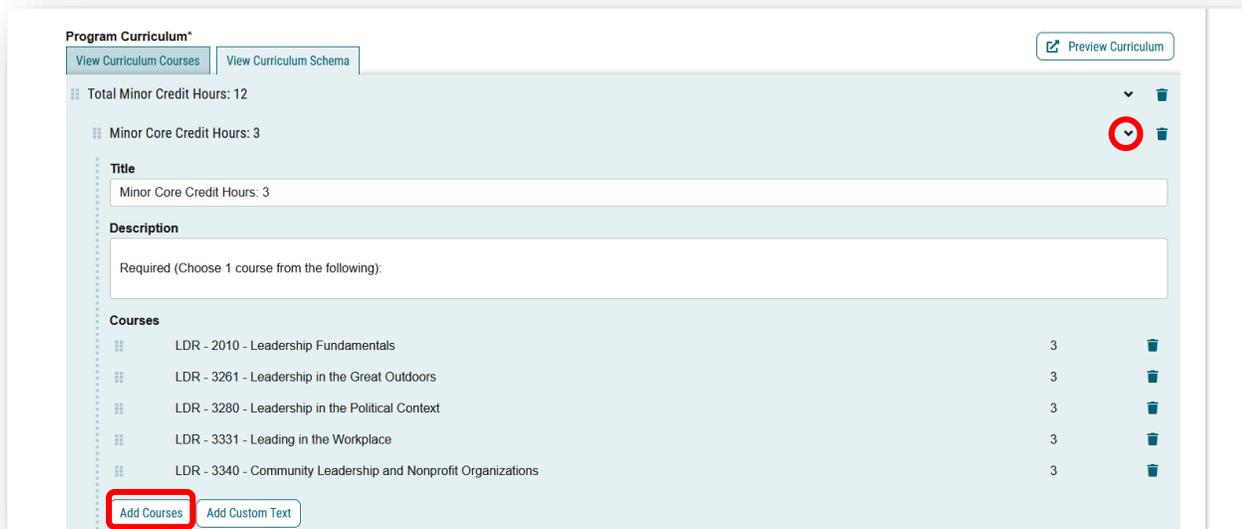
This brings up the course listing and includes the courses that are currently NOT in the Minor Core. Select your chosen course and click "Add Course."
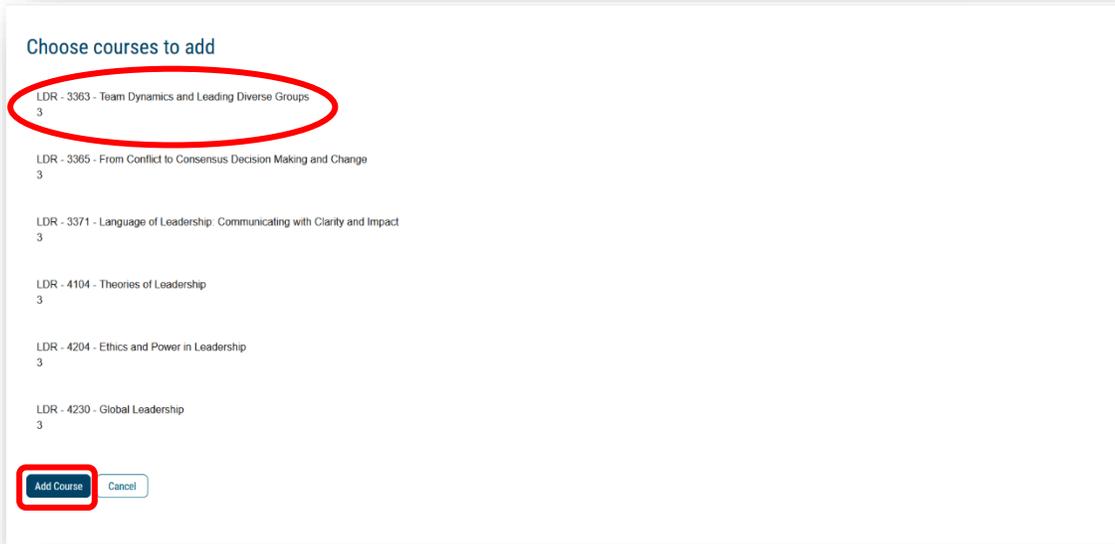

Your chosen course will now appear in that specific area. Collapse this area by clicking the arrow next to the title.
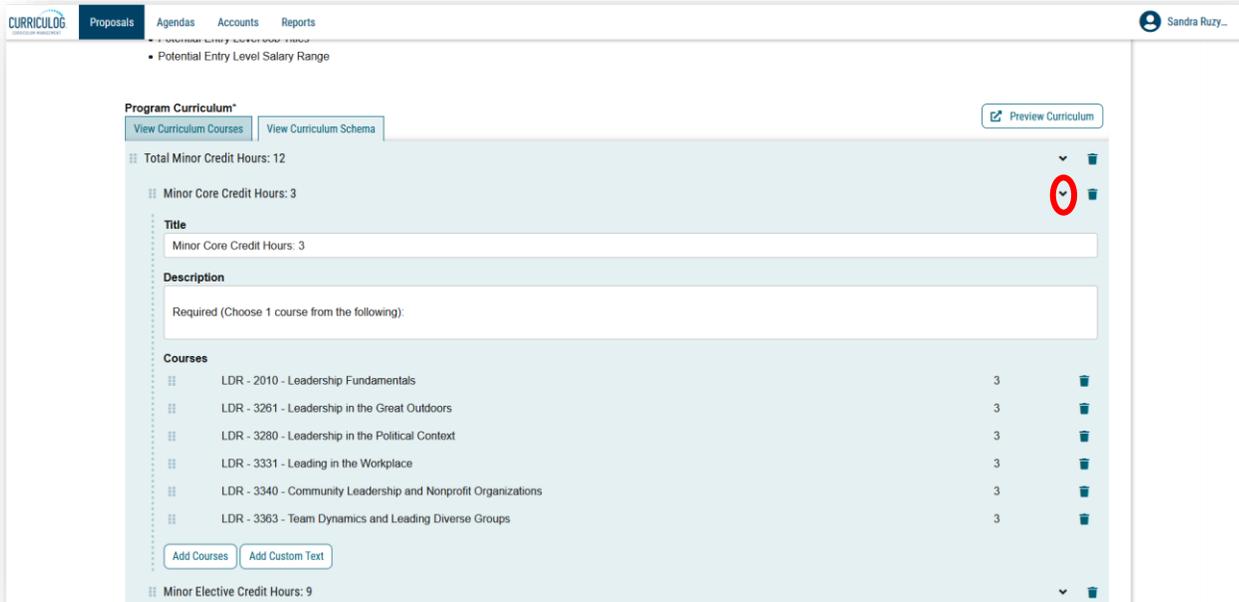
If you want to remove a course from a specific area, open that area by clicking the drop-down arrow to the right of the heading. You can remove the course by clicking the "Garbage Can" icon next to the course.

Remember to save your changes by clicking the "Save All Changes" button that floats in the proposal form. Saving changes does not submit or launch the form. You can save the proposal form and exit Curriculog at any time. When you log back into Curriculog, go to the "My Proposals" tab and find the proposal to continue working on it.
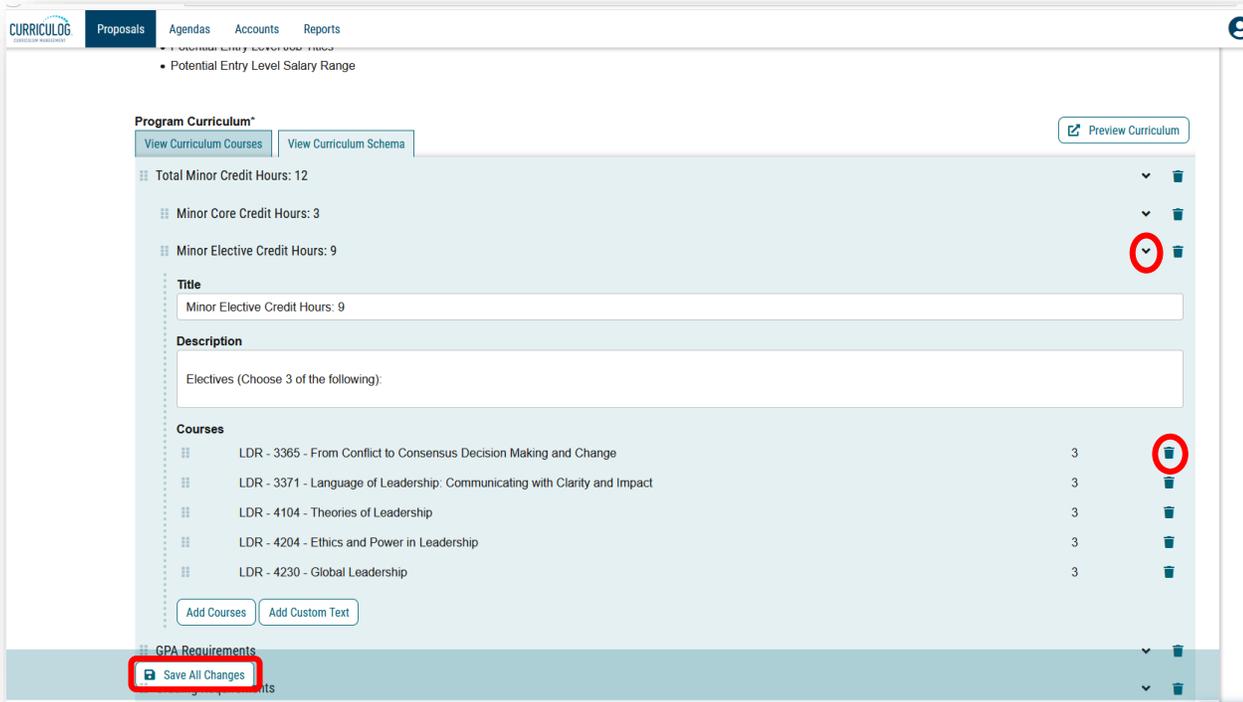

You can change other areas in the program by expanding them and filling in the information. The number of available headings depends on the program.
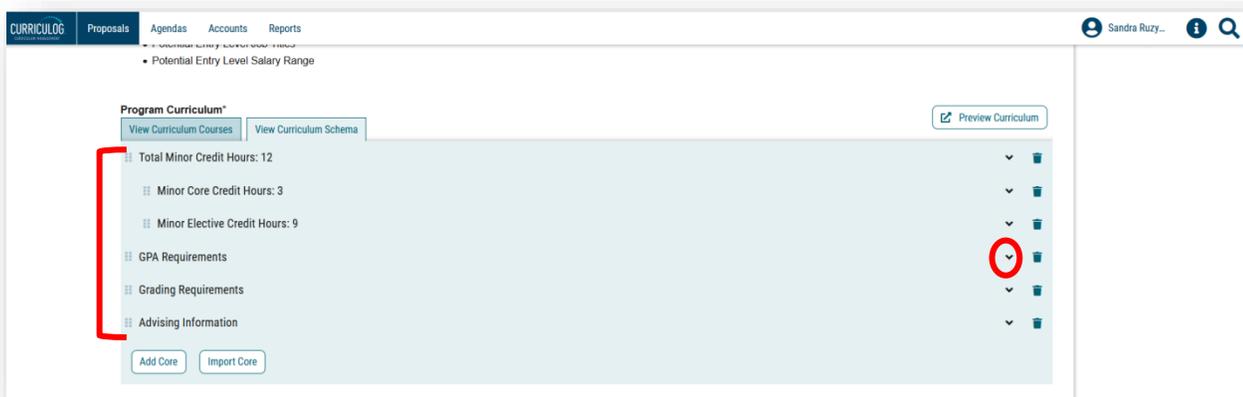
Notice there are two buttons at the bottom of the "View Curriculum Schema" tab. These are used if another heading area needs to be added to the program. For example, if you want to add "Residency Requirements" you would click the "Add Core" button.
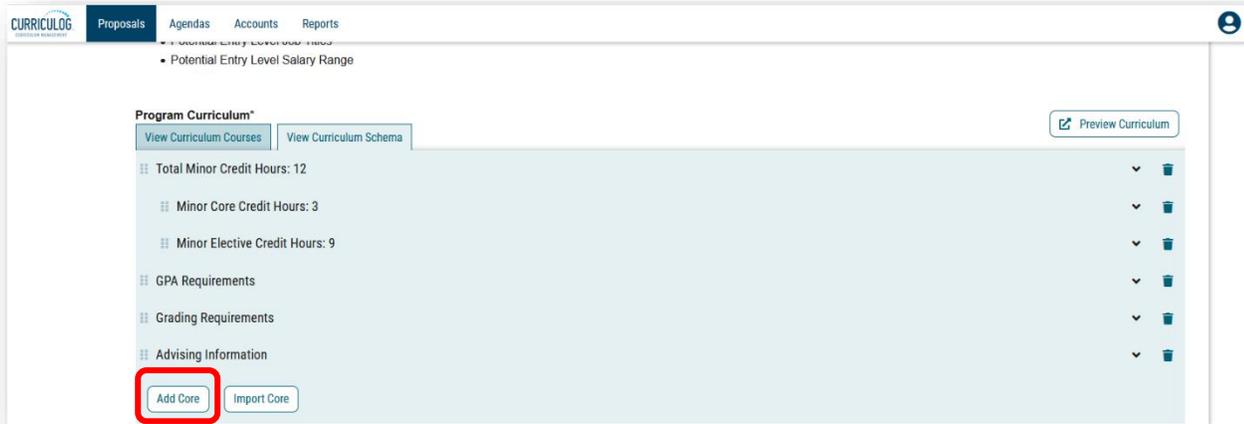

This adds a "New Core" item to the list. Click on the drop down arrow.
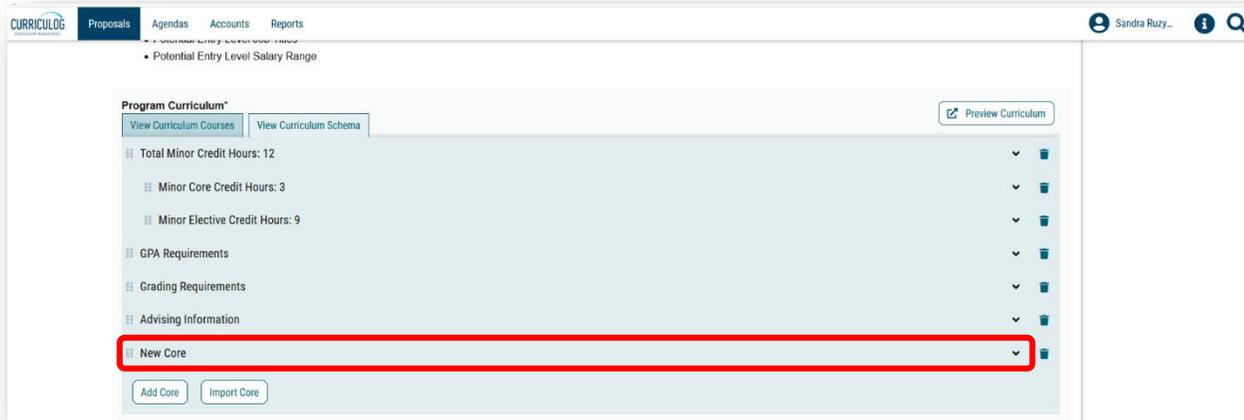
In the "Title" text field, you would type "Residency Requirements." In the "Description" area, you would type out the residency requirements for your program.

Notice within this new core, there are options to "Add Courses" and "Add Custom Text." Complete any additional information you need for your new core, then save your changes and collapse your new area.
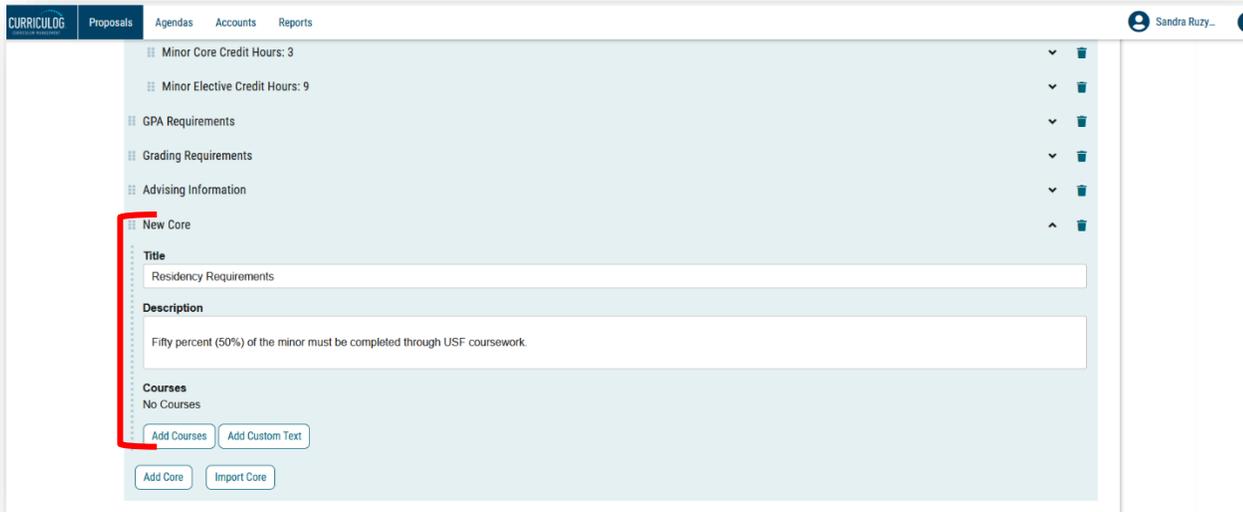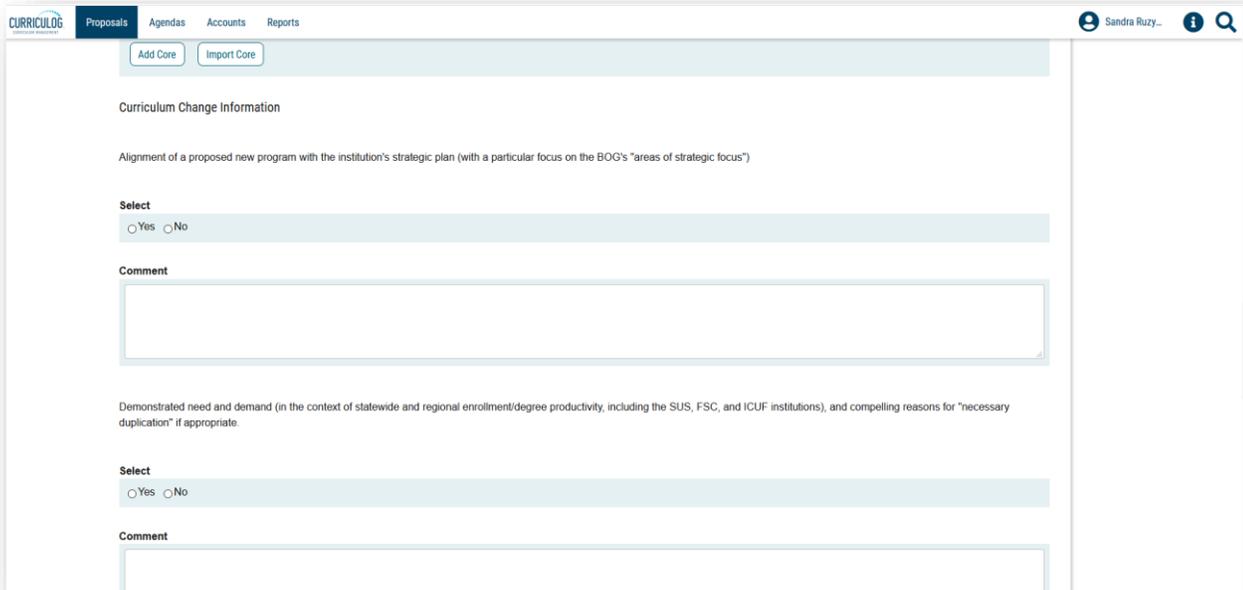

The last area of the Program Change Proposal contains statements which the College, Registrar, Undergraduate Studies, and Undergraduate Council use in their review of the proposal. While not required, these statements provide additional information for the approval workflow process. It is recommended that you complete these areas or put the text "NA" in the field.

Select the "Yes" or "No" option after the statement and provide any comment in the text field.
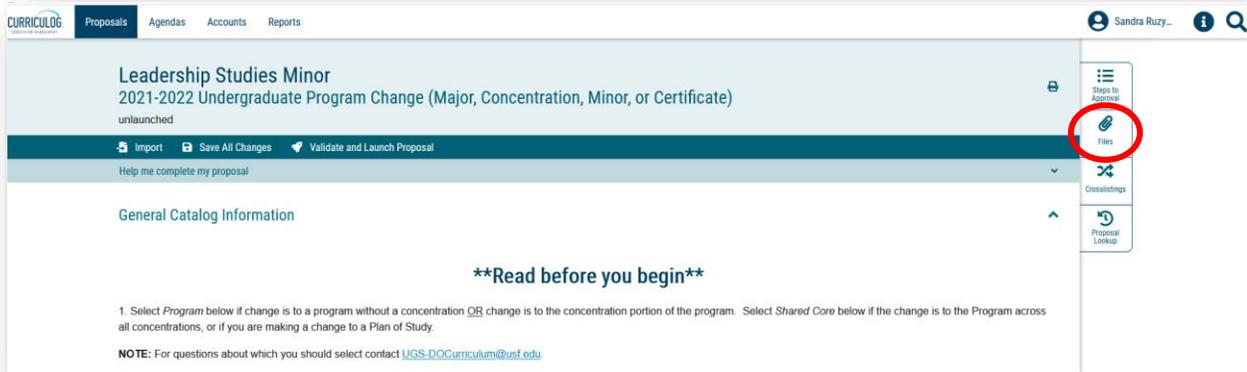
ATTACHING FILES TO THE PROGRAM CHANGE PROPOSAL

You can attach files for any of the comment areas to provide further information or clarification. In the comment field, be sure to state the name of the file you are attaching. Then scroll to the top of the proposal form. Click on the "Paperclip" icon in the right side of the proposal dashboard.

This brings the "Upload File" area. Click the gray "Browse" button to bring up the directory for your computer. Find the file you want to add, highlight it, and click "Upload." This will add the file to the proposal, and you will see the name in the "Attached Files" area.

To view the proposal on the full screen, click the X over "Steps to Approval".
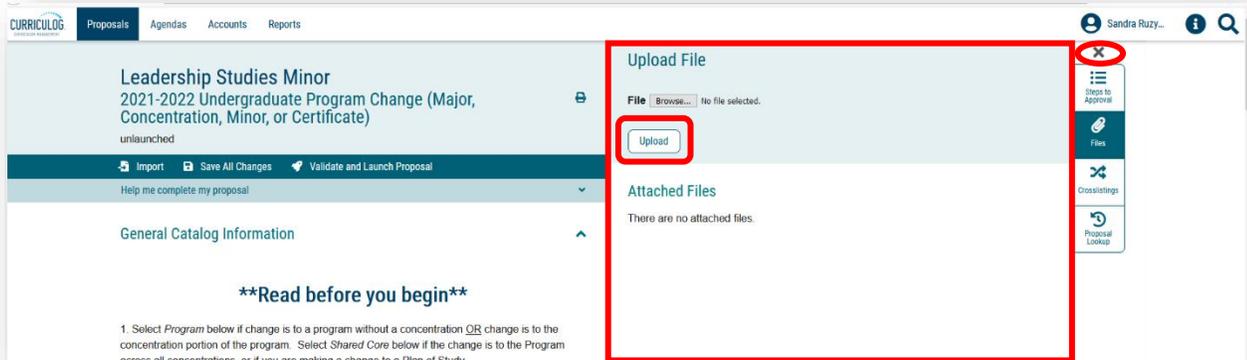
FINAL STEPS FOR THE PROGRAM CHANGE PROPOSAL

The last area on the Program Change Proposal is for the Undergraduate Studies review. This area will be completed by the Undergraduate Studies Curriculum Team in their review of the proposal. You can collapse this area by clicking the arrow to the right of the heading.

Save the Proposal one last time by clicking the "Save All Changes" button.

Launching the Proposal

After you have reviewed the Program Change Proposal, it is time to submit or launch the proposal. At the top of the Proposal, in the dark blue bar, is the "Rocketship" icon or "Validate and Launch Proposal," which will submit the proposal. Click the "Rocketship" icon to submit the proposal to the approval workflow process.
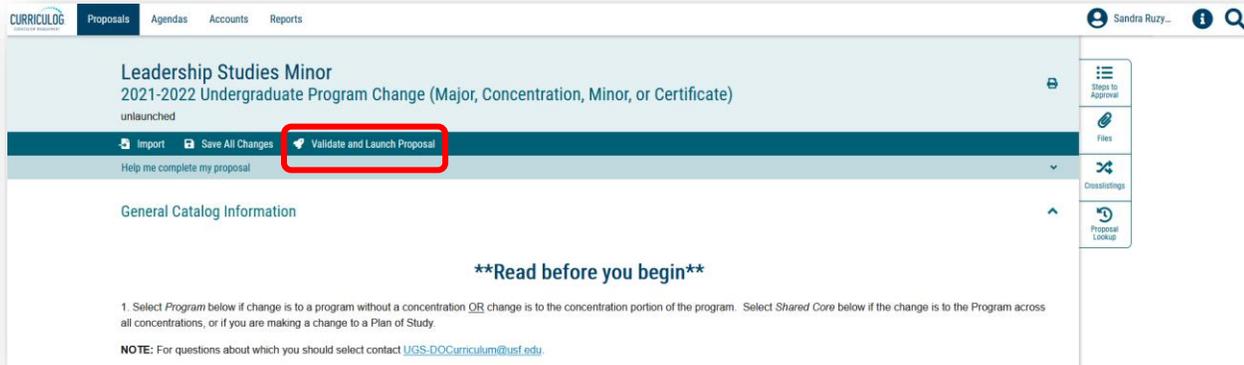
If there are required areas which were not completed, you will get the "Could Not Launch Proposal" screen. To view the areas which need completion, click the "Show Me" option.

The areas which require completion will show in red. You can update the information, save all changes, and then re-launch the form.
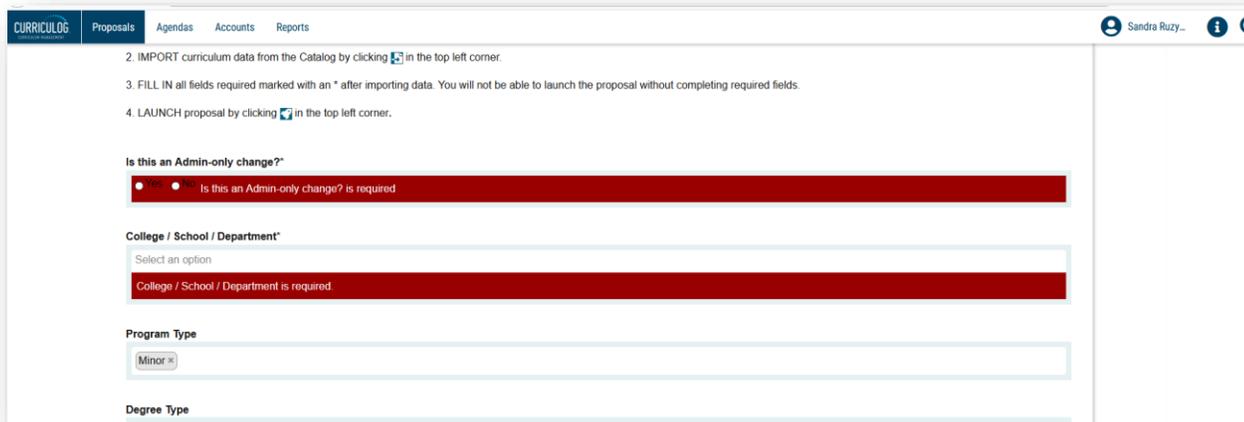
Once the proposal is validated, or requires no further information, you will see a "Launch Proposal" screen. Click the "Launch Proposal" button to send the proposal to the approval workflow process.
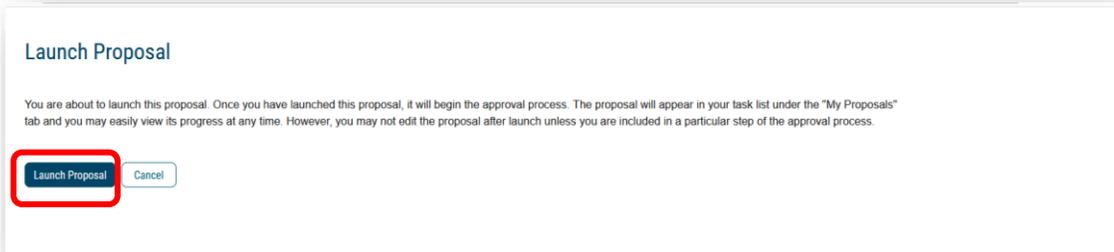

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

[Launch Proposal] [Cancel]

This concludes the USF Curriculog Program Change Proposal tutorial. Additional Curriculog tutorials are located at https://usf.edu/ugs-curriculum-training, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at UGS-DOCurriculum@usf.edu for any additional assistance.