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**."

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.

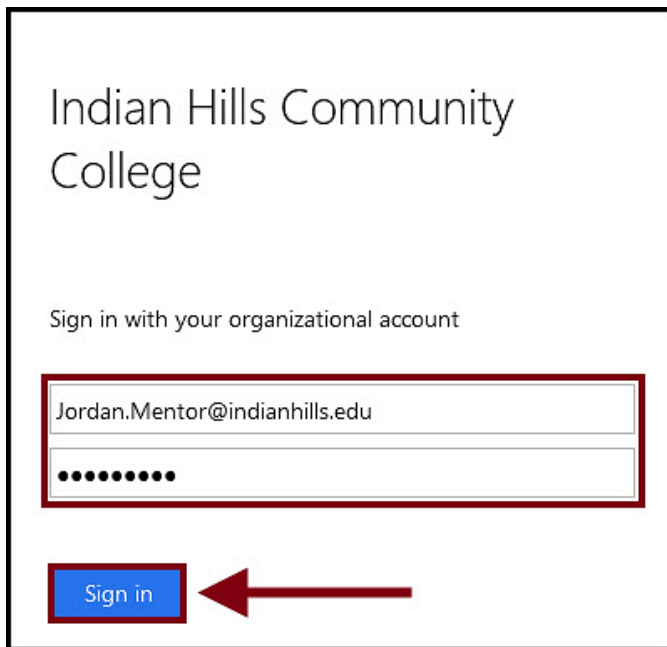If you are a member of the process and need credentials to log in, please contact a system administrator.

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"
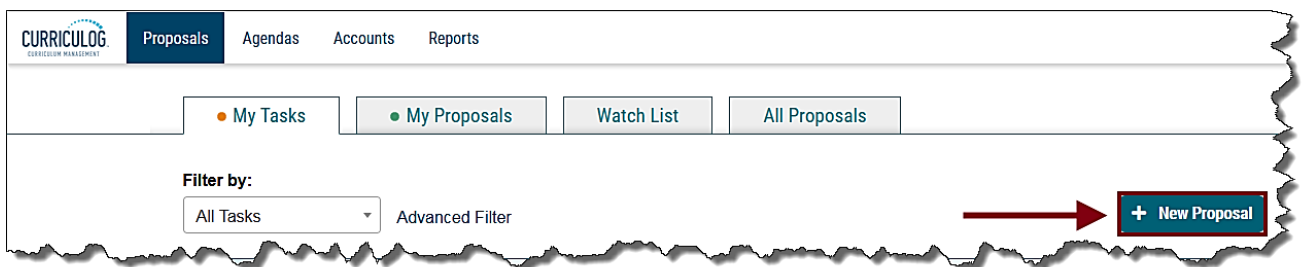**Password: your computer login password**

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 **Program Modification Request Form**.

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

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.

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.

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 ×

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*   **Degree Type***

Select an option   Select an option

Associate Degree

Certificate

Diploma

Requirements

Transfer Major

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 ×

Program Title*

Degree Type*

Select an option

Associate of Applied Science

Associate of Applied Science-Bachelor of Arts

Associate of Arts

Associate of Arts, Non-Degree

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*

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*

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 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.

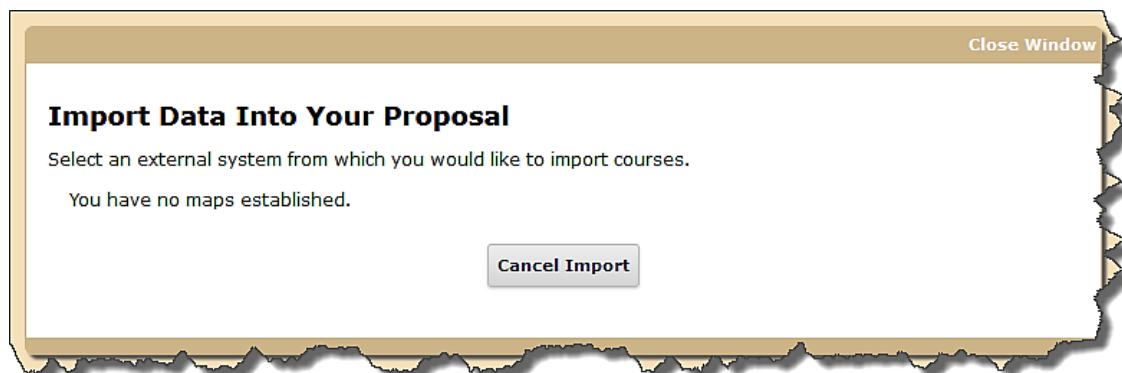For **removing courses** click on the Delete and proceed.

There are two ways to 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.
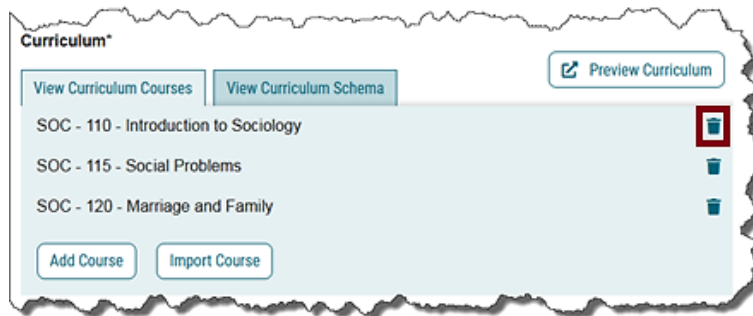
Curriculum*

View Curriculum Courses | View Curriculum Schema

☑ Preview Curriculum

No Courses

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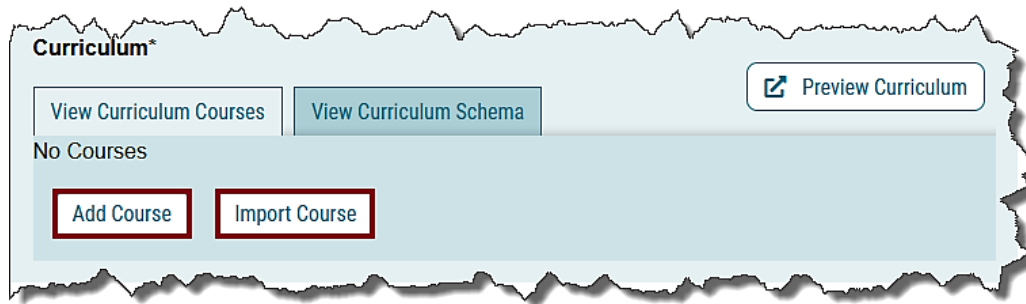
Add Course is a manual method to add a course to the Curriculum. You must type in the **Prefix**, **Code**, and **Name** and then click **Add Course**.

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.

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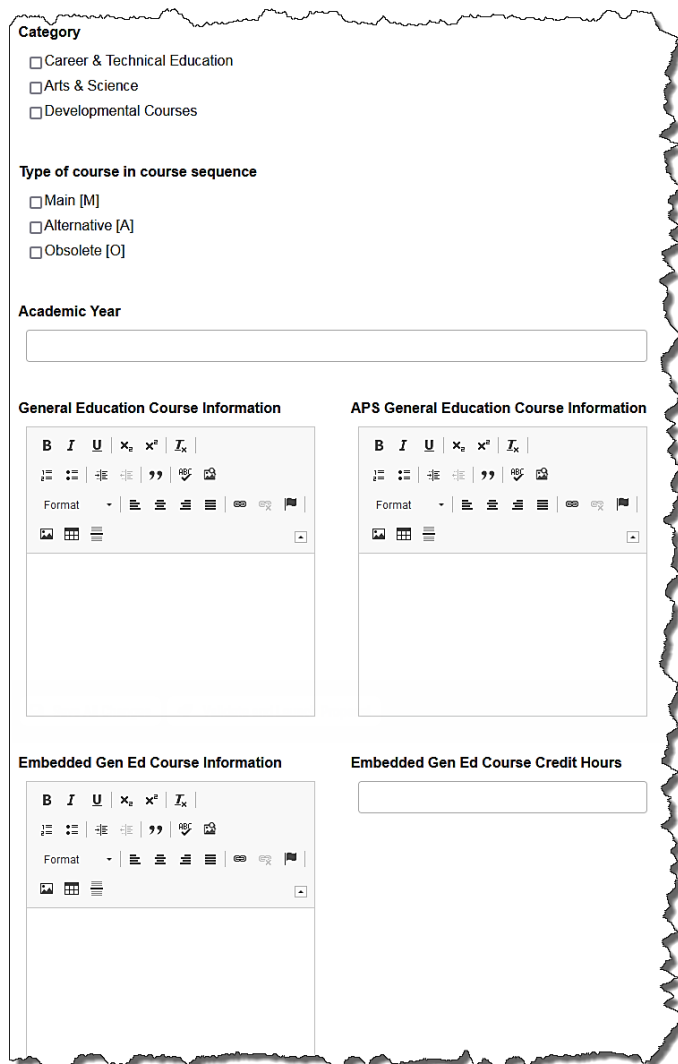
Continue to add or import courses until you have the full list of your **Curriculum Courses**. If you wish to delete a course, click the **Trash Can** icon.

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 **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 *

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.

IHCC Specific Field

Describe ALL Changes being made to the program *

An optional course was deleted from the curriculum.

Explain the reason for these changes*

This was done to help balance student load.

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.

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.

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

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**.

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

☑ I have attached additional documentation to support this request.

Catalog Manager Section - Please Do Not Modify

Acalog OID

Acalog Status
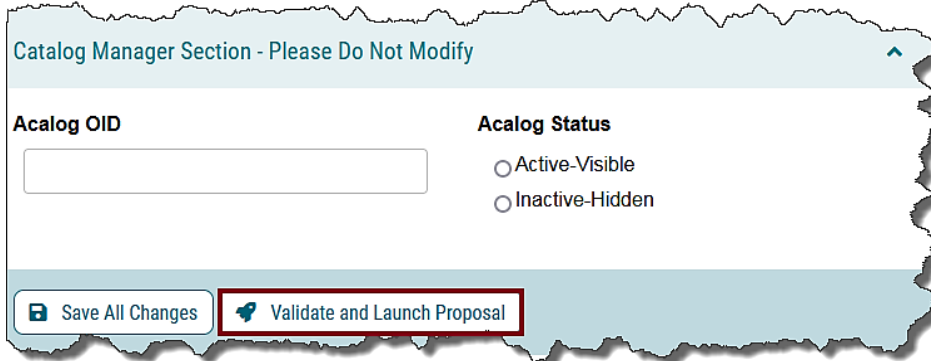○ Active-Visible
○ Inactive-Hidden

Steps to Approval

Files

Crosslistings

Proposal Lookup

🖫 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 ^

Acalog OID
[   ]

Acalog Status
○ Active-Visible
○ Inactive-Hidden

💾 Save All Changes   📢 Validate and Launch Proposal

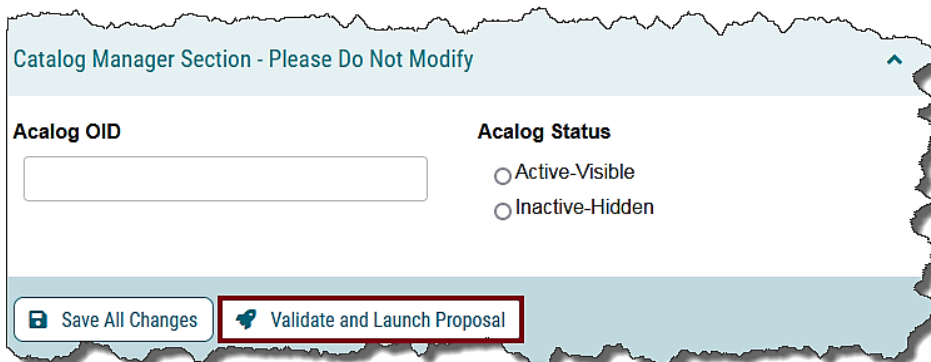If there are incomplete fields, you will be notified at this time. Click **Show Me**.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok   Show Me

You will be directed to sections that are incomplete.

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

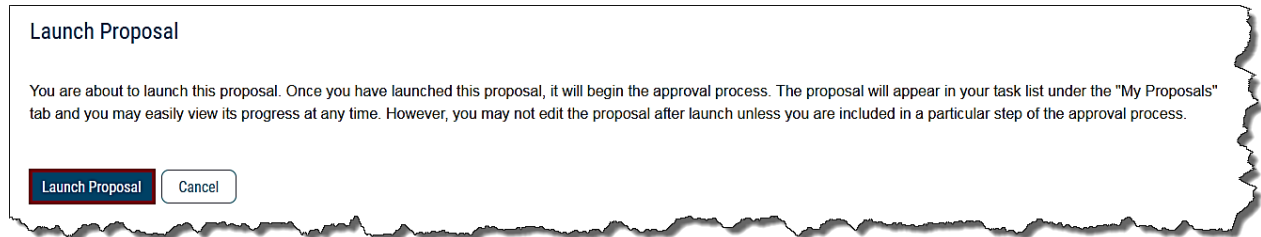**Catalog Manager Section - Please Do Not Modify** ^

Acalog OID
[   ]

Acalog 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**.
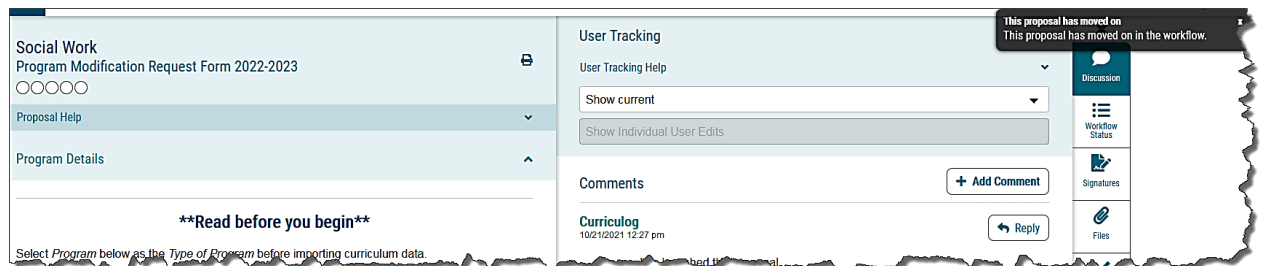
Launch Proposal

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

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.

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

User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments   [+ Add Comment]

Curriculog   [↩ Reply]
10/21/2021 12:27 pm

Discussion

Workflow Status

Signatures

Files

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