

Approving Proposals In Curriculum

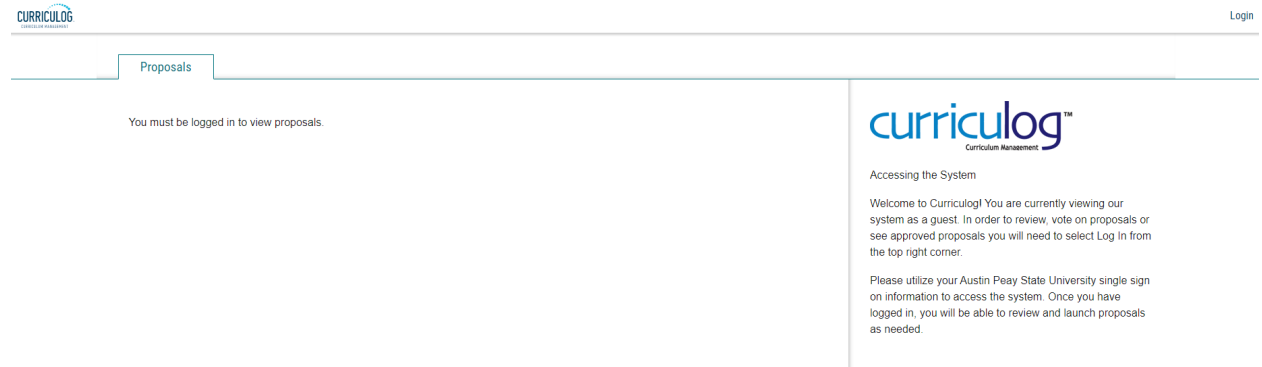
August 24, 2023

Logging In

Step 1: Go to apsu.curriculog.com

This link is located on Academic Course and Program Development webpage and in AP OneStop.

Step 2: Select Log In from the top right corner



Step 3: A new page will open with the APSU place for a single sign on. A sign in box will appear to the right. You will utilize your single sign on information in this box and click sign in.



Forms:

There are 21 different types of forms that may be routed to you for review and approval. Course Revise, Course Delete, New Course, New Academic Program, Program Modification, New Certificate and Policy Modification forms have two different numbers based on the level (Graduate or Undergraduate). As Graduate level proposals require approval by the Graduate Academic Council, their approval process differs from that of the Undergraduate. Therefore, a separate form was created for each different proposal type based on level.

Form 1 and 11: Course Revise Forms

Form 2: Academic Programs Intake Form

Form 3: Academic Units Form

Form 4 and 8: Graduate New Academic Program

Form 5 and 9: New Course Form

Form 6 and 10: Program Modification

Form 7: Letter of Notification

Form 12 and 13: Policy Modification

Form 14 and 15: Course Delete

Form 16 and 17: New Certificate

Form 18: General Education Core Course

Form 19 and 20: Elevation of Concentration

Form 21: Credit Hour Review

Reviewing and Approving

Step 1: Select the My Tasks Tab. You will see a listing of proposals waiting for your review.

The screenshot shows the CURRICULOG CURRICULUM MANAGEMENT interface. At the top, there is a navigation bar with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are four tabs: 'My Tasks' (selected, indicated by a blue arrow), 'My Proposals', 'Watch List', and 'All Proposals'. The main content area is titled 'Filter by:' and includes a dropdown menu set to 'All Tasks', an 'Advanced Filter' button, and a '+ New Proposal' button. Below the filter, there is a list of four proposals, each with a checkbox, a progress indicator (a row of green and red circles), a title, a form type, and a last activity timestamp. The proposals are: 1. 'Creative Writing and Publishing' (z-2020-2021 #07 Letter of Notification Form, Last Activity: Sep 15, 2023 10:18 AM by Jasmine O'Brien). 2. 'HON - 2110 - Critical Thinking' (z-2022-2023 #09 Undergraduate New Course Form, Last Activity: May 30, 2023 11:49 AM by Tucker Brown). 3. 'HON - 2520 - Community Communication and Servant Leadership' (z-2022-2023 #09 Undergraduate New Course Form, Last Activity: Aug 11, 2023 2:36 PM by Jasmine O'Brien). 4. 'Mathematics (B.S.)' (2023-2024 #10 Undergraduate Program Modification Form, Last Activity: Aug 23, 2023 6:53 PM by Ramanjit Sahi). At the bottom left of the list is an 'Approve Selected' button.

Step 2: Click on the program, course, or policy name. This will open the proposal.

Step 3: Read through the entire proposal to ensure that all information is accurate, makes sense and is supported by the department and college.

Step 4: Edit

If a few small edits are needed, such as a typo or the proposal is missing a word or two, please feel free to edit the proposal. You will want to make sure you save each area that you are editing.

If you are not in agreement with the proposal or would like to see significant changes to the proposal, please return it to the originator and explain the changes that are needed. A follow up email or meeting may be necessary depending on the amount/type of changes. See Step 6 for how to reject the proposal.

You make edits to the proposal by clicking in the box where the edits are needed. Back space or highlight and delete. Type in the new information.

Step 5: Review Edits for accuracy. Click the thought drop down on the right hand side and then select Show with Mark up under the drop down menu. All edits will now show in colored font.

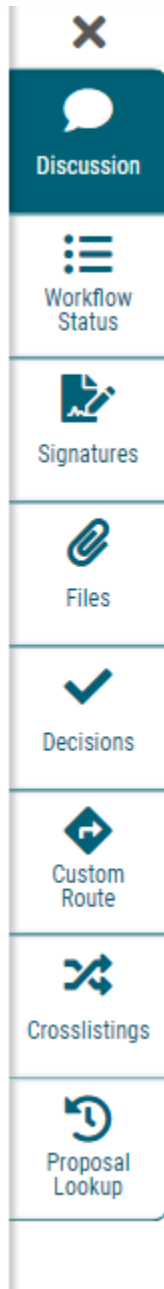
The screenshot shows the CURRICULOG interface. At the top, there are navigation tabs: 'Proposals' (active), 'Agendas', 'Accounts', and 'Reports'. The user profile 'Jasmine O'B' is in the top right. The main content area is divided into two panes. The left pane shows 'Mathematics (B.S.) 2023-2024 #10 Undergraduate Program Modification Form' with a progress indicator (1 green circle, 9 grey circles) and options for 'Proposal Help' and 'General Catalog Information'. The right pane is titled 'User Tracking' and contains a dropdown menu with options: 'Show current', 'Show original', 'Show current' (highlighted with a blue arrow), and 'Show current with markup'. Below the menu, it states 'There are no comments available for this proposal.' On the far right, there is a vertical sidebar with icons for 'Discussion', 'Workflow Status', 'Signatures', and 'Files'.

Description of Modification:*

gg Removing ~~some~~ and adding some courses in the concentration

Step 6: Approving or Rejecting the proposal.

To the far right of the proposal you will see a selection of Icons. You will want to select the Check Mark for Decisions.



Select Approve and then select Make My Decision.

Your Decision

What would you like to do with this proposal?

Approve Hold

Reject Suspend

Cancel

Custom Route

Please comment on your decision below.

Make My Decision

If you think the proposal needs significant modifications, please select reject, insert some notes in the appropriate box and select Make My Decision.

A rejected proposal will be automatically returned to the originator in Curriculog.

An approved proposal will move on to the next step in the process.

Other Notes:

- Proposals can only be deleted by the Originator, if unlaunched, and a System Administrator, Jasmine O'Brien.
- All Revise/Delete Course forms and Program Modification forms should come to you with colored markings when you look at the edits. If there are no colored edits, then please return the proposal to the originator for corrections.

Program Description:*

gg Audrey--- Need material here This program provides students with a major in mathematics, concentrated in the teaching and learning of mathematics. This concentration prepares students for a variety of possibilities in mathematics, while also preparing them to teach mathematics in Grades 6-12.- You can look at Actuarial Science cone, Statistics, Data Science: