

Curriclog - How to Work Through the Proposals on an Agenda:

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1. Sign in to Curriclog

Welcome to Curriclog
Please login to view your personal dashboard.
Login:
Password:
Login Cancel

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2. Once Inside Curriclog, click on 'Agendas'

Course ID	Title	Steps	Last Modified
AAS - 3345	History of Black Education	Steps: 00/00/00/00/00	Last Modified: 05 Sep 2014 by Malachi Crawford
American History - TRNG	9876	Steps: 00/00/00/00/00	Last Modified: 17 Sep 2014 by Amy Ramirez
ANTH - 3320	Ritual and Performance	Steps: 00/00/00/00/00	Last Modified: 30 Aug 2014 by Lois Zamora
ANTH - 3334	Us and Them: Ethical Decision-Making in Complex Cultures	Steps: 00/00/00/00/00	Last Modified: 24 Aug 2014 by Lois Zamora
ANTH - 4360	Citizenship and Political Culture	Steps: 00/00/00/00/00	Last Modified: 25 Aug 2014 by Lois Zamora
ANTH - 4383	Applied Archaeology	Steps: 00/00/00/00/00	Last Modified: 03 Sep 2014 by Lois Zamora
ANTH - 4386	Method and Theory in Applied Archaeology	Steps: 00/00/00/00/00/00/00/00/00/00	Last Modified: 30 Aug 2014 by Lois Zamora
ANTH - 4387	Data Analysis and Report Writing in Applied Archaeology	Steps: 00/00/00/00/00/00/00/00/00/00	Last Modified: 30 Aug 2014 by Lois Zamora
ARCH - 1234	TRAINING EXAMPLE	Steps: 00/00/00/00/00	Last Modified: 17 Sep 2014 by Amy Ramirez
BTEC - 3100	Biotechnology Research Methods and Applications	Steps: 00/00/00/00/00	Last Modified: 29 May 2014 by Katherine Frazier

My Dashboard
Tasks: 225
Urgent: 1

Recent Notifications

- Sep 18 **Edit:** Nina Tucci has made an edit on the Course Description field for your proposal, RELS - 3367 - Violence and Martyrdom in Christian Tradition. Click here to view the proposal.
- Sep 18 **Edit:** Nina Tucci has made an edit on the CIP Code field for your proposal, RELS - 3367 - Violence and Martyrdom in Christian Tradition. Click here to view the proposal.
- Sep 18 **Edit:** Nina Tucci has made an edit on the CIP Code field for your proposal, RELS - 3367 - Violence and Martyrdom in Christian Tradition. Click here to view the proposal.
- Sep 18 **Edit:** Nina Tucci has made an edit on the Short Course Title field for your proposal, RELS - 3367 - Violence and Martyrdom in Christian Tradition. Click here to view the proposal.
- Sep 18 **Edit:** Nina Tucci has made an edit on the CIP Code field for your proposal, RELS - 3365 - Stories from the Bible and the Qur'an. Click here to view the proposal.

My Upcoming Events
No Upcoming Events

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Agendas

+ New Agenda

- Sub-Committee 1
Proposals: 33
Created: 11 Sep 2014 by Sarah Fishman-Boyd
- Sub-Committee 2
Proposals: 32
Created: 11 Sep 2014 by Sarah Fishman-Boyd
- Sub-Committee 3
Proposals: 32
Created: 11 Sep 2014 by Sarah Fishman-Boyd
- Sub-Committee 4
Proposals: 34
Created: 11 Sep 2014 by Sarah Fishman-Boyd
- Sub-Committee 5
Proposals: 31
Created: 11 Sep 2014 by Sarah Fishman-Boyd
- TRAINING - UC Subcommittee - Core
Proposals: 2
Created: 18 Sep 2014 by Amy Ramirez
- TRAINING - UC Subcommittee = CBM003 #1
Proposals: 3
Created: 18 Sep 2014 by Amy Ramirez

Previous 10 Next 10

My Dashboard
Tasks: 225
Urgent: 1

My Recent Notifications

- Sep 18 **Edit:** Nina Tuoci has made an edit on the Course Description field for your proposal, RELS - 3387 - Violence and Martyrdom in Christian Tradition. Click here to view the proposal.
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- Sep 18 **Edit:** Nina Tuoci has made an edit on the CIP Code field for your proposal, RELS - 3385 - Stories from the Bible and the Qur'an. Click here to view the proposal.

Upcoming Events
No Upcoming Events

3. In the 'Agendas' view, find your Sub-Committee Agenda and select/click the "View Agenda" icon

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Agendas

Sub-Committee 5
Manage Agenda

Agenda Information

Agenda Name* Sub-Committee 5

Committee* UGRD College Curriculum Committee

Notes:
Sara Becker, Martha Dunkelberger, Suzanne Kieffer

Status: Published

Created By: Sarah Fishman-Boyd

Proposals

- 1. Creative Arts - WCL - 3366
- 2. Econ - 4338 - Regression Causal Modeling and Social Science Data Mining
- 3. Econ - 3361 - Economics of Globalization
- 4. ECON - 3370 - Introduction To Econometrics
- 5. ENGL - 4357 - Writing Projects:Nonfiction
- 6. ENGL - 4358 - Nonfiction Forms
- 7. ENGL - 4391 - Senior Seminar: Advanced Community Engagement
- 8. FREN - 3330 - French Popular Music
- 9. FREN - 4340 - Food in French Culture
- 10. FREN - 4350 - Sex and the Other in French Literature
- 11. FREN - 4396 - Selected Topics in French language and culture
- 12. .JWST - 3380 - American Jewish Culture

View Proposal

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Upcoming Events
No Upcoming Events

4. At the bottom of your Agenda you will have a list of proposals. To view and make decision on a proposal, select the "View Proposal" icon to open the proposal

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My Tasks My Proposals Watch List All Proposals

Creative Arts - WCL - 3366

UGRD Course - REVISE existing Core Course or existing non-core course to ADD to Core

a

General Information

Please use this form to:

- REVISE a course that is already on the Core course list.
- ADD to the Core course list an existing permanent course that is not already on the Core course list

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.

Course Ownership

Department: **World Cultures and Literatures**

Does the department chosen use a Department Curriculum Committee? Yes No

Does the college of the department chosen use a College Curriculum Committee? Yes No

Will the course be cross-listed with another area? Yes No If "Yes", please enter the cross-listed course information (Prefix Code Title)

Implementation

Academic Year to begin offering course: 2015 2016 2017

Term(s) Course will be TYPICALLY Offered: Fall (including all sessions within term) Spring (including Winter Mini all sessions within term) Summer (including Summer Mini and all sessions within term)

Justification for adding/ changing course

Justification(s) **To meet core curriculum requirements**

Proposal Toolbox Status: ✔ ⚠ ✖ ⏸ ⏪ ⏩

User Tracking

Show current
Show original
Show current
Show current with markup

Latin American and Latino Film- syllabus.pdf
uploaded by Marie-Theresa Hernandez, 9/4/2014 5:25 PM

Comments

+ Add Comment

9/11/2014 11:57 am [Reply](#)

Amy Ramirez has restarted the College Curriculum Committee pants being added to or removed from the step.

Curriculog 9/5/2014 8:33 am [Reply](#)

Hildegard Glass has approved this proposal on Department Chair.

Curriculog 9/4/2014 6:06 pm [Reply](#)

Marie-Theresa Hernandez has approved this proposal on Originator.

Curriculog 9/4/2014 6:05 pm [Reply](#)

Marie-Theresa Hernandez has launched this proposal.

b

5. Within the proposal you should first

a) note type of proposal. This will give you some indication of things you will be reviewing.

b) change the User Tracking tool from "Show current" to "Show current with markup", so that you will see what has been changed as the proposal has evolved through the approval steps

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automatically close and return you to your proposal.

Please note that not all data, such as CIP code, Grade Options, Short Course Title) that has been previously provided when developing a course has historically been stored in the academic catalog. Moving forward this data will be stored and will load into your proposal when importing data from the catalog. Thank you for your patience as we build a better system for you.

Once you import the existing catalog data, do NOT make changes to the existing information yet.

Please complete the remaining empty required fields and launch your proposal. You will be the first step (next step) in the approval process. At that time you will make changes to the existing information imported from the catalog and the system will track all changes proposed (by all approvers) so that changes can be easily seen by variation of font color.

Instructional Area/Course Prefix* Course Number*

Long Course Title*

Short Course Title

Instruction Type and Student Contact Hours

Instruction Type*

Contact Hours

Student Contact Hours are determined by a number of factors, including instruction type, and are used to determine the accuracy of credit hours earned by accrediting agencies and THECB. Please contact your college resource for assistance with this information.

Student Contact Hours must match the instruction type.
 Eg: If Lecture ONLY, then Student Contact Hours for Lab must be zero.
 Eg: If Lab ONLY, then Student Contact Hours for Lecture must be zero.

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My Tasks My Proposals Watch List All Proposals

Creative Arts - WCL - 3366
 UGRD Course - REVISE existing Core Course or existing non-core course to ADD to Core

Files Proposal Toolbox Status: ✔ ✘ ? ! @ # % & * ~ ^ _ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

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Course Ownership

Department*

Does the department chosen use a Department Curriculum Committee?* Yes No

Does the college of the department chosen use a College Curriculum Committee?* Yes No

Will the course be cross-listed with another area?* Yes No If "Yes", please enter the cross-listed course information (Prefix Code Title)

Implementation

Academic Year to begin offering course:* 2015 2016 2017

File Markup

Latin American and Latino Film- syllabus.pdf
 uploaded by Marie-Theresa Hernandez, 9/4/2014 5:25 PM

Comments

[+ Add Comment](#)

Curriculog 9/11/2014 11:57 am [Reply](#)
 System Administrator Amy Ramirez has restarted the College Curriculum Committee step as a result of participants being added to or removed from the step.

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 Hildegard Glass has approved this proposal on Department Chair.

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8. In the Files view, click on a file link to open the file. If you need to add additional/revised files to the proposal, you can do so in this view, as well.

WARNING: if you delete a file, it is <GONE>

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.

Course Ownership

Department* **World Cultures and Literatures**

Does the department chosen use a Department Curriculum Committee?*

Does the college of the department chosen use a College Curriculum Committee?*

Will the course be cross-listed with another area?*

If "Yes", please enter the cross-listed course information (Prefix Code Title)

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9a. If you are NOT ready to make a decision because a proposal has some issues to resolve, you should enter your comments here for further discussion. These comments will be viewable by anyone who has access to Curriculog. It is recommended that you send an email (can be done within Curriculog) to your (sub) committee chair and/or members to alert them to discussion if a proposal needs some substantive revision before a decision can be made.

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.

Course Ownership

Department* **World Cultures and Literatures**

Does the department chosen use a Department Curriculum Committee?*

Does the college of the department chosen use a College Curriculum Committee?*

Will the course be cross-listed with another area?*

If "Yes", please enter the cross-listed course information (Prefix Code Title)

Implementation

User Tracking

Show current with markup

Show Individual User Edits

File Markup

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uploaded by Marie-Theresa Hernandez, 9/4/2014 5:25 PM

Comments

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9b. If you are ready to make your decision, click on the Decisions icon to navigate to the Decisions view. Once you select from the options available, click the "Provide My Opinion" button to complete the task. There will be a pop-up window that prompts you for your Pin number (reminder: found under "My Settings"). Once made, you can change your decision by updating the selection and clicking the "Change my Opinion" button. A decision of "Reject" will require you to enter comments. It is helpful to everyone if you enter comments about any data items you may have changed.

10a. To return to your Agenda with the list of proposals, use the link provided in the "Current Step Activity" to navigate back to the Agenda. ****If the agenda is not listed in this area, it could be because there was a change made to the members of the committee, which caused a step restart and the agenda will only reside with the step that was active when agenda created. There is another way to get back to the agenda. Please**

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10b. To return to your Agenda, an alternate way of locating the quick link to the agenda list is to -navigate to the "Status" icon. -scroll down to your committee step. From this view you will be able to find every agenda through the entire approval process where this proposal is listed.