



Office of Online Learning

Indian Hills Community College

Curriculum Management Tutorial – Program New Form:

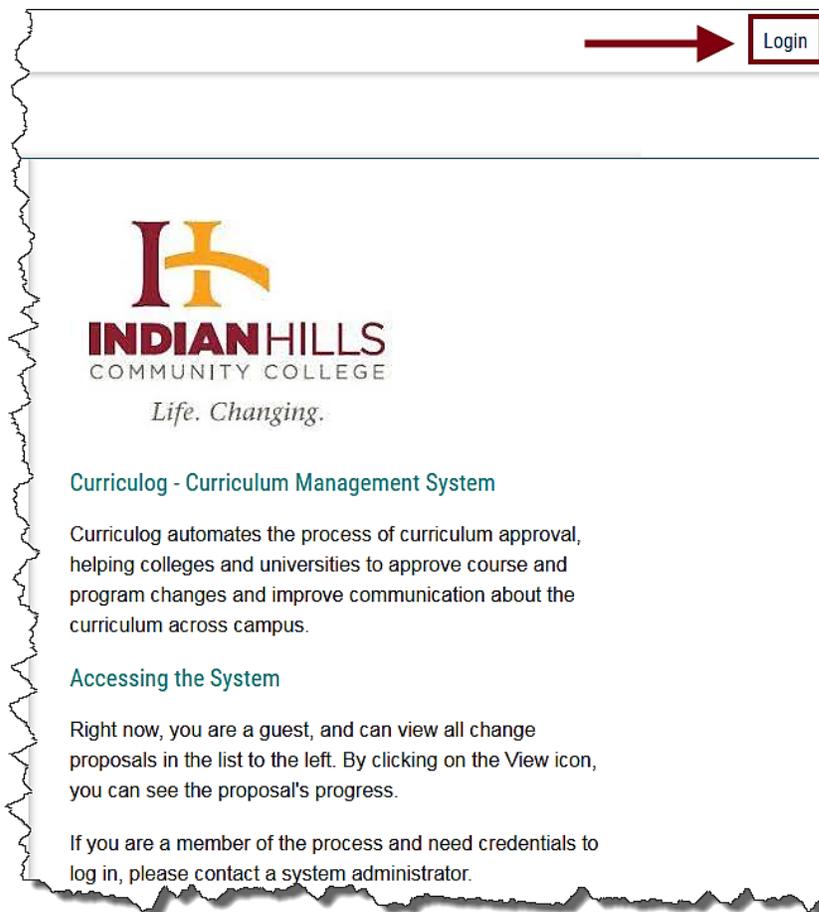
How To: Make Revisions to Programs and Courses

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.”



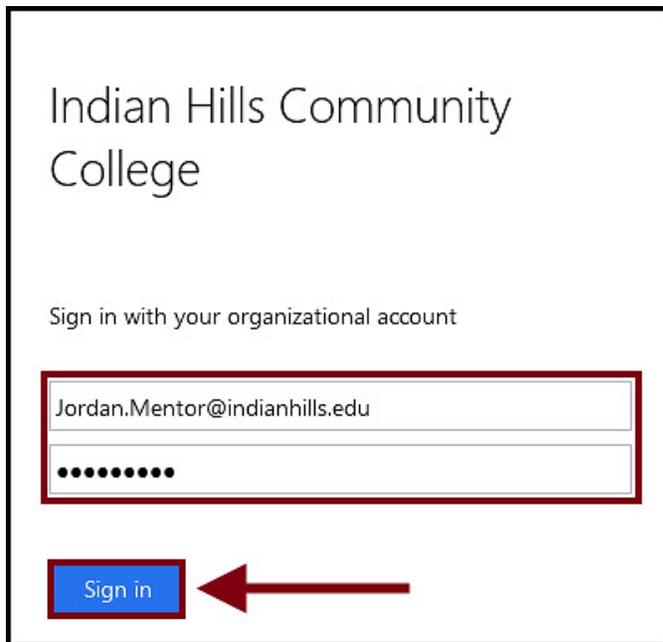
On the “Curriculog” login page, enter your “Username” and “Password” in the spaces provided.

Username: your IHCC email address.

For example, Jordan Mentor’s username is “Jordan.Mentor@indianhills.edu”

Password: your computer login password

Click “Sign in.”



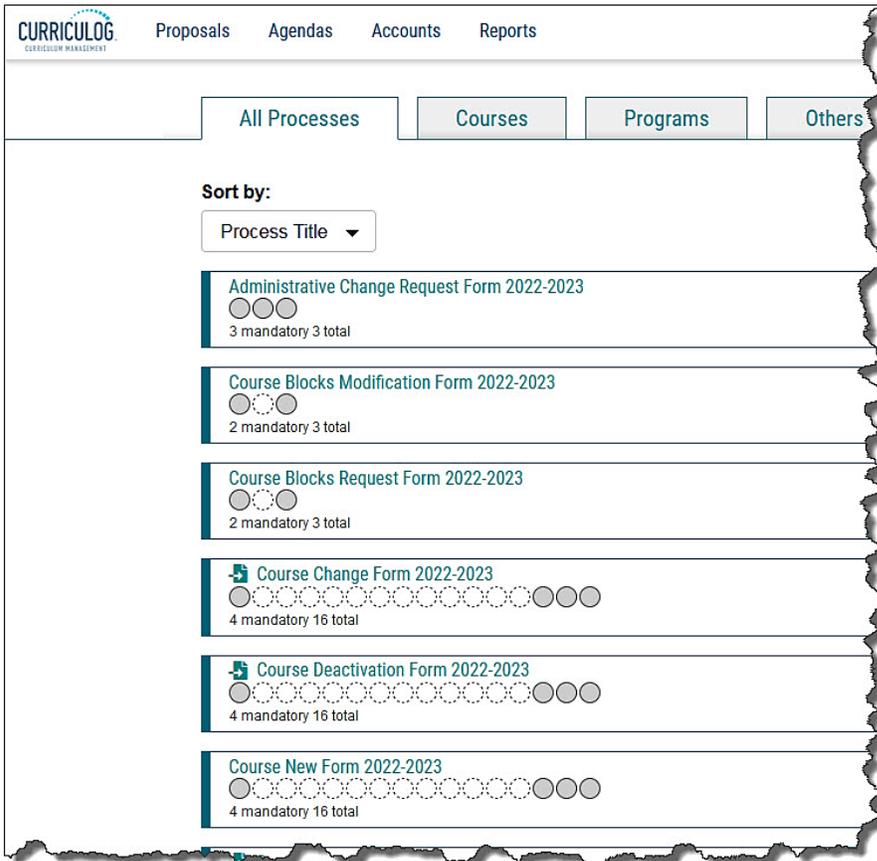
You will be taken to the Curriculog home page.

To begin making a Program or Course change, click “New Proposal.”



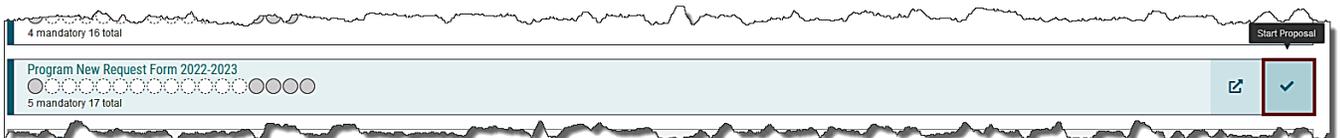
The page that opens lists Processes that include **Program/Course New Form, Program/Course Change Form, Program/Course Deactivation Form, and Notice of Intent.**

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.



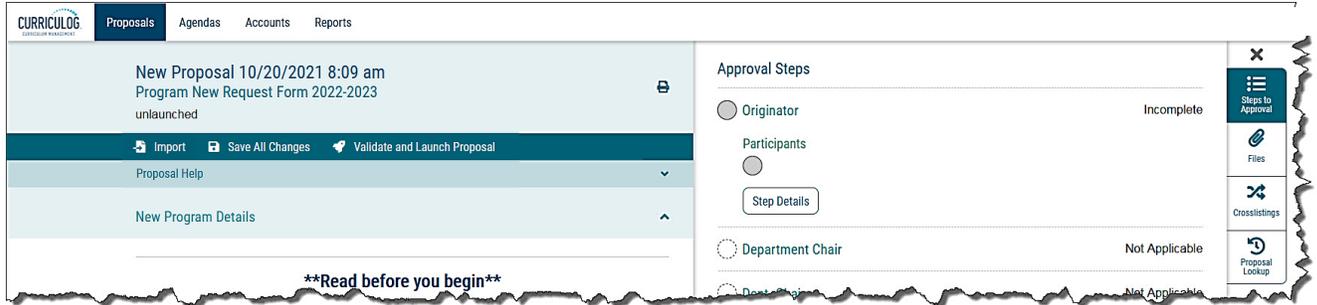
We will work through the **Program New Request Form.**

Find **Program New Request Form 2022-2023** and open it by clicking the checkmark icon.



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

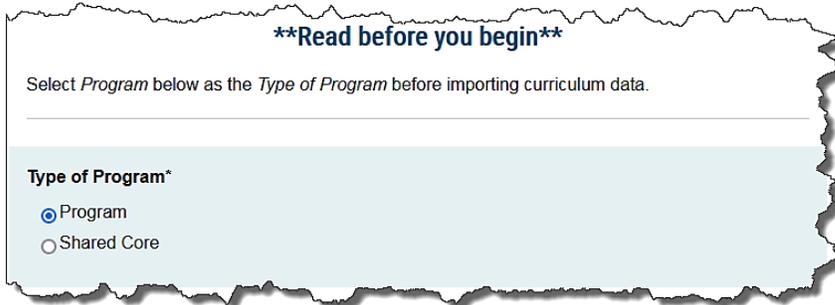
Note: All fields marked with an * must be filled in.



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

You must select the Type of Program before you are able to complete other steps. The type will either be a stand-alone **Program** or a **Shared Core**.

Note: If you attach a Shared Core to a program, you won't be able to edit the Shared Core within the program. It would require a separate proposal to make changes to the Shared Core. Changes to a Shared Core will impact all programs that it is attached to. At this time, no programs have a Shared Core.



Use the drop down menu to select the **Division/Department in Catalog, Division, and Arts & Sciences or Academic Program Area** (if applicable).

In the fields below select the department and the division where this program will be offered.

If this program will be part of Arts & Sciences or Academic Programs, select the Arts & Sciences or Academic Programs as the Department and in the Division field below. Then select the program area where this program will be offered.

Division/Department in Catalog*

Business/Social Science ×

Division*

Arts and Sciences ×

Arts & Sciences or Academic Program Area

Business/Social Science ×

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

Use the drop down menu to select the **Program Type**.

If the Program Type or Degree Type needed for this request is not available in the lists below, please complete the "New Prefix & Type Form" to request those new types. Once the request has been processed you will be able to resume this proposal.

Program Type*

Select an option

Associate Degree

Certificate

Diploma

Requirements

Transfer Major

Degree Type*

Select an option

Use the drop down menu to select the **Degree Type**.

If the Program Type or Degree Type needed for this request is not available in the lists below, please complete the "New Prefix & Type Form" to request those new types. Once the request has been processed you will be able to resume this proposal.

Program Type* Associate Degree x

Degree Type* Select an option
Associate of Applied Science
Associate of Applied Science-Bachelor of Arts
Associate of Arts
Associate of Arts, Non-Degree

Program Title*

Description*

Type in the **Program Title and Description**.

Note: The Description *must* include the **Program location, catalog description, total credits, and learning outcomes**.

Note: When entering outcomes, please use consistent formatting as follows:

1. Apply literary terminology to fiction, drama, and poetry.
2. Recognize the main elements.

In the example, type in number, period, space, capitalize the outcome, end with a period.

Program Title* Social Work

Description*

Online and On Campus
Study in Social Work will help you gain skills in critical thinking, research methods, understanding the way society works, and understanding the relationship between individuals and the societies in which we live.
62 total credits
Outcomes:
1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice

Update the description to provide program location, catalog description, total credits, and learning outcomes.

The next section contains **State Approval Fields**. These fields are not required for the New Program Rationale, but may be filled out if you have the information. Some of these fields are not known at the time of the proposal.

You will need to fill in the following which should have been used for the Notice of Intent

- Program Start Year,
- Program Start Term,
- Implementation Start Date (1st day of term that program will start in),
- CIP Code (found at <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>)
The Classification of Instructional Programs (CIP) is a taxonomy of academic disciplines at higher education institutions. This coding enables accurate tracking, assessment, and reporting of academic programs. The Department classifies instructional programs using the National Center for Education Statistics (NCES) six-digit CIP code, along with additional digits for state coding. For example, the Department utilizes the seventh and eighth digits of a ten-digit CIP number to identify one-year versus two-year programs.
- CIP Variation Code (4 digits -1000 for a certificate, 0100 for a diploma, and 0200 for an AAS degree)
- CIP variation name – 2Yr Degree, Diploma or Certificate

The screenshot shows a form titled "State Approval Fields" with a light blue header. The form contains several input fields and dropdown menus:

- Calendar Year Program Approved**: A dropdown menu with "Select an option".
- Term Program Approved**: A dropdown menu with "Select an option".
- Program Option**: A text input field.
- Program Option Name (Local Name for program option)**: A text input field.
- Program Option Sequence Number**: A text input field.
- Proposal Type (programmatic conversion, etc.)**: A text input field.
- Program Start Year**: A dropdown menu with "Select an option".
- Program Start Term**: A dropdown menu with "Select an option".
- Implementation Start Date**: A text input field.
- CIP Code (6 digits)**: A text input field.
- CIP Variation Code (4 digits)**: A text input field.
- CIP Variation Name**: A text input field.

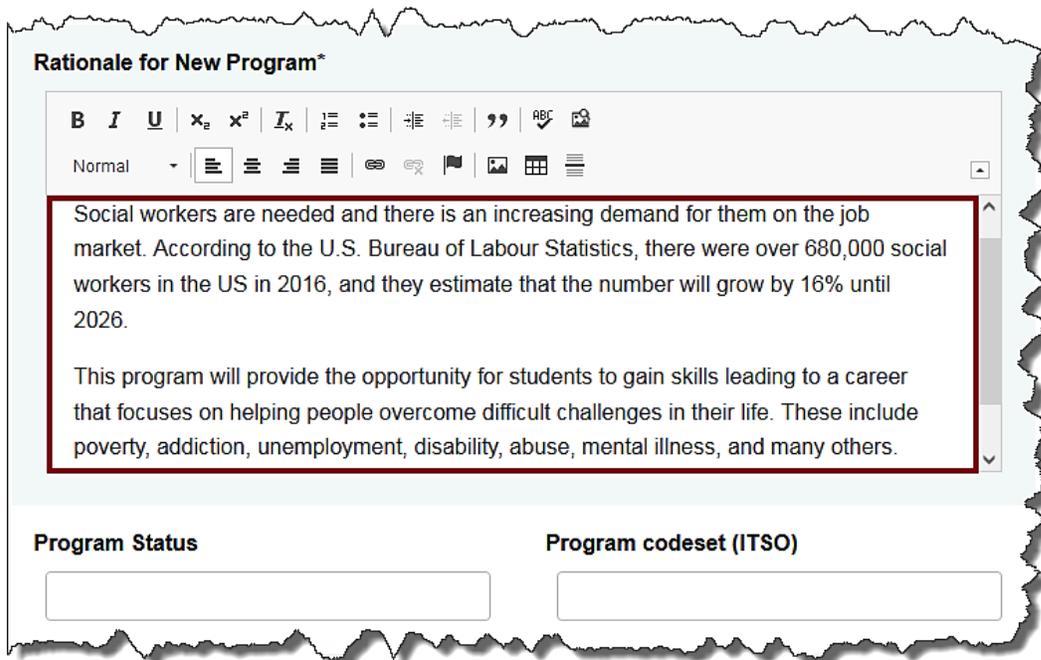
At the bottom left of the form, there is a small note: "CIP Variation Name - 2Y Degree, Diploma, Certificate".

Complete the **Rationale for New Program**. Program Status at this time is **Pending**, and the **Program codeset (ITSO) number** will be filled in according to the following information.

The “ITSO” instructional code sets are assigned to classify programs by the following categories:

- “I” = Level of Instruction Colleges typically use “03” for Postsecondary programs;
- “T” = Type of program, course, service or activity Colleges typically use “02” for Full-Time (22 or more credits); “03” = Short-Term programs (less than 22 credits); “07” = Programs designed for Part-time attendance; “12” = Advanced Standing programs that require the completion of courses or a program for admission; “32” = Shared programs.
- “S” = Special emphasis Colleges typically use “11” for No Special Emphasis;
- “O” = Object and purpose Colleges typically use “03” for Credit. It is imperative that a college determines the proper CIP and ITSO program codes before submitting the Notice of Intent Form (see page 9) or a Program Modification (see page 17). If assistance is needed to determine the proper codes, the college should contact a consultant while preparing the NOI or the modification. By using the contact list on page 9 or the Program Consultant Locator feature in CurricUNET under the Reports tab, the originator can find the appropriate discipline consultant. [In the Program Consultant Locator, simply enter the CIP code under consideration to find the consultant’s name and contact information.]

If you have a question on what needs to be assigned for the new program, please contact CAO’s office.



Rationale for New Program*

B I U | x_e x^2 | I_x | \sum \equiv | \leftarrow \rightarrow | \leftarrow \rightarrow | ABC 

Normal |     |      

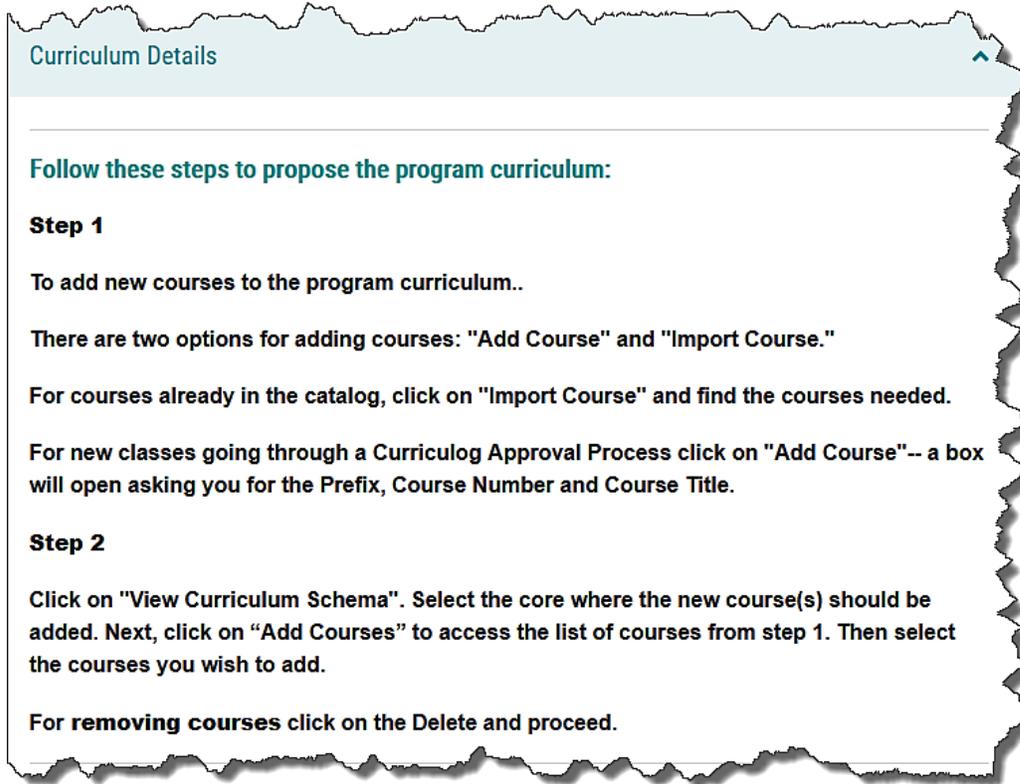
Social workers are needed and there is an increasing demand for them on the job market. According to the U.S. Bureau of Labour Statistics, there were over 680,000 social workers in the US in 2016, and they estimate that the number will grow by 16% until 2026.

This program will provide the opportunity for students to gain skills leading to a career that focuses on helping people overcome difficult challenges in their life. These include poverty, addiction, unemployment, disability, abuse, mental illness, and many others.

Program Status

Program codeset (ITSO)

Review the **Curriculum Details** before proceeding to the Curriculum section.



The screenshot shows a page titled "Curriculum Details" with a light blue header. Below the header, there is a section titled "Follow these steps to propose the program curriculum:". Under this, "Step 1" is defined as "To add new courses to the program curriculum..". It lists two options: "Add Course" and "Import Course.". It further explains that for existing courses, "Import Course" should be used, while for new classes, "Add Course" should be used, which will prompt for course details. "Step 2" involves clicking "View Curriculum Schema" to select a core, then "Add Courses" to choose from the list. A final instruction states to click "Delete" for removing courses.

Curriculum Details

Follow these steps to propose the program curriculum:

Step 1

To add new courses to the program curriculum..

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

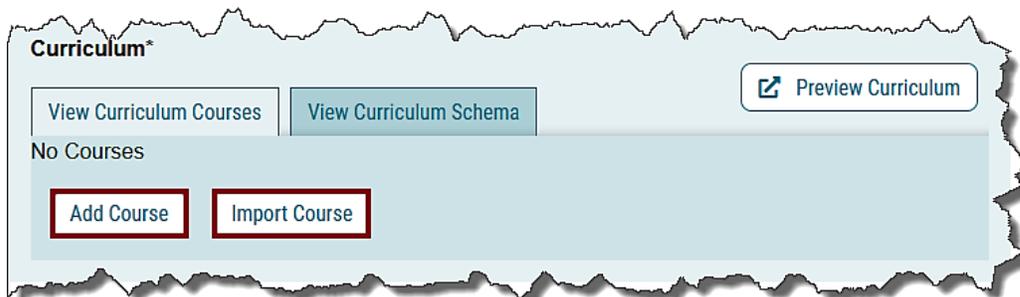
For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema". Select the core where the new course(s) should be added. Next, click on "Add Courses" to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

There are two ways to add Courses to the **Curriculum: Add Course** or **Import Course**. We will look at each method.



The screenshot shows a "Curriculum" page with a light blue background. At the top left, it says "Curriculum*". Below this, there are three buttons: "View Curriculum Courses", "View Curriculum Schema", and "Preview Curriculum" (which has an external link icon). Below these buttons, it says "No Courses". At the bottom, there are two buttons: "Add Course" and "Import Course", both of which are highlighted with a red border.

Curriculum*

View Curriculum Courses View Curriculum Schema Preview Curriculum

No Courses

Add Course Import Course

Add Course is a manual method to add a course to the Curriculum. You must type in the **Prefix**, **Code**, and **Name** and then click **Add Course**.



Add Course

Add the course details below:

Prefix:
SOC

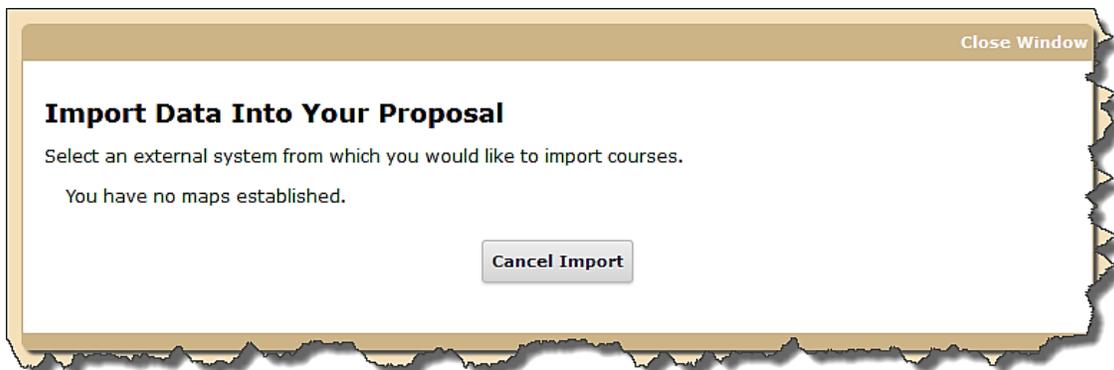
Code:
110

Name:
Introduction to Sociology

Add Course **Cancel**

Import Course is another way to add a course (or courses) to the Curriculum. It can only be used if there are maps established and available in the Curriculog system.

Note: It is recommended to use the **Import Course** function, if possible.



Close Window

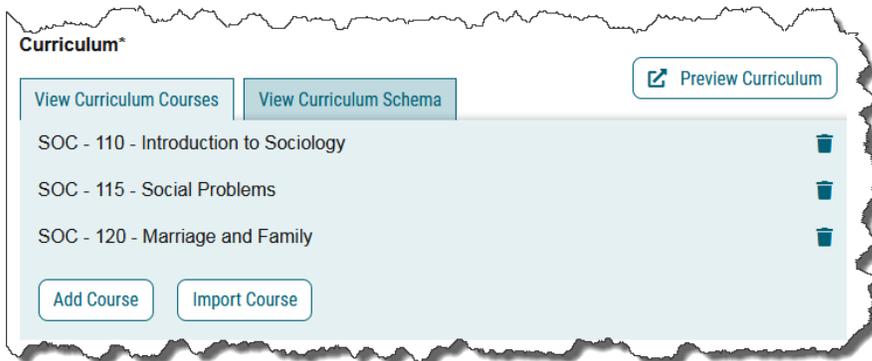
Import Data Into Your Proposal

Select an external system from which you would like to import courses.

You have no maps established.

Cancel Import

Continue to add or import courses until you have the full list of your **Curriculum Courses**.



Curriculum*

View Curriculum Courses **View Curriculum Schema** **Preview Curriculum**

SOC - 110 - Introduction to Sociology

SOC - 115 - Social Problems

SOC - 120 - Marriage and Family

Add Course **Import Course**

The next section is not required and includes **Category**, **Type of course in course sequence**, **Academic Year**, **General Education Course Information**, **APS General Education Course Information**, **Embedded Gen Ed Course Information**, and **Embedded Gen Ed Course Credit Hours**.

Category

Career & Technical Education
 Arts & Science
 Developmental Courses

Type of course in course sequence

Main [M]
 Alternative [A]
 Obsolete [O]

Academic Year

General Education Course Information

APS General Education Course Information

Embedded Gen Ed Course Information

Embedded Gen Ed Course Credit Hours

Background Information is not a required field. You must fill in the **Program Offering Location(s) (College Campus or site(s))** which can include **Ottumwa Main, Centerville, North Campus, and Online.**

Background Information

Program Offering Location(s) (College Campus or site(s))*

Ottumwa Main, Online

In the **Projected Enrollment** section, complete, to the best of your knowledge, the **Total Annual Enrollment** and **Anticipated Graduates** sections. Then, fill in the **Program Contact Name** and **Program Contact Email**.

Projected Enrollment

First Year Enrollment	Total Annual Enrollment*
<input type="text"/>	65
Anticipated Graduates*	Projected Graduates After 5 Years
50	<input type="text"/>
Program Contact Name*	Program Contact Email*
Jordan Mentor	Jordon.Mentor@indianhills.edu

In the **Additional Approval Details** section, type in the **Program Need** and **Description of Need**.

Note: This may similar to the information that was used in the **Rationale for New Program** field from above.

The screenshot shows a web form titled "Additional Approval Details" with a light blue header. Below the header, there are two main sections: "Program Need*" and "Description of Need*". Each section has a rich text editor toolbar with options for bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, quote, and insert. Below the toolbar, the text is entered into a white box with a red border. The "Program Need" text is: "Social workers are needed and there is an increasing demand for them on the job market. According to the U.S. Bureau of Labour Statistics, there were over 680,000 social workers in the US in 2016, and they estimate that the number will grow by 16% until 2026." The "Description of Need" text is: "This program will provide the opportunity for students to gain skills leading to a career that focuses on helping people overcome difficult challenges in their life. These include poverty, addiction, unemployment, disability, abuse, mental illness, and many others. Social Work also places a strong emphasis on social justice and equality."

The first part of the **Internal Approval Process**, includes categories such as **Internal Approval Process, Fiscal Year of Revision, Articulation and Linkage With Other Institutions, Standards and Benchmarks, Resources for industry standards and benchmarks and/or related competencies, Program external accreditation/approval/certification requirement, Is this program required to have specialized or professional accreditation?, What is the status of program accreditation?, and If pursuing accredited status, please provide the time line for aligning program standards with the accrediting body and obtaining accredited status. If a specialized or professional accreditation exists but is not being pursued, please briefly explain why this is appropriate.**

The **Fiscal Year of Revision** can be left blank.

The **Internal Approval Process** would be as follows for all new programs.

- “IHCC CAO and President grant approval for the program to be offered. It is presented and approved by the IHCC Board of Trustees. The program then goes before the Academic Standards Committee for final review and approval before being sent to the Iowa Department of Education.”

If the program is required to, or will seek accreditation from an outside organization, such as Health Sciences, FAA, etc., then the following sections must be completed. If there is no external accreditation, then these fields can be left blank.

The screenshot shows a web form titled "Internal Approval Process" with a light blue header. The form contains several sections, each with a rich text editor (WYSIWYG) and a "Format" dropdown menu. The sections are: "Internal Approval Process" (with a large text area), "Fiscal Year of Revision" (with a single-line text input field and a prompt "Enter the 4 digit Fiscal Year of Revision"), "Articulation and Linkage With Other Institutions" (with a large text area), and "Standards and Benchmarks" (with a large text area). The form is framed by a decorative, torn paper border.

The last part of the Internal Approval Process includes whether or not students will be prepared to **obtain licensure, certification, registration, industry certification or to obtain a marketable industry-issued credential, rationale, and outcomes (Describe the plan for assessing student attainment of program standards and benchmarks)**. These are required fields.

The screenshot shows a web form with two columns of questions. The left column asks: "Is this proposed program intended to prepare students for an occupation requiring licensure, certification, or registration?*" with radio buttons for "Yes (explain below)" (selected) and "No". The right column asks: "Is the proposed program intended to prepare students for an industry certification or to obtain a marketable industry-issued credential?*" with radio buttons for "Yes (explain below)" and "No" (selected). Below these is a section titled "If yes above, explain" with a rich text editor containing the text: "Students graduating with an Associate of Arts degree will have the opportunity to attend the three regent schools. A transfer major may be an option in the future. Once students have completed their degree, they may pursue certification as a licensed social worker (LSW)." Below that is another section titled "Describe the plan for assessing student attainment of program standards and benchmarks.*" with a rich text editor containing a list of six outcomes: "1. Demonstrate Ethical and Professional Behavior", "2. Engage Diversity and Difference in Practice", "3. Advance Human Rights and Social, Economic, and Environmental Justice.", "4. Engage in Practice-informed Research and Research-informed Practice", "5. Engage in Policy Practice", and "6. Engage with Individuals, Families, Groups, Organizations, and Communities".

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).

Under **Status**, select **Active-Visible** if the course will be active right away, or **Inactive-Hidden** if the course should not be visible.

Finally, click **Save All Changes**.

Attachments & Acknowledgment

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

Status*

Active-Visible Inactive-Hidden

This is used for the Colleague status.

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

Catalog Manager Section - Please Do Not Modify

Status*

Active-Visible Inactive-Hidden

This is used for the Colleague status.

If there are incomplete fields, you will be notified at this time. Click **Show Me**.

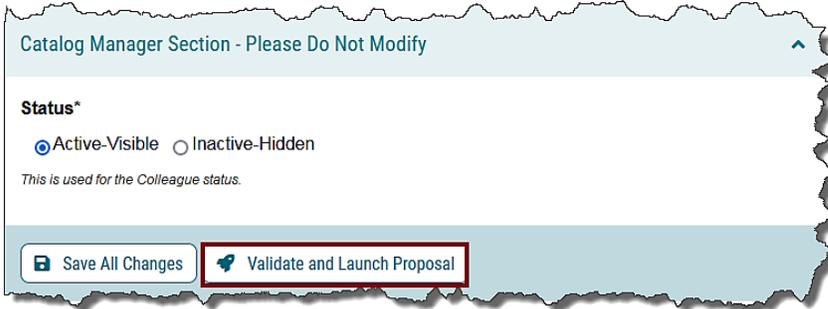
Could Not Launch Proposal

Please correct the following errors before launching the proposal.

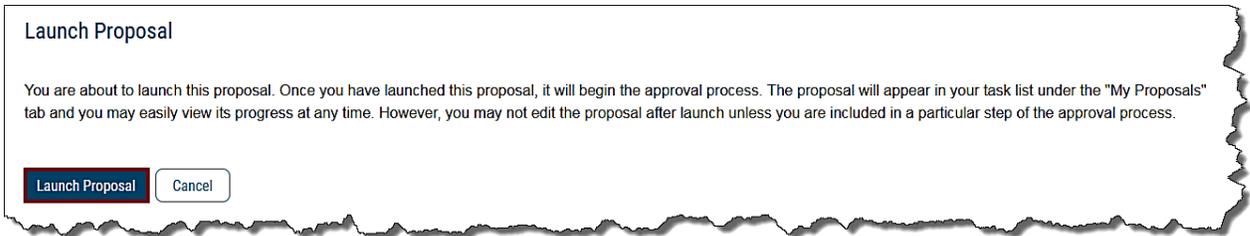
Proposal has validation errors

You will be directed to sections that are incomplete.

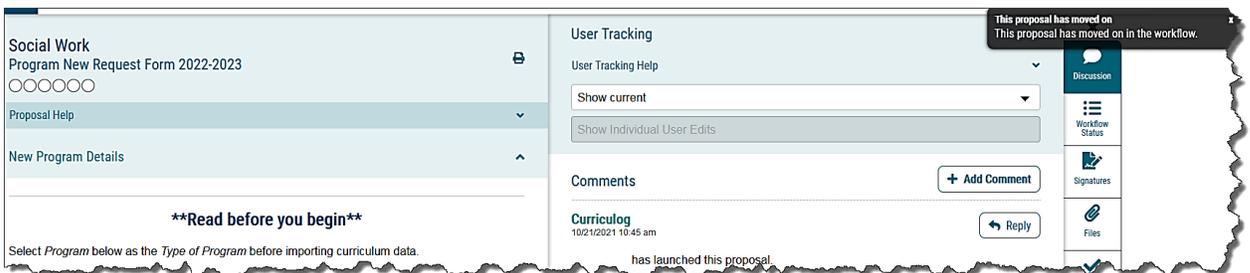
Correct any missing information and click **Validate and Launch Proposal** again.



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**.



Congratulations! You have successfully created a **Program New Request Form** in Curriculog! You can use the dialog screen to track the progress.



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