



Office of Online Learning

Indian Hills Community College

Curriculum Management Tutorial – Program Modification Request 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.”



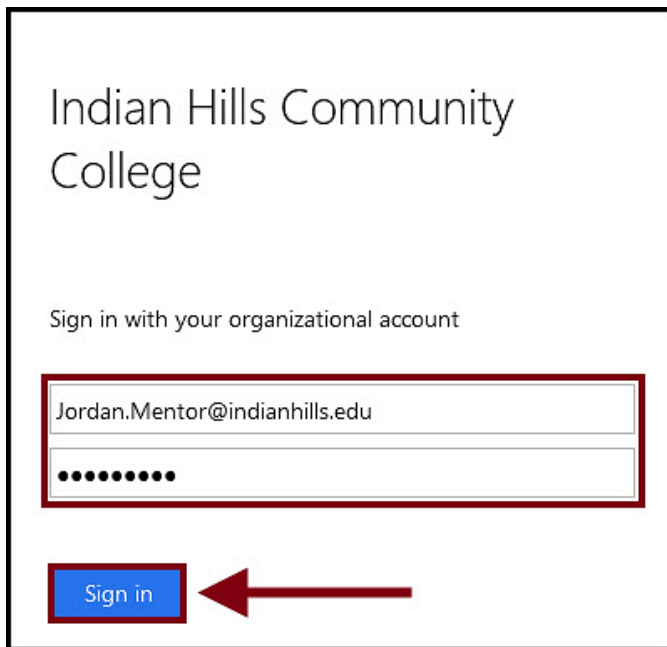
On the “Curriculog” login page, enter your “**Username**” and “**Password**” in the spaces provided.

Username: your IHCC email address.

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

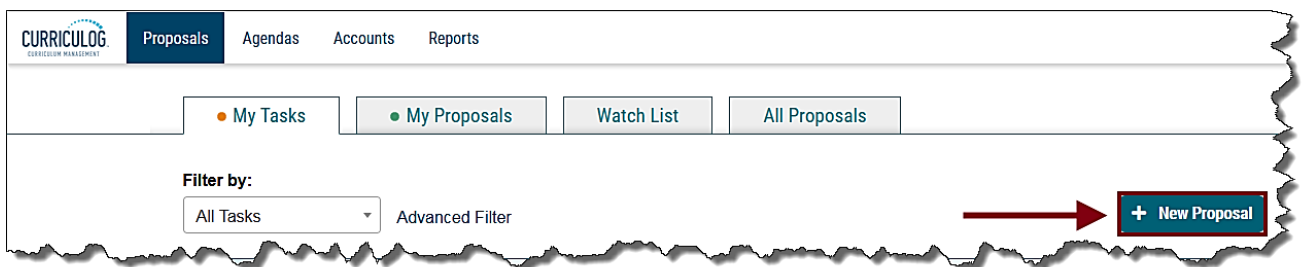
Password: your computer login password

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.

The screenshot shows the CURRICULOG CURRICULUM MANAGEMENT interface. At the top, there are navigation tabs: Proposals, Agendas, Accounts, and Reports. Below these, there are filter tabs: All Processes (selected), Courses, Programs, and Others. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area lists several processes, each with a progress indicator (circles) and a count of mandatory vs. total items:

- Administrative Change Request Form 2022-2023: 3 mandatory 3 total
- Course Blocks Modification Form 2022-2023: 2 mandatory 3 total
- Course Blocks Request Form 2022-2023: 2 mandatory 3 total
- Course Change Form 2022-2023: 4 mandatory 16 total
- Course Deactivation Form 2022-2023: 4 mandatory 16 total
- Course New Form 2022-2023: 4 mandatory 16 total

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

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

This close-up screenshot shows the 'Program Modification Request Form 2022-2023' entry. It has a progress indicator showing 4 mandatory out of 16 total items. To the right of the entry, there are two icons: a checkmark icon (highlighted with a red box) and a 'Start Proposal' button.

The page that opens has all the steps necessary to modify a 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.

The screenshot shows the CURRICULOG web application interface. At the top, there is a navigation bar with tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The 'Proposals' tab is active. Below the navigation bar, the main content area is divided into two columns. The left column contains a header for 'New Proposal 10/21/2021 10:43 am' and 'Program Modification Request Form 2022-2023', followed by a status 'unlaunched'. Below this, there are three buttons: 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. A dropdown menu is open, showing 'Proposal Help' and 'Program Details'. The right column is titled 'Approval Steps' and contains a list of steps: 'Originator' (Incomplete), 'Participants' (Step Details), 'Department Chair' (Not Applicable), and 'Dept Chair' (Not Applicable). A sidebar on the far right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. A red banner at the bottom of the main content area reads '**Read before you begin**'.

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.

The screenshot shows a form titled '**Read before you begin**'. Below the title, there is a text prompt: 'Select Program below as the Type of Program before importing curriculum data.' Below this, there is a section titled 'Type of Program*' with two radio button options: 'Program' (selected) and 'Shared Core'.

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

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.

Division/Department in Catalog*

Business/Social Science x

Division*

Arts and Sciences x

Arts & Sciences or Academic Program Area

Business/Social Science x

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*	Degree Type*
<div>Associate Degree *</div>	<div>Select an option Associate of Applied Science Associate of Applied Science-Bachelor of Arts Associate of Arts Associate of Arts, Non-Degree</div>
Program Title*	
<div></div>	
Description*	

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

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

Program Title

Social Work

Description*

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Normal ▾ [bulleted list icon] [numbered list icon] [indent list icon] [link icon] [unlink icon] [image icon] [table icon] [horizontal lines icon]

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:
Demonstrate Ethical and Professional Behavior
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 **required** to be filled in for New Program Rationale. They will be **populated automatically** if you are changing a current program.

State Approval Fields

Calendar Year Program Approved

Select an option

Term Program Approved

Select an option

Program Option

Program Option Name (Local Name for program option)

Program Option Sequence Number

Proposal Type (programmatic conversion, etc.)

Program Start Year

Select an option

Program Start Term

Select an option

Implementation Start Date

CIP Code (6 digits)

CIP Variation Code (4 digits)

CIP Variation Name

CIP Variation Name - 2Y Degree, Diploma, Certificate

Complete the **Rationale for Change**. **Program Status** and **Program codeset (ITSO)** can be left blank. Program Status will be **ACTIVE** for all current programs. The ITSO codes need to be included which were determined when the program was first created. ITSO codes are a four two-digit combination. **For example:** Business Specialist would be 03 02 11 03. If they are missing please contact the Chief Academic Officer's office for help.

Rationale for Change*

B I U x₂ x² I_x | = = : = : = | " " | % %

Normal | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [Link Icon] | [Image Icon] | [Table Icon] | [Table Icon]

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.

Curriculum Details

Program Change/Revision

Follow these steps to propose changes to 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.

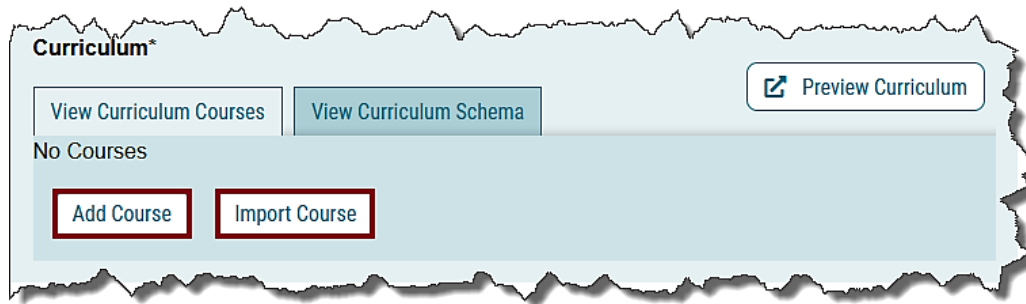
For new classes going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

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.

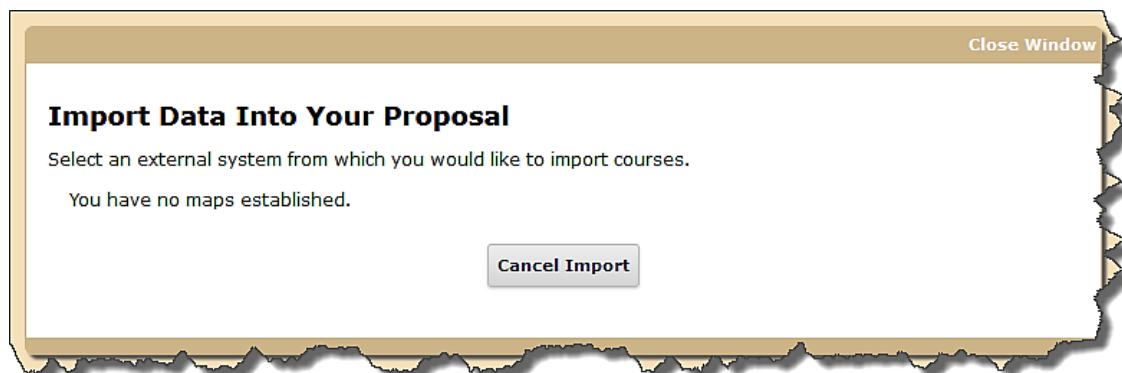
There are two ways to change Courses in the **Curriculum**: **Add Course** or **Import Course**. Because this is a **Program Change/Revision**, you can also remove courses from the curriculum. We will look at each method.



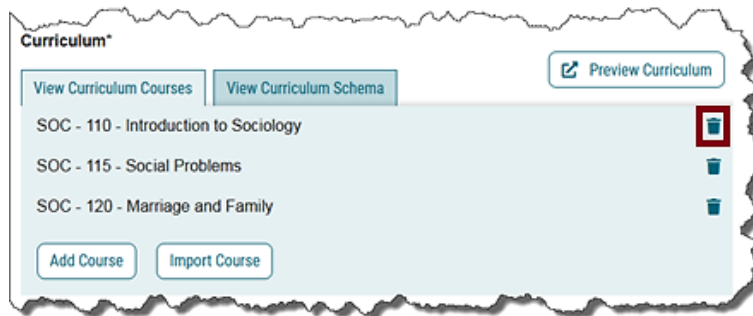
Add Course is a manual method to add a course to the Curriculum. You must type in the **Prefix**, **Code**, and **Name** and then click **Add Course**.

A screenshot of the "Add Course" form. The title "Add Course" is at the top. Below it, the instruction "Add the course details below:" is shown. The form has three input fields: "Prefix:" with the value "SOC", "Code:" with the value "110", and "Name:" with the value "Introduction to Sociology". At the bottom left, there are two buttons: "Add Course" (highlighted with a red box) and "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.

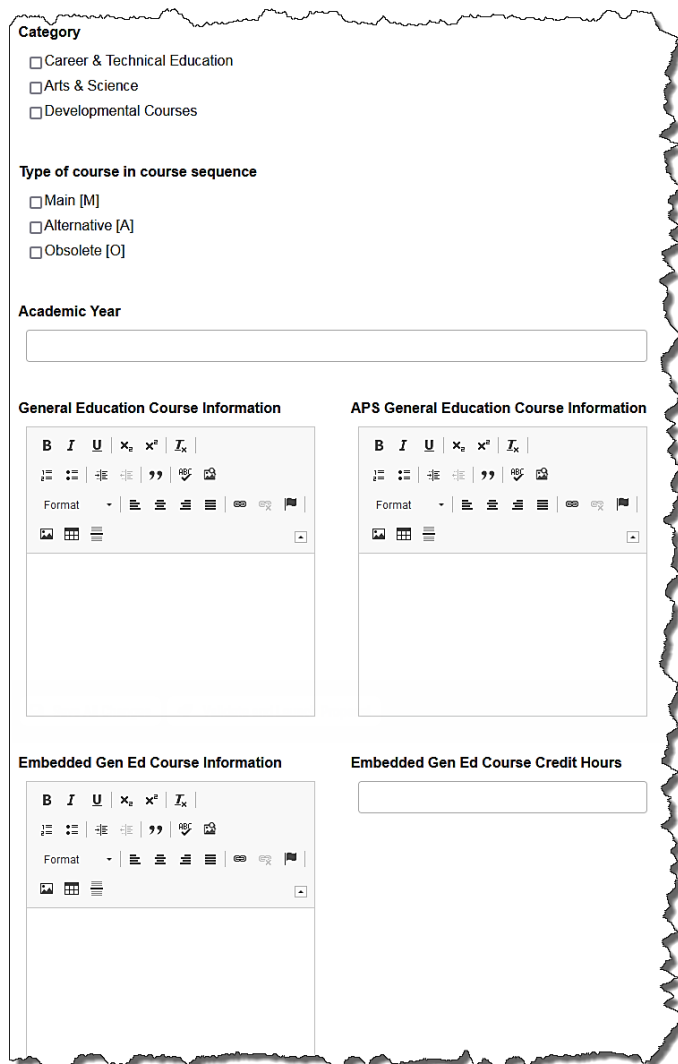


Continue to add or import courses until you have the full list of your **Curriculum Courses**. If you wish to delete a course, click the **Trash Can** icon.



The screenshot shows a web interface titled "Curriculum*". At the top, there are three buttons: "View Curriculum Courses", "View Curriculum Schema", and "Preview Curriculum". Below these buttons is a list of three courses: "SOC - 110 - Introduction to Sociology", "SOC - 115 - Social Problems", and "SOC - 120 - Marriage and Family". To the right of each course name is a trash can icon. At the bottom of the list are two buttons: "Add Course" and "Import Course". The trash can icon for the first course is highlighted with a red square.


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**.













The screenshot shows a form titled "Category". It contains several sections: "Category" with three checkboxes for "Career & Technical Education", "Arts & Science", and "Developmental Courses"; "Type of course in course sequence" with three checkboxes for "Main [M]", "Alternative [A]", and "Obsolete [O]"; "Academic Year" with a text input field; "General Education Course Information" and "APS General Education Course Information" with rich text editors; "Embedded Gen Ed Course Information" with a rich text editor; and "Embedded Gen Ed Course Credit Hours" with a text input field.

The **Modification Rationale/Summary** must be completed along with clicking the Yes or No radial buttons to indicate **Does the modification change the length of the program (contact hours, weeks, credits)?**.

Modification Rationale/Summary *

B I U | \times_b \times^a | \mathcal{I}_x | $\dot{=}$ $\ddot{=}$ $\ddot{=}$ | $\dot{=}$ $\ddot{=}$ | “ ” | ABC | 

Normal |     |   |    

A course was deleted to adjust the first term load.

Does the modification change the length of the program (contact hours, weeks, credits)?*

☒ Yes ☐ No

The first fields in the **IHCC Specific** section are required. They Describe ALL Changes being made to the program and Explain the reason for these changes.

[illegible]

The next fields in the **IHCC Specific** section are not required. They include **Program Student Learning Outcomes**, **Graduates of the (Program Title field) program will be able to**, and **Awards Within the Program**. Currently there are two areas for **Program Learning Outcomes**. You must include these if the program is missing them. These are subject to changes when you are doing program assessments and will need to be updated as needed. **Use the Program Student Learning Outcomes and leave the Graduates field blank.** You will need to list the awards being offered in this program. For example: Associates of Arts, Associates of Applied Science and Diploma, Diploma, Certificate, etc.

IHCC Specific Field

Program Student Learning Outcomes

Rich text editor with formatting options (Bold, Italic, Underline, etc.) and a large text area for input.

Graduates of the (Program Title field) program will be able to:

Rich text editor with formatting options (Bold, Italic, Underline, etc.) and a large text area for input.

Enter all skills and knowledge Graduates will be able to demonstrate in a bulleted list.

Awards Within the Program

Text input field for listing awards.

Use the radial button to select **Can this award be earned completely online? (for IPEDS reporting)** and type in the **Effective Year**. The other fields are not required.

Can this award be earned completely online? (for IPEDS reporting)*

☐ Yes
 ☒ No
 ☐ New - no matching data in current system

Is the summer term required as defined by financial aid regulations?

☐ Yes
 ☐ No
 ☐ New - no matching data in current system

Effective Year *

2023

Enter digit year.

Effect Year

Text input field.

Effective Term

Select an option

Effective Date

Text input field.

Enter actual effective date using the following format: mm/dd/yyyy

Articulation and Linkage With Other Institutions is not a required field. However, if your program has articulation agreements, you will need to enter them here. You must fill in the **Comments for DoE** (Department of Education).

Articulation and Linkage With Other Institutions

B I U x₀ x² I_x ∑ ∏ ∫ ∂ ∇ ∙ ∘ ∕ √ ∞ ∫ ∂ ∇ ∙ ∘ ∕ √ ∞ ∫ ∂ ∇ ∙ ∘ ∕ √ ∞

Format ▾ [List Icons] [Table Icon]

Comments for DoE *

This program is still worthwhile. The course list is the only item adjusted.

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).

Finally, click **Save All Changes**.

Steps to Approval

Files

Crosslistings

Proposal Lookup

Attachment & Acknowledgement

ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking "Files".Academic Standards Administrator: Unlaunched

Acknowledge*

☒

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

Attached

☒

 have attached additional documentation to support this request.

Catalog Manager Section - Please Do Not Modify

Acalog OID

Acalog Status

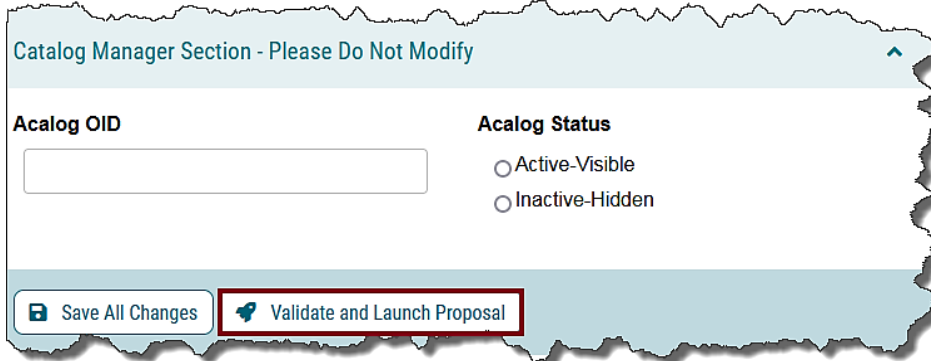
☐ Active-Visible

☐ Inactive-Hidden

Save All Changes

Validate and Launch Proposal

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



Catalog Manager Section - Please Do Not Modify

Aalog OID

Aalog Status

☐ Active-Visible

☐ Inactive-Hidden

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



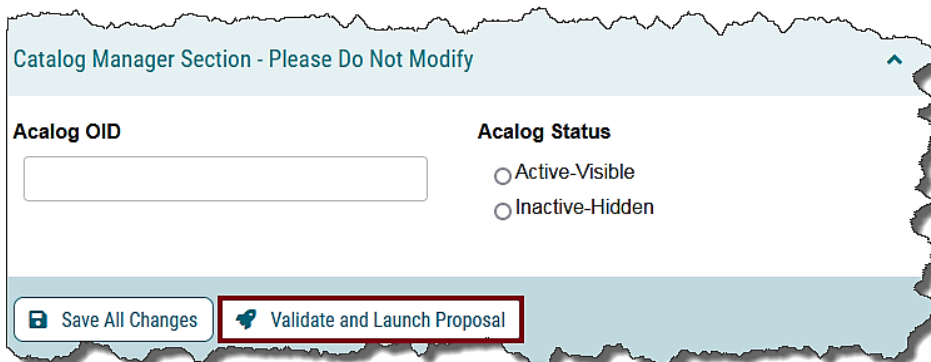
Could Not Launch Proposal

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.



Catalog Manager Section - Please Do Not Modify

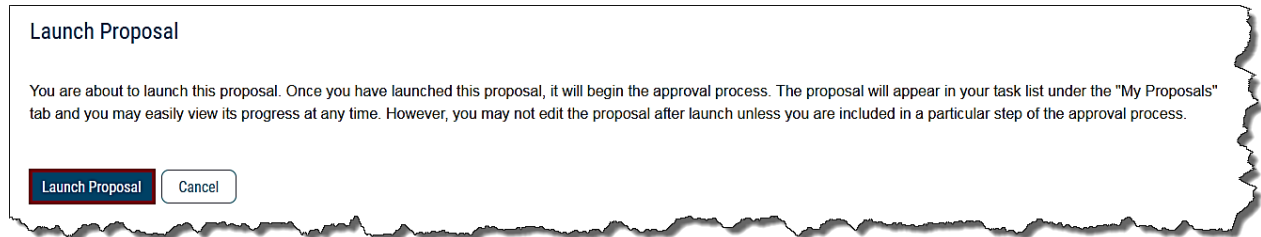
Aalog OID

Aalog Status

☐ Active-Visible

☐ Inactive-Hidden

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**.

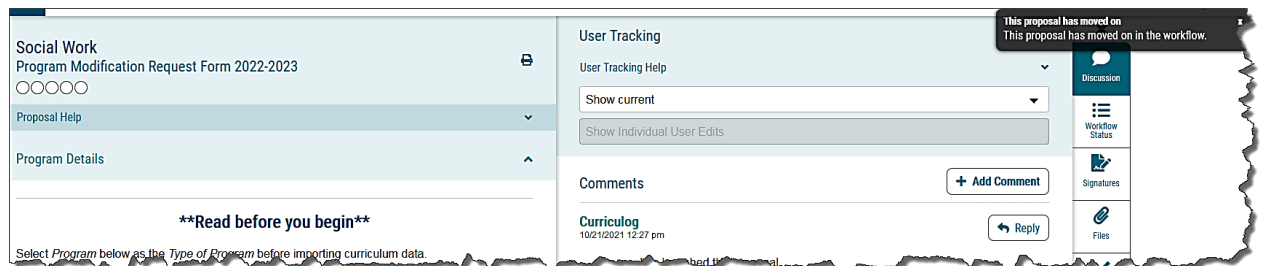
A dialog box titled "Launch Proposal" with a light blue header. The main text area contains the same paragraph as the previous block. At the bottom, there are two buttons: "Launch Proposal" (highlighted with a red border) and "Cancel".

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 **Program Modification Request Form** in Curriculog! You can use the dialog screen to track the progress.

A screenshot of the Curriculog interface for a Program Modification Request Form. The left sidebar shows "Social Work Program Modification Request Form 2022-2023" with five empty circles below it, and "Proposal Help" and "Program Details" links. The main area is titled "User Tracking" and includes a "User Tracking Help" dropdown, "Show current" and "Show Individual User Edits" buttons, a "Comments" section with an "Add Comment" button, and a "Curriculog" section with a timestamp "10/21/2021 12:27 pm" and a "Reply" button. A right sidebar contains "Discussion", "Workflow Status", "Signatures", and "Files" links. A top notification bar states "This proposal has moved on. This proposal has moved on in the workflow." A footer note says "Select Program below as the Type of Program before importing curriculum data."

Social Work
Program Modification Request Form 2022-2023
○○○○○
Proposal Help
Program Details

****Read before you begin****
Select Program below as the Type of Program before importing curriculum data.

User Tracking
User Tracking Help
Show current
Show Individual User Edits
Comments
+ Add Comment
Curriculog
10/21/2021 12:27 pm
Reply

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

Discussion
Workflow Status
Signatures
Files

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