

OUR – CURRICULUM DEVELOPMENT SUPPORT AND ACADEMIC PUBLICATIONS



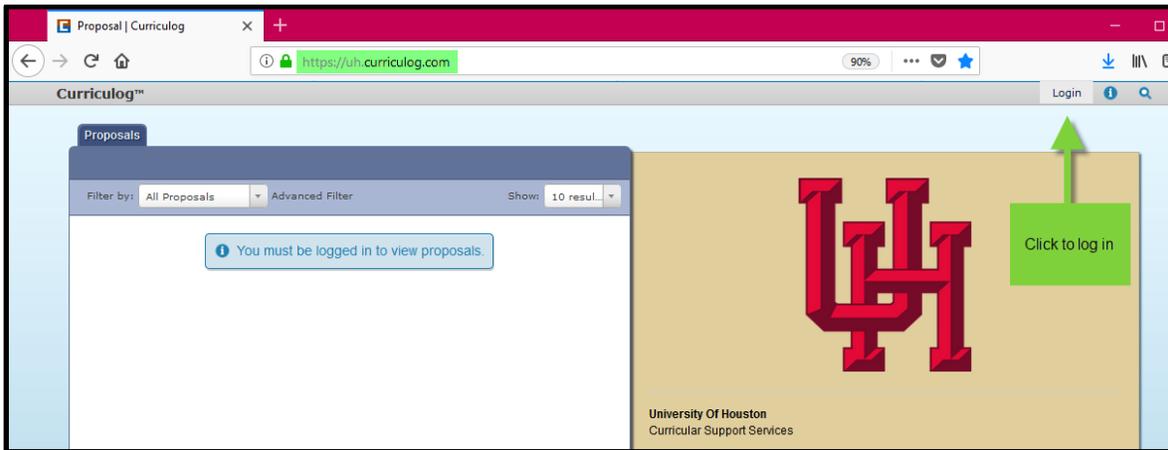
2B. CATALOG COURSES – REVISE EXISTING COURSE REQUEST

STEPS SUMMARY

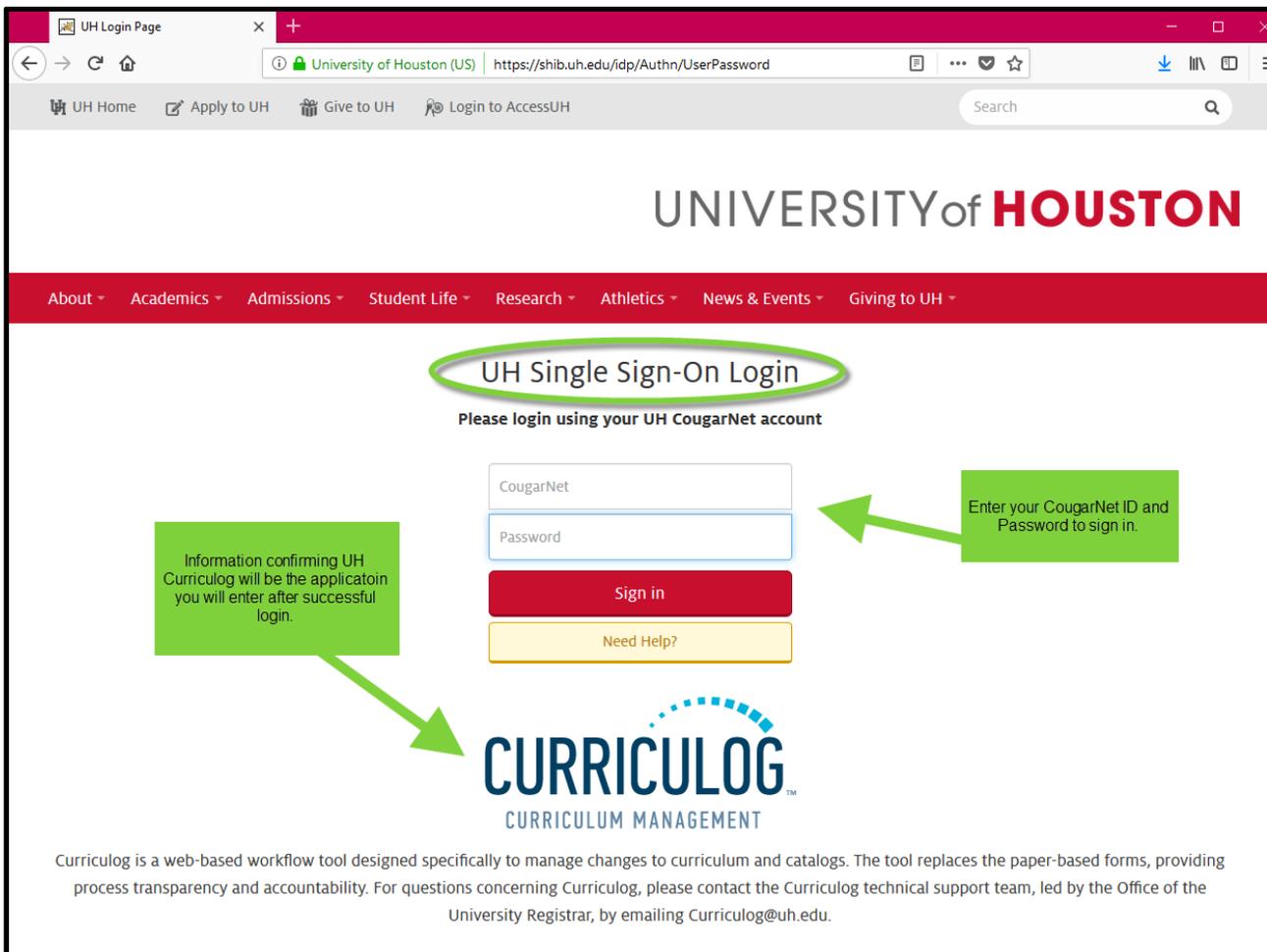
- A. ACCESS CURRICULOG
- B. START PROPOSAL
 - 4. IMPORT CATALOG COURSE INFORMATION
- C. COMPLETE PROPOSAL FIELDS
- D. LAUNCH PROPOSAL
- E. EDIT COURSE INFORMATION TO TRACK REQUESTED COURSE EDITS
- F. APPROVE PROPOSAL

A. LOGGING IN TO CURRICULOG

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



2. 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.

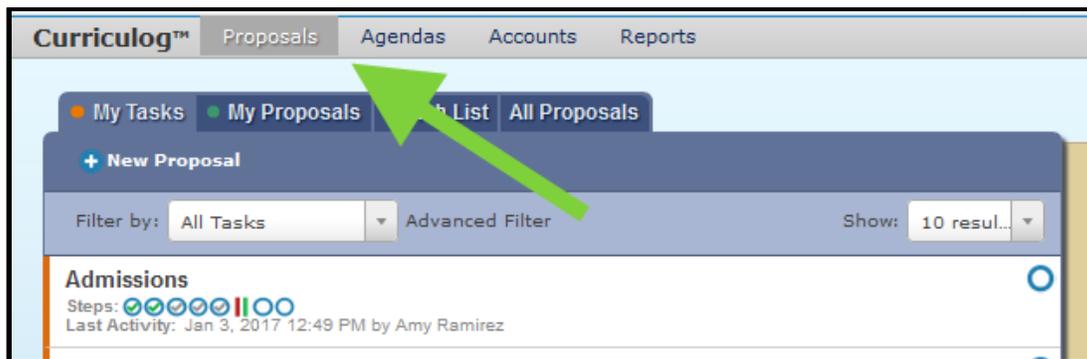


3. Enter your CougarNet login credentials and click the Sign in button.

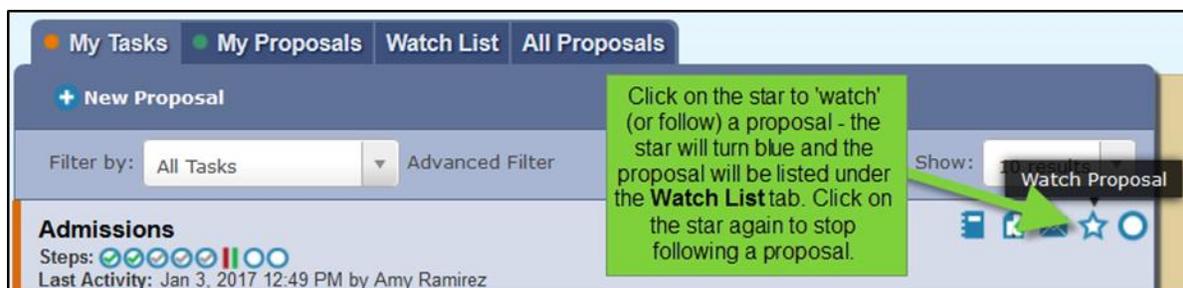
4. After entering your CougarNet credentials:
 - If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system.
 - If you do not have affiliation with UH as a faculty or staff member, instead of being redirected to UH Curriculog you will 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.



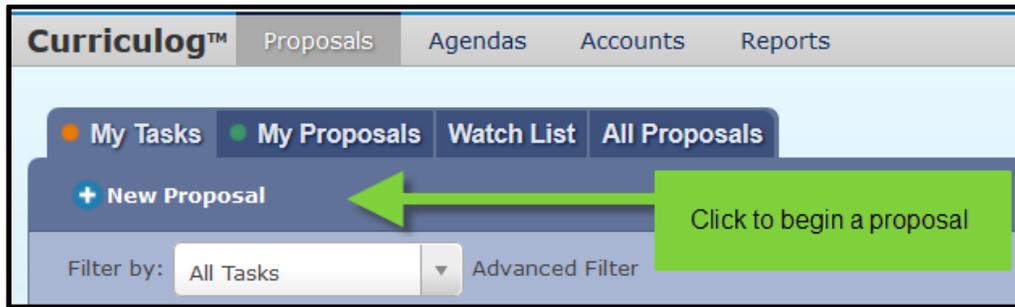
- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch (follow). You may or may not have editing permissions or decision 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

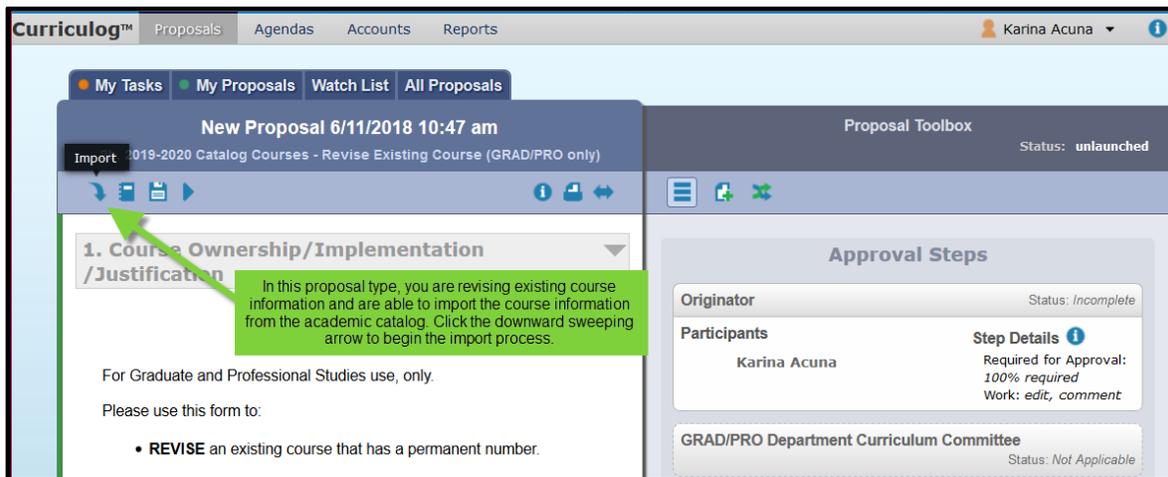
1. Selecting the icon with the plus sign in the blue circle “New Proposal” will initiate the creation of a new proposal.



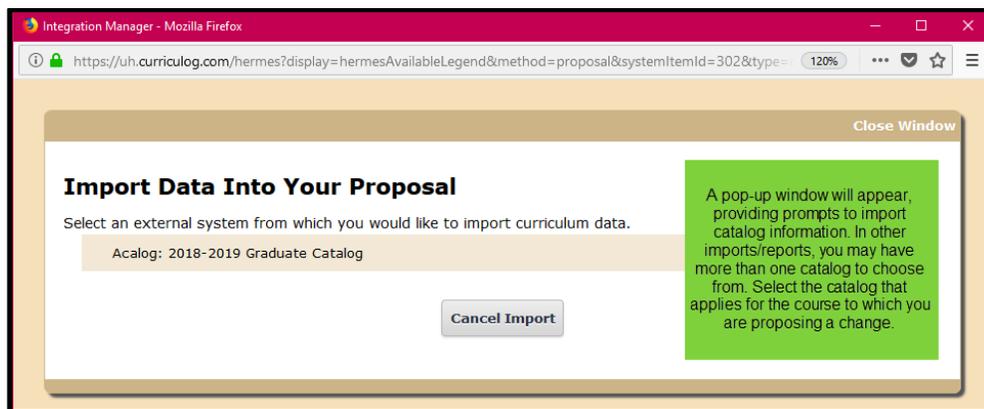
- The screen will update to show the proposal form options.
2. Hoover over the title area form to display two action icons.
 3. Select the checkmark option to begin the proposal.



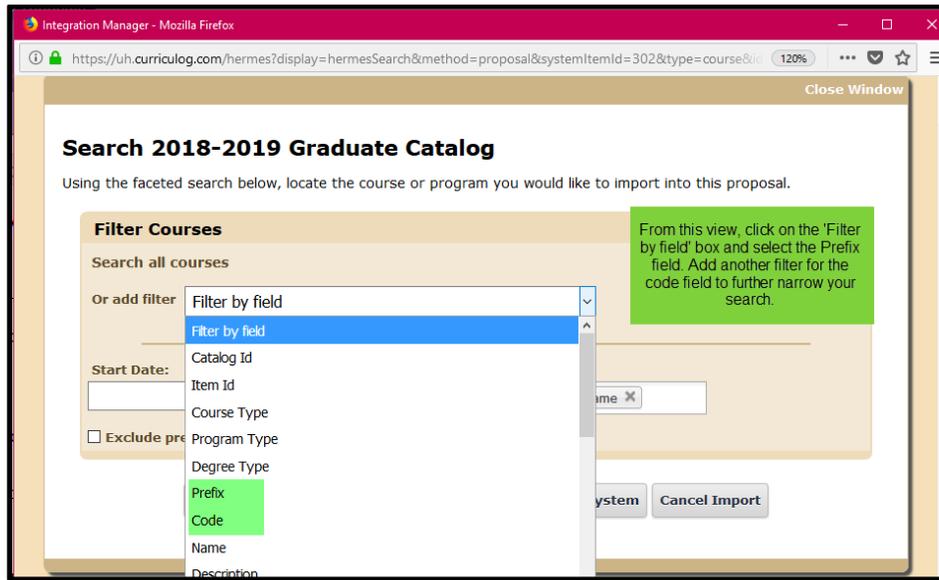
4. The view will change as the form opens to display course questions on the left-hand side.
 - We have mapped Acalog for integration with Curriculog to import current catalog course information into the form
 - To begin the import process, click on the downward sweeping arrow



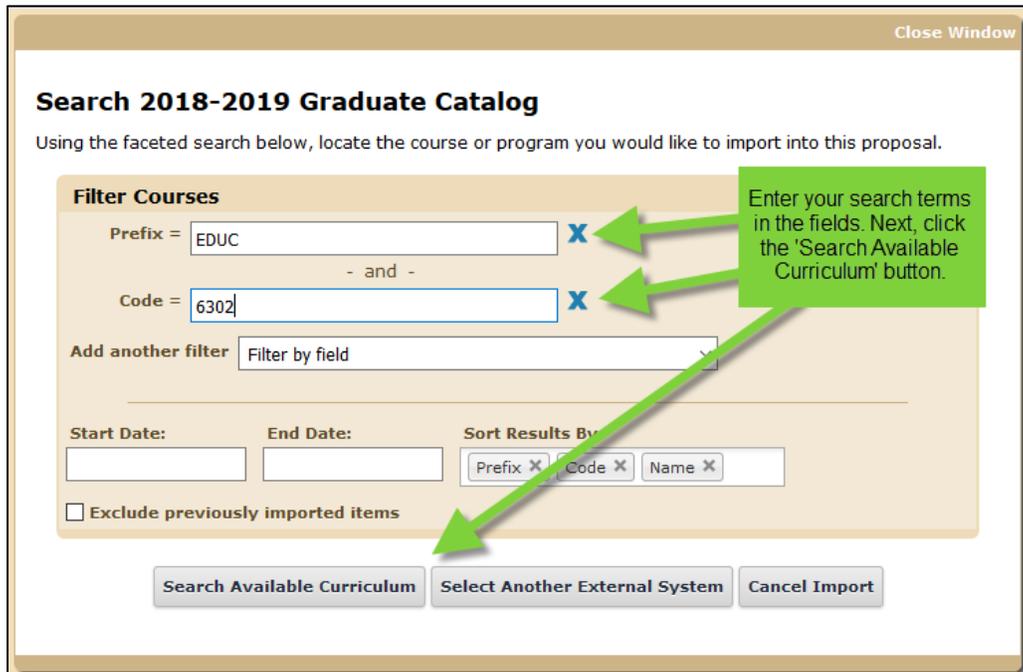
- A pop-up window will appear, providing prompts to import catalog information
- Select the catalog that applies for the course to which you are proposing a change



- 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”



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

Close Window

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 Results (1 to 1 of 1)

EDUC 6302 Context of Teaching

Your search result(s) will appear at the bottom of the page. Click on the course title to select it for import.

- 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 Notes	[no data]	<input type="checkbox"/>

All of the data fields available for import will appear in this view. Do not de-select any of the options.

Click the 'Import This Item' button to add the data fields into your proposal.

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

The screenshot shows the 'New Proposal' form in Curriculog. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Karina Acuna' is logged in. The form title is 'New Proposal 6/8/2018 3:07 pm' and the subject is '2a. 2019-2020 Catalog Courses - Create New Course (GRAD/PRO)'. The left pane is titled '1. Course Ownership/Implementation /Justification' and contains instructions for creating or promoting courses. A callout points to an information icon at the top of this pane, stating: 'There is a help feature intended to provide additional information on form fields. To turn use the feature, select the "i" icon.' The right pane is titled 'Approval Steps' and shows a list of approval roles with their status. A callout states: 'The right-hand pane is populated based on your responses on the left. These are the approval steps and persons assigned to that role.'

General Field Type Instructions

- Note: the instructions below are as example to familiarize you with the function of Curriculog, 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, Curriculog will list available Hierarchy Entities (unit/department) allowing you to select an option.

This image shows a close-up of a dropdown menu for the 'Department*' field. The menu is open, showing a list of options: 'University of Houston', 'Architecture and Design', 'Arts, College of the', 'Art', 'Arts Leadership [ARLD]', and 'Interdisciplinary Art [IART]'. A callout box labeled 'Dataset' with an arrow points to the dropdown menu. Below the menu, there is explanatory text: 'The selections of department and the determined that a be regenerated to required). Please note: these launched. If a char'.

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

1a. Course Ownership and Approval Process

Department*

The selections of the course department or college selected and will need to be regenerated.

Please note: these selections the proposal will need to be regenerated.

All proposals require Graduate Studies approval.

Required Approval Steps*

- University of Houston
- Architecture and Design
- Arts, College of the
- Art
- Arts Leadership [ARLD]
- Interdisciplinary Art [IART]
- Music
- Theatre & Dance

Select the department owner of the course. For colleges without departments, select the college name.

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' or 'no' if the course will be 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', is there an agreement with the other department(s) for the course offering
 - Identify the department(s) and course title of the cross-listing
- 1c. Implementation
 - Select the academic year that the change will take effect
 - Select the terms that you will typically offer the course. This will be used to help program the degree plan and guide the student for efficient completion of the course sequence.
 - This information can be found in the "Offerings" tab of the course catalog in PeopleSoft
- 1d. Justification for Revising Course
 - Select one or more options that reflect the cause for revising the course
 - State the justification for the revision if "other" selected on prior question
 - State the rationale – why is the revision 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.

Once existing course information is imported, DO NOT make changes to the existing information yet.

Please complete the remaining fields and launch your proposal.

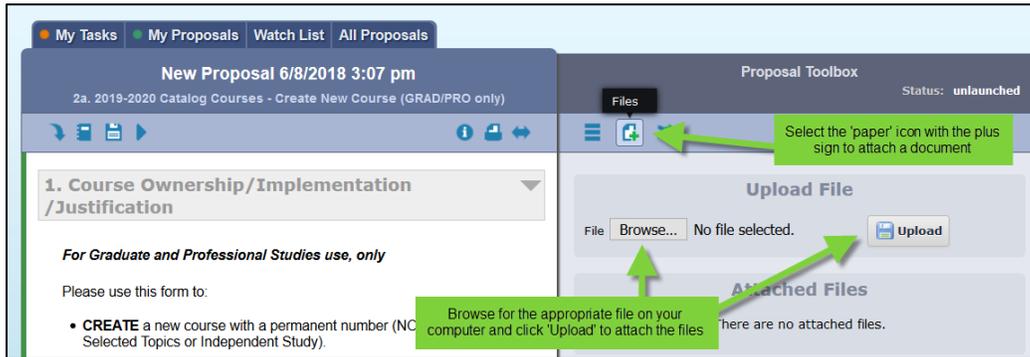
- 2a. Course Prefix/Number/Title
 - Enter the course prefix/number and title
 - The short course title has a 30 character limit
 - Do **NOT** use periods for abbreviations
- 2b. Instruction Type and Credit Hours
 - Select the instruction type for the course. The selection made here influences how you define the student contact hours (SCH) for the course in the next fields.
 - Indicate how many semester credit hours a student will earn upon course completion

- 2c. Student Contact Hours
 - If you need guidance for defining the contact hours for the various components of the course, please consult with IR and/or the University Registrar
 - Note:
 - A contact hour is generally 50 minutes for a total of 750 minutes a term or session per SCH.
 - For lecture it's 1 to 1; 1 contact hour equals 1 semester credit hour.
 - For lab it's 2 or 3 to 1; 2 or 3 contact hours equals one semester credit hour.
- 2d. Credit Level and Grade Options
 - Please identify the credit level for the course.
 - Please select one option for grading for the course. If you need to have the flexibility for more than one grading type, please select the "Multiple Types" option.
- 2e. Course Repeatability
 - If the course can be repeated for credit towards the degree plan, define the parameters here. Otherwise, select "No".
- 2f. CIP Code
 - The CIP code defines the state funding. If you need assistance selecting the best code, please contact your Dean's office or IR.
 - Include all 10 digits, including periods and spaces.
Must use this format: ##.####.## ##
- 2g. Catalog Descriptions
 - Provide the course information; any pre-requisites, co-requisites which will be a requirement for enrollment.
 - Identify if you need to create pre- or co-requisite(s) for the course for PeopleSoft programming purposes.
 - Provide the course description
 - 75 words limitation
 - Provide any course notes, such as lab fees, etc.
- 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 Other 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
 - 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

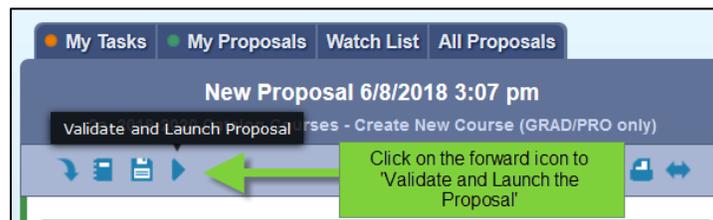


5. Additional Information Regarding this Proposal

- 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 curriculog@uh.edu to resolve.

E. UPDATE COURSE INFORMATION TO TRACK REQUESTED COURSE EDITS

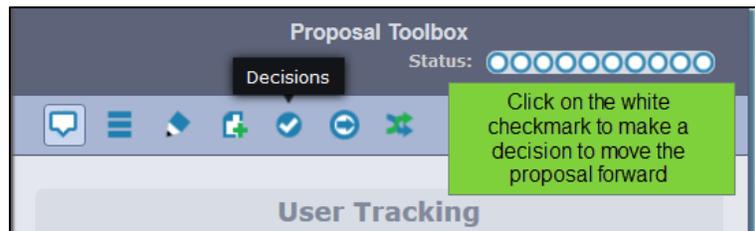
1. You will automatically be assigned as the first approval step in the approval process. At that time, you will make changes to the existing information imported from the catalog (or entered manually) and the form will

track all changes proposed (by all approvers) so that the development of/changes to the course can be easily determined.

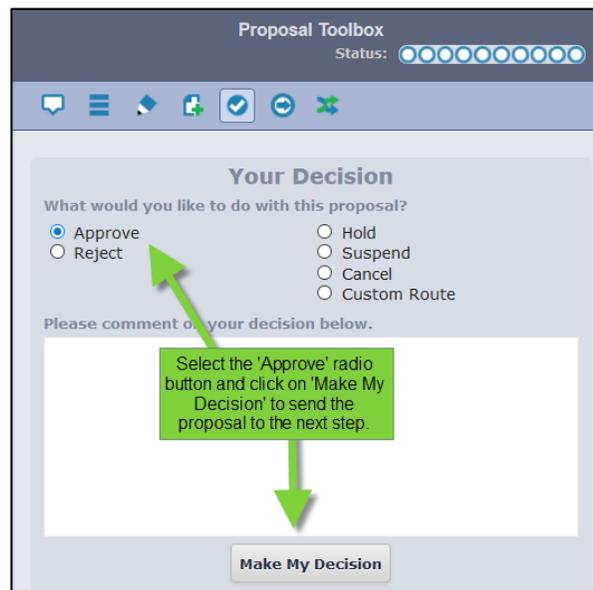
2. Click the “Save All Changes” button at the bottom of the form.

F. 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 Curriculog 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.