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Winthrop University
Curriculum Action System

Training and User Manual

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Table of Contents

2

Course Changes

The Winthrop University Curriculum Action system enables faculty, staff and administrators to initiate, monitor and approve any curriculum changes via the web.

Before starting to use the system, you will need to have ready access to the current catalog and the changes you plan to make. The system currently has a 30 minute time out feature for security purposes. You will be automatically logged out of the system after 30 minutes of inactivity on the system.

The website to enter the system can be found at https://www.winthrop.edu/recandreg/faculty-and-staff-services.aspx. Click on Curriculum Application System.

Login

Enter your Winthrop username and password to access the system. If you have multiple roles (ie faculty, department chair, curriculum committee chair), you will need to choose the privileges you will need for the task you are undertaking. If you are initiating a curriculum action, or checking on the status of an action, select Create and View Course Action/Program Change and click on "Go to Next Page"

You will automatically be on the page to initiate any course actions. On the upper left side of the page there is also a link to switch to the Program Changes section.

At this point you have 5 options:
- Add a new course
- Add a new course series
- Drop a course
- Modify a course
- View the course action

Add a course

Enter the subject designator and course number in the Subject/Course Number field. **Please use capital letters for the course designator.** Do not leave any spaces. If the course number is already in use, you will not be able to add a new course with that number. An error message will display on the screen if you try to add a class that already exists, or if you format the course number incorrectly. If you are adding a new subject designator, please contact the Registrar.

After entering the subject/course number, select "Add a new course" from the drop down menu and click on the GO button. The Proposal for Course Action Screen is now displayed. Select the appropriate Department and College from the drop down lists.

Please complete all fields with the appropriate information. (See Field by field instructions) You may save your work at any time by clicking the "Save Work" button on the bottom of the page. After you complete the items under the Page 1 tab, select the Page 2 tab located above the "New Course Details" and complete the Justification, effect and Library Resources sections. When you are done, you may click on the "Submit CA to next level" button. This will submit the course for approval. The system will list in red any required items that were not completed. Your department chair will receive an email indicating that a new curriculum action is ready for review and approval. After your chair approves the submission, the appropriate persons will be notified in turn for their approval.

If you are adding an X course (one-time only offering), follow the same action as above except add an X after the course number (no spaces). The approval process will be shorter for X courses

You may check the status of your submission at any time by selecting "Create/View Course Action/Program Change upon login.

Drop Course

To discontinue the offering of a course, enter the course subject and number and select "Drop Course" from the Action list.

You cannot enter information or make changes to Page 1 of the course information. Select page 2, and enter the justification for dropping the course and enter any effects the course deletion will have on <u>any</u> degree programs, including those in other departments.

When you are done, you may click on the "Submit CA to next level" button. This will submit the course drop for approval. Your department chair will receive an email indicating that a new curriculum action is ready for review and approval. After your chair approves the submission, the appropriate persons will be notified in turn for their approval.

Modify a Course

To change any of the attributes of a course, including name and number changes, enter the current course designator and number, and select "Modify Course" from the Actions list.

You will note that there are two sections. The left side contains the "Existing Course Details" the right side is the "New Course Details". Enter all changes to the course information on the "New" side. As you change the items for a section, it will be highlighted in blue. This will allow those who review and approve the changes to see what is being changed. Please note that the initial data load did not include any goals or justifications for the existing course. <u>You will still be expected to enter the Goals, even if you are only changing the prerequisites.</u> The system will display error messages if you

have not completed any of the required fields. As with the other options, you may save your work at any time to return for later editing by selecting the "Save Work" option.

When you are done, you may click on the "Submit CA to next level" button. This will submit the course for approval. Your department chair will receive an email indicating that a new curriculum action is ready for review and approval. After your chair approves the submission, the appropriate persons will be notified in turn for their approval.

View Course Action

The View Course Action option allows you to review the existing information on the course as well as track the various versions of the course. The initial system load will only include the current version of the course. As Winthrop uses the system over time, multiple versions of the course action will be stored in the system and may be accessed using the View Course Action option. The version number will be listed in red immediately under the course designator field at the top of the page.

System Logout

Be sure to log out of the system when you are finished by clicking on the "Logout" button in the upper right corner of the page.

Field by field instructions:

Catalog Title: Enter the full title of the course as you would like it to appear in the catalog.

Transcript Title: If the catalog title is longer than 32 characters, please provide your preferred abbreviation. This title will show in Banner, Wingspan and on the student's official transcript.

Catalog Description: Please enter the catalog description. Please be as concise as possible. Do not include prerequisites, corequisites or notes; they will be entered farther down on the page.

Goals for the Course: Enter the goals for the course. Please number each goal.

Teaching Method: Please select all possible teaching methods for the course by clicking on the appropriate boxes.

Credit Hours: Enter the credit hours for the course

Lecture Hours: Enter the number of hours per week the student will be in a lecture.

Lab Hours: Enter the number of hours per week the student will be in lab (or other non-lecture class time). I.E.: Studio hours. Do not include field experience, clinic or practicum hours.

Grade Basis: Select the appropriate grade basis. Regular is letter grade with S/U option. NG is not graded. Only 0-credit classes should be non-graded.

Exam: Indicate if the class is to have a final exam scheduled.

Effective Term: Enter the first term the class will be offered. Use the format (4-digit full year and the term designator (F – fall, S – spring, M – summer).

Terms Offered: Enter all terms the course will be offered. This is very important if this will be a Spring-only or Fall-only course.

Repeatability: How many times may a student receive credit for this course? In most cases this will be 1. If a course can be taken multiple times toward the degree, enter the appropriate number. If it is unlimited, enter 99.

Teacher Education: Answer "yes" if the course is a required course in a Teacher Education program. Answer "no" if the course is optional or a possible elective in a Teacher Education program. A "yes" answer routes this action to the Teacher Preparation committee after it receives approval from the college.

General Education: Answer yes if the course is currently, or will be submitted for consideration to apply to one of the General Education requirements. Please complete the General Education forms as appropriate.

Required in degree program: Answer yes if the course is a required part of a degree program (major or minor). If you are dropping or adding the course, you will also need to submit a "Program Change" to remove or include the course in the degree requirements.

Graduate level field (500-level courses only): If course may be taken for graduate credit, list additional requirements or assignments for graduate students. Must specify two or more additional requirements or assignments for graduate students as outlined by WU Graduate Program Rigor Policy .

Cross Listing: Enter any courses that will be/ are cross-listed.

Prerequisite: Enter any course, GPA, or major prerequisites. Include any minimum grade requirements. (e.g.: WRIT 101 with a grade of C or better. Senior standing. Sport Management majors only.)

Corequisite: Enter any course corequisites – course(s) that must be taken concurrently with this course.

List designator and number of courses covering similar content: List any courses that are similar in content in other areas.

Notes for catalog: Enter any note (other than prerequisites, co-requisites, or lab fees) to be included in the catalog. (e.g.: Offered in odd numbered years only.)

Page 2

Justification: Enter the justification for creating, dropping or changing the course. Spell out acronyms. Remember: people outside your department/college will be reading this.

Effect on other programs: Enter any effects of the change. This is important if the course is being dropped or changed and is used to meet degree requirements in other majors/departments.

Library resources required: Answer yes if library resources are required for the course. This will route the curriculum action to the Dean of the Library.

Assessment Support Details: What evaluation was done to determine this action was necessary?

Program Changes

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You will automatically be on the page to initiate any course actions. On the upper left side of the page there is also a link to switch to the Program Changes section.

Click on the link to switch to the Program Changes section.

The program changes section allows you to modify, add, or drop any major, minor or certificate program. Each program is listed by the degree, major and concentration code. Minors are listed with the prefix "Minor" and the minor code. When you select a particular program, the full translation of the codes will display below the scroll box.

At this point you have four options:
- Add new program
- Drop program
- Modify program
- View Program Change Details

You cannot use the Add new program option if the program already exists.

Add New Program

To add a new program, select "New Program" from the list of degree programs, and select Add New Program from the drop-down list of actions. Then click on the "Go" button.

This action brings up the blank program change page. At this point, enter in the appropriate information for each data element.

Degree: Enter one of the following valid degree, certificate, or minor values:

BA, BFA, BM, BME, BS, BSW, MA, MAT, MBA, MED, MFA, MLA, MM, MME, MMTH, MS, and SSP; MINOR; CERT; MICRO (Micro-certificate)

If you need to add a new degree, please contact the Registrar to set the new degree abbreviation.

Major: Enter the four letter major code for the major (or minor if adding new minor). If you are not sure of the code to use, please contact the Registrar to determine if your proposed major code is usable.

Concentration: Enter a four letter concentration code if necessary. You will only need a concentration code if the major has multiple options, or if this is a new concentration for an existing major. Please contact the Registrar to determine if your proposed concentration code is usable. (Not necessary for minors.)

Career: Select the appropriate career for the program by choosing Undergraduate or Graduate from the drop-down list.

Title: Enter the complete title of the degree program. Please abbreviate the degree. For example: BA in System Development or Minor in Musical Theatre.

College: Select the appropriate college from the drop-down list.

Department: Select the appropriate department from the drop down list.

Teacher Ed Approval: Select yes or no from the drop-down list. Selecting yes will forward the program action to the Teacher Education Committee after being approved by the college.

Version No.: The system will track the version of the program you are working with.

Tabbed sections

Page 1

The Curriculum Action system uses the functions of Microsoft Word to track all changes in the programs. The following instructions are the same for either adding or modifying degree programs. When developing a new program, please use the same format as in the catalog. If you have already typed the program details in a Word document, you may go directly to step 4 and upload the document. ***When modifying an existing program***, please follow all steps so your changes are marked on the existing version.

1. **Right Click on the document icon next the Existing Details and save it on your computer. This document contains the existing program details.**
2. **Open the saved document on your computer in Microsoft Word and start making changes. You will notice that the "track changes" feature is on to help you and the approving committee identify the changes required.**
3. **Save the document on your computer with changes.**
4. **Upload the changed document using the browse and upload button.**
5. **To view the new program details, right click on the document next to "new program details" and save it on your computer. You may now open it in word to view changes.**

After you have loaded the new program details, select the "Page 2" tab.

Page 2

On Page 2, enter the justification for all the changes to the program. Spell out acronyms. Remember: people outside your department/college will be reading this.

After all items have been completed, click the "Submit Program Changes to the Next Level" button. The system will check all of the fields at the top of the page for validity. If all values are valid, the program change will be saved and an email message sent to the department chair.

Drop Program

From the scroll box listing all the current degree programs, select the program to be dropped.   Then select Drop Program from the drop-down list, and click on the Go button.

The only information needed to drop a program is the justification on page 2. Click on the Page 2 tab and enter the justification.

After the justification is entered, click the "Submit Program Changes to the Next Level" button. The program change will be saved and an email message sent to the department chair.

Modify Program

From the scroll box listing all the current degree programs, select the program to be changed.   Then select Modify Program from the drop-down list, and click on the Go button.

You should not need to change anything on the upper section of the page. If the title of the major/minor is changing, please contact the Registrar for specific instructions.

Following the instructions under the Page 1 tab, download the existing program details document to your computer and modify the program.

1. **Right Click on the document icon next the Existing Details and save it on your computer. This document contains the existing program details.**
2. **Open the saved document on your computer in Microsoft Word and start making changes. You will notice that the "track changes" feature is on to help you and the approving committee identify the changes required.**
3. **Save the document on your computer with changes.**
4. **Upload the changed document using the browse and upload button.**
5. **To view the new program details, right click on the document next to "new program details" and save it on your computer. You may now open it in word to view changes.**

After you have loaded the new program details, select the "Page 2" tab.

Page 2

On Page 2, enter the justification for all the changes to the program.

After all items have been completed, click the "Submit Program Changes to the Next Level" button. The system will check all of the fields at the top of the page for validity. If all values are valid, the program change will be saved and an email message sent to the department chair.

Editing the program details documents

Each program details document is password protected to track each edit to the original. To change any text in the original document, place your cursor on the word to be corrected. The changes will be tracked in a different color including balloons in the margins. After making your changes, save the document using the same name as the original document.

If you have more questions about Microsoft Word's features for tracking changes to documents, select Microsoft Word "Help" from this menu and enter "Tracking changes" in the search box.

You may also access detailed information on Word's features by opening Microsoft Word "Help" and selecting the Contents tab. Under the Contents, open the "Microsoft Word Help" book, then the "Sharing Information with Other Users and Programs" book. Select the "Collaborating with Others" book, and then the "Markup" book for all the associated help topics.

Review and Approval of Actions

After logging into the Curriculum Action System, select the appropriate privilege (e.g.: Department Chair) and click on the "Go to Next Page" button.

You will see a list of all Course Actions pending your review and approval. Click "View" on the action you would like to review.

After you have reviewed the information under the page tabs, select the "Approvals" tab.

Select the appropriate response and add any comments.

Click on the "Submit Response" button to record your response. If you select "I recommend approval" or "I recommend this Action with revision," a message will be sent to the next person whose approval is needed. If you select "I do not recommend approval," the action will be changed to a "rejected" status and will not be forwarded for consideration.

Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum

Curriculum Action	College Assembly Votes	TEC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator ; change grade mode on a course; change the number a times a course can be repeated.	Yes	No; sent forward for information only	No; sent forward for information only	No	No
Add, drop or renumber a course; add or change requirements for a minor	Yes	No; sent forward for information only	Yes	No	No
Add or change a pre-requisite or corequisite ; change credit hour for an existing course	Yes	If applicable	Yes	No	No
Add or drop a minor	Yes	If applicable	Yes	Yes	No
Change graduation requirements in a major (no change in overall # of hours)	Yes	If applicable	Yes	Yes	No
Change # of hours needed to complete a degree program	Yes	If applicable	Yes	Yes	Yes
Add or drop a degree program	Yes	If applicable	Yes	Yes	Yes

Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS

	Simultaneously		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through TEC if applicable), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	TEC Votes	CUC Votes	AC Votes	FC and GFA Vote
Rename course or change course description	Yes	Yes	No; sent forward for information only	No; sent forward for information only	No	No
Add, drop or renumber a course	Yes	Yes	No; sent forward for information only	Yes	No	No
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	No	No

13

Process for Approving Matters Relating ONLY to Graduate Curriculum

Curriculum Action	College Assembly Votes	TEC Votes	Graduate Council Votes	GFA Votes
Rename or change course description; Add, drop, or change a prerequisite or co-requisite; Change the credit hours of an existing course; Add, drop, or renumber a course; Add, change, or drop a designator; change grade mode on a course (*added by GGJ as it did not appear anywhere else*)	Yes	No	No	No
Add, drop or change a pre-requisite for courses **required** in a teacher education degree track/concentration or program; Change graduation requirements in a teacher education degree track or program (no change in overall # of hours);	Yes	Yes	No	No
Change # of hours needed to complete a teacher ed degree program (or track/concentration in such a program); Add or drop a teacher ed degree program (or track/concentration in such a program)	Yes	Yes	Yes	Yes
Change # of hours needed to complete a degree program (or track/concentration in such a program); Add or drop a degree program (or track/concentration in such a program)	Yes	No	Yes	Yes
Changing graduation requirements in a degree program (or track/concentration in a degree program) with no change in overall number of hours	Yes	No	Yes	No