

OUR – CURRICULUM DEVELOPMENT SUPPORT AND ACADEMIC PUBLICATIONS



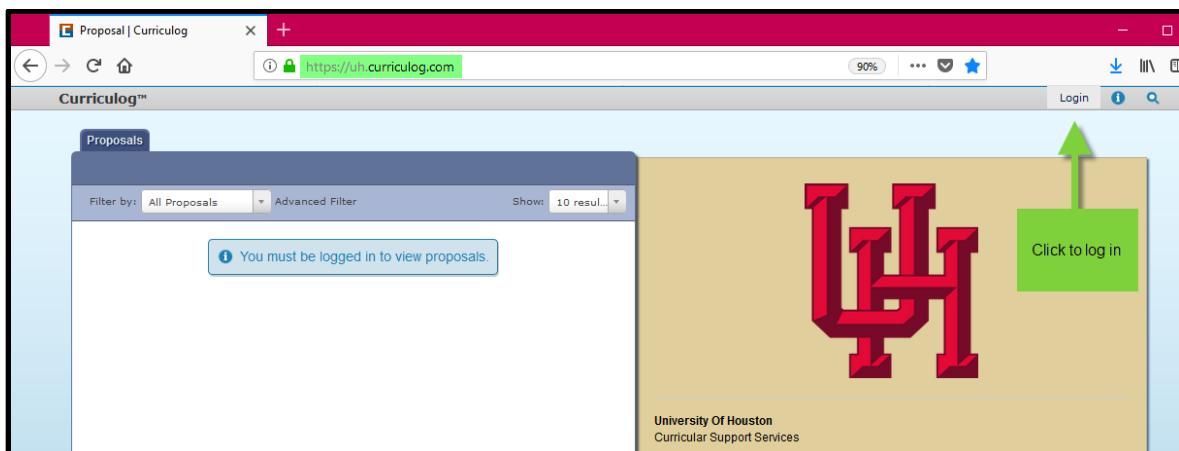
2C. CATALOG COURSES – DELETE EXISTING COURSE PROPOSAL

STEPS SUMMARY

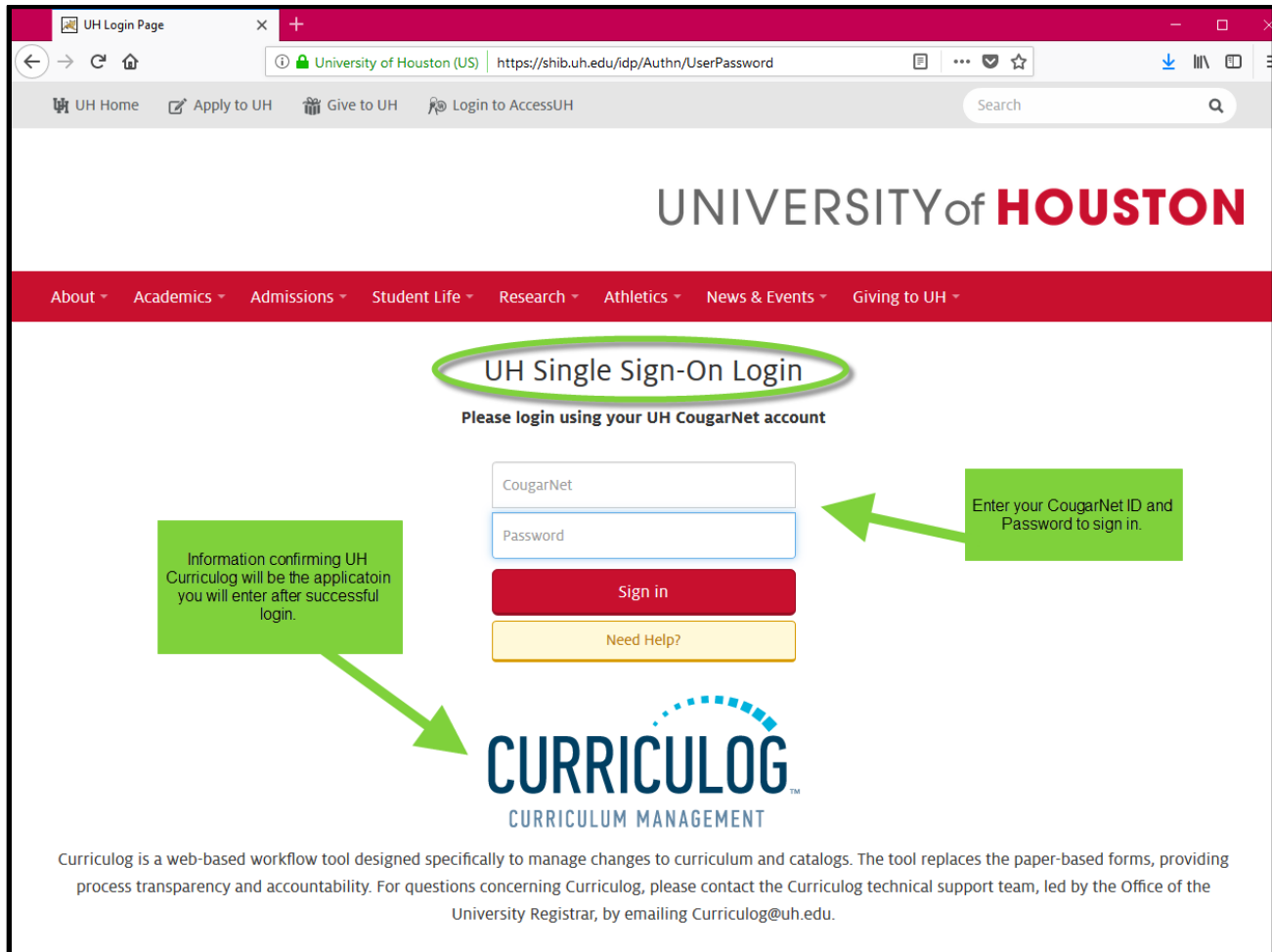
- A. ACCESS CURRICULOG
- B. START PROPOSAL
 - 4. IMPORT CATALOG COURSE INFORMATION
- C. COMPLETE PROPOSAL FIELDS
- D. LAUNCH PROPOSAL
- E. APPROVE PROPOSAL

A. LOGGING IN TO CURRICULOG

1. Open your web browser (Firefox is preferred) and navigate to URL: <https://uh.curriculog.com>



- You will be redirected to the UH Single Sign-On Login website. The web page will include a logo and description about UH Curriculog, confirming that UH Curriculog will be the application you will enter after successful login. Only those with a faculty or staff affiliation will be allowed to access UH Curriculog at this time.

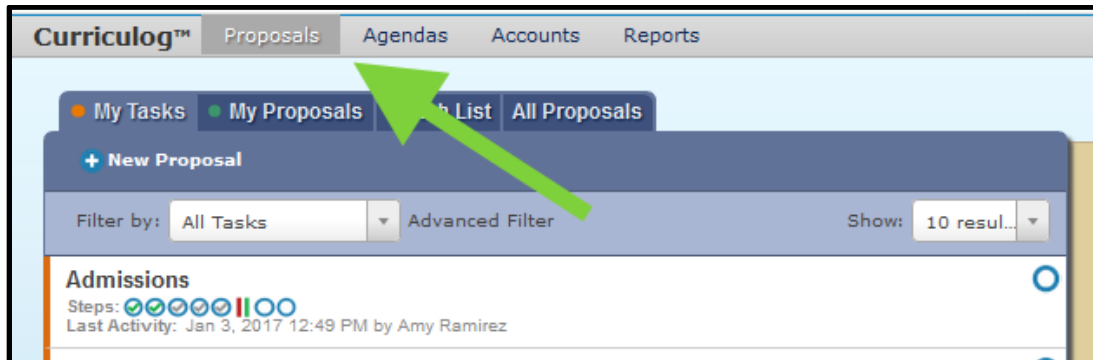


- Enter your CougarNet login credentials and click the Sign in button.
- After entering your CougarNet credentials:
 - If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system.
 - If you do not have affiliation with UH as a faculty or staff member, instead of being redirected to UH Curriculog you will receive an affiliation error. If you know this to be in error, please contact our office to help resolve the matter: curriculog@uh.edu.
 - If you entered incorrect CougarNet credentials, you will receive a login error message prompting you to enter the correct login credentials. Please try again to login.

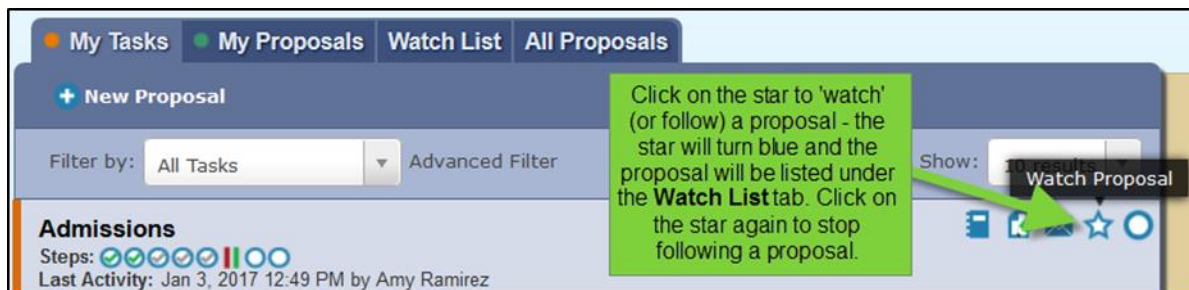
PROPOSALS MODULE

The default view upon logging in to Curriculog includes the **My Dashboard Panel** with the Proposals Module. Within the Proposal Module, you have access to the **My Tasks, My Proposals, Watch List, and All Proposals**

tabs on the left side and on the right-hand side, **My Recent Notifications** with any pertinent communications and **My Upcoming Events**, which includes a calendar with upcoming deadlines.



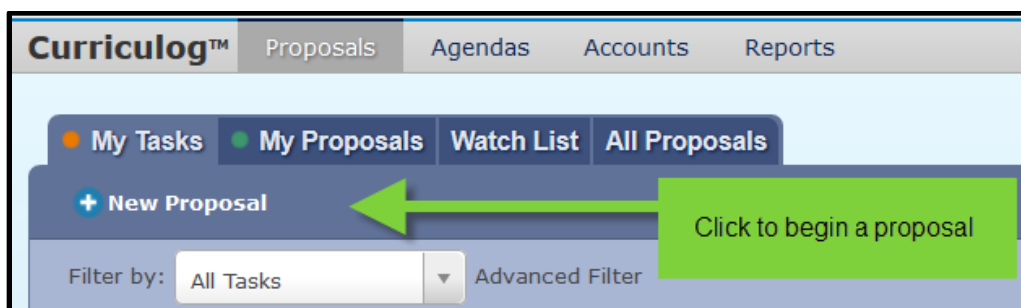
- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch (follow). You may or may not have editing permissions or decision making abilities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.



- **All Proposals** - lists all proposals in Curriculog.

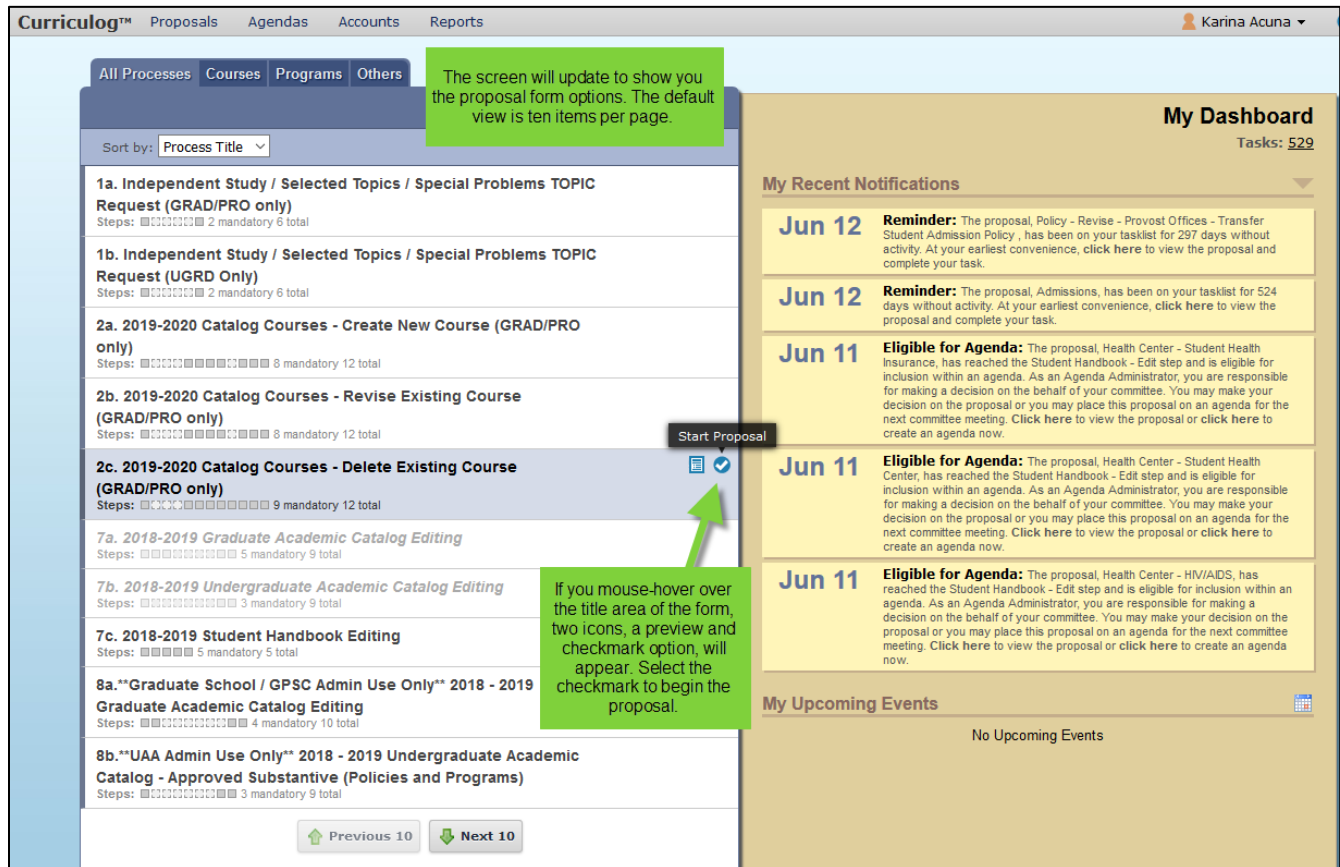
B. CREATE A NEW PROPOSAL FOR REVISIONS OF EXISTING COURSE

1. Selecting the icon with the plus sign in the blue circle “New Proposal” will initiate the creation of a new proposal.

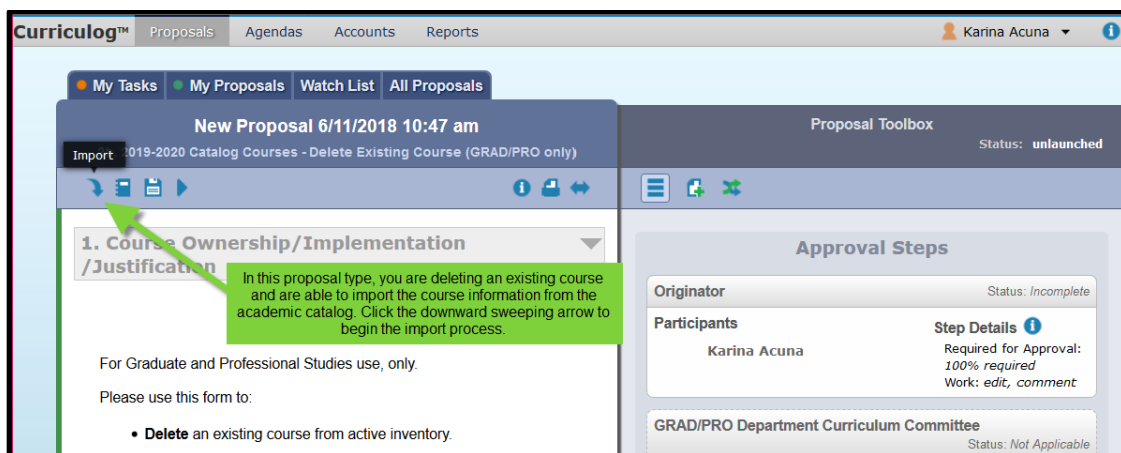


- The screen will update to show the proposal form options.

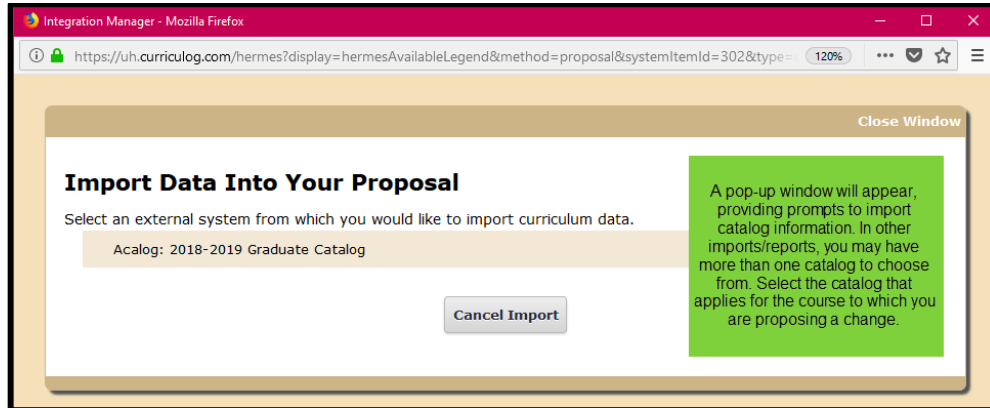
2. Hoover over the title area form to display two action icons.
3. Select the checkmark option to begin the proposal.



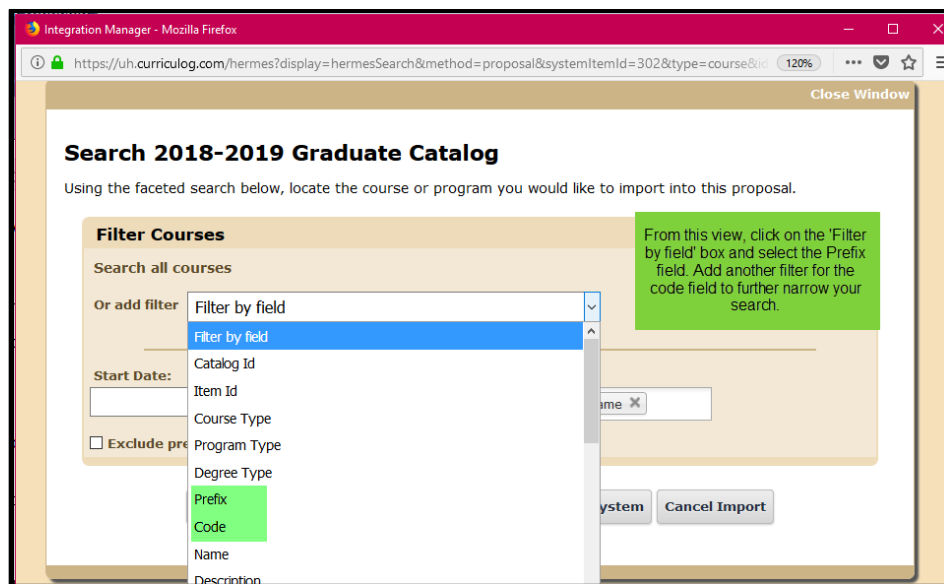
4. The view will change as the form opens to display course questions on the left-hand side.
 - We have mapped Acalog for integration with Curriculog to import current catalog course information into the form
 - To begin the import process, click on the downward sweeping arrow



- A pop-up window will appear, providing prompts to import catalog information
- Select the catalog that applies for the course to which you are proposing a change



- Click on the “Filter by field” box and select the unique item identifiers, or fields, that will help you identify the course you are looking to revise
 - Add as many filter fields as needed



- Once you have selected your identifying fields, enter your search items and click “Search Available Curriculum”

Search 2018-2019 Graduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = X

- and -

Code = X

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Available Curriculum **Select Another External System** **Cancel Import**

- Your search results will appear at the bottom of the page
- Click on the course title to select it for import

Search 2018-2019 Graduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = X

- and -

Code = X

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Available Curriculum **Select Another External System** **Cancel Import**

Search Results (1 to 1 of 1)

EDUC 6302 Context of Teaching

- All of the data fields available for import will appear
- Do not de-select any of the fields, you can delete information you don't want directly on the form
- Click the "Import This Item" button to add the data fields into your proposal form

Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» 2. Course Catalog Information: Instructional Area/Course Prefix	EDUC	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Course Number	6302	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Long Course Title	Context of Teaching	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Short Course Title (30 character limit) Do NOT use periods for abbreviations	Context of Teaching	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Instruction Type	Practicum	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Credit Hours	3.0	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Lecture	0	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Lab	12	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Course Credit Level	Doctoral	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Grade Option	Letter Grade	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: CIP Code (Include all 10 digits, including periods and spaces. Must use this format: ##.####.## ##)	13.0301.00 04	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Prerequisite(s)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Corequisite(s)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Course Description (75 word limitation)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Course Note	[no data]	<input type="checkbox"/>

Import This Item **Return to Search** **Select Another External System** **Cancel Import**

Curriculog™ Proposals Agendas Accounts Reports Karina Acuna

My Tasks My Proposals Watch List All Proposals

New Proposal 6/12/2018 9:39 am Proposal Toolbox Status: **unlaunched**

2c. 2019-2020 Catalog Courses - Delete Existing Course (GRAD/PRO only)

1. Course Ownership/Implementation/Justification

For Graduate and Professional Studies use, only.

Please use this form to:

- Delete an existing course from active inventory.

Step One: Turn on Help Text.

Please click on the icon of the 'i' within a blue circle to 'Show Help Text'. It is located at the top-right of this pane within the proposal form.

1a. Course Ownership and Approval Process

Department*

There is a help feature intended to provide additional information on form fields. To turn use the feature, select the "i" icon.

The right-hand pane is populated based on your responses on the left. These are the approval steps and persons assigned to that role.

Approval Steps

Originator Status: *Incomplete*

Participants **Step Details** ⓘ

Karina Acuna

GRAD/PRO Department Curriculum Committee Status: *Not Applicable*

GRAD/PRO Department Chair/Program Director Status: *Not Applicable*

GRAD/PRO College Curriculum Committee Status: *Not Applicable*

College Dean's Office Approval - GRAD/PRO Status: *Incomplete*

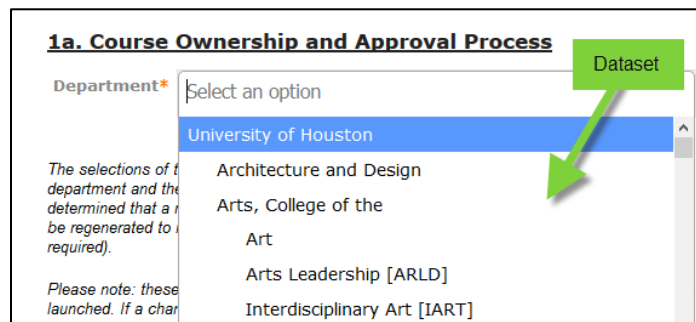
Participants **Step Details** ⓘ

General Field Type Instructions

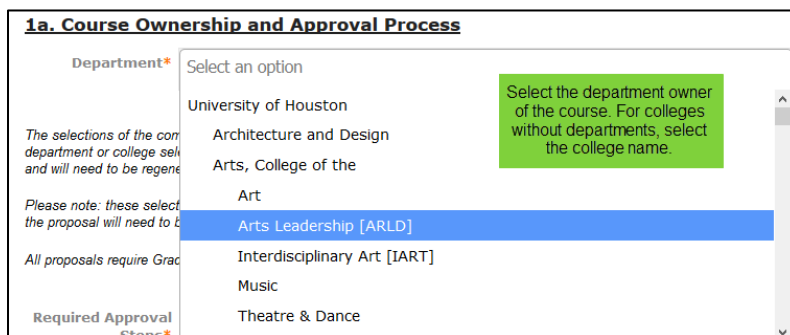
- Note: the instructions below are as example to familiarize you with the function of Curriculumlog, not as specific instruction for the proposals, however, the workflow is consistent within other proposal forms. Instructions per form are included as Help text with each proposal form
- A course proposal will include Prefix, Code, Name, and Hierarchy Owner as the default fields

Required Fields

- Fields denoted with an asterisk, such as the Hierarchy or Program Type, are required in order to launch a Proposal.
- Items listed in drop-down menus are part of a data set. When you click on a data set field, Curriculumlog will list available Hierarchy Entities (unit/department) allowing you to select an option.



When you select an item, it will be highlighted blue. The item selected will now be visible within the proposal form.



C. COMPLETING PROPOSAL FIELDS

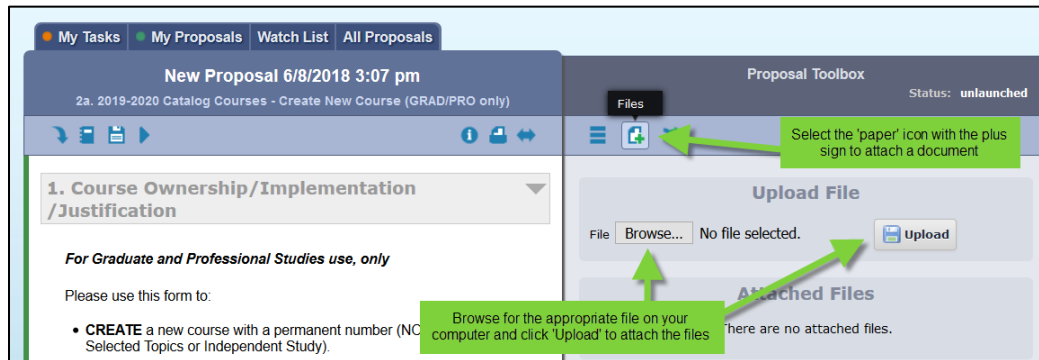
1. Course Ownership/Implementation/Justification

- 1a. Course Ownership and Approval Process
 - Select the department that owns the course
 - Select the required approval steps
 - All proposals will be reviewed by the Graduate Studies College Dean for approval, even if it's not selected.
- 1b. Cross-Listing Courses
 - Select 'yes' if the course is offered by different academic units
 - This is NOT the same as combined courses, which are two or more class sections being taught in the same room at the same time.
 - If 'yes', list the courses that are cross-listed with this course

- 1c. Implementation
 - Select the academic year that the change will take effect
- 1d. Cause for Deleting Course
 - Select one or more options that reflect the cause for deleting the course
 - State the reason for the deletion if “other” selected on prior question
 - State the rationale – why is the course no longer necessary?
- 2. Course Catalog Information

Please import the following existing course data from what may be available in the most recently published catalog. Please refer to item B. 4. on this job aide for help on how to do so.

 - Course Prefix/Number/Title
 - Enter the course prefix/number and title
 - Enter short course title
 - Enter the course description
- 3. Impact to Existing Plans and Courses
 - 3a. Impact to Existing Programs
 - Indicate if the course will be required for a program
 - If yes, indicate which program
 - 3b. Impact to Existing Courses
 - Indicate if the course will be a pre-requisite for any other course
 - If yes, indicate which course and state if a separate revision proposal is needed for the other course
 - 3c. Notification
 - Indicate if affected campus areas have been notified that this course is being deleted
 - 3d. Impact Report
 - To compile the Impact Report
 - Scroll to the top of this proposal form.
 - Locate and select the "Run Impact Report" icon (looks like a notebook) in the top-left area of this proposal.
 - A pop-up window will appear requesting that you select the appropriate catalogs to derive the connections to the course of this proposal. It is recommended that you select both the Graduate and Undergraduate catalogs, if available. Once selection made, please click "Generate Report."
 - The report will automatically run based on the course prefix and number you entered above. When the information appears, please select all text, copy, and then paste into the Impact Report field below.
- 4. Supporting Documentation
 - Suggested Attachments

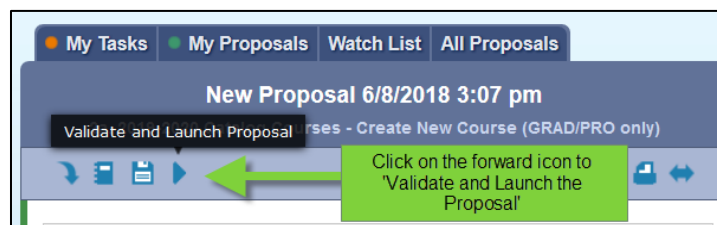


5. Additional Information Regarding this Proposal

- Contact person for questions about proposal
 - Select the “Add Item” link and choose the most appropriate contact person that can answer questions about this proposal. If the person is not listed, select “Other, not listed” and provide information in the “Comments” field beneath.
- Comments:
 - Please provide any additional information needed to help with the consideration of the proposal.

D. LAUNCH PROPOSAL

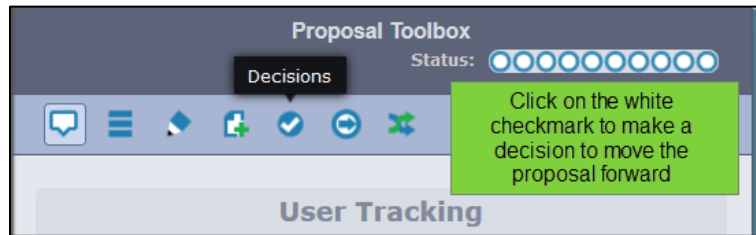
1. Once all fields are completed and proposal is ready, select “Launch Proposal” icon at the top of the page to “launch” the proposal to the next step. [YOU’RE NOT DONE YET!]



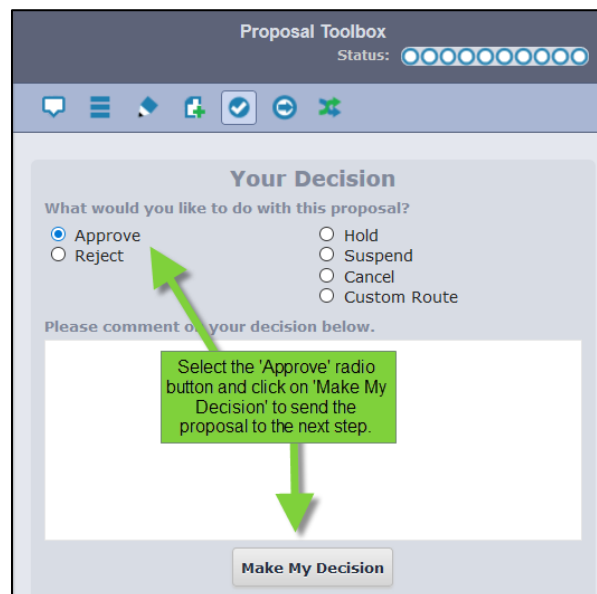
2. If the form does not launch,
 - Scroll through the proposal form again to see if there are any required fields that may have been inadvertently skipped/not completed. They will be marked with orange/yellow font. Once completed, return to the launch button and launch the proposal.
 - Review the right-hand pane with the workflow participants. If there are any caution messages in the workflow participants, please contact curriculumlog@uh.edu to resolve.

E. APPROVE PROPOSAL ON THE ORIGINATOR STEP

1. Once you launch the proposal, you will be the first approval step as Originator. You will now see additional icons in the “Proposal Toolbox”. Before entering an approval decision, review and confirm changes to the proposal.
2. On the right-hand pane, select the Decisions icon (blue circle with white check mark).
 - Select the “Approve” radio button



- Click the “Make My Decision” button



3. Your view will now update. You will receive a message that your proposal has moved to on the next step. In addition to notifications, you will receive from Curriculumlog regarding the status and actions required for your proposal, you can view the status of your proposal at any time by accessing the “My Proposals” tab of the Proposals module.