

# **CURRICULOG: MASS INACTIVATION- MULTIPLE IMPACTS**



**MASS INACTIVATION- MULTIPLE  
IMPACTS INSTRUCTIONS**

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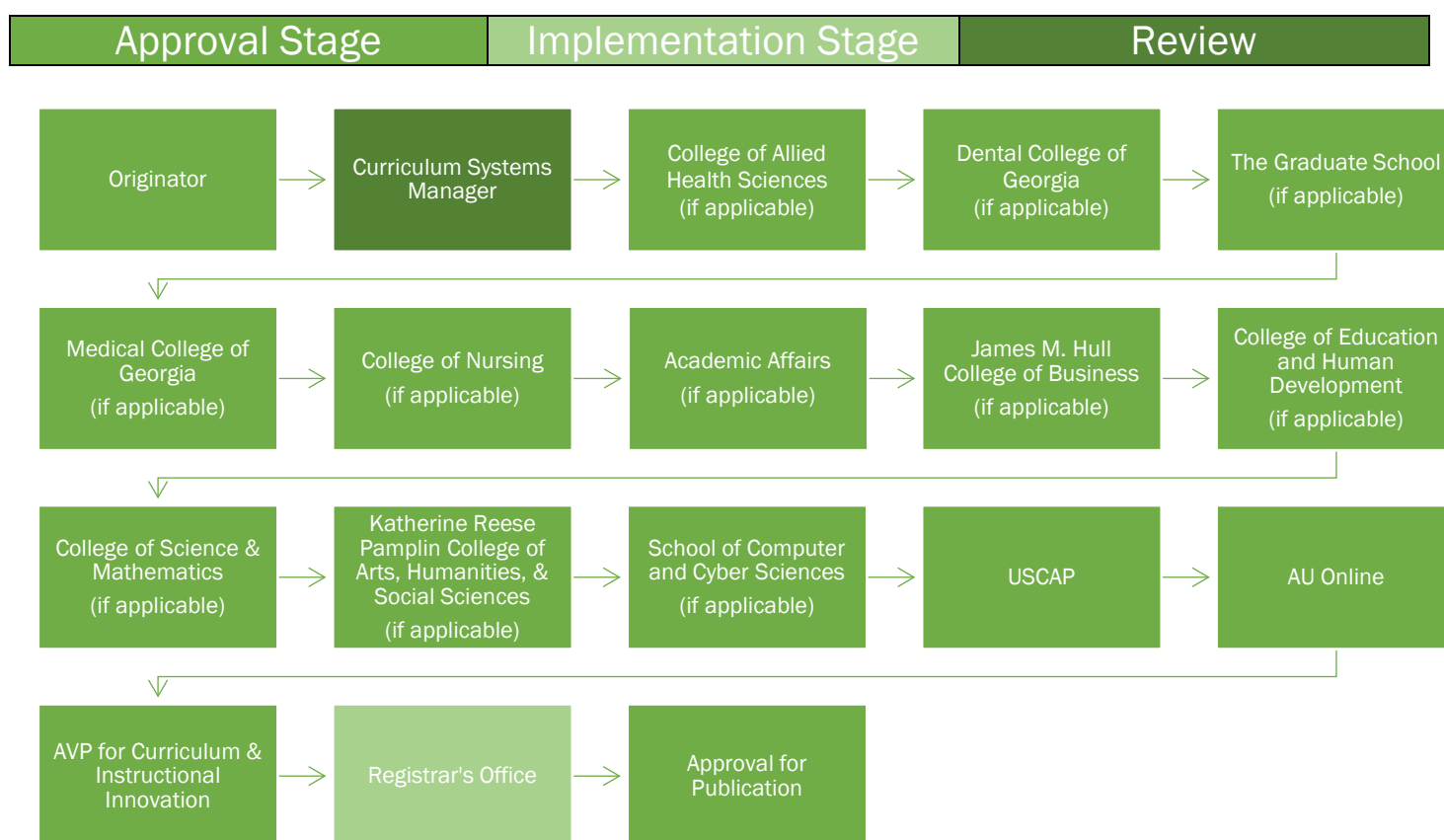
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## PROCESS

The Mass Course Inactivation is used to inactivate multiple courses in Banner, the system of record and remove them from the University catalog. Please note, if these course inactivation's result in a change of requirements for a degree program, a Program Revision will also need to be launched. Step by step instructions for completing the mass course inactivation proposal are listed below. Contact [curriculog@augusta.edu](mailto:curriculog@augusta.edu) if additional information is needed.

## ORDER OF APPROVERS



## Required Documents

- Impact Report
- Approval Memo (if applicable)
- Teach Out Plan

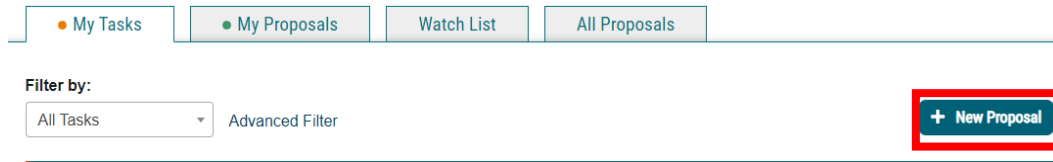
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## MASS INACTIVATION- MULTIPLE IMPACTS PROPOSAL INSTRUCTIONS

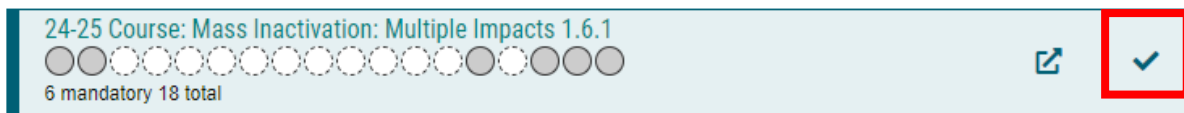
1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.

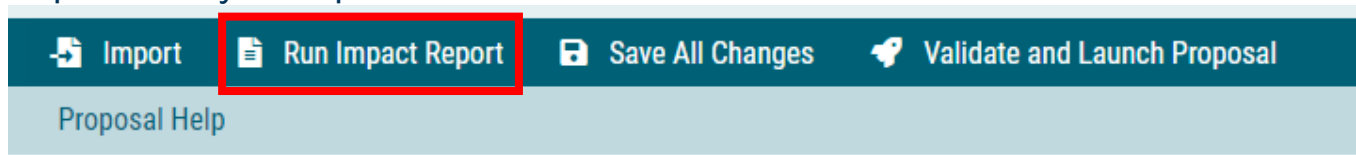


3. Hover over the proposal titled “Course: Mass Inactivation: Multiple Impacts” and click the blue check mark in order to begin.



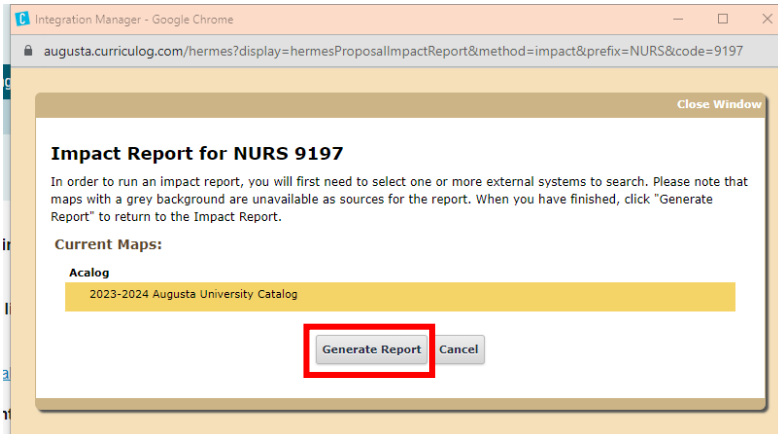
## CREATING AN IMPACT REPORT

4. Select the “Run Impact Report” icon on proposal menu bar to generate an impact analysis report.



5. A dialogue box will appear, and you will need to select the current catalog listed under Acalog and then click “Generate Report”.

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6. A dialogue box will appear, and you will need to select the current catalog listed under Acalog and then click **“Generate Report”**.



7. Print this page to a PDF and save by selecting the paper clip icon on the far right side of the screen. If the report returns blank, that means no programs will be impacted as a result of this inactivation. Please attach the blank report to the proposal so the Curriculum Systems Manager knows that no programs are impacted and doesn't request an Approval Memo.

## ROUTING INFORMATION

8. Choose the Academic College AND department that owns these courses by clicking in the field. This will generate a drop down list of all Academic Colleges.

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What is the academic college and department for this course?\*

Please select the academic college and department where these courses reside. This is the college and department where the courses are assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

## 9. Select the appropriate option regarding the administrative college for the course.

### Impacted Colleges\*

- College of Allied Health Sciences
- Dental College of Georgia
- The Graduate School
- Medical College of Georgia
- College of Nursing
- Academic Affairs
- James M. Hull College of Business
- College of Education
- College of Science and Mathematics
- Katherine Reese Pamplin College of Arts, Humanities, and Social Sciences
- School of Computer and Cyber Sciences

Please select all colleges that are affected for the inactivation's below.

## 10. Select the appropriate option regarding if the courses are taught online.

Are any of these courses taught online?\*

- Yes
- No

## COURSE INACTIVATION INFORMATION

11. Navigate to the **Course Inactivation Information** section of the proposal.

12. Enter the **Course Prefix**, **Course Number**, and **Course Title**. Please note, a total of five courses can be added to the mass inactivation proposal.

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## Course Prefix\*

Select an option

*A 4-character abbreviation of the program of study of the course.*

## Course Number\*

*The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution.*

## Course Title\*

*The name of the course as it appears on the institution's course schedule. Long Title can only contain 100 characters.*

13. From the drop down, select the **Effective Term** for the course inactivation.

## Effective Term\*

Select an option

14. Select the impacted colleges and department for this course that specifically corresponds to the prefix and course number listed above.

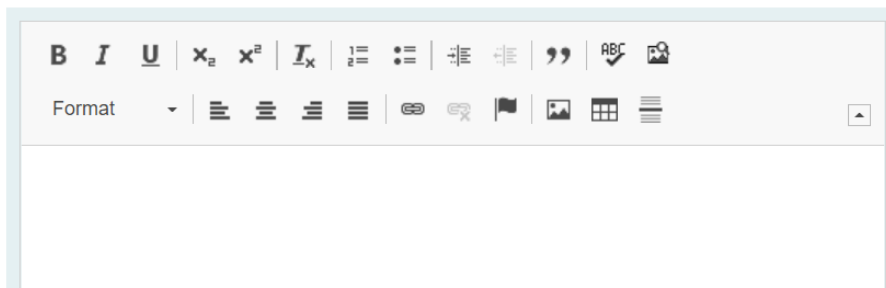
## Impacted Academic College and Department\*

Select an option

*Please select the academic college and department that will be impacted by the inactivation by the course listed in this section.*

15. Provide the reason for this course inactivation.

## Reason for Deactivation\*



Format



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16. Continue to navigate through the proposal answering all questions. From the drop down, select all programs in which the course is part of the curriculum. **Please note that a Program Revision will be required for each program that is affected by this inactivation.**

**Please select the following program(s) in which this course is a part of the curriculum.\***

Select an option

17. Select the appropriate option regarding the effect of this inactivation on students.

**Does this course inactivation affect any active students?\***

- Yes
- No - it does not affect any students.

18. If the answer to this question is yes, please confirm a teach out plan has been attached that includes a list of affected students.

**The teach out plan and list of affected students are attached.\***

- Yes - Required if students are affected.
- No - Not required if students will not be affected.

*If yes, please attach a teach out plan for this course. Include a list of active students and how the change will be handled for each student. It is preferable that a personalized plan be in place for each student.*

19. Please confirm the inactivation's effect on the current program and provide the URL link to the program revision proposal.

**Will this mass course inactivation affect a current program? If yes, have you launched a program revision?\***

- Yes, these inactivation's will affect a current program so I have launched a program revision.
- No, these inactivation's do not affect a current program.

**Proposal Link for Program Revision: If not-applicable, type N/A\***

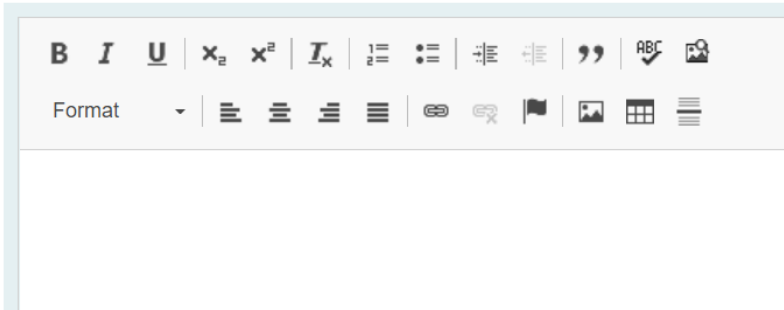
Example - JAGS-5402: <https://augusta.curriculog.com/proposal/8004/form> | Copy & Paste the URL link of the program revision proposal created



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20. Should any additional comments be necessary, enter those in the **Additional Comments** field.

## Additional Comments



21. Repeat the same process for the remaining courses that need to be inactivated.

## LAUNCHING THE PROPOSAL

22. Scroll back to the top of the proposal pane and click the rocket ship icon labeled **“Validate and Launch Proposal”**. Proposal will be validated and launched.

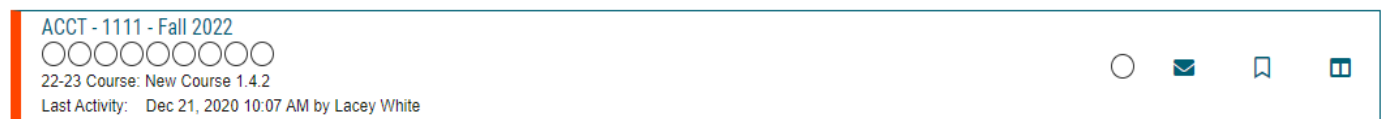


20. The proposal is now in your **“My Tasks”** tab.



21. In order for the proposal to move forward to the next approver step, you must approve it.

22. To approve the proposal, click on the proposal.



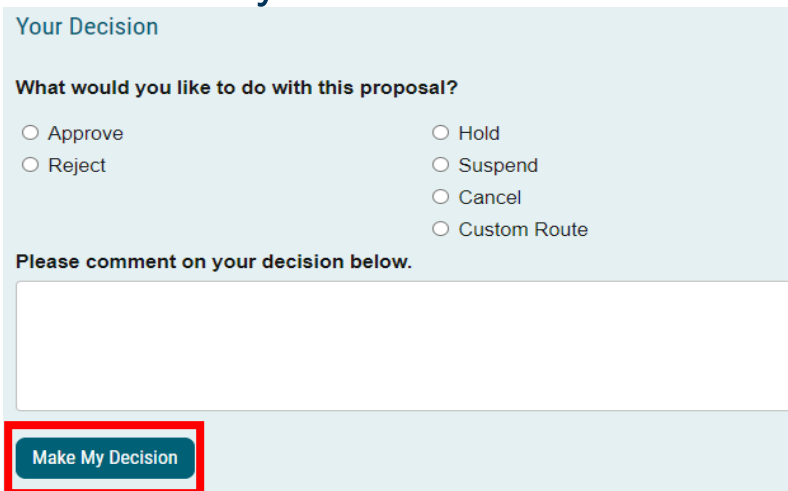
23. Once the proposal opens, navigate to the right hand menu bar, and select the blue check mark.

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The screenshot shows the Curriculog user tracking interface. On the left, there's a 'User Tracking' section with a dropdown menu set to 'Show current' and a 'Show Individual User Edits' button. Below that is a 'Comments' section with an '+ Add Comment' button. A comment from 'Curriculog' dated '12/21/2020 10:07 am' states 'Lacey White has launched this proposal.' with a 'Reply' button. On the right, a vertical sidebar contains several icons: Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box), Custom Route, Crosslistings, and Proposal Lookup.

24. This will open a decision box, fill in the radial button beside “Approve” and click “Make My Decision”.



The 'Your Decision' form asks 'What would you like to do with this proposal?' and provides six radio button options: Approve, Reject, Hold, Suspend, Cancel, and Custom Route. Below the options is a text area for comments with the prompt 'Please comment on your decision below.' At the bottom of the form, a 'Make My Decision' button is highlighted with a red box.

25. The proposal has now moved on to the next individual in the approval steps.

## CONTACT

If you have any additional questions, please contact our office at [curriculog@augusta.edu](mailto:curriculog@augusta.edu).