

# **CURRICULOG: PROGRAM REVISION**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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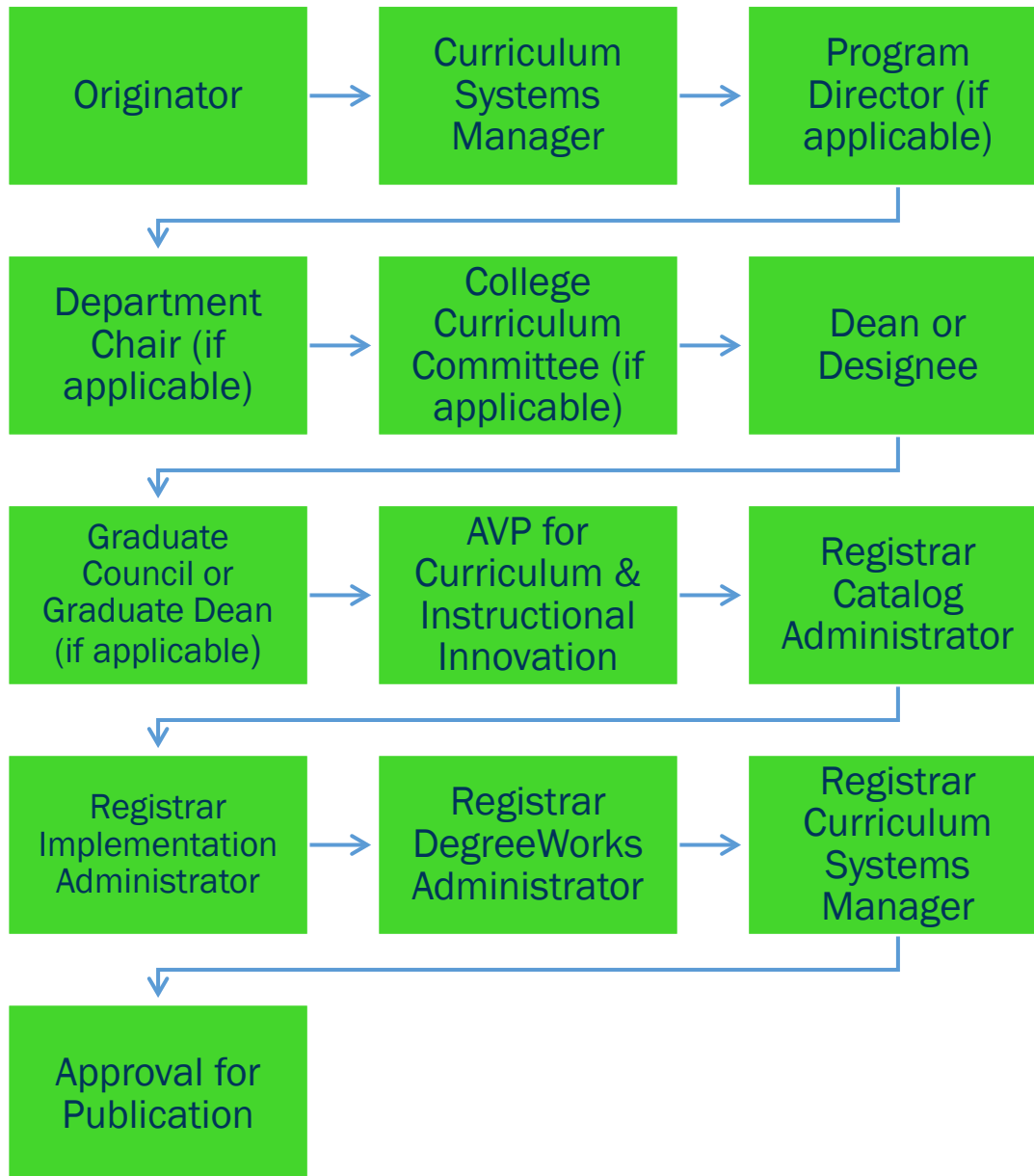
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# CURRICULOG: PROGRAM REVISION

## PROCESS

The Program Revision is used to request updates to an existing academic program. Proposals can be submitted to update program curriculum and/or information listed in the AU Catalog. Approved program revisions will be listed in the Augusta University Catalog and added to JagTrax for the appropriate effective term.

## ORDER OF APPROVERS



# CURRICULOG: PROGRAM REVISION

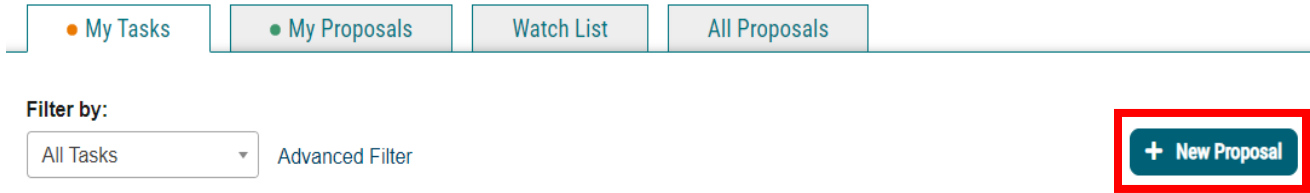
## PROGRAM REVISION INSTRUCTIONS

### CREATING THE PROPOSAL

1. Login to Curriculog using your AU Net ID and password.

<https://augusta.curriculog.com>

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



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



### ROUTING INFORMATION

4. Choose the Academic College and Department for the program you wish to revise by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.



*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.*

5. If the program is part of The Graduate School, choose “Yes”.

**Is this course part of The Graduate School?\***

Yes  
 No

*If yes, this impacts the routing as The Graduate School must approve new courses. Only TGS graduate courses are routed to The Graduate School for review. If the course is part of a graduate certificate and impacts a TGS graduate degree program, the proposal would need to be reviewed by The Graduate School. If this course does not already have a TGS attribute, one will be assigned and the course will be assigned to the academic college and department listed above in BANNER.*

6. Select the appropriate option regarding Program Director.

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**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.*

7. 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.*

8. If your college has a curriculum committee that needs to review this proposal, choose "Yes".

**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.*

9. Choose the Program Type for the program that you are requesting to deactivate. If the program does not have an associated shared core, choose Program.

**Program Type\***

- Program
- Shared Core

*If the program requires the completion of USG Undergraduate Core Curriculum, choose Shared Core. If the program is not required to complete USG Undergraduate Core Curriculum, choose Program.*

## PROGRAM REVISION INFORMATION

### Required Program Revision Information

10. Choose the Program you wish to revise by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

**Program Name\***

Select an option



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11. Enter the program title from the Augusta University catalog into the Program Title field.

**Program Title\***

12. Choose the requested modification(s).
  - A. If “Update Curriculum/Schema” is chosen, complete section Update Curriculum/Schema of the Program Revision Information.
  - B. If “Update AU Catalog” is chosen, complete section Update AU Catalog of the Program Revision Information.
  - C. If “Update Delivery Method” is chosen, complete section Update Delivery Method of the Program Revision Information.
  - D. If multiple modifications are chosen, complete the corresponding sections of the Program Revision Information.

**Modification\***

- Update Curriculum/Schema
- Update AU Catalog
- Update Delivery Method

13. Choose the CIP Code of the program you wish to revise by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

**CIP Code\***

Select an option

*Classification of Instructional Program (CIP) Codes are used for state and federal reporting and to help with faculty credentialing. To select the appropriate CIP Code, please visit <http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>. If you are unsure which CIP code to select, please call the Office of Academic and Faculty Affairs at (706) 446-1422.*

14. Choose the Effective Term for which the program revision should begin by clicking in the field. This will generate a drop down list of all active effective terms. You may only select one option.

**Effective Term\***


Select an option

*The year and term code in which the program deactivation will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for selection.*

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15. Enter the purpose and need for revising the program.

What is the purpose and need for this revision?\*



Format

16. Enter the curriculum for the current program. Curriculum can be imported or added from current catalog by copy/paste.

Curriculum \*

View Curriculum Courses | View Curriculum Schema | Preview Curriculum

Add Core | Import Core

Copy/paste the current catalog listing for the program you wish to revise.

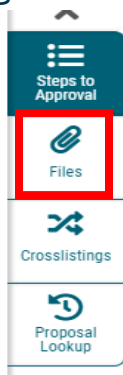
Update Curriculum/Schema

## Update Curriculum/Schema

17. Complete a Side by Side Schema using the template provide in the link below.

<https://www.augusta.edu/registrar/curriculog/resources.php#HelpfulLinks>

18. Attach the Side by Side Schema to the proposal using the “Files” from the far right menu.



19. Confirm that schema is attached. Please note that all curriculum revision are required to have a completed schema. Proposal launched without one will be rejected back to this originator prior to moving forward in the approval steps.

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## Side by Side Schema

A Side by Side Schema is required when submitting a Curriculum Revision. I confirm an updated Side by Side Schema, including new course(s) if needed, is attached to this proposal.

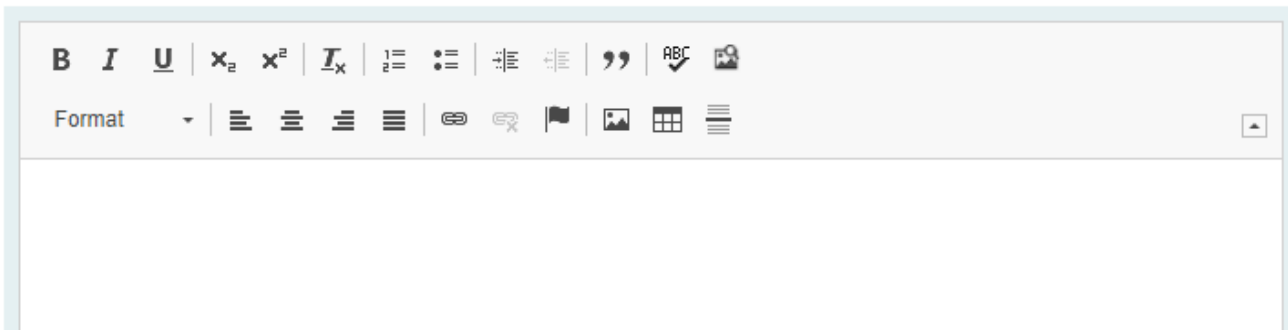
20. Select appropriate option for DegreeWorks (JagTrax).

**Would you like this curriculum revision to be processed for all catalog years in Jagtrax instead of just the effective term listed on the proposal?\***

- Yes, please update all catalog years in Jagtrax.  
 No, please only update according to the effective term listed on the proposal.

21. Please provide a list of all new courses that will be launched in Curriculog that affect this curriculum revision.

**Provide a list of any new course proposal(s) that will be submitted in Curriculog, in addition to this curriculum revision. If non-applicable, type N/A.\***



22. If the program revision will require new resources, choose “Yes”, then, complete and attach a Financial Impact Analysis. If the program will not require new resources, choose No.

**Will new resources be required to implement requested updates?**

- Yes, I have attached a Financial Impact Analysis  
 No

## Financial Impact Analysis

If applicable, I confirm that I have attached a Financial Impact Analysis.

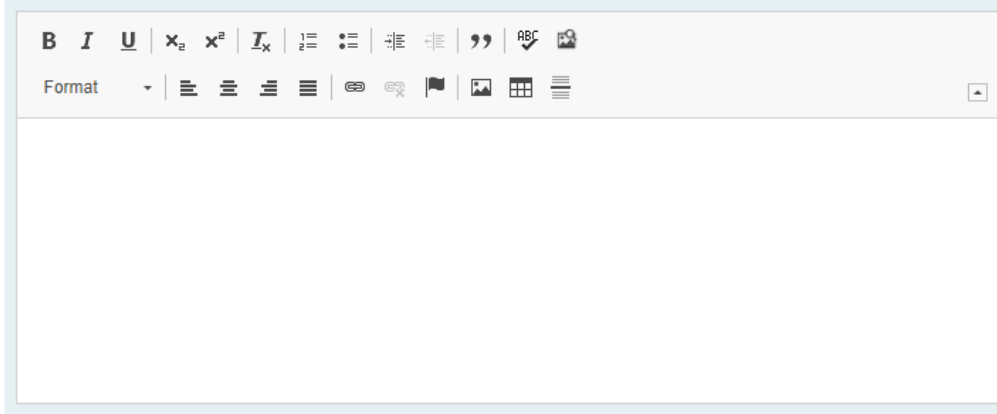
## Update AU Catalog

23. Enter the current Program Overview, then the updated Program Overview.



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## Current Program Overview

A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (I\_x), bulleted list, numbered list, indent, quote, ABC, and image. Below the toolbar is a 'Format' dropdown menu and icons for text alignment (left, center, right, justified), link, unlink, insert link, insert image, insert table, and insert horizontal line. The main editing area is a large, empty white box.

*The Program Overview should include statement of mission, purpose, and/or scope of programming and/or organizational structure, and 1-2 unique discriminators.*

24. Enter the current Program Contact, then the updated Program Contact.

### Current Program Contact

*Enter the name of the current Program Contact for the program.*

### Updated Program Contact

*Enter the name of the updated Program Contact for the program.*

25. Enter the current Program Contact Title, then the updated Program Contact Title.

### Current Program Contact Title

*Enter the title of the current Program Contact for the program.*

### Updated Program Contact Title

*Enter the title of the updated Program Contact for the program.*

26. Enter the current Departmental Phone Number, then the updated Departmental Phone Number.

\*Please note this should be the phone number for the department, not a personal phone line.

### Current Departmental Phone Number

*Enter the current phone number for department department that owns the program. It cannot be a personal phone number. It must be a departmental phone number.*

### Updated Departmental Phone Number

*Enter the updated phone number for department that owns the program. It cannot be a personal phone number. It must be a departmental phone number.*

27. Enter the current Departmental Email Address, then the updated Departmental Email Address.

\*Please note this should be a resource email account for the department, not a personal email.

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## Current Departmental Email Address

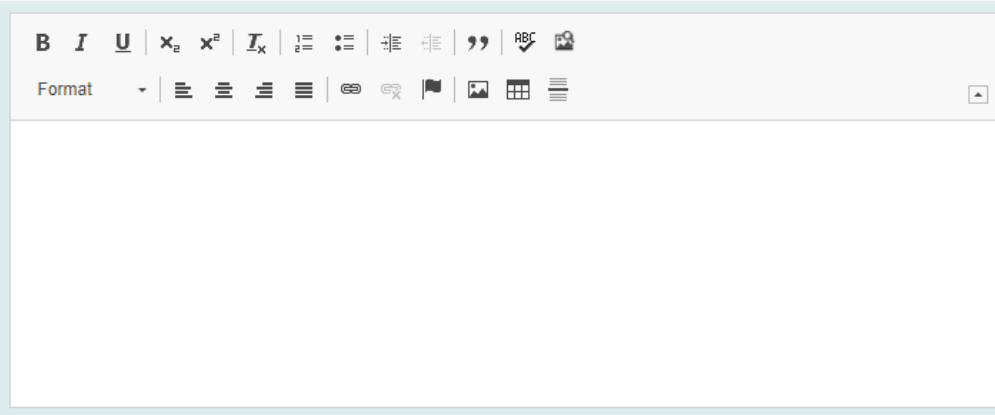
Enter the current email address for department that owns the program. It cannot be a personal email. It must be a resource email account.

## Updated Departmental Email Address

Enter the updated email address for department that owns the program. It cannot be a personal email. It must be a resource email account.

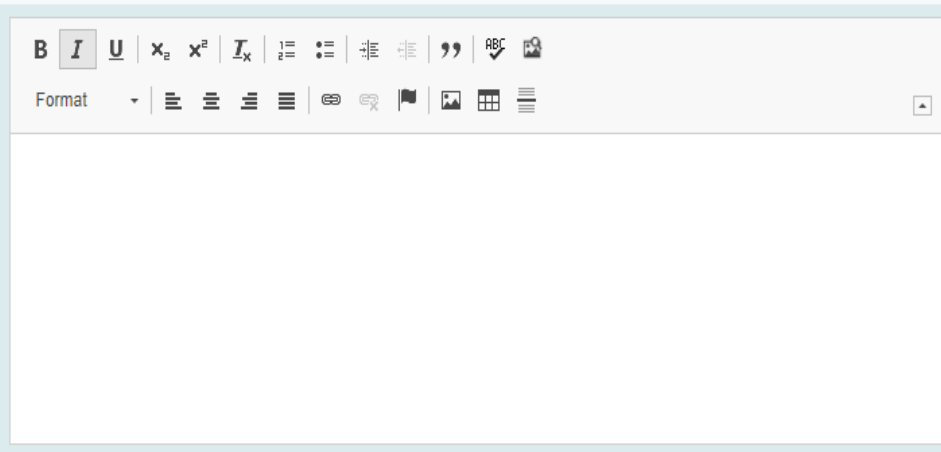
28. Enter the current Program Accreditation Information if applicable, then the updated Program Accreditation Information.

### Current Program Accreditation Information

A rich text editor interface with a toolbar containing icons for bold, italic, underline, subscript, superscript, strikethrough, bulleted list, numbered list, indent, outdent, quote, ABC, and image. Below the toolbar is a large empty text area for input.

29. Enter the current Progression & Graduation Requirements, then the updated Progression & Graduation Requirements.

### Current Progression & Graduation Requirements

A rich text editor interface with a toolbar containing icons for bold, italic, underline, subscript, superscript, strikethrough, bulleted list, numbered list, indent, outdent, quote, ABC, and image. Below the toolbar is a large empty text area for input.

*Any non course requirements that students must fulfill for this degree program which includes but is not limited to prerequisites, minimum grade/GPA requirements, non-credit graduation requirements.*

## Updating Delivery Method

30. Enter both current program delivery method and updated delivery method. Also, confirm the type of modality change that is being requested.

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Current Delivery Method

Select an option

Updated Delivery Method

Select an option

Please confirm:

- I am requesting a new modality and removing the current modality.
- I am requesting a new modality in addition to the current modality.
- I am requesting to remove a current modality.

31. Confirm if all current student's delivery method will be changed.

**Will all students be changed to the updated delivery method and will they be taking all classes in the same delivery method?**

- Yes, I have included an individualized teach out plan and list of students that should be moved to the new major code.
- No, I have included a list of students that will remain in the program as it is currently delivered and a list of students that should be moved to the program with the new delivery method.

*An attachment with all students effected is required for review.*

32. Select if current campus designation will be inactivated for the program and only the updated campus is available.

**Will the current campus designation be inactivated for this program and only the updated campus available?**

- Yes, please inactivate the coding that is currently being used as all students are moving to the new delivery method.
- No, please leave the current code active as we will continue to accept students and offer the program in both delivery methods.

*Please select "yes" if all students will be moving to updated campus.*

33. Confirm that delivery method update has been communicated to all appropriate parties.

**If this program is moving online, does the college understand the implications of the "web" campus and the fees that will no longer be charged to students/services no longer available to students?**

- Yes, this has been communicated to all appropriate parties.

34. If applicable, please attach any necessary JagTrax or Catalog updates.

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Are there any required changes to JagTrax (Degree Requirements) or the Catalog (Catalog Entry) due to this change?

- Yes, I have attached the necessary changes.
- No

35. Add BOX link that includes a list of current students names and student ID's. Box link should be shared with Jordan Cliatt and Shannon Hink.

Please confirm:

- The change in delivery method has been approved and communication to all parties?
- I have provided a BOX link that includes a list of current students(names and students ID's) that need to be updated for the new catalog year.

BOX link for Student Record Updates

*The BOX link should include a list of students along with their student ID's that need to be updated for the new catalog year.*

## LAUNCHING THE PROPOSAL

36. 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.

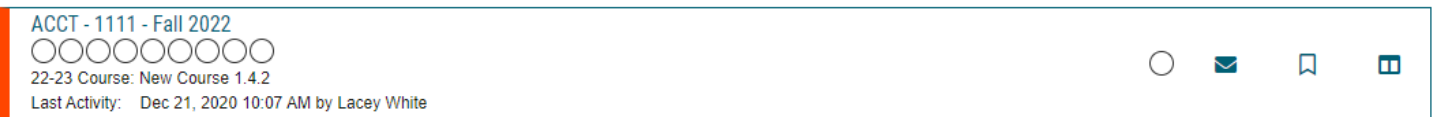


37. The proposal is now in your "My Tasks" tab.



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

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



40. Once the proposal opens, navigate to the far right toolbar and select "Decisions"

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The screenshot shows the Curriculog interface. On the left, there is a 'User Tracking' section with a 'User Tracking Help' dropdown, a 'Show current' dropdown menu, and a 'Show Individual User Edits' button. Below this is a 'Comments' section with a '+ 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 menu contains icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions' (highlighted with a red box), 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

41. 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 box for 'Please comment on your decision below.' and a 'Make My Decision' button (highlighted with a red box).

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

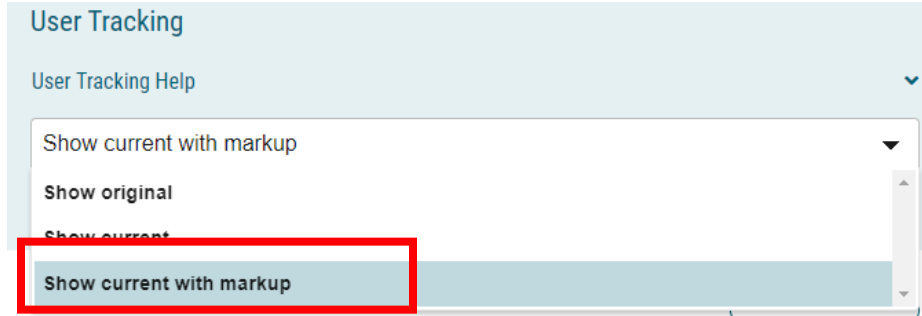
43. The proposal has now moved on to the next individual in the approval steps.

## HELPFUL TIPS

### USER TRACKING

44. Track proposal updates by turning on User Tracking – Show Current with Markup.

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45. Updates to the original proposal will display in color.

46. By hovering over the updated text, the username of the user that updated the information will display.

## New Course Curriculog Instructions

ie name of the course at the section  
chedule submission. This title also a

 **Lacey White**  
12/21/2020 10:06 AM

## CONTACT

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