CURRICULUM DEVELOPMENT & PROPOSAL (CURRICULOG) MANUAL

Volunteer State Community College

February 11, 2025

Contents

Training & Support

Training will be offered throughout the year as needed. For one-on-one training and support, contact Sandy Brown – Coordinator of Academic Affairs Support at sandy.brown@volstate.edu

Accessing the Curriculog System

1. VSCC Curriculog access is located on the website in the Academics section of the Employees tab: Curriculog Access. You will use your VSCC credentials to log in.

2. Please note this welcome page will list the current catalog that you will import information from into your curriculum proposal.

My Dashboard

Once you have logged into Curriculog, the first screen you will see is "My Dashboard." This dashboard will serve as your gateway to Curriculog and allow you to manage your proposals and see recent notifications and upcoming events at a glance.

You will find several items within your dashboard. Across the top of the page you will find a persistent toolbar, from which you may access the Proposals, Agendas, Accounts, and Reports Modules. In the upper right corner, there are options for your own user account listed below the drop-down menu, giving you options for My Settings. Hover over your name to view these options.

Next to your name are the Help and Search icons. If you select Help, a window featuring symbols and colors utilized in Curriculog will display.

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

○ = has not made a decision   ■ = task

👍 = approved   ■ = mine

👎 = rejected   ✖ = stuck

➖ = held   🔥 = urgent, out of date import source

⬤ = suspended

🚫 = cancelled

🔄 = multiple decisions

[Ok]

The Search function may be used to locate proposals based on their titles or users throughout the system.
Note: For more effective searching, use the Advanced Filter within the All Proposals tab.
The right pane will display My Recent Notifications and My Upcoming Events. The left pane will update based on the tab selected. If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header. Selecting either the number following Tasks or Urgent will display the My Tasks tab in the left pane.

My Recent Notifications
You will receive notifications for several reasons, such as a proposal receiving a decision, an edit being made, or a comment being provided. Notifications will be emailed to you based on your email settings and how the system has been set-up by the Curriculog Administrator.

My Upcoming Events
My Upcoming Events will list the next five upcoming events. Events may include deadlines within your proposals, or events that the administrator has placed on the calendar. Events relating to your deadlines will be visible to you only; events placed by the administrator will be visible to all users. To view the full calendar, select the calendar icon in the upper right hand corner. Only an administrator can add events to the calendar. The calendar included within Curriculog is built to manage deadlines and track timeframes within the system. It will not export or import information, and it will not sync with an external calendar application.

Approval Process (Proposals)

A proposal is a form that follows a workflow to receive an approval and is tied to an approval process in a 1:1 relationship. Proposals may be used to create or make changes to courses or programs. Administrators will create an Approval Process, which you will select to act as the template to base your proposal on. Selecting the Proposals Module from the top of the navigational menu will populate the left pane with options relevant to managing proposals.

From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposals tabs.
- **My Tasks** – Lists all proposals in which you are an active participant and awaiting action from you. Please be sure to watch this tab closely if you have submitted a proposal or are an approver on Approval Processes.
- **My Proposals** – Lists all proposals that you have created, whether they have been launched or not.

- **Watch List** – Lists all proposals you have selected to watch. You may or may not have editing permissions or decision-making abilities on an item you are watching, as you can watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** – Lists all proposals in Curriculog and provides the Advanced Filter to locate present and past proposals.

There are various icons and colors associated with the proposals. The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.

- **Blue –** No action currently required as you are not an active participant on this proposal on the current step.
- **Green –** You are the originator of this proposal, but you are not an active participant on the current step and no action is currently required.
- **Orange –** You are an active participant on the current step and an action is required from you.

The following icons are associated with proposals:

- **Urgent:** Indicates a task is now considered "Urgent". An item will be considered urgent once the urgency threshold has been met, which is set by an administrator. After the indicated number of days has passed, a notification will be triggered to prompt you to make a decision on the proposal. When an item is considered "Urgent," it will be marked in your task list by this orange icon.
- **View Summary:** Will create a flyout on the right pane displaying information relevant to the proposal. The same flyout will appear by clicking anywhere within the proposal's row in addition to the icon.
- **Send message about Proposal** – Allows you to send a message to another Curriculog user. The email will be pre-populated with a link to the proposal you were viewing, and will allow you to include one or more users, as well as a copy to yourself. Curriculog does not store a copy of any email.

Watch proposal – Allows you to keep track of a proposal in progress by listing under the Watch List tab, even if you are not a participant on any step.

Done Watching Proposal – Allows you to stop tracking the proposal and removes if from your Watch List.

- **My current Decision** – This icon will change based on what decision you have made on the proposal. The empty circle shown to the left indicates that no decision has been entered. The additional decision options are as follows:
- **Approved** – This indicates that your decision was to approve the current step. If you were the only decision needed on this step, it would advance in the workflow. If there are others involved on this step, it will wait until all needed decision are received before advancing.
- **Rejected** – This indicates that your decision was to reject the current step. If you were the only decision on this step, the step will return to the originator. Note: Do not use reject if you have a question on the proposal. If you reject, it will return the proposal to the originator and then will need to go back through the approval process again. If you are a Dean and you want to return it to the originator, which is the preceding step, then it is acceptable to use the Reject button.
- **Held -** This indicates that your decision was to request that the administrator place the proposal on hold, and the administrator has approved this. The proposal will stay on hold until the administrator manually lifts the hold status.
- **Suspended –** This indicates that your decision was to request that the administrator place the proposal on suspend, and the administrator has approved it. Now that the proposal is on a status of suspend, the proposal will be removed from the workflow and nobody will be able to work on it. The proposal will stay on suspend until the administrator manually lifts the suspended status.

⊘ Cancelled – This indicates that your decision was to request that the administrator allow you to cancel the proposal and potentially delete it. This may be due to a proposal being created in error – such as the incorrect approval process being selected. Once the administrator has approved it, you may choose to delete the proposal. This is the only way you can delete a proposal after it has been launched.

⊕ **Multiple Decisions** – This icon is used to indicate that you have multiple decision on this step – such as when a step has several committees voting on it, and you are a member of more than one of those committees, therefore providing multiple decisions.

🗑 **Delete a Proposal** - Deleting a proposal will permanently remove it from Curriculog and should be considered a permanent action that cannot be undone. Proposals cannot be deleted after they have been launched unless that have been canceled by an administrator. The delete icon is always available for unlaunched proposals.

↻ **Step Restart** – This symbol indicates that a step was restarted. A restart commonly occurs when the users involved in the step are replaced with another user.

Editing A Proposal

Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module. This tab will display by default when logging into Curriculog.
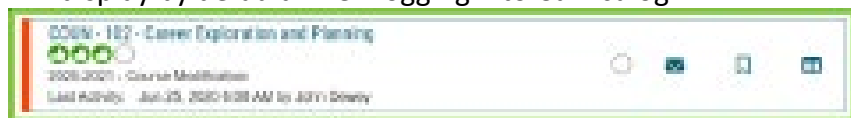
When you hover over a proposal, several icons will appear giving you options for interacting with the Proposal. Descriptions of each icon can be found above.

To make a decision or interact with the proposal, click the name of the proposal. The proposal form will display allowing you to see the full proposal on the left and Proposal Toolbox on the right. The default view for the Proposal Toolbox will be the Discussion tab ✓, where you will see the User Tracking and any comments.

You may view the status of each step within the proposal by hovering over the Status icons in the upper right of the Proposal Toolbox. Each circle indicates a step in the proposal. Hovering over a circle indicates the name of the step and the decision made on that step.

To review changes to the form of the proposal, you can review the User Tracking. The default view will be 'Show Current', which will be the current version of the proposal with all modifications. You can use the drop-down menu just under the "User Tracking" heading, and you'll find the options for "Show original" and "Show current with markup."
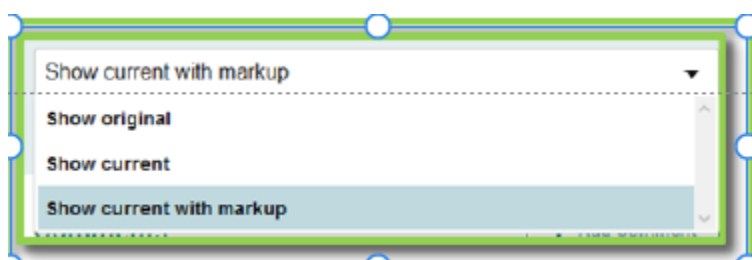
If you select "Show Original", you will see the proposal in the state it was at launch as the originator submitted it. If you select "Show current with Markup", you will see the original proposal with the changes layered over it and highlighted in different colors to indicate each user who made the changes. If you hover over the changes, you'll see a time and date stamp as well as the user's name.

The second drop-down menu allows you to select which users edits you would like to see. The default will be to show all edits by all users – but if you select the menu, you can choose on a step by step basis, to remove a user at any time to see the proposal before and after their edits were added.

To review step options and see permission levels, select the Status icon Toolbox, and click on the Step Details within any step.

Workflow Status

👍 **Originator**   Approved

Participants

👍 Andrew White | 11/25/2020 12:32 PM

[Step Details]

Activity

Required Participation:	100% required
Required for Approval:	100% required
Date Completed:	11/25/2020 12:32 PM
Changes:	No
Comments:	No

What is this step set up to do?

Your System Administrator created this proposal's workflow steps with certain settings. These settings will determine what you can do on each step.

In the Rules portion, you will be able to see the settings for each step.

- Can Edit: Yes indicates that a user on this step will be able to make modifications.
- Can Comment: Yes indicates that a user on this step will be able to leave comments.
- Signature required: Yes indicates that a user on this step will be required to provide a signature when they place their decision.
- Agenda Available: No indicates that this step will not allow for committee functionality, or for the proposal to be placed on an Agenda at this time.
- Comments viewable by: Every user indicates the level of transparency the administrator has set.

Printing Proposals

You may also choose to print your proposal at any time by selecting the Print Friendly icon from the upper right corner of the form. When you choose to print the proposal, you will be presented with a print friendly version of the form. If you would like to include more details, you can select "Print Options" and use the checkboxes to select the information you would like to include in your printed version.

VSCC Approval Processes (Proposals)

There are eight Approval Processes in Curriculog. Directions for how to enter the specific questions on each process are located later in this manual.

- Course: New
- Course: Modification
- Course: Termination
- Course: Semester Availability
- Course: Equivalency

- Program: New
- Program: Modification
- Program: Termination

Originating and Deleting a Proposal

1. To originate a new Approval Process (Proposal) from your Dashboard, click on +New Proposal from the Proposals tab.

2. Click on the appropriate form for your proposal. The process will turn a light blue and you will be able to view a summary of the approval process as well as description for the form. To launch the proposal, click on the check mark.

3. Once the checkmark is selected, a "New Proposal" window will open for you to enter the information for your proposal. You are now designated as the "Originator" of this proposal.

Important information to keep in mind when completing a proposal:

- You are encouraged to save your work as you progress through the proposal. To save, select the Save All Changes button at the top of the page and bottom of the page.

- BE SURE TO READ ALL DIRECTIONS LISTED AT THE TOP OF THE PROPOSALS. The directions may be different for each type of proposal.

- Once you have launched and approved your proposal it will proceed through the approval process. If at any time, someone rejects the proposal (we prefer approvers to place the

proposal on "hold" and not reject) it will be returned to you to fix or complete the proposal and then it will start over again in the approval steps.

- If you decide not to proceed with a proposal before you have launched it, please delete it by selecting the trash can. Leaving unlaunched proposals can cause problems with user accounts if the hierarchy needs to be changed. Please delete all unlaunched proposals by the end of May each year.

- If you have launched a proposal and want it deleted, you must contact the VSCC Curriculog Administrator to have it deleted for you.

4. If you need to stop and come back to finish your proposal, you may do so prior to making your decision (approving). You will find all of the proposals that you have launched under the My Proposals tab. They will remain there until they have been completed at which time you will use the Advanced Filter to find completed forms. Click anywhere on the proposal to return and edit.
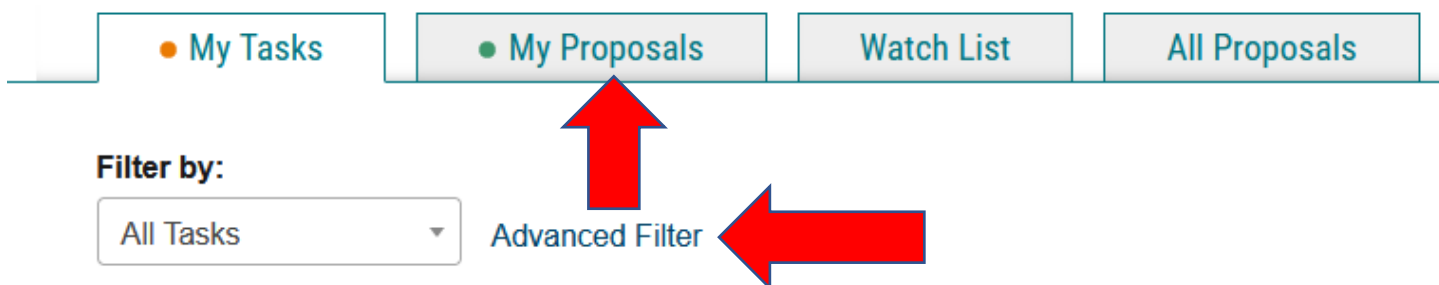
5. Complete the form using the appropriate directions on the following pages. Be sure to enter all required fields marked with a red asterisk.

6. Once you have completed the form you must select the Validate and Launch Proposal icon at the top to launch your proposal.

7. Once you have Validated and Launched your proposal you will also need to make your "Decision" and approve your form. Select the Decision Checkmark Icon from the toolbox on the right to approve your form. You may also leave a comment when you make your decision to approve. If you fail to make your Decision, the proposal will remain on your My Tasks tab.
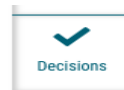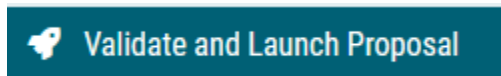
Course: New Proposal Form

Be sure to save your work often.

- Please read the section in this manual: Accessing the System to login and select the Course: New form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.
- If this is a TBR Common Course, attach the document to your proposal.

Division:
- This is a required field. Select the appropriate division that the course will be under. This will ensure the proper approvers are pulled into the approval process.

Department:
- This is a required field. Please see other courses or your dean if you are unsure. This will impact student course evaluations.

Prefix:
- This is a required field. Please choose the appropriate prefix from the drop down list. Contact the Curriculog Administrator if the correct prefix is not listed. If this is a TBR common course be sure to use correct prefix according to their library of courses. See the Curriculum Resources Webpage for the link to TBR common libraries.

Course Number:
- This is a required field. If this is a TBR common course be sure to use correct course number according to their library of courses. See the Curriculum Resources Webpage for the link to TBR common libraries.

Status: Active-Visible must selected:
- This is a required field and only one option to select – Active-Visible. This is a Curriculog system requirement.

Course Title:
- This is a required field. What is entered here will be imported exactly into the catalog.
- Please note: Banner display requirement is 30 characters maximum, including spaces. Course title can be longer in the Catalog but will be abbreviated in Banner.
- Career courses (not intended for transfer) MUST have an asterisk before the course title. Courses intended as university parallel should not have an asterisk before the course title.
- General Education Courses must have a ^ before the course title and require TBR approval. If a name has been specified by a TBR Common Course Library, enter the name EXACTLY as

specified by the common curriculum document including abbreviations and special characters. Save the document to this proposal.

First Term Course Will be Offered:

- This is a required field. Enter the first term (semester and year) the new course will be available to students. Be sure this is accurate, so students do not have issues registering.

Effective Catalog:

- Select the appropriate catalog that this will be effective. If a prior year is required, approval from VPAA is required.

Semesters Available: (Check all that apply)

- This is a required field. Please ensure accuracy with the recommended schedule of the programs that this course will be listed in.

Course Description:

- This is a required field. Enter the description EXACTLY the way it should appear in the catalog. Proof for spelling and grammar. How you enter this information is how it will appear in the catalog. Please refer to the current catalog as a reference and contact the VSCC Curriculog administrator if you have questions.

Degree Works Prerequisite Requirements Setup

Does the pre-requisite for this course include a college-level course? For example, if MATH 1005 is part of the pre-requisite, select Yes. If there is no pre-requisite for this course or if the pre-requisite only involves test scores and/or learning support courses, select No. If you are unsure how to answer this question, please contact Amber Regan at ext. 3464 before launching this proposal.

Based on the text above, does the pre-requisite for this course include a college-level course?

- Answer this question based on the information above for the Degree Works Prerequisite Requirements Setup. The answer to this question will pull in the proper approver in the approval process.

Prerequisites:

- This is a required field. Include only Prerequisites in this box. Do not include pre/corequisities in this box. Separate more than one course with a comma. Separate "or" classes with or. Insert a period at the end of the string. For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360. More examples and guidelines can be found on the link to the Pre & Co-Requisite Guidelines on the Curriculum Resources webpage.

Corequisites:

- This is a required field. Include only Corequisites in this box. Do not include pre/corequisities in this box. Separate more than one course with a comma. Separate "or" classes with or. Insert a period at the end of the string. For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360. More examples and guidelines can be found on the link to the Pre & Co-Requisite Guidelines on the Curriculum Resources webpage.

Credits:

- This is a required field. Credits should be entered with parenthesis. Ensure accuracy on credits and compare them closely with TBR Common Courses if applicable. Credits may not be changed once entered into Banner.
- For specific information regarding how to calculate credit, lecture, contact hours etc., please see the Student Records and Academic Regulations section of the catalog Credit Hours & Maximum Load.
- Contact Hour Guidelines - View this link to see how to enter contact hours correctly. How you enter this information is the way it will appear in the catalog.

Contact Hours:

- This is a required field. Contact Hour Guidelines - View this link that can be found on the Curriculum Resources Webpage to see how to enter contact hours correctly. How you enter this information is the way it will appear in the catalog.
- See the specific contact hour guidelines on how to enter contact hours. One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen week semester. A typical three hour course meets for two hours and 50 minutes per week (Three lecture hours per week).
- For specific information regarding how to calculate credit, lecture, contact hours etc., please see the Student Records and Academic Regulations section of the catalog Credit Hours & Maximum Load.

Is there a maximum number of hours this course can be used towards graduation or a number of times this course can be taken for graduation? If yes, list the hours and/or number of times:

- This is NOT a required field. Not many courses will fall into this category. You can view PHED 1000 or SSE 100SL courses in the catalog for an example.

Is this a variable credit hour course? If yes, list variable credit hours:

- This is a required field. A variable credit hour is a course that can range, for example, from 1-3 credits. The credits would be entered into the credits field as (1-3).

Is this course replacing an EQUIVALENT course?

- This is a required field. Equivalent courses usually only require a rubric change. If a course requires extensive changes, including credit hour changes, it is no longer considered equivalent.

If yes, which course:

- This is based on your answer to the previous question.

Should this course have a vocational/career program designation(*)?

- This is a required field. If you select yes, make sure the course title has an asterisk before the title. Vocational/Career courses are designated primarily for vocational/career programs.
- This course may be accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. This course is collegiate level work, but it has been developed with a purpose other than being a university parallel course.

Should this course have a General Education designation (^)?

- Can this course be used to fulfill General Education requirements? New courses intended to fulfill General Education requirements require TBR approval and must be designated with a ^ before the course title

What universities have equivalent courses?

- List the Tennessee universities that have equivalent courses.

Has the transferability of the course been discussed with any colleges or universities?

- List the outcome of any discussions with colleges or universities.

If yes, what were the results of the discussions?

- List results from above discussions.

Is this course available through TNeCampus?

- This is a required field. TNeCampus courses can be found on the TNeCampus link on the Curriculum Resources webpage.

If yes, list the TNeCampus course:

- Information is based on your answer to the previous question. TNeCampus courses can be found on the TNeCampus link on the Curriculum Resources webpage.

Course Instructional Manual and syllabus, including outcome statements are due in the division office one semester after the first course offering.

- This field is required. By checking this box, you understand the requirement of ensuring this step takes place. See Dean for more instruction.

Justification:

- This is a required field. Justify the creation of this course and the effect on curriculum in detail - citing reasons for the proposal and indicating any effect this may have on transfer ability, equipment requirements, or LRC resources (both on and off campus).

VALIDATE AND LAUNCH STEP

- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP

- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Course: Modification Proposal Form

Be sure to save your work often.

The purpose of this form is to make modifications to a course. Use the Semester Availability form if you *only* need to change what semester a course is offered.

- Please read the section in this manual: Accessing the System to login and select the Course: Modification form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.
- If this is a TBR Common Course and TBR is asking the course to be modified, attach the TBR document to your proposal.

- Step One is to import the current curriculum:
  This is a course modification form so you must import the current course information and then make any edits that are necessary. To do this, fill in the following information or as much as you can so that the correct course can be imported in, select search.

- Select the course you are wanting to modify and select the Preview and Build icon to the right to start modifying the course.

- Select Build Proposal

Course: Modification Form: Course Description	This course covers basic principles and procedures of accounting in accordance with GAAP. Determination of net and income, valuation of assets and liabilities, introduction to internal control and accounting information systems are emphasized. [This course was previously ACT 201.] (Same as TN eCampus ACC 1104)
Course: Modification Form: PREREQUISITES:	Acceptable placement scores or completion of all Learning Support Competencies in Reading and Writing or concurrent enrollment in ENGL 0810 and READ 0810 as determined by placement.
Course: Modification Form: COREQUISITES:	*[no data]*
Course: Modification Form: Credits:	(3)
Course: Modification Form: Contact Hours:	45 lecture hours per semester

Build Proposal   Return to Search

Division
- This is a required field. This will be populated based on the course you imported in on the previous step. If it is not correct you may change it.

Type of Modification Being Made - Check all that apply:*
- Be sure to select all that apply and that you are selecting the correct option(s).
- Title Change – select this if you are modifying the name of the course. If this is a TBR Common Course be sure to refer to the TBR library of common courses. The link can be found on the Curriculum Resources webpage.
- Description Change – select this if you are modifying the course description – see above comment referring to TBR Common Courses.
- Contact Hour Change – Select this if modifying the contact hour(s) for a course.
- Pre/Co-requisite Change – select this if modifying the pre or co-requisite(s) – see above comment referring to TBR Common Courses.
- Activity Change – this refers to the Activity Section of the form and relates to Maximum hours for graduation, variable credit hours, Vocational/Career courses, and General Education designation – see above comment referring to TBR Common Courses.

Prefix
- This field is required and will be populated based on the course information you imported in.

Course Number
- This field is required and will be populated based on the course information you imported in.

Course Type
- This field is required and will be populated based on the course information you imported in.

Status: Active-Visible must be selected
- This field is required, and you must select the Active-Visible option – this is a system required setting.

Course Title

- This field is required and will be populated based on the course information you imported in.
- You may edit as needed but ensure to follow TBR Common Course Library, if applicable.

Effective Semester and Year
- This field is required.
- Enter the semester and year the modification will be available to students. Ensure accuracy otherwise course may not be available to students to register. This information will be entered into Banner.

Effective Catalog
- This field is required.
- Select the catalog that this modification will appear. Most instances this will be the upcoming catalog year. Only submit a proposal for the upcoming catalog. If a prior year is needed, approval from the VPAA is required before submitting and launching a proposal.

Semesters Available:
- This field is required.
- Select the semester(s) that this course will be available. Be sure to refer to the recommended schedules and make any appropriate changes.

Course Description
- This field is required and will be populated based on the course information you imported in.
- Show the description EXACTLY the way it should appear in the catalog. Proof for spelling and grammar. How you enter this information is how it will appear in the catalog. Please refer to the current catalog as a reference and contact the VSCC Curriculog administrator if you have questions.
- Refer to TBR Common Course Library, if applicable.

Degree Works Prerequisite Requirements Setup
- If you are editing the pre-requisite for this course, does the pre-requisite include a college-level course? For example, if you are adding or removing MATH 1005 as the pre-requisite to MATH 1130, select Yes. If there is no pre-requisite for this course or if the pre-requisite only involves test scores and/or learning support courses, select No. If you are unsure how to answer this question, please contact Amber Regan at ext. 3464 before launching this proposal.

Based on the text above, is this a pre-requisite change that involves a college-level course?
- The answer to this question will bring in the proper approvers.

Prerequisites
- Include only Prerequisites in this box. Do not include pre/corequisities in this box. Separate more than one course with a comma. Separate "or" classes with or. Insert a period at the end of the string. For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.
- Refer to the Pre & Co-Requisite Guideline on the Curriculum Resource Webpage for the proper way to enter this information.

Corequisites

- Include only Corequisites in this box. Do not include pre/corequisities in this box. Separate more than one course with a comma. Separate "or" classes with or. Insert a period at the end of the string. For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.
- Refer to the Pre & Co-Requisite Guideline on the Curriculum Resource Webpage for the proper way to enter this information.

Credits

- This field is required.
- Credit Hours are entered as (3)
- Credit hours may not be changed. A course deletion and course addition form must be submitted - seek advice from the VPAA and Registrar.
- If applicable, refer to the TBR Common Course Library and ensure accuracy.
- For specific information regarding how to calculate credit, lecture, contact hours etc., please see the Student Records and Academic Regulations section of the catalog linked below.

  http://catalog.volstate.edu/content.php?catoid=24&navoid=822#credit-hours-and-maximum-load

Contact Hours

- This field is required.
- Refer to the Contact Hour Guidelines on how to enter this information that is available on the Curriculum Resource Webpage.
- One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen week semester. A typical three hour course meets for two hours and 50 minutes per week (Three lecture hours per week).
- For specific information regarding how to calculate credit, lecture, contact hours etc., please see the Student Records and Academic Regulations section of the catalog linked below.

  http://catalog.volstate.edu/content.php?catoid=24&navoid=822#credit-hours-and-maximum-load

Activity Section

Is there a maximum number of hours this course can be used towards graduation or a number of times this course can be taken for graduation? If yes, list the hours and/or number of times:
- This is NOT a required field. Not many courses will fall into this category. You can view PHED 1000 or SSE 100SL courses in the catalog for an example.

Is this a variable credit hour course? If yes, list variable credit hours:
- This is a required field. A variable credit hour is a course that can range, for example, from 1-3 credits. The credits would be entered into the credits field as (1-3).

Should this course have a vocational/career program designation?*
- This field is required.
- Vocational/Career courses are designated primarily for vocational/career programs and should have an asterisk before the course title. If this pertains to the course being modified, ensure there is an asterisk before the course title.

- The following statement will be placed in the catalog: This course may be accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. This course is collegiate level work, but it has been developed with a purpose other than being a university parallel course.
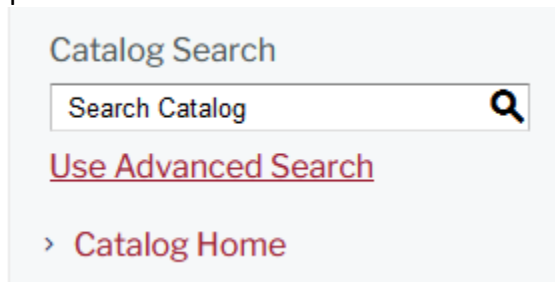
Should this course have a General Education designation (^)?
- Can this course be used to fulfill General Education requirements? New courses intended to fulfill General Education requirements require TBR approval and must be designated with a ^ before the course title
- The following statement will be placed in the catalog: Course can be used to meet Minimum General Education Core requirements.

General Information Section

Run an Impact Report:
- This is a required field.
- If your change is to the description only, you do not need to run the impact report and can enter "This change to the description does not affect any other programs".
- This field will allow us to see what programs may be impacted by this change. Run an impact report by selecting the Run Impact Report 📄 Run Impact Report at the top of this form. Copy and paste the report into this field.
- Also, run an advanced search in the current catalog and select courses and programs and select search. List any information that is different from the Impact Report. There may be instances where a course is listed and is not linked in the catalog and the advanced search will find those. If this is a new semester that is being added, the Impact Report and Advanced Search is not required – Enter "Additional Semester Added" in the field or any other reason why an impact report or advanced search was not necessary.

Catalog Search

Search Catalog 🔍

Use Advanced Search

› Catalog Home

- If the Impact Report indicates a program or course that it may impact, send an email to the division deans to inform them this may impact their recommended schedules.
- If this change impacts any of your program recommended schedules, be sure to submit a proposal for the change.

What universities have equivalent courses?
- List the Tennessee universities that have equivalent courses.

Has the transferability of the course been discussed with any colleges or universities?
- List the outcome of any discussions with colleges or universities.

If yes, what were the results of the discussions?
- List results from above discussions.

Is this course available through TNeCampus?
- This is a required field.
- Go to https://tnecampus.org/courses to check if this course is available through TNeCampus. Questions pertaining to TNeCampus courses may be directed to Andrea Scruggs in Distributed Education Department Ext. 4833

Justification Section

Is this change a TBR mandate?
- This is a required field.   Answer Yes if TBR has mandated this change.

Justification & Summary of Changes:

- This is a required field. Justify the reason for this course modification and the effect on curriculum in detail - citing reasons for the proposal and indicating any effect this may have on transfer ability, equipment requirements, or LRC resources (both on and off campus).

VALIDATE AND LAUNCH STEP
- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP
- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Course: Termination Proposal Form

Be sure to save your work often.
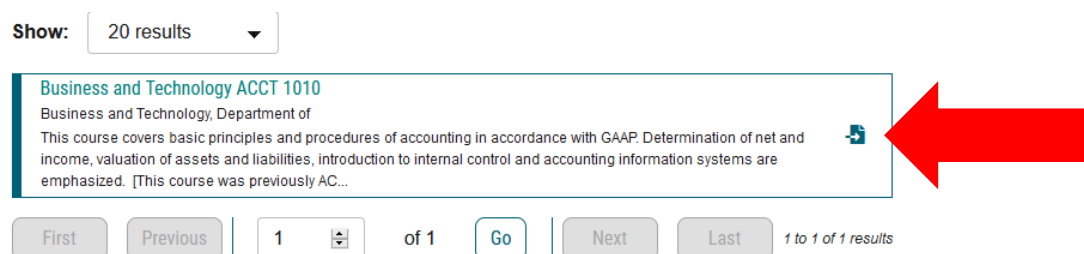
- Please read the section in this manual: Accessing the System to login and select the Course: Termination Form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.
- If this is a TBR Common Course and TBR is asking the course to be deleted, attach the TBR document to your proposal.

- Step One is to import the current curriculum:
  This is a Course: Termination Form so you must import the current course information in order to proceed. To do this, fill in the following information or as much as you can so that the correct course can be imported in, select search.

2021-2022 Course: Termination Form   ✕

Prefix

ACCT

Code

1010

Name

Source

2022-2023 Undergraduate Catalog   ▾

Exclude previously imported results ☐
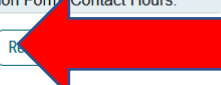
Search

- Select the course you are wanting to terminate and select the Preview and Build icon to the right to start modifying the course.

Show: 20 results ▾

Business and Technology ACCT 1010
Business and Technology, Department of
This course covers basic principles and procedures of accounting in accordance with GAAP. Determination of net and income, valuation of assets and liabilities, introduction to internal control and accounting information systems are emphasized. [This course was previously AC...

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

- Select Build Proposal

Course: Modification Form: Course Description	This course covers basic principles and procedures of accounting in accordance with GAAP. Determination of net and income, valuation of assets and liabilities, introduction to internal control and accounting information systems are emphasized. [This course was previously ACT 201.] (Same as TN eCampus ACC 1104)
Course: Modification Form: PREREQUISITES:	Acceptable placement scores or completion of all Learning Support Competencies in Reading and Writing or concurrent enrollment in ENGL 0810 and READ 0810 as determined by placement.
Course: Modification Form: COREQUISITES:	*[no data]*
Course: Modification Form: Credits:	(3)
Course: Modification Form: Contact Hours:	45 lecture hours per semester

Build Proposal   Re

Division

- This is a required field. This will be populated based on the course you imported in on the previous step. If it is not correct you may change it.

Prefix

- This is a required field and the information will be populated during the import process.

Course Number

- This is a required field and the information will be populated during the import process.

Course Type

- This is a required field and the information will be populated during the import process.

Status: This field must be selected.

- This is a system required field and you must select Inactive-Hidden.

Course Title

- This is a required field and the information will be populated during the import process.

Last Term Course will be Offered

- This is a required field.   Select the CORRECT term that this course will no longer be available for students to take. This information must be accurate to ensure no registration problems occur for students. Any errors will require this form to be resubmitted for approval.

Catalog Course is Deleted From

- This is a required field. Indicate the catalog that this course will NOT appear in – the catalog in which students will not have the option to take this course. Catalogs run Fall, Spring, Summer. If this is not being removed from the catalog we are currently editing, please wait to submit this form until the following fall.

Is this being replaced by an EQUIVALENT course?

- This is a required field.   Equivalent courses usually only require a rubric change (prefix & course number). If a course requires extensive changes, including credit hour changes, it is no longer considered equivalent.

If Yes, which course(s)
- If the answer to the above question is Yes, then list the course (s) – Prefix and Course Numbers

Course Description
- This is a required field and the information will be populated during the import process.

Prerequisites
- If applicable, the information will be populated during the import process.

Corequisites
- If applicable, the information will be populated during the import process.
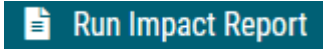
Credits
- This is a required field and the information will be populated during the import process.
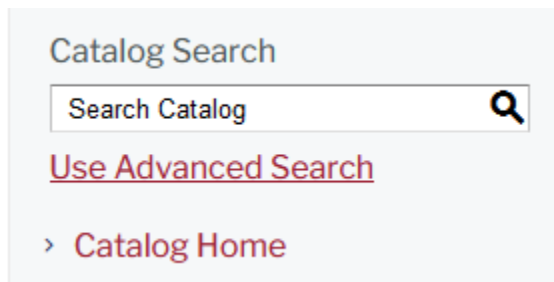
Contact Hours
- This is a required field and the information will be populated during the import process.

General Information Section

Run an Impact Report:
- This is a required field.
- This field will allow us to see what programs may be impacted by this change. Run an impact report by selecting the Run Impact Report **Run Impact Report** at the top of this form. Copy and paste the report into this field.
- Also, run an advanced search in the current catalog and select courses and programs and select search. List any information that is different from the Impact Report. There may be instances where a course is listed and is not linked in the catalog and the advanced search will find those.

Catalog Search

Search Catalog 🔍

Use Advanced Search

› Catalog Home

- If the Impact Report indicates a program or course that it may impact, send an email to the appropriate division dean(s) to inform them this may impact their recommended schedules.
- If this change impacts any of your program recommended schedules, be sure to submit a proposal for the necessary change.

Justification Section

Justification
- This is a required field. Justify the reason for this course termination and the effect on curriculum in detail - citing reasons for the proposal and indicating any effect this may have on transfer ability, equipment requirements, or LRC resources (both on and off campus).

VALIDATE AND LAUNCH STEP
- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP
- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Course: Semester Availability Proposal Form

Be sure to save your work often.

- Please read the section in this manual: Accessing the System to login and select the Course: Semester Availability Form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The purpose of the form is to change the semester availability of a course and ensure all pertinent departments are notified of the change. **Note: Any other changes to a course may not be made through the Semester Availability form - changes to a course are made on the Course: Modification form.**
- This form does not allow for importing information. You will need to input the information into the fields. You may copy and paste from the current catalog.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.

Division:
- This is a required field. Select the appropriate division that the course will be under. This will ensure the proper approvers are pulled into the approval process.

Course Prefix:
- This is a required field. Please choose the appropriate prefix from the drop down list. Contact the Curriculog Administrator if the correct prefix is not listed.

Course Number:
- This is a required field.

Course Title:
- This is a required field. Enter the information exactly as it is listed in the catalog. You may copy and paste from the catalog.

Course Description:
- This is a required field. Enter the information exactly as it is listed in the catalog. You may copy and paste from the catalog.

Semester Availability:
- This is a required field. Select the appropriate options.

Programs Impacted:
- This is a required field.

- This field will allow us to see what programs will be impacted by this change. Run an impact report by selecting the Run Impact Report **Run Impact Report** at the top of this form. Copy and paste the report into this field.
- Also, run an advanced search in the current catalog and select courses and programs and select search. List any information that is different from the Impact Report. There may be instances where a course is listed and is not linked in the catalog and the advanced search will find those. If this is a new semester that is being added, the Impact Report and Advanced Search is not required – Enter "Additional Semester Added" in the field or any other reason why an impact report or advanced search was not necessary.

Catalog Search

Search Catalog 🔍

Use Advanced Search

› **Catalog Home**

Search Options

Choose search locations to narrow or expand your search.

Enter a keyword or phrase

ADMN 1312

☑ Find whole word or phrase only.

Search

Search Locations

☑ Courses [Show prefix list.]
☑ Programs
☐ Schools/Colleges & Departments
☐ Policies and Other Non-Academic Content

Search Results   Sorting: A

Courses - Prefix/Code Matches

Results for course prefix "**ADMN**" and/or course code "**1312**"

Best Match: ADMN 1312 - *Keyboarding/Formatting II

Courses - Keyword/Phrase Matches

Results for phrase "**ADMN 1312**".

ADMN 1312 - *Keyboarding/Formatting II

Programs - Keyword/Phrase Matches

Results for phrase "**ADMN 1312**".

No matches.

- If the Impact Report indicates a program or course that it may impact, send an email to the division deans to inform them this may impact their recommended schedules.
- If this change impacts any of your program recommended schedules, be sure to submit a proposal for the change.

VALIDATE AND LAUNCH STEP

- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP

- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Course: Equivalency Proposal Form

Be sure to save your work often.

- Please read the section in this manual: Accessing the System to login and select the Course: Equivalency Form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- This form should only be used if you are replacing an existing course with an equivalent course. Equivalencies include rubric changes, title changes and minor narrative changes.
- If a course requires extensive changes, including credit hour changes, it is no longer considered equivalent. A Course: Termination form AND a Course: New form need to be submitted for those changes.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.
- If this is a TBR Common Course and TBR is asking for this change to be made, attach the TBR document to your proposal.

Status: Active-Visible must be selected (System Requirement)
- This is a required field and only one option to select – Active-Visible. This is a Curriculog system requirement.

Division:
- This is a required field. Select the appropriate division that the course will be under. This will ensure the proper approvers are pulled into the approval process.

Proposal Title: Enter Current & New Prefix and Course Number
- This is a required field. Example: PSY 101 - PSYC 1030 Enter exactly as this example. This is used to make searching proposals in "My Tasks" easily accessible.

Current Prefix:
- This is a required field. Enter the course prefix as it is currently stated in catalog.

Current Course Number:
- This is a required field. Enter the course number as it is currently stated in the catalog.

New Course Prefix:
- This is a required field. Enter the new course prefix that is being created.

New Course Number:
- This is a required field. Enter the new course number that is being created.

Course Title: See Important Help Text

- This is a required field.
- Please note: Banner display requirement is 30 characters maximum, including spaces. Course title can be longer in the Catalog but will be abbreviated in Banner.
- Career courses (not intended for transfer) MUST have an asterisk before the course title.
- General Education Courses must have a ^ before the course title and require TBR approval.
- Courses intended as university parallel should have no asterisks before the course title.

Effective Semester and Year:

- This is a required field. Select the correct option from the list provided. This is the semester this will be available to students.

Effective Catalog:

- This is a required field. Select the catalog that this modification will appear. If a prior year is needed, approval from the VPAA is required.

Semester Availability: (check all that apply)

- This is a required field. Be sure program recommended schedules are correct.

Check any other changes that apply:

- This is a required field.
- Descriptive/Narrative Change refers to the course description
- Pre/Co-Requisite Change – Use the Pre & Co-Requisite Guidelines located on the Curriculum Resources Webpage.
- Title Change – Any changes to the course title.
- Activity Change – refers to the contact hours

Should this course have a vocational/career program designation?

- This is a required field.
- The following statement will be entered in the catalog for this course. The course title must be designated with an asterisk before the title.
- Vocational/Career courses are designated primarily for vocational/career programs. This course may be accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. This course is collegiate level work, but it has been developed with a purpose other than being a university parallel course.

Should this course have a General Education designation?

- This is a required field.
- This course can be used to meet Minimum General Education Core requirements. *Requires TBR approval if a new General Education Course and must have a ^ before the course title.

What universities have equivalent courses?

- List the Tennessee universities that have equivalent courses.

Has the transferability of the course been discussed with any colleges or universities?

- List the outcome of any discussions with colleges or universities.

If yes, what were the results of the discussions?
- List results from above discussions.

Is this course available through TNeCampus?
- This is a required field.
- Go to https://tnecampus.org/courses to check if this course is available through TNeCampus. Questions pertaining to TNeCampus courses may be directed to Andrea Scruggs in Distributed Education Department Ext. 4833

Course Import Section

- After step 2 was completed in the instruction section at the top of the form, the following information was imported in from the current catalog. Make appropriate changes as necessary using the catalog as a reference. The changes you enter, will be how they will appear in the catalog. Proof your work

Description:
- This is a required field. This is the course description.
- Enter the description EXACTLY the way it should appear in the catalog. Proof for spelling and grammar.

Prerequisites:
- If the course has any prerequisites, enter the course rubric. Follow the Pre & Co-Requisite Guidelines that are located on the Curriculum Resources webpage.

Degree Works Prerequisite Requirements Setup

If you are editing the pre-requisite for this course, does the pre-requisite include a college-level course? For example, if you are adding or removing MATH 1005 as the pre-requisite to MATH 1130, select Yes. If there is no pre-requisite for this course or if the pre-requisite only involves test scores and/or learning support courses, select No. If you are unsure how to answer this question, please contact Amber Regan at ext. 3464 **before launching this proposal**.

Based on the text above, is this a pre-requisite change that involves a college-level course?
- This is a required field. This question must be answered correctly in order to pull in the proper approver and must be answered correctly prior to launching the proposal. Contact Amber Regan at ext. 3464 if you have questions.

Corequisites:
- If the course has any corequisites, enter the course rubric. Follow the Pre & Co-Requisite Guidelines that are located on the Curriculum Resources webpage.

Credits:
- This field is required.

Contact Hours
- This field is required.
- Contact hours are submitted as per semester and are all entered in this field. See Contact Hour Guidelines located on the Curriculum Resources webpage on how to enter contact hours.

Is there a maximum number of hours this course can be used towards graduation or a number of times this course can be taken for graduation? If yes, list the hours and/or number of times:
- This is NOT a required field. Not many courses will fall into this category. You can view PHED 1000 or SSE 100SL courses in the catalog for an example.

Is this a variable credit hour course? If yes, list variable credit hours:
- This is a required field. A variable credit hour is a course that can range, for example, from 1-3 credits. The credits would be entered into the credits field as (1-3).

Justification
- This field is required.
- Justify the equivalency of this course and the effect on curriculum in detail - citing reasons for the proposed changes and indicating any effect this may have on transfer ability, equipment requirements, or LRC resources (both on and off campus):

VALIDATE AND LAUNCH STEP
- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP
- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Steps To Develop a New AAS Program
TBR Policy   TBR Guideline

1. Letter of Notification

a) The Vice Chancellor for Community Colleges (in the case of community colleges), the TBR Vice Chancellor for Academic Affairs (for all universities), and the respective **Assistant/Associate Vice Chancellor for Community Colleges or Academic Affairs should be electronically notified in advance that a Letter of Notification will be forthcoming. The Vice Chancellor for Academic Affairs should be notified additionally of all community college letters of notification.** The Letter of Notification is the documentation for the System of the initiation of the planning stage for the proposed program and must include the following:
1. Title of the proposed program (and any concentrations);
2. CIP and SOC codes for the overall program (and any proposed concentrations);
3. Fit with Institutional Strategic Plan and Mission;
4. Proposed implementation date;
5. Proposed location(s) where the program will be offered;
6. Explanation of the resources available to support the program;
7. Anticipated new cost;
8. Duplicate programs offered at other institutions serving the same region or population;
9. List of all comparable or closely related programs, regardless of assigned CIP and SOC code;
10. Anticipated submission date of the Implementation Portfolio, if approved for development.

b) The Letter of Notification must be submitted at least 30 days prior to the anticipated date for the submission of the Letter of Application and Implementation Portfolio.

c) Academic Affairs will notify the institution if another institution is currently engaged in development of a similar program in order to avoid duplication of effort and encourage collaboration.

VSCC Curriculum Committee Approval & VPAA Notify Other Community Colleges

a) VSCC Curriculum Committee approval is needed in the next step (Letter of Application). **Submit a Program/Certificate: New form in Curriculog and attach all paperwork required in the proposal. Attach above approval letter also. See item 2b6 below and directions in this manual for submitting this Curriculog proposal form.**
b) The VPAA will send an email to the TBR Community Colleges informing them of our proposal. This should be completed with enough notice in case the colleges have questions or concerns.

2. Letter of Application

a) A Letter of Application for any new academic degree program or certificate (24 SCH or more) program proposed precedes the establishment of any new academic program (See THEC policy

A1:0 and A1:1). The requirement for a Letter of Application may be waived by the TBR Vice Chancellor for Community Colleges in cases where the proposed degree program fully duplicates an already existing community college program. If a waiver is requested and granted, the institution will be notified that it may proceed with development of the Implementation Portfolio based on delegated authority from the THEC, however, the THEC Financial Projection form must be completed and approval documentation and through all campus committees prior to implementation. Any required Letter of Application must be submitted electronically to the Vice Chancellor for Academic Affairs for all proposed university programs and the Vice Chancellor for Community Colleges for any proposed community college programs. The Vice Chancellor for Academic Affairs should be notified of any proposed community college's letter of application. Current forms are available on the Academic Affairs website.

b) The Letter of Application will include the following:
1. A letter from the President stating his or her support for the development of the Letter of Application.
2. All information initially submitted in the Letter of Notification.
3. PDF of the signed COVER page.
4. Completed Letter of Application Form located on the TBR Academic Affairs website (Link is available on the VSCC Curriculum Resources Webpage) with special attention to the THEC Policy 1.120L components for a diversity plan and the THEC Policy 1.120I call for a future sustainability need/demand.
5. THEC Financial Projections form. In keeping with the THEC Policy 1.1.20P, the benefit to the state should outweigh the cost of the program with detailed explanations of reallocation, grants, gifts and partnerships accompanying the Letter of Application.
6. **Copy of signature sheets from approval committees (e.g., Institutional Curriculum Committees,** Faculty Senate, Graduate Council) verifying that the Letter of Application has cleared through all the appropriate campus approval committees prior to submission.

c) The Letter of Application will be reviewed by the TBR and by the THEC staff.

d) Forwarding the Letter of Application from the TBR to the THEC indicates the support of the TBR for the proposed academic program.

e) The TBR and/or the THEC may take one of four actions in response to the Letter of Application. Based on THEC Policy A1.0, the Letter of Application may be awarded approval, disapproval, conditional approval or defer approval to develop an Implementation Portfolio. Conditional approval is awarded only to temporary programs with specified terminations dates.

3. The Implementation Portfolio

a) For University academic programs, an Implementation Portfolio for a new university academic program is electronically submitted after approval of the Letter of Application by the TBR and the THEC. **For new community college programs, the Implementation Portfolio is submitted upon approval from the Vice Chancellor for Community Colleges**.

b) The Implementation Portfolio (whether or not a Letter of Application is required) consists of:
1. A completed Implementation Portfolio Form located on the TBR Academic Affairs website (Link is available on the VSCC Curriculum Resources Webpage).
2. A copy of the THEC approval letter for Letter of Application development (universities) or the **Vice Chancellor of Community Colleges approval letter for development based on the Letter of Notification or the Letter of Application, if required.**
3. The SACS-COC approval letter if change of designation is required.

c) The submission of an Implementation Portfolio should be carefully planned in order to assure timely review and approval by the Vice Chancellor for Academic Affairs and the Vice Chancellor for Community Colleges, when appropriate, prior to submission for Board approval -- and, as may be required, THEC review and authorization.

d) The TBR and the THEC considers Implementation Portfolios for new university degree programs at each of its quarterly meetings. Community college Implementation Portfolios are approved by delegated authority to the TBR and forwarded to the THEC upon Board Approval.

4. External Review

a) All university programs (excluding certificate programs) submitted for development must undergo an external review. If an external review includes a site visit, the time necessary to arrange an external reviewer is generally 4-5 weeks. Upon completion of the visit, reviewers have 30 days to submit a report which is then submitted to the institution with an essential concerns for amendment identified by the TBR. Campuses have 30 calendar days to provide a written response to the Office of Academic Affairs and Community Colleges (if appropriate). Institutions may dispute or amend recommendations continuing along the approval path or determine to withdraw the proposed program for consideration.

b) The external review for newly proposed undergraduate programs at the universities will consist of a paper review or a site visit by a disciplinary expert at the joint discretion of the TBR and the THEC.

c) All graduate level programs will undergo a site visit.

d) Community colleges must submit a report from their external advisory or industrial board or skills panel supporting all components of the proposed Implementation Portfolio. The external review report should be submitted at the time of the Implementation Portfolio with the exception of a graduate program or an undergraduate program which is determined to require a site visit. Those reports should be submitted following the submission of the Implementation Portfolio by the TBR staff upon completion and campus response to any recommendations prior to forwarding the final Implementation Portfolio to the THEC.

5. Based upon the determination of the TBR and approval of the THEC (if required), the newly proposed program as supported by the external review will move forward in the approval process.

a) Proposed Implementation Portfolios must be submitted to the appropriate Vice Chancellor with sufficient time to allow for the external review process to occur before the desired Board approval. The time required for the review will vary according to the number and nature of the portfolios

already under review, external review consideration, and the other workload issues of the Academic Affairs staff and may determine whether or not the review of a particular portfolio is completed in time for submission to the Board at the desired time. Implementation Portfolios are generally reviewed on a first come basis. Should the review of an Implementation Portfolio not be completed in time for the next meeting of the Board, it will be carried over with priority the next subsequent meeting.

6. Approved Letters of Application are valid for three academic years after which a new Letter of Application must be submitted if the program has not been approved for Implementation.

7. All newly approved academic programs at universities and community colleges are subject to post approval review by the TBR and the THEC. Per the THEC Policy 1.1.30, pre- baccalaureate programs are subject to post approval monitoring for five years, baccalaureate and masters programs for five years and doctoral programs for seven years on an annual basis.

Program/Certificate: New Proposal Form

Be sure to save your work often.
- Please read the section in this manual: Accessing the System to login and select the Program/Certificate: New Proposal Form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.

Program Type – Select Program Only
- This is a required field and you must select Program. This is a system requirement.

Status: Active-Visible must be selected:
- This is a required field and only one option to select – Active-Visible. This is a Curriculog system requirement.

Division:
- This is a required field. Select the appropriate division that the course will be under. This will ensure the proper approvers are pulled into the approval process.

Program Type:
- This is a required field and is different from the first question. Choose the appropriate program type from the drop down menu. If one is not available, or you have questions, contact the Administrator.

Degree Type:
- This is a required field. Choose the appropriate degree type from the drop down menu. If one is not available, or you have questions, contact the Administrator.

Program name:
- This is a required field. Type the name exactly as the title should appear in the catalog. If a program name has been specified by a TBR Common Curriculum Committee, enter the name as specified by the common curriculum document and attach the document to this proposal. Use the current catalog as a guideline. Be sure to use proper spacing, dash, abbreviations, and periods.
  Example 1: Computer Information Technology – Cyber Defense Concentration – A.A.S.
  Example 2: International Affairs – A.A. (TTP)

Major:
- This is a required field. Enter the appropriate Major. For example 1 above, the major would be Computer Information Technology.

Concentration:

- Concentrations are applicable to AAS Degrees. Enter the appropriate concentration if applicable. For example 1 above, the concentration would be Cyber Defense.

Area of Emphasis:
- Area of Emphasis is applicable to University Parallel. Enter the appropriate Area of Emphasis, if applicable. For example 2 above, the area of emphasis would be International Affairs.

CIP Code:
- This is a required field and it is very important to use the correct code. Refer to the Curriculum Resources webpage for the IPEDS CIP Codes link. Contact IERPA or VPAA if you have questions.

First Semester Offered:
- This is a required field. Select the semester that this program will first be available to students from the drop down menu. Ensure this is accurate so students can register properly. This will be the first semester the course will show in Banner.

Effective Catalog for Curriculum:
- This is a required field and usually only one option is available. This is the catalog that the program will appear in and the catalog that we are currently updating.
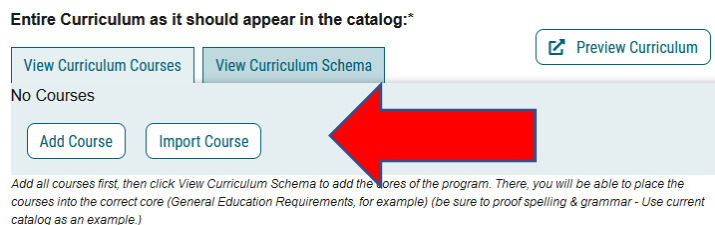
Description:
- This is a required field. Enter the program description EXACTLY as it should appear in the catalog. What you enter here is what will appear in the catalog. This field is the catalog presentation of the program's purpose statement, degree, emphasis, concentration and/or specialization identification, admission requirements, student learning outcomes (AAS &TC) and other relevant disclosure statements. This field appears at the beginning of the program in the catalog. Please reference a similar program in the current catalog for the layout.
    - The first line must be the "For more information on this program statement.." – See catalog for layout
    - Include the Transfer Options statement if this is a University Parallel program – See catalog for statement and layout
    - Include the Educational Testing Service Proficiency Profile (ETSP) requirement for all degree programs (Not Certificates) – See catalog for statement and layout
    - Student Learning Outcomes must be entered for all AAS & TC – See Catalog for statement and layout.

Courses & Cores Section:
- Follow these steps to propose courses to the new program curriculum: **Note: If there are any new courses being added to the catalog for this program, you must submit a Course: New form prior to this step.**

- **Please use the current catalog as an example and enter text exactly as it should appear in the catalog**. **Use appropriate formatting for ad hoc text ("OR", "OR Higher", Footnotes, etc.)**

Step 1
There are two options to add courses to the program: "Add Course" and "Import Course."

Entire Curriculum as it should appear in the catalog:*

| View Curriculum Courses | View Curriculum Schema |

📄 Preview Curriculum

No Courses

[Add Course] [Import Course]

Add all courses first, then click View Curriculum Schema to add the cores of the program. There, you will be able to place the courses into the correct core (General Education Requirements, for example) (be sure to proof spelling & grammar - Use current catalog as an example.)

For courses that already are in the catalog, click on "Import Course" and find the courses needed. If you receive the message below (You have no maps established), contact the administrator.

Import Data Into Your Proposal

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

You have no maps established.

[Cancel Import]
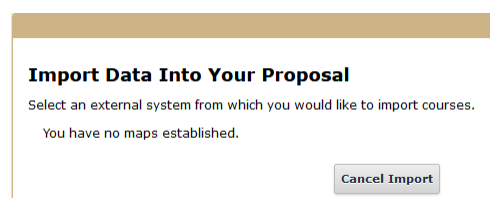
For new classes that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title. The credits will not appear for courses that are currently in the Curriculog Approval Process. Please make a comment after you launch and before you approve as originator and indicate the course rubric and how many credits it is. Otherwise, approvers will be confused and ask questions that will possibly hold up the approval process.

Step 2

Click on ☰ "View Curriculum Schema." This allows you to add cores (headers) to each section of the program.

Cores should include: General Education, Major Core Requirements (AAS) or Area of Emphasis Requirements (AA & AS), Electives, Career & Salary information and the Recommended Schedule. Important: Refer to the "How to Enter Ad Hoc Text, General Education Courses & Other Mandatory Statements in a Program" section in this manual to see how to enter and list these areas.

Once you add a core, you have the ability to move it around with in the curriculum. You can also indent cores under other cores, for example, you can build the Recommended Schedule core then build First Year- Fall Semester as a core underneath the recommended schedule. Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" it will bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the ✗ and proceed. You are also able to add general text to the individual cores for example: Natural Sciences Credits: (8)

For added help, links to TBR's General Education policy is available on the Curriculum Resources webpage

Degree Works Prerequisite Requirements Setup

Does the pre-requisite for this course include a college-level course? For example, if MATH 1005 is part of the pre-requisite, select Yes. If there is no pre-requisite for this course or if the pre-requisite only involves test scores and/or learning support courses, select No. If you are unsure how to answer this question, please contact Amber Regan at ext. 3464 before launching this proposal.

Based on the text above, does the pre-requisite for this course include a college-level course?

- This is a required field. Answer this question based on the information above for the Degree Works Prerequisite Requirements Setup. The answer to this question will pull in the proper approver in the approval process.

Is this proposal for a new Technical Certificate?

- This is a required field. If the answer is Yes, you must fill out the Financial Aid Form that is located on the Curriculum Resources webpage and attach a copy to this proposal before approving as the originator. If you fail to attach this, please contact the Administrator.

Does this program require TBR approval?

- This is a required field. Refer to the TBR Policy 2.01.01.00 Approval of Academic Programs, Units, and Modifications link on the Curriculum Resources webpage. In general, all new programs/TC and concentrations require TBR approval. The policy will determine which paperwork is required.
- TBR paperwork can be found on the Curriculum Resources webpage: TBR Curriculog Form: CC - Change Form or Establish New Unit or Concentration or TBR Curriculog Form - CC - Application/Proposal for All New Programs.
- All TBR paperwork must be completed and attached to this proposal before you approve. No proposal will be considered until all paperwork is submitted. See instructions "How to Attach Files to Proposals"

Career and Salary Information Section

- All fields are required. Use an appropriate source to obtain the career and salary information and enter into the proper fields. Many programs use www.onetonline.org. You must list the source where you obtained the information. See current catalog for information.
- Salaries should be for the degree they obtain. If the salary requires a bachelor's degree, this **must** be noted in the text box.

Justification

- This is a required field. Explain why this program is being proposed. Address any accreditation issues that may be present.

Substantive Change Checklist Section

- This is a required field.
- The Substantive Change questions must be answered in order to continue with the curriculum process. For questions, please contact the IERPA office.

Will the proposed program, certificate, or concentration require a number of new faculty?
If Yes to question 1, how many Full Time & Adjunct faculty?

If No to question 1, describe the current faculty members qualifications, indicate whether FT or adjunct, and how this will impact faculty load.

List each course number and identify the course type: New (N), Redesign (R) of Existing Coursework or Existing Coursework (E). If redesigned, enter the redesigned course number

Will the proposal require new library or other learning resources?
    If Yes, what is the anticipated cost?
    If Yes, provide a brief description of those resources.

Will the proposal require new equipment or facilities?
    If Yes, what is the anticipated cost?
    If Yes, provide a brief description of those resources.

Will the proposal require new hardware or software resources?
    If Yes, what is the anticipated cost?
    If Yes, provide a brief description of those resources.

List each location and the degree percentage students will be able to complete at the site. Include Online if applicable. Include General Education courses (if required by program, certificate, or concentration)

Will the proposal initiate a dual degree program with another institution? (Note: Dual Degree is where partner institutions award separate credentials/diplomas.)

Will the proposal initiate a program or courses through contractual agreement or consortium?
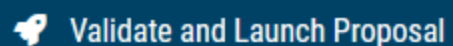
Will the proposal initiate a degree completion program?

Provide any additional details needed.

Does this require SACS approval? (IERPA Will Change if Necessary)

VALIDATE AND LAUNCH STEP
- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP
- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Program/Certificate: Modification Proposal Form

Be sure to save your work often.
- Please read the section in this manual: Accessing the System to login and select the Program/Certificate: Modification Form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to many of the resources needed are available on the Curriculum Resource Webpage on the website.
- If this is a TBR Common Course and TBR is asking for this change to be made, attach the TBR document to your proposal.

- The purpose of this form is to make modifications to an existing program or technical certificate. Note: If you are adding a new course(s) to this program or certificate that are being added to the catalog, you must submit a Course: New form for those course(s) prior to completing this form. This will allow you to import those courses into this proposal.

- **TECHNICAL CERTIFICATE MODIFICATIONS:** If this proposal is for a Technical Certificate, you *must* read step one on the proposal form and follow the directions.

- **IMPORT CURRICULUM DATA FROM THE CATALOG** - Prior to importing read step 2 on the proposal form and follow the directions.

Program Type – Select Program Only. Must be done before importing step.
- This is a required field and you must select Program. This is a system required field.

Import – This is the next step. In order to modify your program or Technical Certificate, you must import the program from the catalog into the proposal for you to make your modifications.   To import the program follow these steps:
- This is a required field. See **IMPORT CURRICULUM DATA FROM THE CATALOG** section above.
- Select the Import Icon in the upper left-hand corner.
- Place your cursor in the tan bar that reads Acalog: and the catalog we are currently editing. A blue checkmark will appear that when scrolled over will read Select This External Source. Select this source to import from. The following screen will appear for you to search for the program you want to modify.

- You can search for your program in a variety of ways. The easiest way, and to narrow down the selection, is to select from the programs in your division (department). Select Department in the Filter by Field and then type in part of your division name or in its entirety. For example, enter Business, Social, Health, Nursing, Math or Humanities and then click on Search Available Curriculum.

- Next, select the appropriate program to import and click on Import this item.

- ***If you are only modifying the narrative (description) of the program, uncheck the last box so the courses, etc. are not imported in – only the description, title etc. will be imported. If you import the courses by mistake, please redo this as it will prevent all approvers to have to review the entire program.***

Status: Must select Active-Visible (System Required)

- This is a required field and you only have one option to choose.

Is this modification for a Technical Certificate? If Yes, is this Financial Aid Eligible?

- This is a required field.
- **<u>TECHNICAL CERTIFICATE MODIFICATIONS:</u>** If this proposal is for a Technical Certificate, then before completing this form, you must fill out the Financial Aid form that is located on the [Curriculum Resources](#) webpage and have Financial Aid verify the certificate is eligible for Financial Aid. Attach the Financial Aid verification to this proposal and indicate you have completed this on this step by answering Yes. See the Director of Financial Aid – Donna Dunaway with questions to this step. Failure to do this will result in a delay in approval.

Division

- This is a required field. Select the appropriate division.

Program Type

- This is a required field. This will be populated based on the program that was imported in during the Import step.

Degree Type

- This is a required field. This will be populated based on the program that was imported in during the Import step.

Program Name

- This is a required field. This will be populated based on the program that was imported in during the Import step.

Effective Semester & Year

- This field is required. Select the appropriate year that this change will be effective. All curriculum revisions are effective only in fall semesters.

Effective Catalog

- This field is required. Proposals should only be submitted for the catalog we are editing for the following year – this will be your only option to choose.

Select proposed changes being made

- This field is required. Select ALL appropriate boxes.

- o Prefix Changes Made
- o Adding Existing or New Course(s) - If adding a brand new course, must also submit separate Course Addition form. You must submit the new course form prior to submitting this program modification so that you can add the new course on this proposal.
- o Deleting Course(s) - If deleting course from catalog, must also submit separate Course Deletion form.
- o Course or program credit hour changes
- o Relocating a course within the program
- o Modifying Narrative (Program Description)
- o Updating Student Learning Outcomes

Narrative: (Program Description)

- This field is required. Only make changes to this section if you have checked the "Modifying Narrative (Program Description) and/or "Updating Student Learning Outcomes" boxes above.
- Note that what you enter or delete from this section is how it will appear when exported to the catalog. Ensure accuracy and follow proper format (see current catalog as an example).

Degree Works Prerequisite Requirements Setup

- Does this curriculum revision involve a change to a course with a college-level, out-of-program pre-requisite? For example, if you're adding or removing MATH 1710 (which has a college-level pre-requisite) AND the college level pre-requisite for MATH 1710 is not part of the program, select Yes. If you are unsure how to answer this question, please contact Amber Regan at ext. 3464 before launching this proposal. Answer the question below based on this information.

Based on the text above, does this change involve a course with a college-level, out-of-program pre-requisite?

- This field is required.

Curriculum Section

You will make your modifications in this section. Once you have imported the current program in from the catalog in the above import step, all of the current courses, cores (titles of your section headings), recommended schedule etc. will be listed. You will want to read these directions in its entirety as it is very important to understand the functions of the three headings (see screenshot below): View Curriculum Courses, View Curriculum Schema and Preview Curriculum prior to making changes (it will save you time in the long run and will prevent you from having to re-do this section😊). This section is what the committee will preview in order to approve. Contact Sandy Brown if you have any trouble or questions. **Be sure to use the current catalog as an example on wording and placement.**
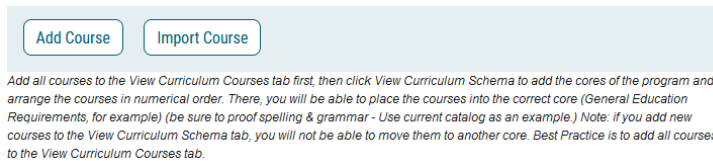
Entire Curriculum as it should appear in the catalog:*

View Curriculum Courses | View Curriculum Schema | Preview Curriculum

AHC - 115 - *Medical Terminology   (3) 🗑

View Curriculum Courses

- This tab will have all the courses that were imported in and are currently in this program ***and*** where you will need to add any new courses to your program. (All courses in your program MUST be listed here in order to add them under the proper headings in the next step and move them around. **Note: if you add new courses to the View Curriculum Schema tab instead, you will not be able to move them to another around to additional cores. Best Practice is to add all new courses to the View Curriculum Courses tab. Instructions are listed below to add courses. Always be sure to Save All Changes at the bottom of the screen.**

View Curriculum Schema

- This tab will list the various cores (titles of section headings) that were imported in and list the courses under each core. This is also where you will edit current Cores (headings) and add new sections if needed. From here you can delete courses from the program and pull courses that you have added to the View Curriculum Courses section, and add/delete/change any ad hoc information. Ad hoc information is any "written wording such as History Credits: (6) etc. that may appear in cores such as the General Education Core. Ad hoc information is also used for "**OR**, **OR HIGHER",** footnotes, etc. **Always be sure to Save All Changes at the bottom of the screen.**

Preview Curriculum

- This tab will allow you to see how the changes you have made will appear in the catalog. The words left, right, above, after, refer to the location as to where the Ad Hoc information will appear – example: to the "left" of the course. It is very important to ensure this is how you want your program to appear in the catalog. Please proof very carefully. The Curriculum Committee will use this section to approve your modifications. Note: changes that you have made in the prior two headings will not appear until you have "Saved All Changes" that is located at the bottom of the proposal at all times. We recommend you save often.

- Follow these steps to make modifications to the program curriculum:

- Important: Refer to the "How to Enter Ad Hoc Text, General Education Courses & Other Mandatory Statements in a Program" section in this manual to see how to enter and list these areas.

Step 1 - If you are adding courses start here with step 1 and then complete step 2. If you are only removing courses or other modifications, proceed to Step 2.

- Select the View Curriculum Courses heading. There are two options to add courses for proposed changes: "Add Course" and "Import Course" located at the bottom of the section – see screenshot below.

Entire Curriculum as it should appear in the catalog:*

[↗ Preview Curriculum]

View Curriculum Courses

AHC - 115 - *Medical Terminology   (3) 🗑

[Add Course] [Import Course]

Add all courses to the View Curriculum Courses tab first, then click View Curriculum Schema to add the cores of the program and arrange the courses in numerical order. There, you will be able to place the courses into the correct core (General Education Requirements, for example) (be sure to proof spelling & grammar - Use current catalog as an example.) Note: if you add new courses to the View Curriculum Schema tab, you will not be able to move them to another core. Best Practice is to add all courses to the View Curriculum Courses tab.

- For courses that *are already in the* catalog, click on "Import Course" and find the courses needed.
  - o Select Or Add filter and select Prefix which is the 3 or 4 letters of a course code (AHC or MECH etc.)
  - o Select Add another Filter if you want to narrow the search down further and select CODE which is the number portion of a course
  - o Fill in the filters you selected with your course information and select Search Available Curriculum in the lower right hand corner

Search 2022-2023 Undergraduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix =	ahc	X
	- and -	
Code =	115	X
Add another filter	Filter by field ⌄	

Start Date:	End Date:	Sort Results By:
		Prefix X Code X Name X

☐ Exclude previously imported items

[Search Available Curriculum] [Select Another External System] [Cancel Import]

Search Results (1 to 1 of 1)

AHC 115 *Medical Terminology

- o Select the course(s) you want to import which will move them to the Selected Courses section (see below) and select Add Courses to Proposal.
- o The courses will now be listed in the View Curriculum Courses section of your proposal.

Search Results (1 to 4 of 4)

AHC 101 *Career Exploration in Physical Therapy

AHC 1100 *Physical Science for the PTA

AHC 115 *Medical Terminology

AHC 276T *Special Topics in Health Sciences

[Previous] [Next]

Selected Courses

AHC 101 *Career Exploration in Physical Therapy

[Add Courses to Proposal] [Select Another External System] [Cancel Import]

- For new courses that are in the Curriculog Approval Process (submit a Course: New form prior to submitting this program modification to add the course to your program) click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title. Once you select Add Course, the course will be listed in your proposal under the View Curriculum Courses tab for you to select in the next step.

Add Course

Add the course details below:

Prefix:

Code:

Name:

[Add Course] [Cancel]

- **Step 2 – This step is where you will make the modifications to your program such as deleting   courses from your program, add new courses in the proper sections of your program that you have added in the above step, change the titles of your section headings (cores), re-order courses, modify the recommended schedule, career salary etc.**

- Important: Refer to the "How to Enter Ad Hoc Text, General Education Courses & Other Mandatory Statements in a Program" section in this manual to see how to enter and list these areas.

- Click on "View Curriculum Schema." Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" located at the bottom of the section, it will bring up the list of courses available from Step 1. Select the courses you wish to add and select add course. For removing courses click on the 🗑 please note that this will delete automatically with no option to undo the deletion.
- Next, Drag and Drop to rearrange the courses in numerical order. See the "How to Enter Ad Hoc Text, General Education Courses & Other Mandatory Statements in a Program" section in this manual to see how to enter and list General Education courses.

Step 3 – If you need to modify a Core (title – headings of sections) follow these directions:
- Click on the title-header and two new boxes will appear – Title and Description
- Place your cursor on the heading box and replace verbiage if necessary and Save All Changes

- If you have additional descriptions, you can add or change the data in the Description box. Note: The Description box is used if you need to add a line such as Choose from the list of elective below etc.

Step 4 – If you need to add or change Ad Hoc (Custom Text) such as OR Higher, Advisor Approved, Footnotes etc. follow these directions:
- Important: Refer to the "How to Enter Ad Hoc Text, General Education Courses & Other Mandatory Statements in a Program" section in this manual to see how to enter and list these areas.
- Select View Curriculum Schema
- To change current custom text such as the word "OR", select corresponding core and the select the edit (pencil) button. The Add Custom Text screen will open up. The Name box is only used to describe what you are doing so that you can locate it in the view window. In the Position Box you must select, left, right, above or below. This indicates where you want the text located. For example, left of the course, right of the course etc. Next, type the word OR as you want it to appear in the catalog. Anything you type in this box will appear in the catalog – misspellings and all – please proof and use the current catalog as a guide. Use the editing tools to bold items etc. The Credit box is only used if your item has credits which most custom text does not.
- To add new custom text, select the Add Custom Text button. The Add Custom Text button will appear, and you can add text the same way as the above step.

Is this change a TBR mandate?
- This is a required field.   Answer Yes if TBR has mandated this change.

Does this proposal require TBR approval?
- This field is required.
- If changing a list of elective choices with courses from TBR common library, we do not need to submit for TBR approval.
- Read the following sources that can be found on the Curriculum Resources Webpage:
  o TBR Guideline A-010 Program Modifications and New Academic Programs and
  o TBR Policy 2.01.00.00 General Education Requirements and Degree Requirements
  o TBR Policy 2.01.01.00 Approval of Academic Programs, Units, and Modifications
  o TBR paperwork can be found on the Curriculum Resources webpage: TBR Curriculog Form: CC - Change Form or Establish New Unit or Concentration

If Yes to the above question, attach TBR paperwork to this proposal
- This field is required. See instructions "How to Attach Files to Proposals"

Justification Section

Justification & Summary of Changes
- This field is required.
- Summarize the changes being made and explain why the modification is needed.

Substantive Change Checklist Section

Will the proposed program, certificate, or concentration require a number of new faculty?
- This field is required.

If Yes to question 1, how many Full Time & Adjunct faculty?
- This field is required.

If No to question 1, describe the current faculty members qualifications, indicate whether FT or adjunct, and how this will impact faculty load.
- This field is required.

List each course number and identify the course type: New (N), Redesign (R) of Existing Coursework or Existing Coursework (E). If redesigned, enter the redesigned course number
- This field is required.

Will the proposal require new library or other learning resources?
- This field is required.

If Yes, what is the anticipated cost?
- This field is required.

Will the proposal require new equipment or facilities?
- This field is required.

Will the proposal require new hardware or software resources?
- This field is required.

If Yes, what is the anticipated cost?
- This field is required.

If Yes, provide a brief description of those resources
- This field is required.

List each location and the degree percentage students will be able to complete at the site. Include Online if applicable. Include General Education courses (if required by program, certificate, or concentration)This field is required.
- This field is required.

Will the proposal alter significantly the length of an existing program?
- This field is required.

If yes, describe the changes
- This field is required.

Will the proposal initiate a dual degree program with another institution? (Note: Dual Degree is where partner institutions award separate credentials/diplomas.)
- This field is required.

Will the proposal initiate a program or courses through contractual agreement or consortium?
- This field is required.

Provide any additional details needed
- Use this if necessary.

Does this require SACSCOC approval?
- This field is required.
- Contact VP of IERPA if you have questions. The VP of IERPA will be able to change this answer, if necessary, during their portion of the approval process.

Does this require Financial Aid Approval?
- This field is required.
- Contact the Director of Financial Aid if you have questions. The Director will be able to change this answer, if necessary, during their portion of the approval process.

VALIDATE AND LAUNCH STEP
- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.
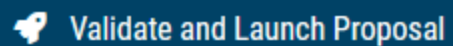
- Launching a proposal will allow you to come back and make changes and it will allow your Dean, Chair, or Sandy Brown to see the proposal before you approve. Once you approve in the next step you are unable to make any edits unless you request the form to be rerouted back to you.

APPROVAL STEP - DO NOT FORGET THIS STEP
- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

Program/Certificate: Termination Proposal Form

Be sure to save your work often.
- Please read the instructions at the top of the form very carefully and follow the instructions to login and select the Program/Certificate: Termination Form.
- Once logged in and the form has been started, read the instructions at the top of the form very carefully.
- The help text is automatically turned on and will appear below the questions on the form, if applicable.
- Helpful Links to the Curriculum Resource Webpage are available at the end of the instructions.
- If this is a TBR Common Course and TBR is asking for this change to be made, attach the TBR document to your proposal.

Step One is to import the current curriculum:
- This is a Program/Certificate: Termination Form so you must import the current program information in order to proceed. To do this, fill in the following information or as much as you can so that the correct program will be imported in, select search.
- After selecting search, select the correct program and select the Preview and Build icon depicted by the third arrow below.

- The fields will be listed that will import into your proposal. Select Build Proposal at the bottom of the list.

of Labor Statistics reports, more IT jobs are available in the United States today than at the height of the dot.com bubble and are expected to be among the fastest-growing occupations over the next decade. Computer science requires solid preparation and study in mathematics.Transfer Options The Tennessee Transfer Pathway (TTP) degree is designed to create a smooth transition to all public universities offering a Baccalaureate degree in this major by guaranteeing the transferability of all courses. For transfer to other four-year institutions, contact an advisor at the senior institution. Note: There are to be no course substitutions in this program.All students graduating with a degree from VSCC are required to take the Educational Testing Service Proficiency Profile (ETSP) to meet graduation requirements. More information can be found at http://www.volstate.edu/Testing/Services.php.

Program/Certificate: Termination Form: Curriculum: Program has 9 cores and 28 courses.

Build Proposal   Return to Search

Program Type – Select Program Only

- This is a required field and a system requirement. You must select Program.

Status: Must Select Inactive-Hidden (System Required)

- This is a required field and you must select Inactive-Hidden in order to remove the program from the catalog.

Division

- This is a required field. This will be populated based on the program that was imported in during the Import step. If it is not correct you may change it.

Program Type

- This is a required field. This will be populated based on the program that was imported in during the Import step.

Degree Type

- This is a required field. This will be populated based on the program that was imported in during the Import step.

Program Name

- This is a required field. This will be populated based on the program that was imported in during the Import step.

This program is being:

- This is a required field. Select Deleted unless you think the program may be re-offered within the next year then select Inactivated. TBR/THEC will remove any program from their inventory that has been deactivated for over three years.

Last Term Program/TC Offered

- This field is required. Indicate the last term (semester and year) that we will off this program to students.

The catalog the Program/TC will no longer be available

- This field is required. Proposals should only be submitted for the catalog we are editing for the following year – this will be your only option to choose. To select a prior Catalog year, you must obtain VPAA approval and contact the VSCC Curriculog Administrator.

Last Term for Student Graduation from Program

- This is a required field. Select the last semester that students may graduate from this program.

Program Description

- This is a required field and the information will have been imported in during the import step.

Curriculum

- This information will have been imported in during the import step and requires no further action. It is simply listing what courses were in the program.

Does this termination require TBR approval?

- This field is required.
- Read the following sources that can be found on the Curriculum Resources Webpage to determine if this requires approval (Most Terminations require TBR approval):
  - TBR Guideline A-010 Program Modifications and New Academic Programs and
  - TBR Policy 2.01.00.00 General Education Requirements and Degree Requirements
  - TBR Policy 2.01.01.00 Approval of Academic Programs, Units, and Modifications
  - **TBR paperwork can be found on the Curriculum Resources webpage: TBR Curriculog Form: CC - Change Form or Establish New Unit or Concentration**

If Yes to the above question, attach TBR Paperwork to this proposal

- This field is required. If Yes, see instructions "How to Attach Files to Proposals" in this document.

Teach Out Plan

- This field is required. Attach a copy of the letter that the division will send to students once this proposal is approved by TBR and SACSCOC to this proposal. Also, attach a list of students who this impacts and who the letter will be sent to. Once Volstate receives TBR and SACSCOC approval, the Division Dean is required to send the letters to the students.

Does this require SACS approval? (IERPA will change if necessary)

- This field is required.
- Contact VP of IERPA if you have questions. The VP of IERPA will be able to change this answer, if necessary, during their portion of the approval process.

Justification Section

Justification

- This field is required. Explain the reason for the Program/Technical Certificate Termination and the impact on students.

- **IMPORTANT NOTE:** If this program/certificate termination involves eliminating any courses from the catalog, be sure to submit Course: Termination forms for each course AFTER submitting and launching this form. If this step is not completed, the courses will remain in the catalog.

VALIDATE AND LAUNCH STEP

- Once you have completed the form, you will need to LAUNCH the form by selecting the Validate and Launch Proposal icon at the top.

APPROVAL STEP - DO NOT FORGET THIS STEP

- Once the form has been launched, you as the originator must select your form from the My Task tab and make your decision to approve the form. If you fail to do this step, the form will not progress through the approval process. To enter your approval decision, select the Decision icon from the Proposal Toolbox on the right hand side of the form. Please continue to watch your form as it progresses through the approval process by selecting the Workflow, Discussion , Status or Decision icons from the Proposal Toolbox and respond to any questions or comments.

How to Enter Ad Hoc Text, General Education Courses, & Other Mandatory Statements in a Program

1. **All programs should begin with the following statement pertaining to a specific division:**

For more information on this program, contact the Business and Technology division at 615-230-3301 or at bustechinfo@volstate.edu.

2. ***The following statement should be placed on all degree programs (not Certificates):***

All students graduating with a degree from VSCC are required to take the Educational Testing Service Proficiency Profile (ETSP). More information can be found at http://www.volstate.edu/Testing/Services.php.

3. **The following statement is placed in the Career and Salary Information Core: (change website accordingly)**

The following is a list of some of the career choices that may be obtained upon completion of this program. Please visit the following website BLS.gov or speak to an advisor for additional career opportunities, salary information and education requirements. Salaries are not guaranteed.

4. **The following statements are placed in the Recommended Schedule Core:**

This is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through My Volstate.

5. **The OR between two courses is always capitalized and bold:**

- COMM 2025 - ^Fundamentals of Communication **Credits: (3)**
- **OR** COMM 2045 - ^Public Speaking **Credits: (3)**

6. **The OR HIGHER is always placed to the right of the course, capitalized and bold:**

- MATH 1010 - ^Math for General Studies **Credits: (3) OR HIGHER**

7. **The General Education Section Courses are always entered in the following order which follows the General Education Section order of the catalog page: See the** General Education Section **of the Catalog**

- COMM 2045 - ^Public Speaking **Credits: (3)**
  OR COMM 2025 - ^Fundamentals of Communication **Credits: (3)**
- Humanities and/or Fine Arts (Must include at least one Literature Course) **Credits: (9)**

- History **Credits: (6)**
- Mathematics **Credits: (3)**
- Natural Sciences **Credits: (8)**
- Social/Behavioral Sciences **Credits: (6)**

8. **Cores are always entered with the dash, parenthesis and credits listed as the following:**

   General Education Requirements - Credits (15)

How to Attach Files to Proposals

- Many of the proposal forms require the originator to attach files to the proposal. Files can be attached at anytime while the proposal is being originated and after the time of launching. The originator **can not** attach files after they have approved (decision) the proposal – the files must then be sent to the Curriculog Administrator to be attached.
- Select the Attach a File to a Proposal icon (paperclip) from the toolbox to attach files.

- Select Browse and select your file to upload.

Searching for Past and Current Year Proposals in Curriculog

- You can view what proposals have been completed and/or launched for a division. You can search by Courses and/or Programs. This is helpful if you want to see what changes have been made to a program or course.
- Once logged into Curriculog you will want to make sure you select All Proposals. If you fail to do this step you will not locate prior forms for a division.
- See screenshot below for the correct settings to see all proposals for a division during the specified dates. If you change the Date Search Scope box from Completed Between too Launched between, you will want to uncheck the Completed box under Proposal Status. This would show you any proposals that were launched during the specified dates.