Office of Online Learning
Indian Hills Community College
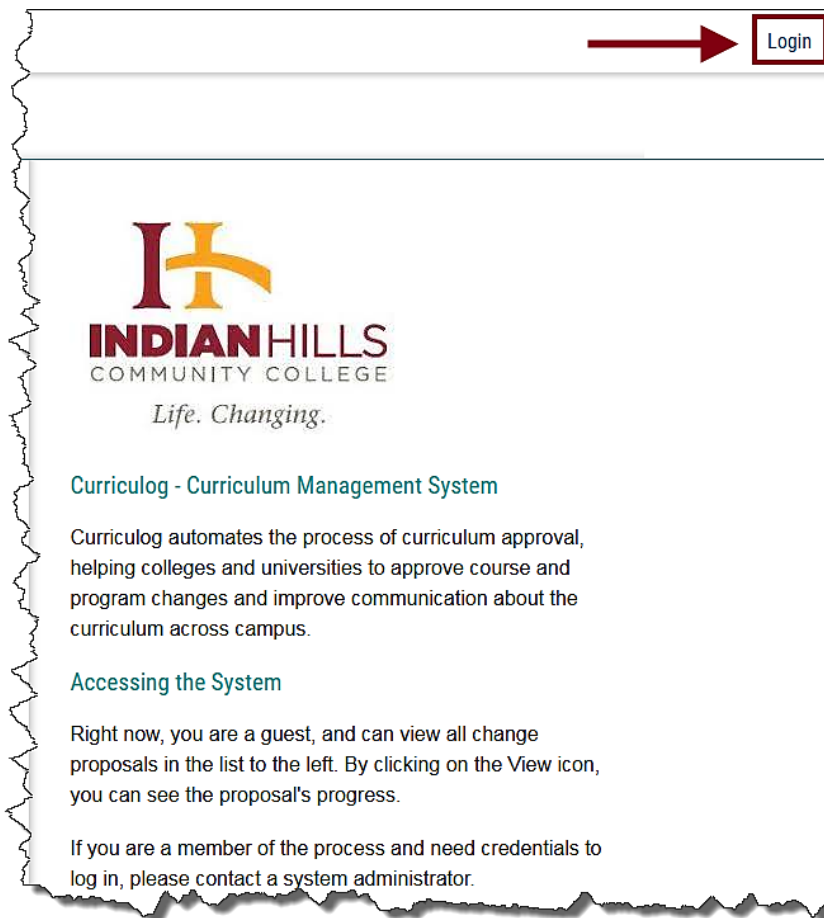
Curriculum Management Tutorial – Course Change Form

How To: Make Revisions to Programs and Courses

Purpose: To demonstrate how to log in to Curriculog and create and make changes to Programs and Courses at Indian Hills Community College.

Log in to Curriculog

To access the Curriculog, go to: https://indianhills.curriculog.com/

This will take you to the "Curriculog" home page. Click "**Login**."

Login

INDIAN HILLS
COMMUNITY COLLEGE
Life. Changing.

Curriculog - Curriculum Management System

Curriculog automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication about the curriculum across campus.

Accessing the System

Right now, you are a guest, and can view all change proposals in the list to the left. By clicking on the View icon, you can see the proposal's progress.

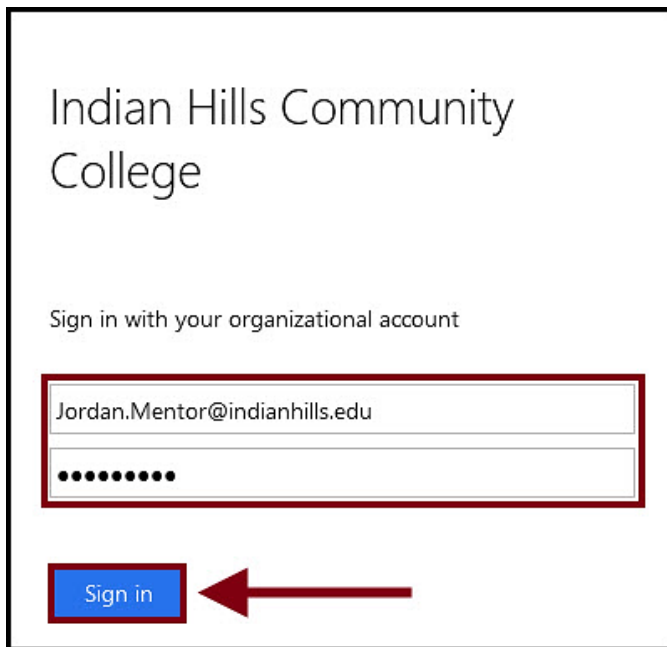If you are a member of the process and need credentials to log in, please contact a system administrator.

On the "Curriculog" login page, enter your "**Username**" and "**Password**" in the spaces provided.

Username: your IHCC email address.
For example, Jordan Mentor's username is "Jordan.Mentor@indianhills.edu"
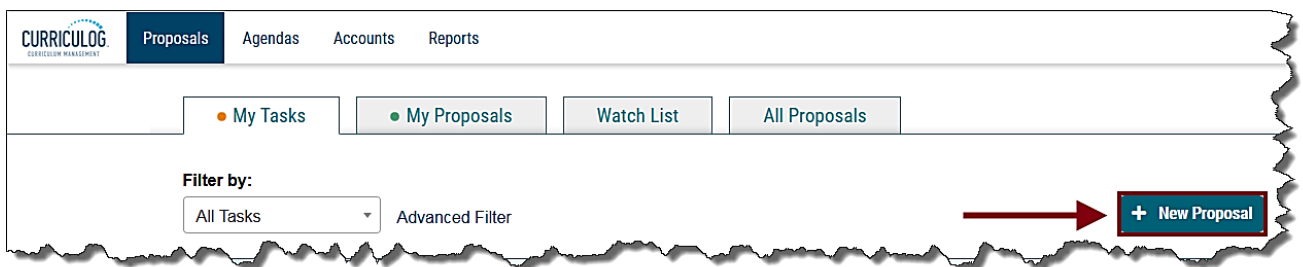**Password: your computer login password**

Click "**Sign in**."

You will be taken to the Curriculog home page.

To begin a making a Program or Course change, click "**New Proposal**."

The page that opens lists Processes that include **Program/Course New Form, Program/Course Change Form, Program/Course Deactivation Form, and Notice of Intent**.

Note: Only the current catalog year will be available for editing. Also, there are multiple pages of processes, so if you don't see the process you wish to complete, scroll to the bottom and go to the next page.

We will work through the **Course Change Form**.

Find **Course Change Form 2022-2023** and open it by clicking the checkmark icon.

The page that opens has the fields to search for the Course you which to make changes to.

Fill in as much information as you can, then click **Search**.

Using the Search Results, select the course by clicking the Preview and Build icon

Course Change Form 2022-2023 ✕

Prefix

SDV

Code

126

Name

Internet and Library Research

Source

College Catalog & Student Handbook 2022-2023

Exclude previously imported results ☐

Search

Show: 20 results ▾

Preview and Build SDV 126 Library and Internet Research

SDV 126 Library and Internet Research *(previously imported)*
This course introduces the subject of information literacy. Students will learn how to locate, evaluate and synthesize information from library resources and the Internet in an effective and ethical manner. The course will also address common citation formats, plagiarism and copy...

First | Previous | 1 ⇕ | of 1 | Go | Next | Last | *1 to 1 of 1 results*

A summary of the course will open. Review the information provided. If it is the course you wish to make changes to, click **Build Proposal**.

Course Change Form 2022-2023　　　　　　　　　　　　　　　**✕**

Import Data into your Proposal

Field Name	Data Preview
General Catalog Information: Course Type	Student Development
General Catalog Information: Prefix	SDV
General Catalog Information: Code	126
General Catalog Information: Course Name	Library and Internet Research
General Catalog Information: Division/Department in Catalog	Academic Services
General Catalog Information: Division	Academic Services
General Catalog Information: Short Title	Library and Internet Research
Course Details: Description	This course introduces the subject of information literacy. Students will learn how to locate, evaluate and synthesize information from library resources and the Internet in an effective and ethical manner. The course will also address common citation formats, plagiarism and copyright issues.
Course Details: Faculty Consent	No
Course Details: Credits Minimum	2.00 **This field accepts valid numbers only.**
Course Details: Credits Maximum	*[no data]*
Course Details: Course Fees	*[no data]*
Course Details: Lecture Hours	32
Course Details: Lab Hours	*[no data]*
Course Details: Clinical Hours	*[no data]*
Course Details: Co-op Hours	*[no data]*
Course Details: Category	*[no data]*
Course Requirements: Prerequisite Course(s)	*[no data]*
Course Requirements: Corequisite Course(s)	*[no data]*
Course Requirements: Pre-Corequisite Course(s)	*[no data]*
Course Requirements: Requisite Non-Course Description	*[no data]*
Course Outcomes: Student Contribution	*[no data]*
Course Outcomes: Evaluation	Grades will be based on the criteria established for the course. Final grades will be based on the following: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=0-59%.
Course Outcomes: Upon completion of this course students will be able to:	formulate a research strategy to find information about a selected topic, find materials in the online catalog, search library online databases for articles and information, use search engines and directories to find information on the World Wide Web, evaluate information sources for accuracy, authority, objectivity, purpose, currency, and appropriateness, demonstrate a basic understanding of plagiarism and copyright as applied to the research process, read and write citations using various citation styles including MLA and APA,
Instructor Resources: Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City.	Quaratiello, A. & Devine J., The College students research companion, Edition 5th, New York: Neal-Schuman Publishers, Inc., ~
Instructor Resources: Other Resources	*[no data]*
Catalog Manager Section - Please Do Not Modify: Acalog OID	90772
Catalog Manager Section - Please Do Not Modify: Status	Inactive-Hidden

Build Proposal　　**Return to Search**

The page that opens has all the steps necessary to change a course, an area to attach supporting documentation, an acknowledgement section, and the final launch submission.

Note: All fields marked with an ***** must be filled in.

Using the screenshots provided, we will step through the definitions of each required field.

Note: Because this is a course change form, there will be information populated in the fields already. You will be looking for and making changes to applicable fields.

Review the **Course Type**, **Prefix**, **Code** number, **Course Name**, the **Division/Department in Catalog**, and the **Division**.

Course Type*

Student Development ×

Prefix*

SDV ×

Code*

126

Course Name*

Library and Internet Research

For Programs for the Arts & Sciences or Academic Program area, select Arts & Sciences or Academic Program as the Department and Division, then select the program area that will need to approve this request at the department level.

Division/Department in Catalog*

Academic Services ×

Division*

Academic Services ×

Where applicable, use the drop down menu to complete the **Division/Department in Catalog**, the **Division**, the **Arts & Science or Academic Program Area**, and the **Short Title**.

Note: The **Short Title** is the same information that was used in the **Course Name** field from above.

Use the drop down menus to select the **Start Term** and **Start Year**.

Explain why the course is needed **(Rationale)** and review the course **Description**. Use the radial buttons to select Yes or No for **Faculty Consent.**

Note: This should be **YES** only if it requires the instructor's permission to enter the class. For example, Music classes would require the instructor to know if the student is at the correct level to get in. Most of our courses on campus would be **NO.**

Rationale*

| B | I | U | X₂ | Xᵉ | I_x | ⊨ | ⊨ | ⫧ | ⫧ | ,, | ABC |

Normal

This course should be re-activated to help students understand how to research on the Internet.

Course Details

Description*

This course introduces the subject of information literacy. Students will learn how to locate, evaluate and synthesize information from library resources and the Internet in an effective and ethical manner. The course will also address common citation formats, plagiarism and copyright issues.

Faculty Consent

⦿ Yes ⦾ No

Review the **Credits Minimum** and **Credits Maximum**.

Note: These should match and be typed with decimal places. There is a warning in red that **This field accepts valid numbers only because of the decimal places**, but it can be ignored.

Enter the **Course Fees** (if any), **Lecture Hours**, **Lab Hours**, **Clinical Hours**, and **Co-Op Hours**.

Note: If any of these do not apply to your course, enter a "0."

Use the drop down menu to select the **Academic Year**.

Use the drop down menu to select the **Weeks in length for AS28 purposes**.

Note: This defaults to **12** to match our term length.

Credits Minimum*	Credits Maximum
2.0	2.0
This field accepts valid numbers only.	

Course Fees*	Lecture Hours*
0	32
	1 credit ~ 16 hours

Lab Hours*	Clinical Hours*
0	0
1 credit ~ 32hours	1 credit ~ 48 hours

Co-op Hours*	Academic Year*
0	2022-2023 ×
1 credit ~ 64 hours	

Weeks in length for AS28 purposes*

12 ×

Select the **Category** and if the course is available to **Use as GenEd Category for CTE Programs**.

Note: All Arts & Sciences classes may be used as Gen Ed for CTE Programs.

Category *
- ☐ Arts & Science
- ☐ Career & Technical Education
- ☑ Developmental Courses

Course Requirements ⌃

Use as GenEd Category for CTE Programs?
○ Yes ⦿ No

The **Requisite Details** section contains details about **Prerequisites**, **Corequisites**, **Pre-Corequisites**, and **Non-Course Requisites**. These are not required, but should be filled in if they apply. You may also type N/A in areas that do not apply.

Requisite Details

In the areas below provide details about any requisites that may be required for this course. Requisites will be provided in one of the following sub-sections:

- Prerequisite
- Corequisite
- Pre-Corequisite
- Non-Course Requisite

Prerequisite

Prerequisite Course(s)

N/A

Enter the prefix, course code and title for each course.

List Any Minimum Grade Requirements with the Prerequisite Course(s).

N/A

Ex: ACC 100 min grade A

Corequisite

Corequisite Course(s)

N/A

List Any Minimum Grade Requirements with the Corequisite Course(s).

N/A

Pre-Corequisite

Pre-Corequisite Course(s)

N/A

List Any Minimum Grade Requirements with the Pre-Corequisite Course(s).

N/A

Non-Course Requisite

Requisite Non-Course Description

N/A

Complete the **Student Contribution** (items or attributes that will contribute to a student's ability to be successful in the course) and **Evaluation**.

Note: Condition and **Evaluation** are not required fields, but it's highly recommended to fill them in to the best of your knowledge.

Course Outcomes

Condition

N/A

Student Contribution *

Each student should actively participate in all classroom. It will be helpful to study the text and other study materials prior to classroom activities.
Performance is part of evaluation. There will be outside assignments that will follow the text and other materials provided by the instructor. Each student should read the text/material assigned prior to discussion.

Evaluation

Grades will be based on the criteria established for the course. Final grades will be based on the following: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=0-59%.

Review Student Learning Outcomes **(Upon completion of this course students will be able to:)**.

Upon completion of this course students will be able to:*

formulate a research strategy to find information about a selected topic, find materials in the online catalog, search library online databases for articles and information, use search engines and directories to find information on the World Wide Web, evaluate information sources for accuracy, authority, objectivity, purpose, currency, and appropriateness, demonstrate a basic understanding of plagiarism and copyright as applied to the research process, read and write citations using various citation styles including MLA and APA,

Review Instructor Resources **(Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City)** and list any **Other Resources** required.

Instructor Resources

Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City.*

Quaratiello, A. & Devine J., The College students research companion, Edition 5th, New York: Neal-Schuman Publishers, Inc., ~

Other Resources

N/A

Complete the **Disability Services/Accommodation** section.

Note: While this field is not marked as required, it should be populated automatically. Check with the Academic Standards Administrator to verify the official version if it is blank.

Disability Services/Accommodation

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment. Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa Disabilities Center by calling

The next section contains the **Impact Report, Attachments, & Acknowledgment**.
The **Impact Report** must be run according to the instructions provided prior to completing the rest of the fields.

A window will open with instructions to run the Impact Report. Select the external system(s) and click **Generate Report**.

Copy and Paste the results into the **Impact Report Results** area.

Close Window

Impact Report for SDV 126
There are no results for this report.

SDV - 126 - Library and Internet Research
Course Change Form 2022-2023
unlaunched   Run Impact Report

🔀 Import   📄 Run Impact Report   💾 Save All Changes   📣 Validate and Launch Proposal

Proposal Help   ∨

Impact Report, Attachments & Acknowledgment   ∧

IMPACT REPORT STATEMENT

At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste
them into the space below.

Impact Report Results*

B *I* <u>U</u> | x₂ x² | *I*ₓ | 1≡ :≡ | ≡ ≡ | 99 | ABC 🖼
Format ▾ | ≡ ≡ ≡ ≡ | 🔗 🔗 | 🏳 | 🖼 ⊞ ≡   ▲

Impact Report for SDV 126

There are no results for this report.

In the **Attachments & Acknowledgment** section, attach any supporting files necessary by clicking the **Paperclip (Files) icon**. This is not required, but encouraged if you have additional files pertaining to the course being proposed.

Then, check the **Acknowledge box** and the **Attached box** (if files have been attached).

Within the **Catalog Manager Section – Please Do Not Modify**, leave all field as they are. **DO NOT** modify the **Acalog OID** or the **Status** in this area.

Click **Save All Changes**.

The final step in this process is to click **Validate and Launch Proposal**.

ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking "Files".

Acknowledge*

☑ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Attached

☐ I have attached additional documentation to support this request.

Catalog Manager Section - Please Do Not Modify   ⌄

Acalog OID   **Status**

90772   ○ Active-Visible
                                                  ◉ Inactive-Hidden

🖫 Save All Changes   🚀 Validate and Launch Proposal

If there are incomplete fields, you will be notified at this time. Click **Show Me**.
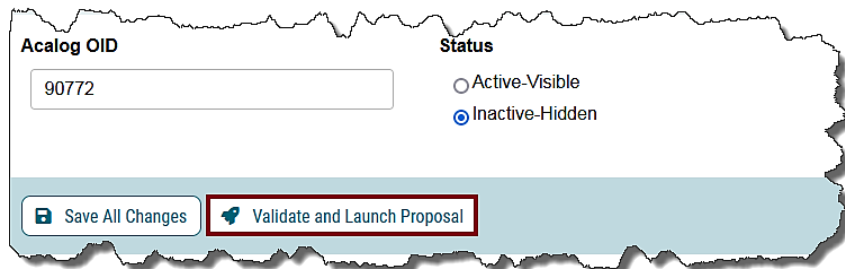
Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok   Show Me

Correct any missing information and click **Validate and Launch Proposal** again.

Acalog OID

90772

Status
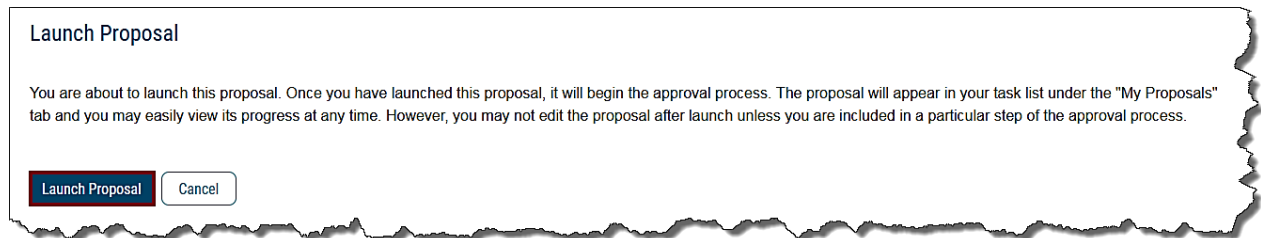
○ Active-Visible
◉ Inactive-Hidden

Save All Changes   Validate and Launch Proposal

The **Launch Proposal** page will open. "You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process." If you are ready to launch the proposal, click **Launch Proposal**.

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Launch Proposal   Cancel

Congratulations! You have successfully created a **Course Change Proposal** in Curriculog! You can review the course change information and use the dialog screen to track the progress.

Show Individual User Edits

This proposal has moved on x
This proposal has moved on in the workflow.

Comments   **+ Add Comment**

Discussion

Curriculog
10/12/2021 12:49 pm   ↩ **Reply**

has launched this proposal.

Workflow Status

Curriculog
10/12/2021 8:38 am   ↩ **Reply**

imported from the map College Catalog & Student Handbook 2022-2023 into the following proposal fields: General Catalog Information: Course Type, General Catalog Information: Prefix, General Catalog Information: Code, General Catalog Information: Course Name, General Catalog Information: Division/Department in Catalog, General Catalog Information: Division, General Catalog Information: Short Title, Course Details: Description, Course Details: Faculty Consent, Course Details: Credits Maximum, Course Details: Course Fees, Course Details: Lecture Hours, Course Details: Lab Hours, Course Details: Clinical Hours, Course Details: Co-op Hours, Course Details: Category , Course Requirements: Prerequisite Course(s), Course Requirements: Corequisite Course(s), Course Requirements: Pre-Corequisite Course(s), Course Requirements: Requisite Non-Course Description, Course Outcomes: Student Contribution , Course Outcomes: Evaluation , Course Outcomes: Upon completion of this course students will be able to:, Instructor Resources: Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City., Instructor Resources: Other Resources, Catalog Manager Section - Please Do Not Modify: Acalog OID, Catalog Manager Section - Please Do Not Modify: Status.

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For technical assistance, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*