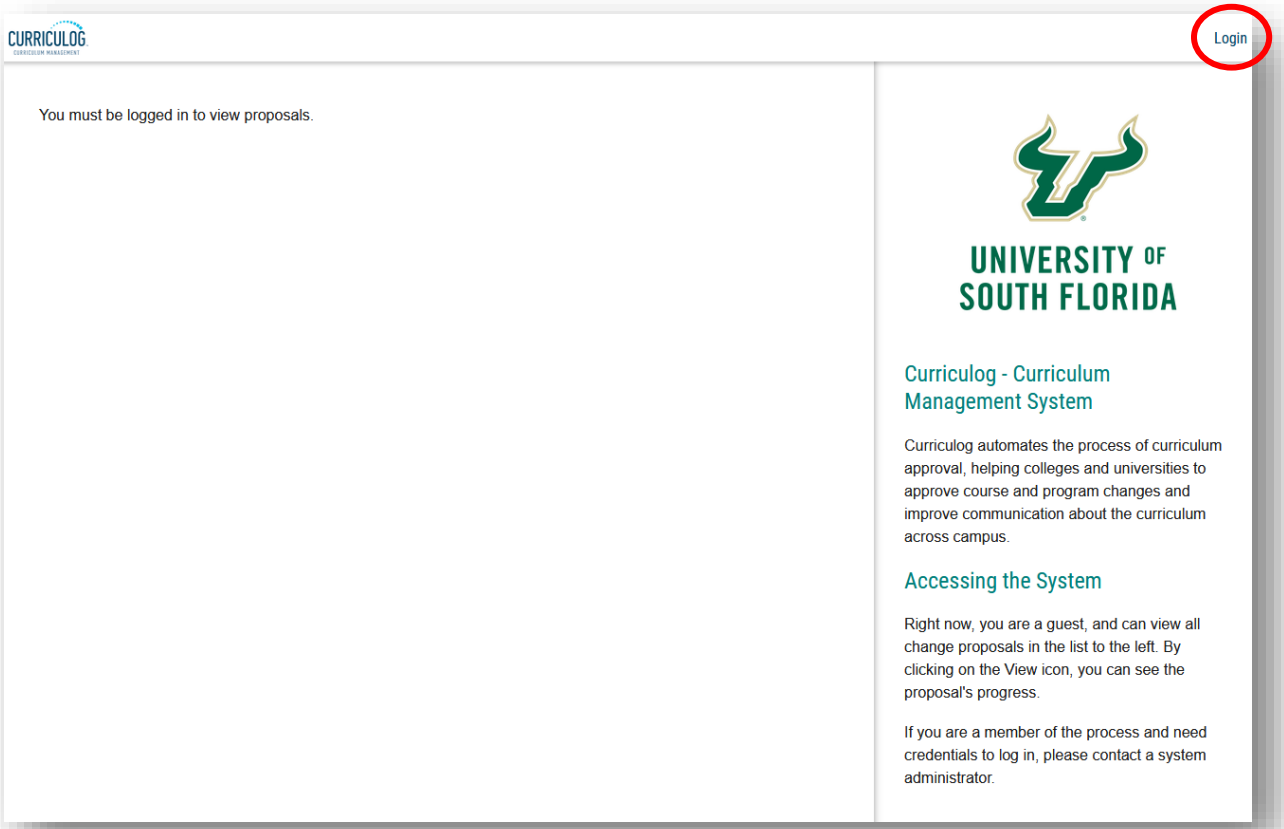
USF Curriculog – College Approval Workflow Process

Welcome to the University of South Florida's Curriculog College Approval Workflow Process tutorial. This tutorial will focus on how the College moves a proposal forward in the Curriculog Approval Workflow Process.

To learn more about other types of course and program proposals, visit the USF Undergraduate Studies Curriculum website at https://www.usf.edu/ugs-curriculum-training. Tutorials on Curriculog Navigation, Course Proposals, Course and Curriculum 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.

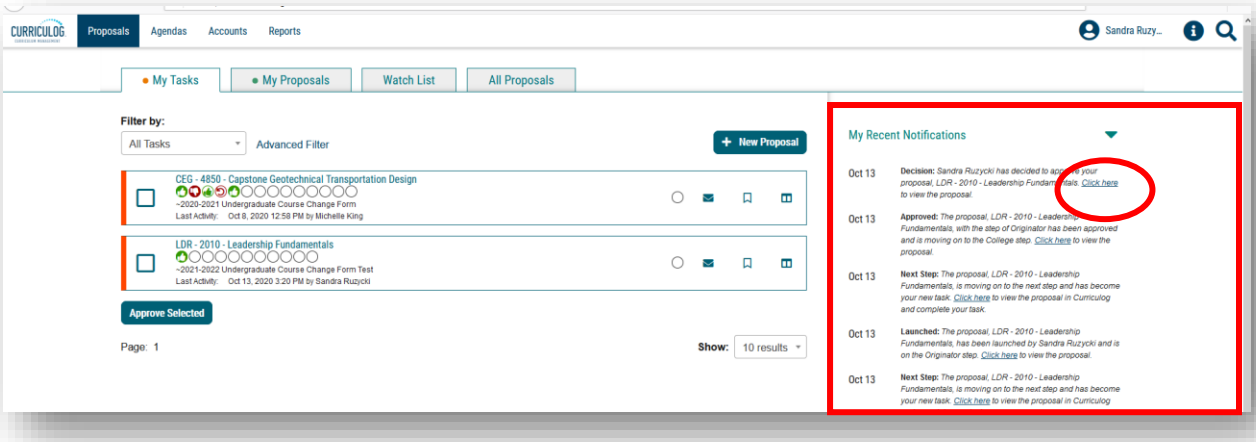
To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at https://usf.curriculog.com/ and click the login button. USF has a single sign-on login. .



Accessing the Proposal in Curriculog

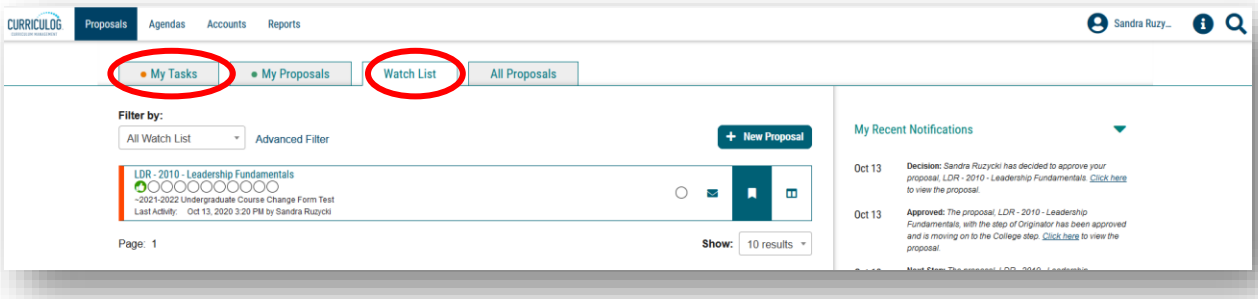
Once the "Originator" or proposer approves the Course or Curriculum Proposal in the workflow process, the College is the next step. Those individuals who have been identified in Curriculog as College-level approvers will receive an email notification from Curriculog indicating a course or curriculum proposal is now at the College step.

Once the College approver logs into Curriculog, they will also see a notification on the right side of the dashboard, stating the proposal is ready for review and approval. A link is provided to the proposal which you can click to display the proposal.

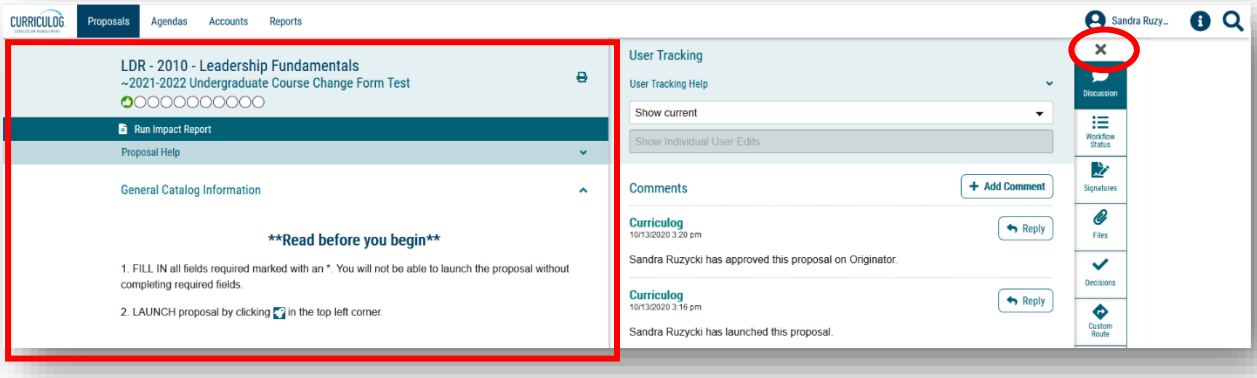


There are two additional ways you can view a proposal. You may have placed the proposal on your "Watch List." You can go to the "Watch List" tab and find the name of the proposal there. Clicking the title of the proposal will open the proposal in the Curriculog dashboard.

Or you can go to the "My Tasks" tab and view the proposal. Proposals in the "My Tasks" listing are in your queue for review in the approval workflow process. Once you see the proposal in either the "Watch List" tab or the "My Tasks" tab, you will click on the title of the proposal to open it.

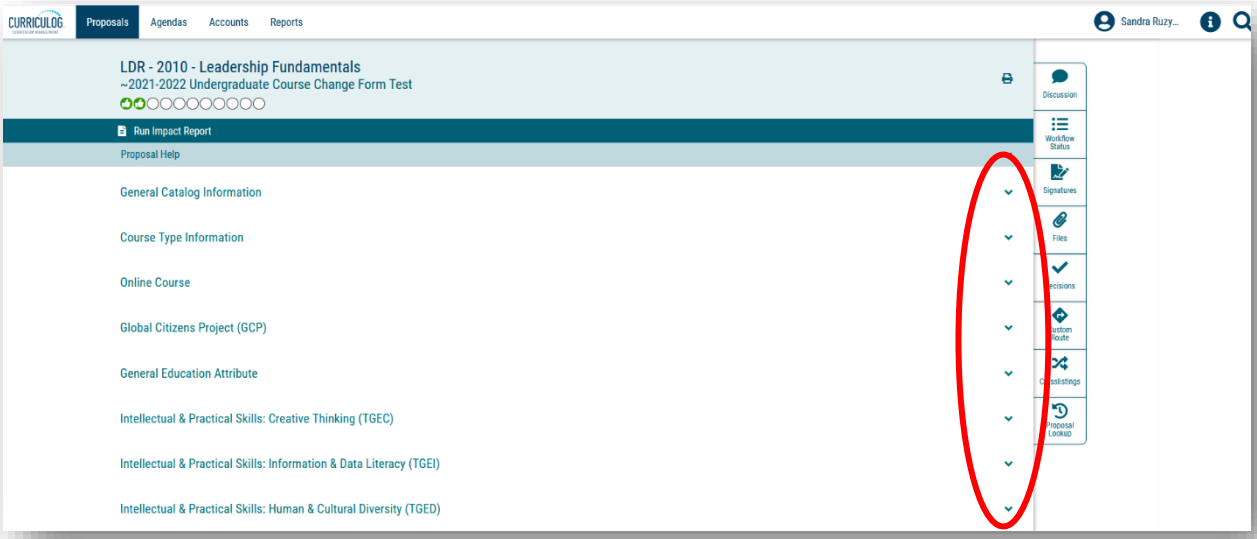


The proposal will be displayed on the left side of the dashboard. The right side of the dashboard will display the tracking of the workflow approval process along with a series of administrative icons. At this time, you will close the right side of the dashboard by clicking the X at the top of the icon list.

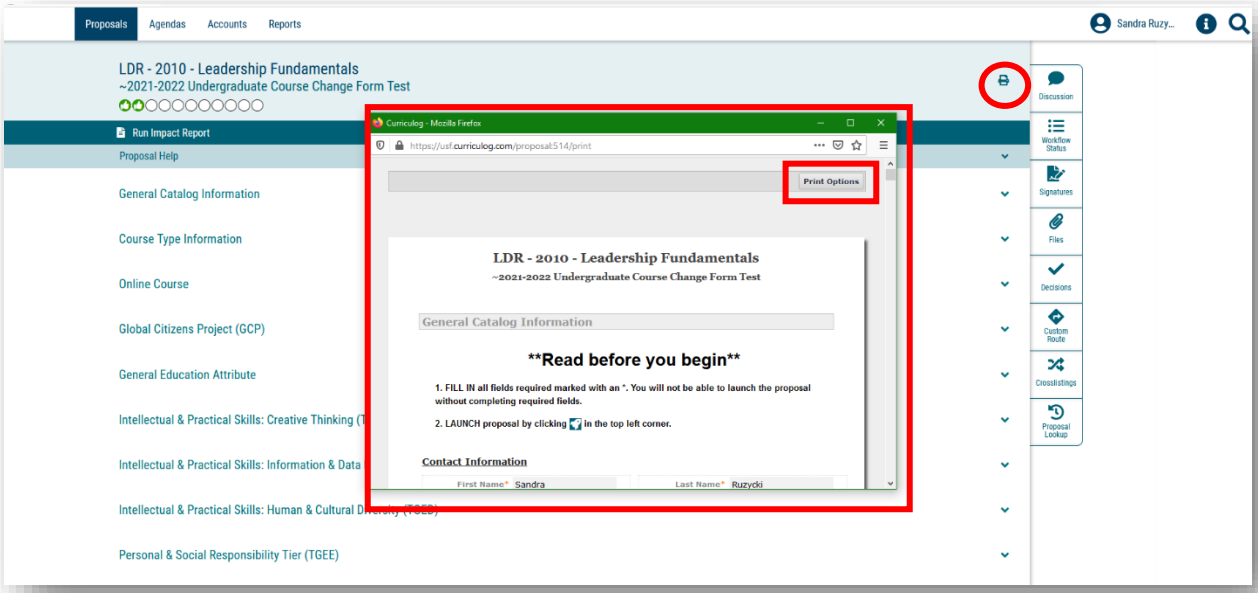


The first step at the College-level is to scroll down on the Proposal to find the “College Review Only” section. To make this easier, click the arrow to right of each section title to collapse that section.

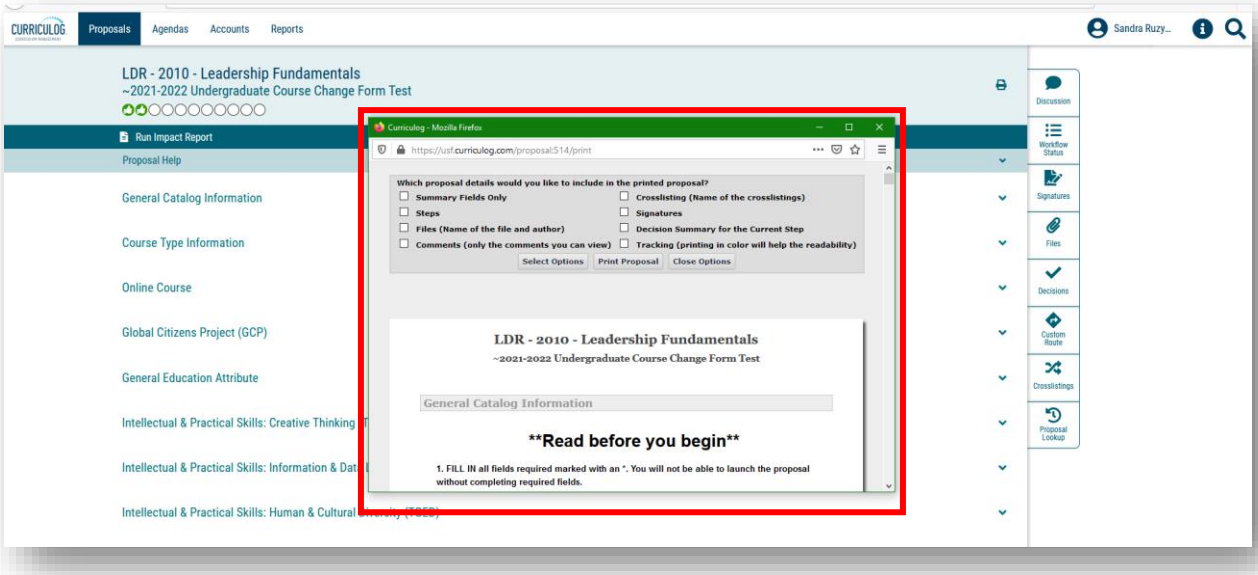
The section can be opened by clicking the arrow again. In this way, the College-level reviewer can view the specific information for that section and complete the associate fields in the “College Review Only” section.



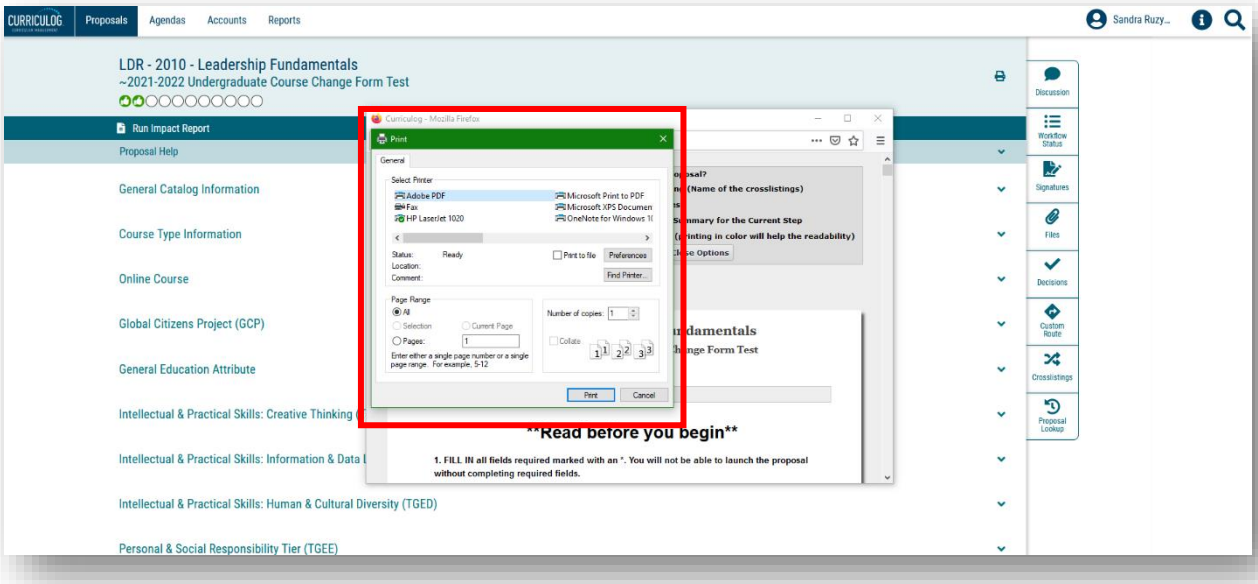
In addition, the Proposal can be printed or saved as a .pdf file. Click the “Printer” icon in the top right of the proposal. A secondary window will open. Click the “Print Options” in the top right of the print window.



The secondary window will change to display a list of “Print Options.” You can click any of the options and/or select the “Print Proposal” button under these options.



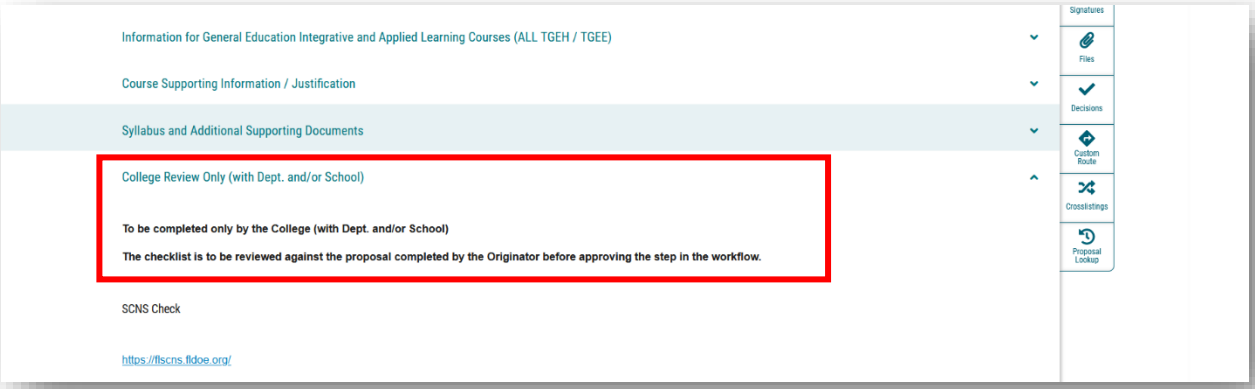
Another window will open with the selections to print the proposal to a printer, save, or print as a .pdf file, or other options. You will make your selection in this window, and then close these windows to return to the Proposal.



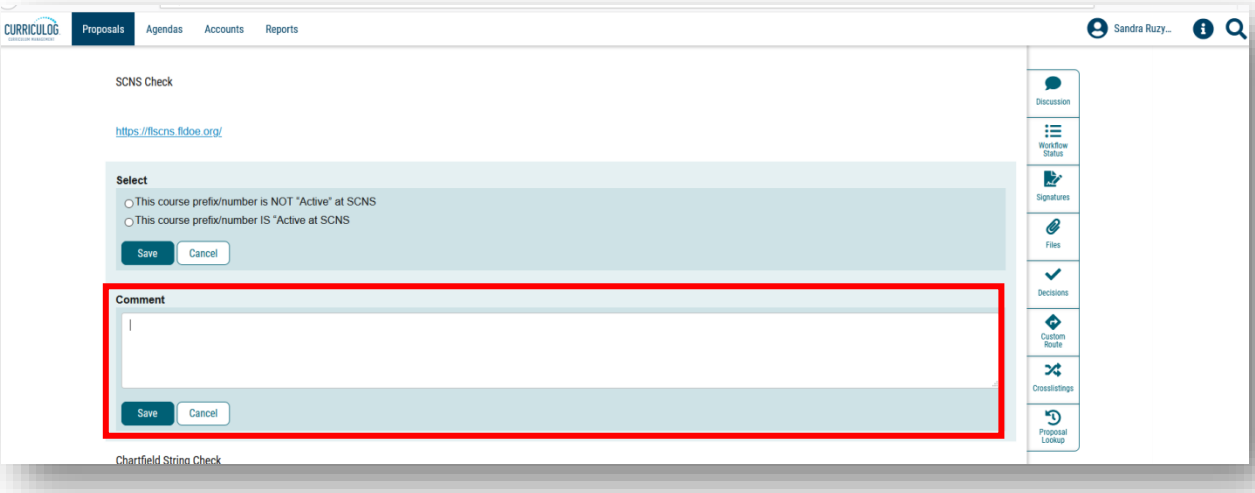
Completing the "College Review Only" Section

There are a number of areas for which the College will make decisions and add comments. The "College Review Only" section is completed by the College prior to making a decision in the approval workflow process. While the College or an associated curriculum committee may have an internal process for review of proposals, the information in the "College Review Only" section can assist the Proposer (or "Originator" in Curriculog-speak) to make revisions if requested. The information is also used by subsequent steps in the approval workflow process, such as the Registrar's Office, Undergraduate Studies, Undergraduate Council or General Education Council.

All comments made in Curriculog are visible to the subsequent steps, as well as to other Curriculog users. If comments need to be made directly among the college reviewers, the department, and/or the proposer, those should be done outside of Curriculog. However, comments which aid decisions for the next steps in the approval workflow process should be included on the proposal.



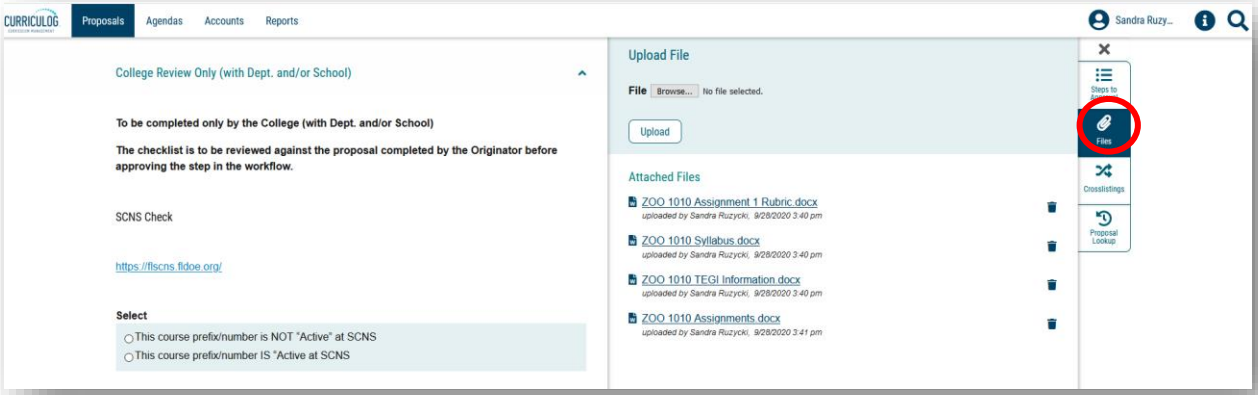
The "College Review Only" section is different for a Course versus a Curriculum Proposal. The College will respond to items and provide comments to fields specific to each type of proposal. Once the College responds to a statement or places text in a "Comment" field, the "Save" and "Cancel" buttons appear. In order to keep the selections and comments on the form, the College-level reviewer must click the "Save" button. This is done for each area within the "College Review Only" section.



To view files attached to the Proposal by the “Originator,” click the “Paperclip” or “Files” icon on the right side of the dashboard. The files can be viewed by clicking on the file name.

The “Paperclip” or “Files” icon can also be used by the College to add documents to the Proposal.

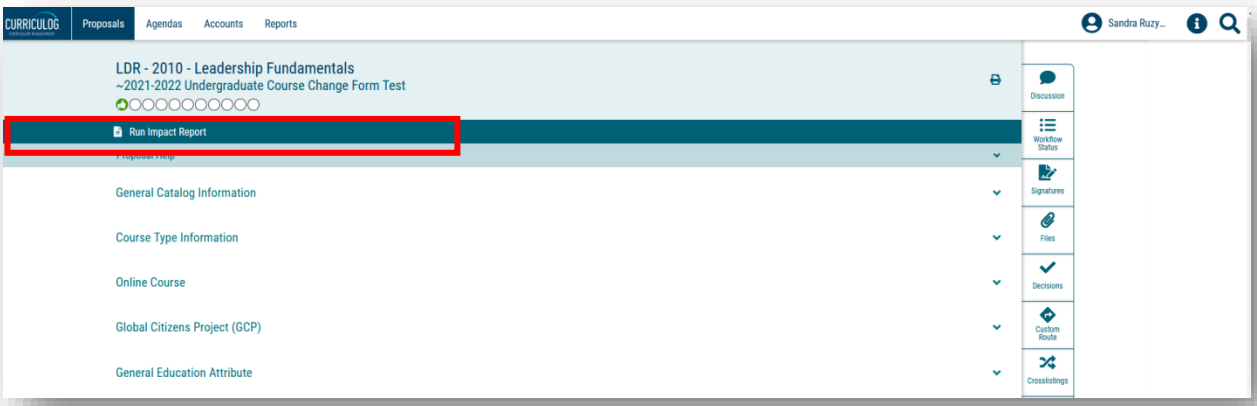
For questions or assistance, please contact the USF Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.



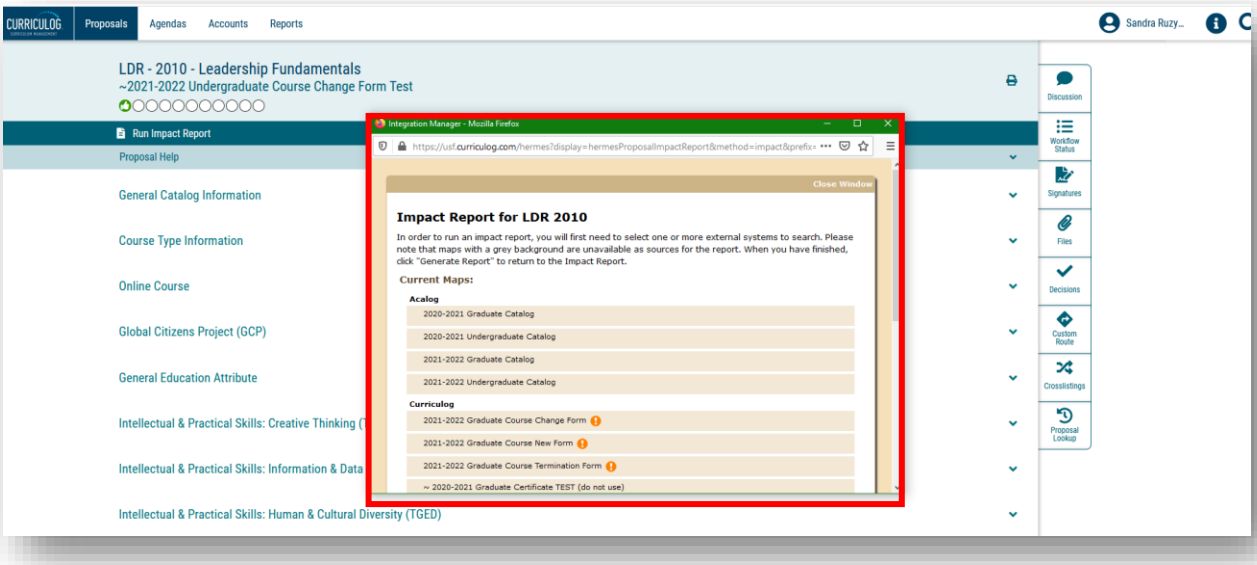
Course Impact Report for Concurrency Check

Part of the College Review will be to determine if changes to a Course impacts other departments in which this course may be offered. Curriculog has a feature called “Impact Report” which identifies the programs in which the course is offered. In this way, the College can determine if the proposed changes will impact other programs.

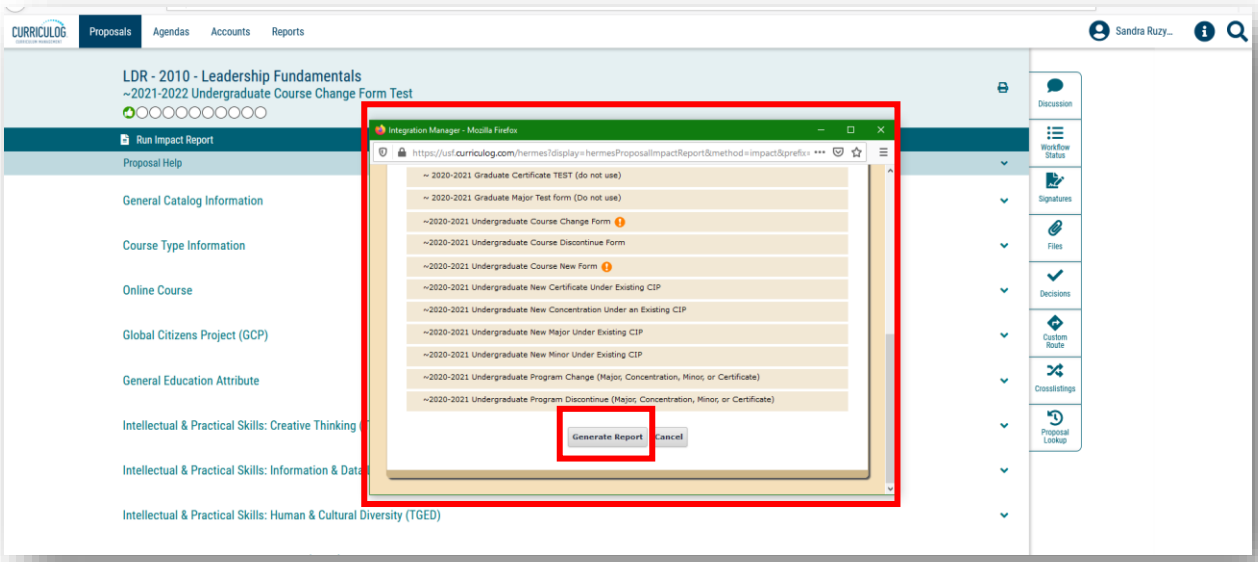
To run an “Impact Report,” go to the dark blue toolbar at the top of the Proposal and click “Run Impact Report.”



A secondary window will open and display the various systems in which course data is stored. From the “Acalog” listing at the top, click on the next Undergraduate catalog, e.g., 2021-2022 **Undergraduate** Catalog.



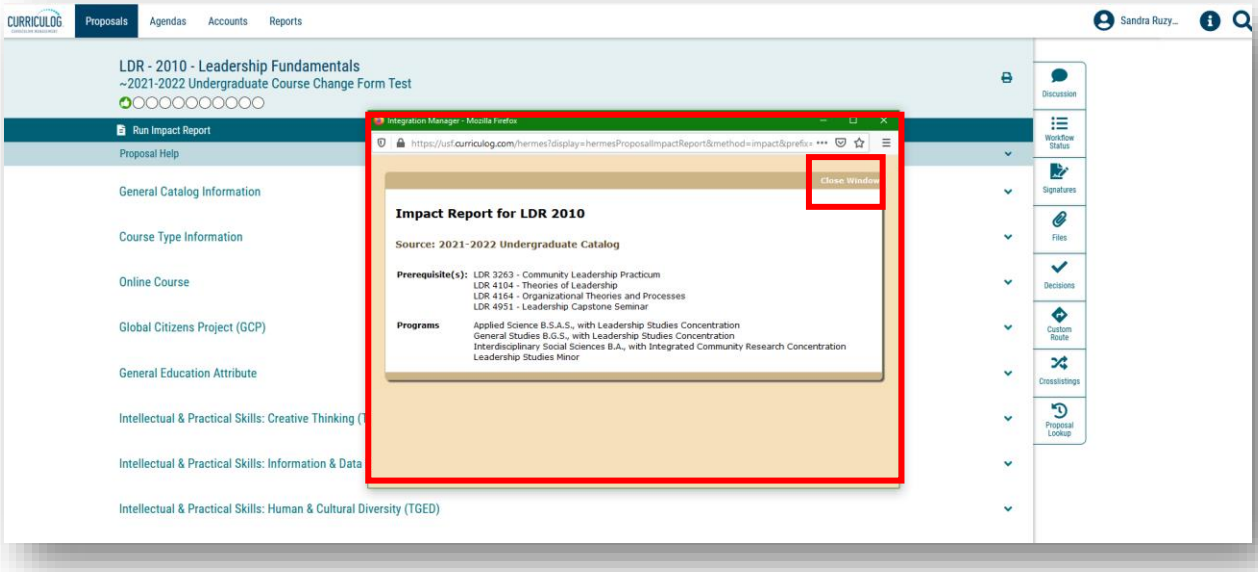
Once you click to highlight the catalog, scroll to the bottom of the secondary window to click the "Generate Report" button.



The screen will momentarily change as it loads the report. It will then display the "Impact Report" for the course in which the changes are proposed.

If the proposed changes impact other programs, a Course Concurrency form will need to be attached to the Course Change Proposal by the College.

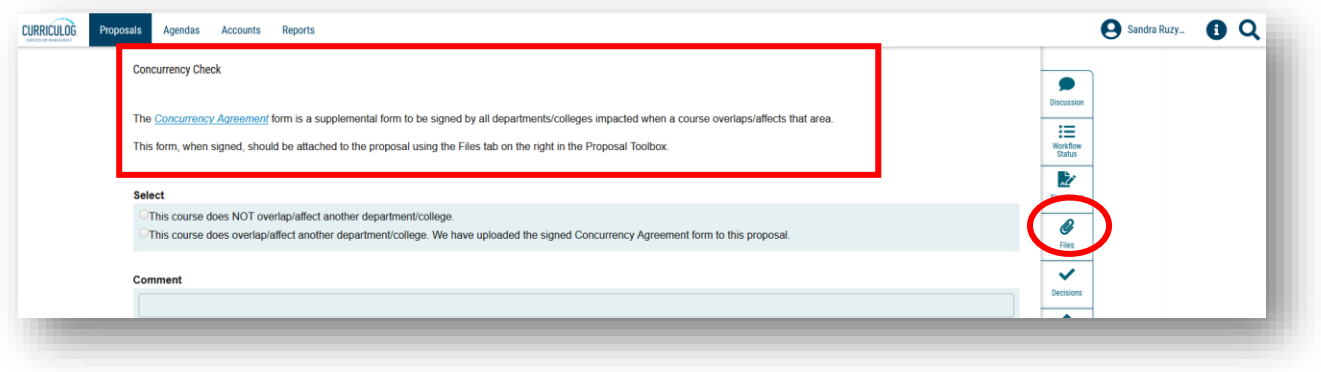
You can close this secondary screen by clicking "Close Window" in the top, right of this window.



In the “College Review Only” section, there is an area for “Concurrency Check.” This applies to both Course and Curriculum changes. If the proposed changes impact other programs, the college will be asked to provide the signed concurrency agreement.

The Course and Curriculum Concurrency Forms can be found at the Undergraduate Studies Curriculum website at https://www.usf.edu/undergrad/curriculum/curriculog/ on the “Resources” page. Course and Curricula concurrency forms should be downloaded and signed. The College can then add those to the Proposal by using the “Paperclip” or “Files” icon.

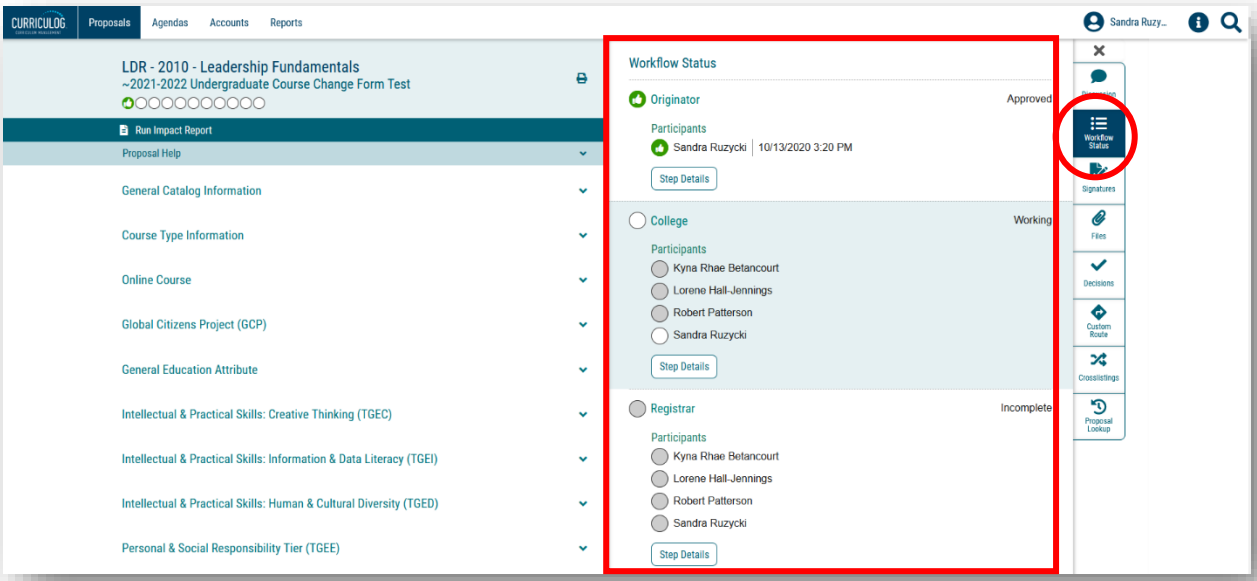
If you have questions about this feature, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.



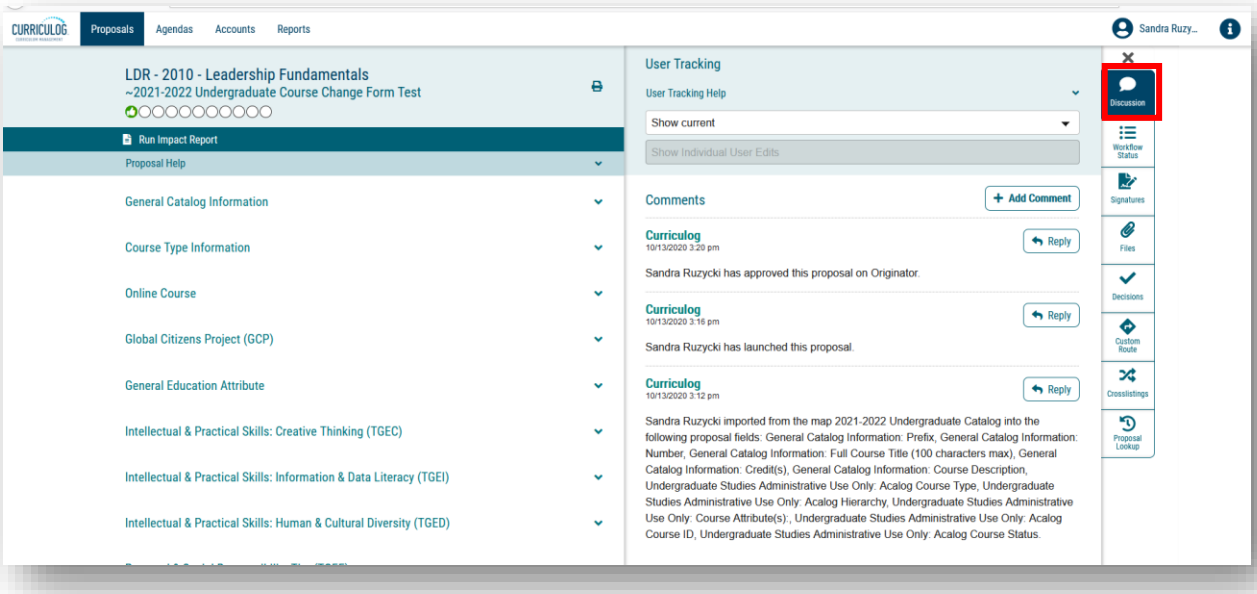
College Approval

Once the College has completed the “College Review Only” section in the Proposal, the right side of the dashboard should be opened by clicking the “Workflow Status” icon. This will open up the approval workflow process.

You can see the first step is the “Originator.” In Curriculog, the proposer is called the “Originator.” There is a green “Thumbs up” for this step indicating the “Originator” approved the Proposal which moved it to the next step (the College).



To view any comments the “Originator” may have included in their approval, click the “Discussion” icon on the right side of the dashboard. This area will display any comments placed in the approval workflow process, including Curriculog system comments.

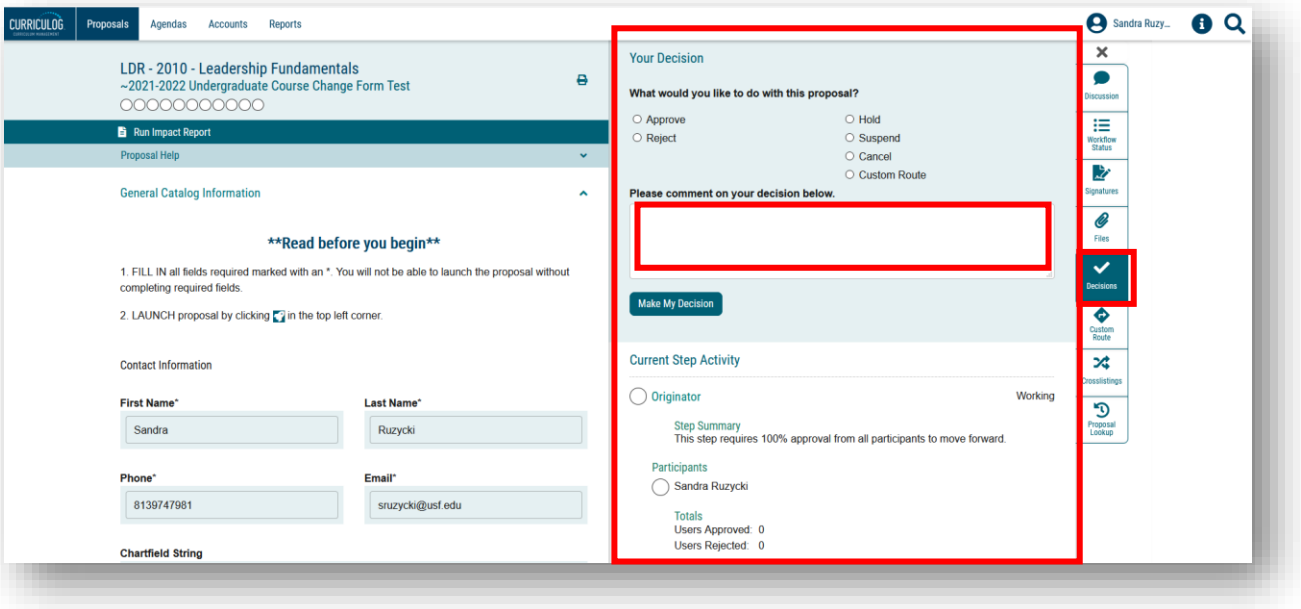


To view the place where you (the “College”) can approve the Proposal, click the “Decisions” icon or the “Checkmark” in the listing on the right side of your dashboard. A list of “Participants” will be displayed for the College. Only one person from this list needs to make a decision to move the Proposal in the approval workflow process.

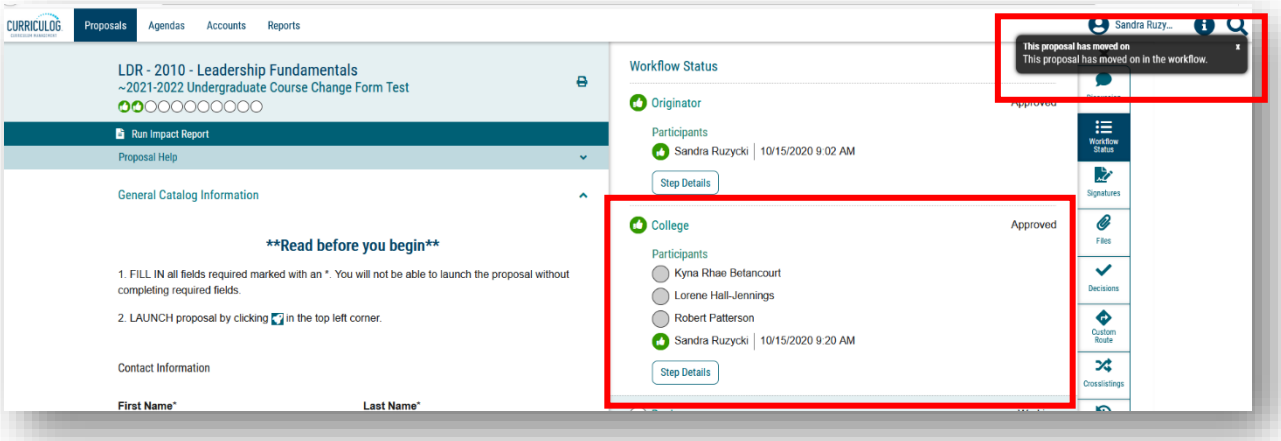
The right side of the dashboard will change to show the various decisions you can make as the “College.” In most cases, you will either “Approve” or “Reject” the proposal as the “College.” There may be times you want to place the proposal on “Hold” or “Suspend” the proposal. The “Custom Route” option should not be selected.

If your decision is to not “Approve” the proposal, be sure to add comments in the text field explaining this decision. In this way, the “Originator” will understand how the Proposal needs to be modified.

In the comment area, you can also type in any responses which the next steps of the approval workflow process can view. For example, you could state, “This course change is part of the department’s accreditation efforts” or you could type, “These changes reflect a department-wide effort to establish consistency.” While the “Originator” may have made these comments in the “Justification” area of the Proposal or the College added comments in the “College Review Only” section, if information is critical to the approval workflow process, it is best to repeat it in this area.



After approving the course, the Workflow Status area now changes to show the green “Thumbs Up” icon next to the “College” step. The status also changed to “Approved. A black box will also appear telling you the Proposal has moved to the next step of the approval workflow process. Click the X in the black message box to close it.



The Registrar’s Office is the next step in the approval workflow process. The Registrar’s Office will have the same list of decision options that you had as the “College.” They can add comments in their approval workflow area. The Registrar can then “Approve” the Proposal.

The Registrar’s Office can also “Reject” the Proposal and send it back to the College. Comments from the Registrar on the Proposal will help you make the needed changes. You will receive an email notification from Curriculog that the Proposal has been sent back to you. You will log into Curriculog, click on the Proposal title to display the proposal, and go to the right side of the dashboard to see the comments in the “Discussion” area. You have several choices.

You can make the needed changes, save them on the Proposal, and then “Approve” those changes in the approval workflow steps to move it back to the Registrar.

You can “Reject” the requested changes, add comments, and then click “Make My Decision” to move the Proposal back to the Registrar.

Or you can contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu and request that the Proposal be sent to the proposer to make the changes.

This concludes the USF Curriculog College Approval Workflow Process 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.