

CURRICULOG: COURSE REVISION INSTRUCTIONS



COURSE REVISION

TABLE OF CONTENTS

Process 2

Order of Approvers..... 2

Required Documents.....2

Course Revision Instructions 3

 Importing.....3

 Creating The Proposal 3

 Creating An Impact Report..... 4

 Routing Information..... 6

 Course Revision Information 11

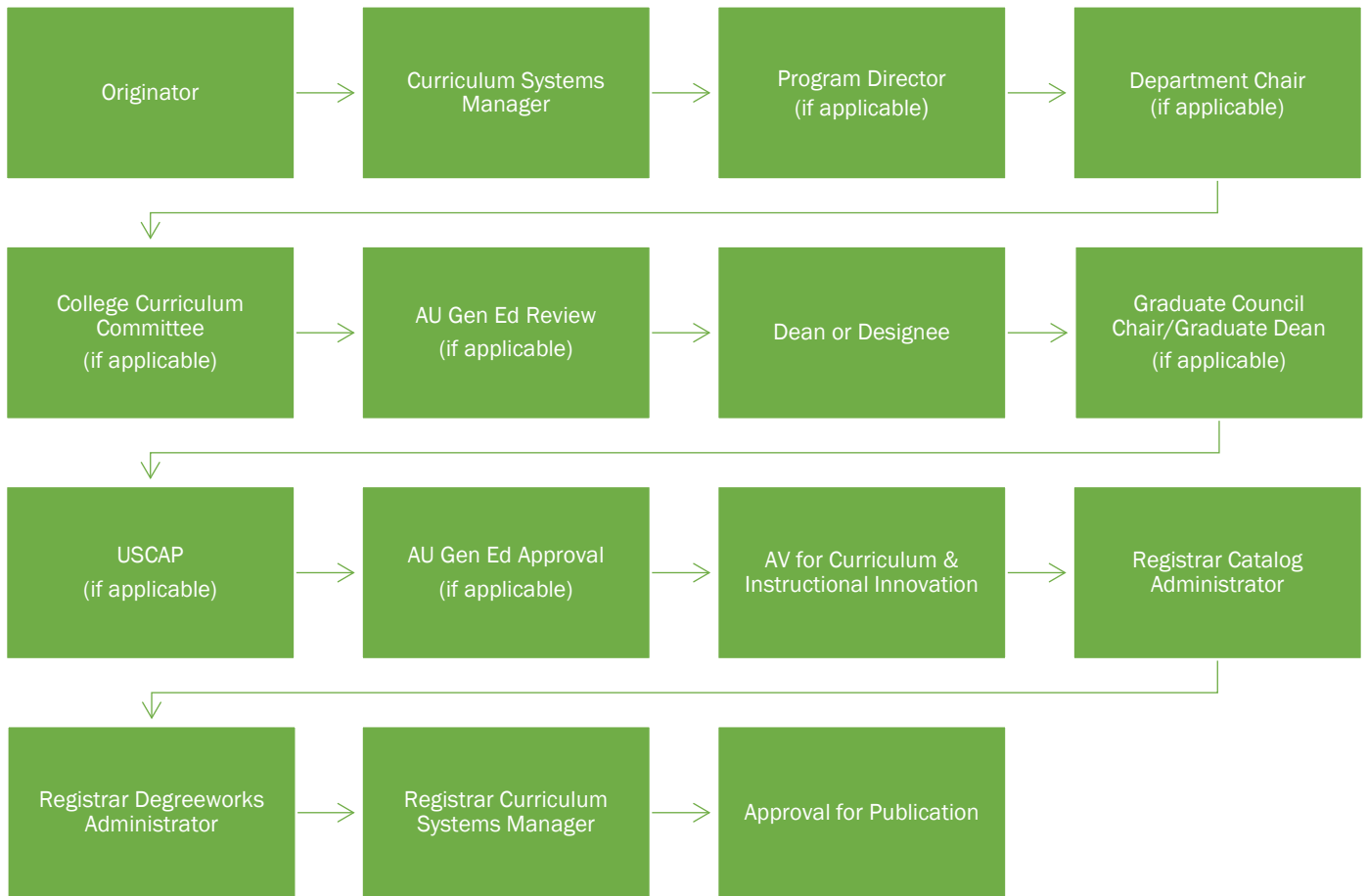
Contact 12

CURRICULOG: COURSE REVISION

PROCESS

The Course Revision is used to request updates to an existing course listed in Banner. Please be intentional in your course update selections as this could impact, student registration, graduation, and student fees. If you are requesting more than three updates to this course, please consider a New Course proposal. Reach out to curriculog@augusta.edu for additional information prior to launching the proposal.

ORDER OF APPROVERS



REQUIRED DOCUMENTS

- IMPACT REPORT
- APPROVAL MEMO (IF APPLICABLE)

CURRICULOG: COURSE REVISION

COURSE REVISION INSTRUCTIONS

CREATING THE PROPOSAL

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

<https://augusta.curriculog.com>

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



The screenshot shows a navigation bar with four buttons: 'My Tasks' (selected with a red dot), 'My Proposals' (selected with a green dot), 'Watch List', and 'All Proposals'. Below the buttons is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. On the right side, a red-bordered button labeled '+ New Proposal' is highlighted.

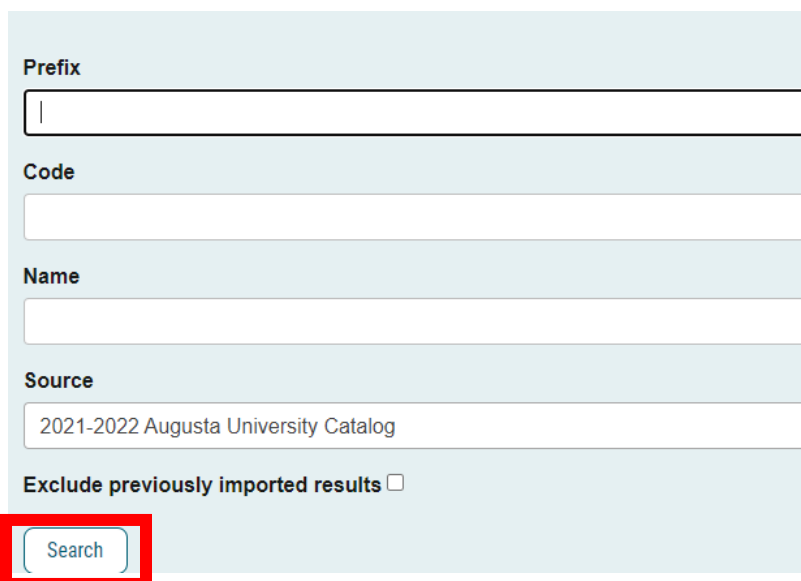
3. Hover over the proposal titled “Course Revision” and click the blue check mark in order to begin.



The screenshot shows a proposal card for '22-23 Course: Revision 1.3.2'. It features a progress indicator with 15 circles, 8 of which are filled (labeled '8 mandatory 15 total'). On the right side of the card, there is a blue checkmark icon inside a square box, which is highlighted with a red border.

IMPORTING

4. Once the course revision proposal is selected, there will be a fly-out on the right side of the screen. Use the filter to search the specific course. Courses can be filtered using prefix, code, or name (course or program name). Select search to generate courses.








The screenshot shows a form for importing courses. It has five input fields: 'Prefix', 'Code', 'Name', and 'Source'. The 'Source' field contains the text '2021-2022 Augusta University Catalog'. Below the fields is a checkbox labeled 'Exclude previously imported results' which is unchecked. At the bottom left, a 'Search' button is highlighted with a red border.

CURRICULOG: COURSE REVISION

5. Highlight the appropriate course for the course revision and select the icon of a blue paper with an arrow through it to preview and build import.

Show: 20 results ▼

ENGL 1101 Composition I focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. This course also includes introductory use of a variety of research skills. The course provides instruction in word processing and in...	
ENGL 1101H Composition I focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. This course also includes introductory use of a variety of research skills. The course provides instruction in word processing and in...	
ENGL 1102 Literature-based, Composition II develops writing skills beyond the levels of proficiency required in English 1101. Interpretation and evaluation are emphasized, and more advanced research methods are incorporated. The course includes instruction in composition of a research page...	
ENGL 1102H Literature-based, Composition II develops writing skills beyond the levels of proficiency required in English 1101. Interpretation and evaluation are emphasized, and more advanced research methods are incorporated. The course includes instruction in composition of a research page...	
ENGL 1113H This course develops more advanced skills in critical reading, thinking, and writing than is possible in 1101. The course incorporates study of texts by some of the world's most influential thinkers into a framework which develops skills in critical reading, critical thinking, an...	

6. Review data preview. Once review is complete select build proposal. Please email curriculog@augusta.edu if data is not correct.

Course Revision Information: Current Campus	[no data]
Course Revision Information: Current Schedule Type	Lecture, Lecture/Supervised Lab/Clinic, Independent Study, Asynchronous Instructio

Build Proposal Return to Search

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

CREATING AN IMPACT REPORT

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

CURRICULOG: COURSE REVISION

Import

Run Impact Report

Save All Changes

Validate and Launch Proposal

Proposal Help

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

Close Window

Impact Report for [redacted]

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

Current Maps:

Acalog

- 2020-2021 Augusta University Catalog
- 2021-2022 Augusta University Catalog

Curriculog

- Z18-19 Course: New Course Proposal Form
- Z18-19 Program: Curriculum Revision Form

Generate Report Cancel

10. A report will then return that lists each program that has this course as part of its curriculum. Print this page to a PDF and save so that it can be uploaded to the proposal at a future step.

Close Window

Impact Report for ACCT 2101

Source: 2018-2019 Augusta University Catalog

Programs

- Bachelor of Arts with a major in Criminal Justice
- Bachelor of Business Administration
- Bachelor of Business Administration with a concentration in Digital Marketing
- Bachelor of Business Administration with a concentration in Financial Services
- Bachelor of Business Administration with a concentration in Healthcare Management
- Bachelor of Business Administration with a major in Accounting
- Bachelor of Business Administration with a major in Finance
- Bachelor of Business Administration with a major in Management
- Bachelor of Business Administration with a major in Management Information Systems
- Bachelor of Business Administration with a major in Marketing
- Bachelor of Science in Health Information Administration
- Bachelor of Science in Information Technology with a concentration in Business
- Bachelor of Science with a major in Health Services
- Minor in Accounting
- Minor in Business Administration

11. Based on the returned list of programs, each college dean will need to be notified of the modification and an approval memo obtained. The approval memo(s) will be uploaded at a future step. 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

CURRICULOG: COURSE REVISION

knows that no programs are impacted and doesn't request an Approval Memo.

ROUTING INFORMATION

12. Choose the Academic College AND department for the course you wish to modify by clicking in the field. This will generate a drop down list of all Academic Colleges. You may only select one option.

Routing Information

Choose your Academic College and Department:*

Select an option

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

13. Select the appropriate option regarding the Graduate School.

Is this program/course owned by School of Computer and Cyber Sciences, Pamplin, College of Science and Mathematics, College of Education, Hull College of Business, College of Nursing, or College of Allied Health Sciences but requires the approval of The Graduate School? If so, please check yes and this proposal will route to the Graduate Sub-Committee.*

- Yes
 No

If so, please check yes and this proposal will route to the Graduate Sub-Committee. If this program/course is owned by The Graduate School, please check no. The Graduate Sub-Committee will complete their review on the Dean step. For example, the MAISS program is owned by Pamplin college, but requires the approval of The Graduate School; therefore would answer yes to this question.

14. Select the appropriate option regarding Program Director.

Does this program have a Program Director separate from the Department Chair? *

- Yes
 No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

15. Select the appropriate option regarding a department chairperson.

Does your department have a chairperson?*

- Yes
 No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

16. If your college has a curriculum committee that needs to review this proposal, be sure and select "Yes" to the question regarding college

CURRICULOG: COURSE REVISION

curriculum committees. If only the Graduate School needs to review this change, please select “no”.

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

- Yes
 No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

17. Select the appropriate option regarding the affected college(s).

Does this course revision affect more than one college?*

- Yes
 No

If you select yes, this proposal will also be routed to USCAP for review and approval.

18. If the requested course modification will affect other colleges, attach the completed impact analysis report, and select the appropriate option.

I have completed and attached an impact report.*

- Yes

Even if the impact report returns no results, be sure and attach it so individuals reviewing and approving will know there is no impact to other programs. Instructions for completing an impact report may be found at: <https://www.augusta.edu/registrar/curriculog/resources>

19. If the requested course modification will affect other colleges, attach the approval memos, and select the appropriate option.

I have attached approval memos from the impacted colleges.

- Yes

Approval memo templates may be found at: <https://www.augusta.edu/registrar/curriculog/resources>

COURSE REVISION INFORMATION

20. In the Revision Requested field, select all requested modifications types, and include the specific changes in the corresponding field(s) below. For example, if you are requesting to update the CIP Code and Course Title, you would only complete the sections for “Update CIP Code” and “Update Course Title”. The remaining sections would remain blank.

Revision Requested:*

- CIP Code
- Corequisite(s)
- Course Description (Published in Catalog)
- Course Equivalent(s)
- Course Title
- Grade Mode
- Instruction Type Code/Schedule Type
- Number of Credit Hours (may require a program revision)
- Prerequisite(s)
- Repeat Status
- Restriction(s) for Registration
- USG Undergraduate Core Requirement (must be approved by Gen Ed Council)
- Dual Enrolled Status

Please check all requested revision types and include the specific changes in the corresponding field(s) later in the proposal. If you select you are modifying the USG Undergraduate Core Requirement, this proposal will also be routed to the AU Gen Ed Reviewer.

21. Enter the course Prefix and Course Number in the corresponding fields.

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.

22. Since the course prefix and course number has already been entered, navigate to the effective term column. Enter the effective term of the course modification.

CURRICULOG: COURSE REVISION

Effective Term*

Select an option

Based on the approved deadlines, the options below are the only effective terms available for this section. The year and term code in which the course modification will be effective.

23. Select the appropriate option regarding cross-listing.

Will this course be cross-listed?*

- Yes- I will launch a revision for the cross-listed course.
- No

Cross-listed courses are courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes. If the answer to this question is yes, you will also need to submit a revision for the cross-listed course.

24. Select the appropriate option regarding cross-leveling.

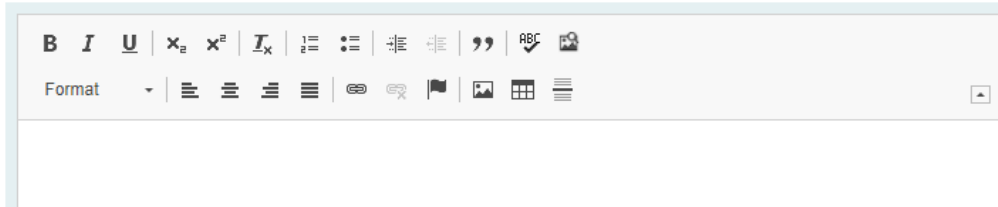
Will this course be cross-leveled?*

- Yes- I will launch a revision for the cross-leveled course.
- No

Cross-leveled courses are courses which share common learning outcomes but are numbered and offered at two different levels of rigor. If the answer to this question is yes, you will also need to submit a revision for the cross-leveled course.

25. If the course being modified, is cross-listed or cross-leveled, input the course prefix and course number of the cross-listed or cross-leveled course.

What is the course prefix and the course number of the cross-listed or cross-leveled course?



26. Once you have completed the corresponding field(s) that were selected in the Revision Requested Section in Step 20, navigate to the bottom of the proposal.

27. Please confirm the current Dual Enrolled Status of the revised course.

CURRICULOG: COURSE REVISION

Current Dual Enrolled Status:

- Approved for Dual Enrollment
- Not Approved for Dual Enrollment

28. If the dual enrollment status has changed, please select the appropriate option below.

Updated Dual Enrolled Status:

- Submit for Dual Enrollment Approval
- Remove course from Dual Enrollment course offerings

Dual Enrollment Website: <https://www.augusta.edu/admissions/dual-enrollment.php> Dual Enrollment Course Directory: <https://www.gafutures.org/cheecs/dualenrollment/DECourseDirectory>

29. Navigate to the Additional Revisions section of the proposal and confirm if the course revision is required for a current program and will require a program revision. Please provide a URL link to the program revision launched in the field provided.

Will this course revision be required for a current program? If yes, have you launched a program revision? *

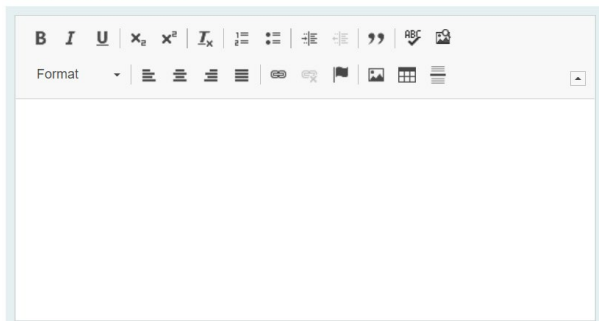
- Yes, this course revision will be required for a current program so I have launched a program revision.
- No, this course revision does not affect any current programs.

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

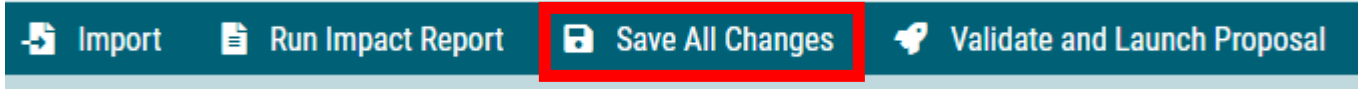
30. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments



CURRICULOG: COURSE REVISION

31. Scroll to the top of the proposal and select “save all changes.”



LAUNCHING THE PROPOSAL

32. 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.

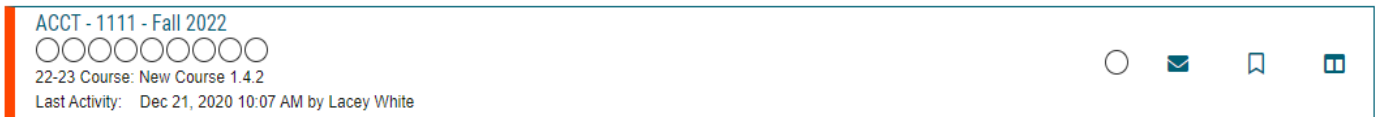


33. The proposal is now in your “My Tasks” tab.



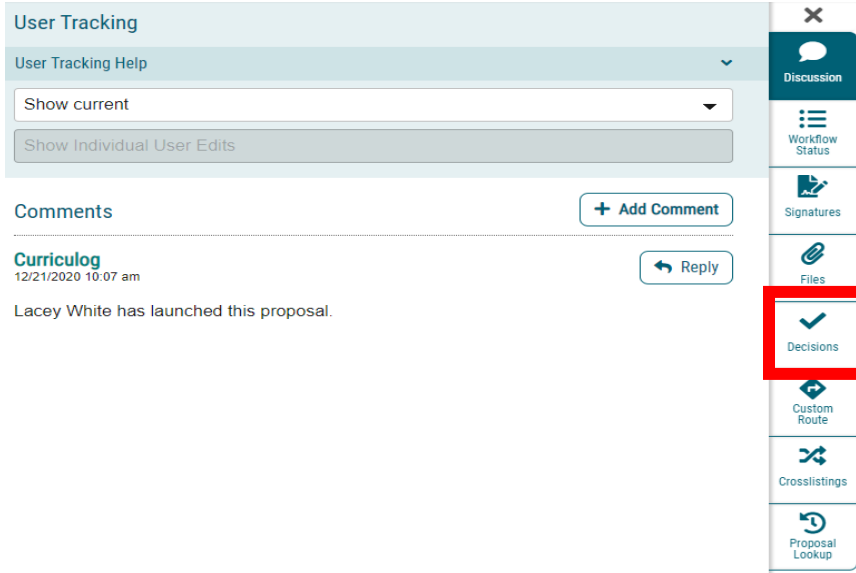
34. In order for the proposal to move forward to the next approver step, you must approve it.

35. To approve the proposal, click on the proposal to open it.



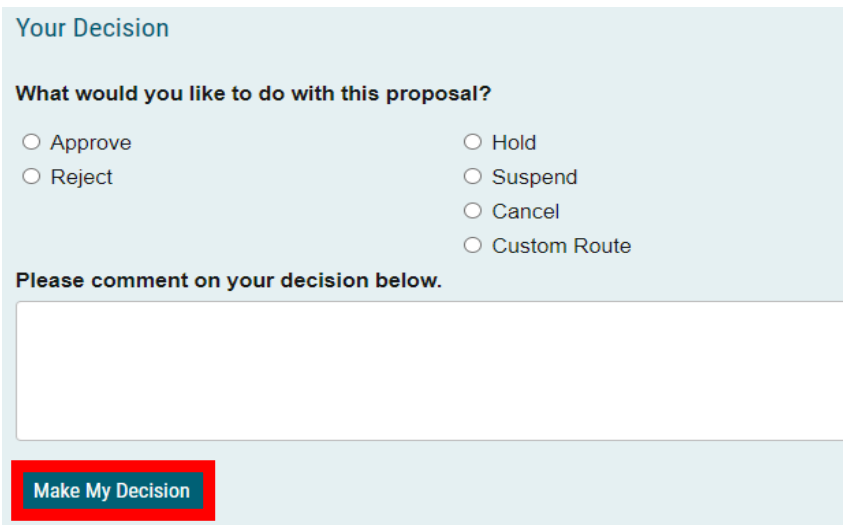
36. Once the proposal opens, navigate to the far right toolbar, and select “Decisions”

CURRICULOG: COURSE REVISION



The screenshot shows the Curriculog interface. On the left, there is a 'User Tracking' section with a dropdown menu set to 'User Tracking Help' and a 'Show current' dropdown. Below this is a 'Comments' section with a '+ Add Comment' button and a 'Reply' button. A comment from 'Curriculog' dated '12/21/2020 10:07 am' states 'Lacey White has launched this proposal.' 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.

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



The screenshot shows the 'Your Decision' form. It 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, the 'Make My Decision' button is highlighted with a red box.

38. If a PIN number is required, enter your PIN, and click submit.

39. 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.