

# Curriculog - Program Change


1. Log in to Curriculog: <http://wcu.curriculog.com>

2. Click on “New Proposal” 

3. Pick the type of course you are creating

3.1. If you are creating one of the Liberal Studies course types, use those and be sure to add all the documentation needed.

3.2. The majority of the time, you will use “**New Course Proposal**”

4. Hover your cursor over the type of change you will use and click on the blue circle with a white checkmark that appears in that row 


5. BEFORE YOU DO ANYTHING ELSE AND WASTE YOUR TIME you need to import the current version of this program from the catalog. Start by selecting the Program Type. You will almost always select “Program.” (The “Shared Core” option is for things like Liberal Studies.)

6. Click the Import arrow near the top left 

7. Select the catalog you want to import from (graduate or undergraduate).

8. You can try filtering, but it may be faster to see all the programs and click through them to find the one you need. Select the program to import and click “Import This Item.”

9. Many fields are now filled in. Do not, DO NOT, **DO NOT** make the changes you want to yet!!! Your task now is to fill in all fields that are blank but have an orange asterisk beside the name of the field. This includes the fields “Brief explanation for why change is needed” and “Change(s) Proposed” where you indicate what you will change. This may also include the CIP code (see next section for an explanation).

10. If you have all the asterisk-ed fields filled in, you can click the Launch icon near the top . If a field was left off, then you will get an error message.

11. Now, **AT LAST**, you can make the changes you wish. Note these:

11.1. **Program Title** – changing the program title triggers a process that has to include the UNC System level office.

11.2. **Brief explanation for why change is needed** – be brief, but thorough. Why are you making this change? Our committee looks more favorably on explanations that relate to all the types of changes being made, that tie back to the college’s strategic plan, and that note

assessment data that led to this change and/or shifts in the field or accreditation requirements. If this change program is part of a package that includes course changes, note that here.

11.3. **CIP Codes** – Each program must have a CIP code, categorizing the subject matter to be covered. To find your CIP code:

11.3.1. Click on the link provided on the page

11.3.2. Click the “Search All CIP Codes” link.

11.3.3. Try key words from the course title in the “Search terms” box

11.3.4. For “Search within” check only Title and Definition

11.3.5. It may help to select a general field in the “2-digit series” drop-down menu

11.3.6. Click Show Results

11.3.7. For example, a program on reading for elementary education might search this way:

11.3.8. The search results may look like this:

1 records found. Viewing page 1 of 1  Print Export

Text Changed	Title & Definition	Action	CIP Code	Moved To / Report Under (2010)	Moved From (2000)
	<a href="#">Reading Teacher Education.</a> A program that prepares individuals to diagnose reading difficulties and to teach reading programs at various educational levels.	-	13.1315		

11.3.9. Note the six-digit CIP code in the CIP Code column. Type this in, or copy and paste, to Curriculog

11.3.10. If you are not satisfied with this result, you can click on the title in the Title & Definition box to see other CIP codes that are close. You can also start over with new search terms.

11.4. **Does this program include one or more professional education courses?** - Basically, if this is a program that is represented at the Professional Education Council, then check “yes.” Otherwise, “no.”

11.5. **Total number of hours for the full degree program or plan of study** – Enter one number. If the hours can be a variable amount, use the largest possible number.

11.6. **Program Description** – This is the text describing the program and includes admissions requirements. Avoid listing courses here. Avoid

11.7. **Prospective Curriculum** – This is where you indicate the courses that will be in the catalog. There are three ways to view the list of courses, indicated by the three buttons



11.7.1. The right-most button is the default. This is a simple list of all courses that are a part of your program

11.7.2. The left-most button is lets you preview how this will look in the online catalog

11.7.3. The middle button is where you will edit the “cores” of the program and where you will add or remove courses.

**11.7.4. To add an existing course to the program**

11.7.4.1. Click the right-most button. Scroll to the bottom and click “Import Course” where you will search the catalog for the course (or courses) to include and import them to this list

11.7.4.2. Click on the middle button. You will see a list of the “cores” in the curriculum. Single-click on any core to expand it to show the title, description, and courses.

11.7.4.3. Find the Core you want to add the course to. In that core, click the “Add Courses” button and select the course from the list.

**11.7.5. To add a new course to the program**

11.7.5.1. Click the right-most button. Scroll to the bottom and click “Add Course”

11.7.5.2. Type in the Prefix, Code (course number), and Name (course title), and click “Add Course”

11.7.5.3. Click on the middle button. You will see a list of the “cores” in the curriculum. Single-click on any core to expand it to show the title, description, and courses.

11.7.5.4. Find the Core you want to add the course to. In that core, click the “Add Courses” button and select the course from the list.

11.7.5.5. *Submit a new course proposal at the same time you submit this program change*

**11.7.6. To remove a course**

11.7.6.1. Click on the middle button. You will see a list of the “cores” in the curriculum. Single-click on any core to expand it to show the title, description, and courses.

11.7.6.2. Find the Core with the course you want to delete and click on it to expand it.

11.7.6.3. In the list of courses in that core, hover your cursor over the course you want to delete. A blue X will appear to the right of the name of the course. Click the blue X.

11.7.6.4. If the course is being completely removed from the program, click on the right-most button. Look for that course in this list, hover the cursor over the course, and click the blue X.

#### 11.7.7. To add a Core

11.7.7.1. Click on the middle button. You will see a list of the “cores” in the curriculum.

11.7.7.2. Click on the Add Core button and create the new core.

11.7.7.3. Give the core a title. Add a description if you wish. This may include information such as “This concentration is for students pursuing DPI licensure.” Add the courses you wish students to take

11.7.7.4. Use “Add Custom Text” to add text specific to course requirements such as “Or” between two courses where students could select either one, or “Select 6 hours of 300 or 400 level HIST courses”

#### 11.7.8. To edit a Core

11.7.8.1. Click on the middle button. You will see a list of the “cores” in the curriculum. Single-click on the core to expand it to show the title, description, and courses.

11.7.8.2. Change the title and/or description as you wish. The description may include information such as “This concentration is for students pursuing DPI licensure.” We recommend indicating in the title how many hours will be required in this core.

11.7.8.3. Use “Add Custom Text” to add text specific to course requirements such as “Or” between two courses where students could select either one, or “Select 6 hours of 300 or 400 level HIST courses”

11.7.8.4. Add or remove courses according to the procedures above.


#### 11.7.9. To reorder or delete cores

11.7.9.1. Click on the middle button. You will see a list of the “cores” in the curriculum.

11.7.9.2. Hover your cursor over the core to move. To the left of the title of the core, you will see a two-headed arrow you can use to drag the core among the others to reorder it.

11.7.9.3. You will also see a blue X to the right. Click the X to delete the core. If you delete a core and do not wish to use the courses from that core again, click on the right-most button and delete the now unused courses from the list.

11.7.10. **Preview the Curriculum** – We **strongly** recommend you preview the curriculum once you have edited it using the left-most button. Note that from the top right, you can show the curriculum with track-changes enabled or print the curriculum.

- 11.8. **Expected Outcomes** – learning outcomes for the program
- 11.9. **Resident/Distance questions** – indicate the nature of this program
- 11.10. **Discuss the congruence of the request with goals and plans of the department, college and university** – Here is where you must explicitly state which strategic initiative(s) at either the college level or university level are aligned with this program change:
  - 11.10.1. **College:** <http://www.wcu.edu/learn/departments-schools-colleges/CEAP/about-the-college/ceap-strategic-plan.asp>
  - 11.10.2. **University:** <http://www.wcu.edu/discover/about/wcu-2020-plan/index.aspx>
- 11.11. **Will this proposal affect any other degree program, minor or plan of study?** – Whether within the same department or outside. Submit a program change proposal if needed for that other program of study at the same time.
- 11.12. **The rest...** - are rarely used and relatively self-explanatory. Note that you can provide emailed curriculum consultations from email in the final box by copy-pasting.
12. If you need to make changes to individual courses, go make those proposals ready so you can submit all of those at the same time as this proposal.
13. Even if the changes seem small, our committee and others benefit greatly when you attach additional documentation that clearly lays out the old version of the program and the new version, highlighting the differences. You are welcome to submit other documentation for this change that you think will help the committee make a decision.
14. When you have made all your changes, click the Decisions button near the top right of the page  and you will select to “Approve” this proposal. Click the “Make My Decision” button and your proposal will go to the next part of the approval process.