


CCSU Curriculum Management System

Accessing the Curriculum Management System:

<https://ccsu.smartcatalogiq.com/Curriculum-Management-System/Dashboard/Curriculum-Dashboard>

Dashboard:

Use the Dashboard to sort and filter curriculum proposals. Clicking on a proposal will allow users to view the full details of the proposal (login required) and, if authorized, approve the proposal based on assigned roles. Use the links for Agendas and Workflow States to filter proposals based on their status in the curriculum workflow process.



Curriculum Dashboard Curriculum Form My Items [Logout](#)

Agendas: [CLASS](#) • [SEST](#) • [SEPS](#) • [GE](#) • [GRAD](#) • [BUS](#) • [Full Proposal List](#)


Workflow States: [Approved](#) • [Faculty Senate](#) • [Full Curriculum Committee](#) • [Relevant Subcommittee](#) • [Curriculum Committee Chair](#) • [Dean](#) • [Department](#) • [On Hold](#) • [Remove Proposal](#) • [Full Proposal List](#)

Search: Show entries

Type	Name	Workflow	Date Changed	User	Status	Committee
Change Course	HIST 301 The Historical Imagination	Dean	9/29/2016	Katherine Hermes	In Progress	CLASS
Change Course	HIST 403 Public History Project	Dean	9/29/2016	Katherine Hermes	In Progress	CLASS
Change Course	HIST 404 American Material Culture	Dean	9/29/2016	Katherine Hermes	In Progress	CLASS

Curriculum Forms:

Use the Curriculum Form tab to select the appropriate curriculum form to begin a new curriculum submission (login required).



Curriculum Dashboard **Curriculum Form** My Items [Logout](#)

- [New Course Form](#)
- [Course Change Form](#)
- [New Program Form](#)
- [Change Program Form](#)
- [Delete Course Form](#)
- [Delete Program Form](#)

Course Forms

1. Select the appropriate form from the Curriculum Forms tab (change, deletion, new). If prompted, login with your BlueNet username and password.
2. **Start Here for Course Changes or Deletions:** Click “Select Subject Code and Course Number” to select a current course from the catalog.

Workflow State: Unsubmitted
[Print this form](#)

Save


There are 0 versions of this proposal


Select Subject Code and Course Number

School or College *Required

Department *Required

Course Designator *Required

3. Catalog content for the course will automatically populate in the form. Dependencies for other courses and programs will also automatically populate.
4. **Start Here for New Courses:** Complete/edit the form. Required fields are noted on the right and in red.
 - a. **Course Information-** School/College, Department, Designator, Number, Title, Description
 - b. **Prerequisite & Cross Listed-** Enter prerequisite text in the “Proposed Prerequisite Narrative” field (including any required minimum grades). Click “Add Course,” then the  icon to formally link the course to this proposal.

Note: Use the  icon to select “Narrative Courses” to insert an “OR” in course list. Repeat this process in the cross list fields for which the course is to be cross listed.

Proposed Prerequisites

This text will display in the course description on the catalog

Proposed Prerequisite
Narrative

PSY 112 or PSY 113 with a grade of C or higher.

Select a Course ?

If a course is listed above, eg ENG 101, add that course to the list to create a link

PSY 112 Introduction to Psychology

or

PSY 113 Exploring Psychology



Add Course

Note: Only courses that are published in the current catalog will be available in the “Add Course” lookup. For a course that is not yet approved or published, list the course in the “Proposed Prerequisite Narrative” field only.

c. Dependencies (For course changes and deletions – view only) - Review the course and program dependencies identified. Make note of the CCSU schools that are associated with these dependencies, as you will need to use this information at the bottom of the form for required approvals.

d. Additional Course Information - Cycling (frequency course offering), Graduate, Teacher Education, Licensure/Accreditation and General Education

e. Rationale and Effects – Academic and demand rationale, Impacts, Sample syllabus

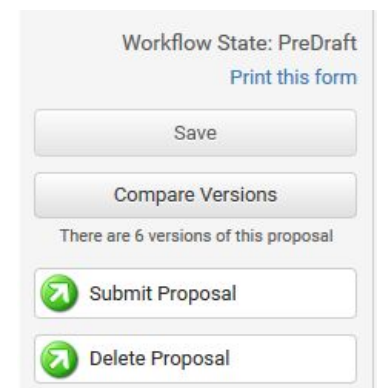
f. Submission Information - Your name, e-mail address, date approved by department

g. Dean and Committee Approval – Under the “Dean and Committee Approval Required” heading, check any applicable boxes to indicate the schools and curriculum subcommittees that should review and approve this proposal. For revisions and deletions, keep in mind the dependencies identified earlier on the form to ensure appropriate review and approvals.

5. When done completing the form, click **Save**.

6. After the form has saved, it must be submitted to begin the curriculum review and approval process. Click **Submit Proposal**. You may be prompted to enter an optional comment.

7. The proposal will advance in the workflow and now requires Department Chair approval. Please remind your Department Chair that he or she must log in and send the proposal to



the Dean for review. E-mail notices for proposals that require approval will be forthcoming but are not currently functioning, as of 10-5-16.

Note: The Compare Versions button will display in the left navigation panel. This feature allows users to compare changes to the proposal as it moves through the workflow process, similar to the Track Changes feature in MS Word. A new version is created every time the proposal changes workflow state.

Prerequisites	
Prerequisite Narrative	HIST 301 or permission of chair.
Original Value	HIST 301 or permission of instructor.
Changes:	HIST 301 or permission of instructor chair.

Program Forms

1. Select the appropriate form from the Curriculum Forms tab (change, deletion, new). If prompted, login with your BlueNet username and password.
2. **Start Here for Program Changes or Deletions:** Click “Select Program” to select a current program from the catalog.

3. Catalog content for the program will automatically populate the in the form. Dependencies for other courses and programs will also automatically populate.
4. **Start Here for New Programs:** Complete/edit the form. Required fields are noted on the right and in red.
Hint: Clicking the question mark icon to the right of



most fields will show examples of how the form field will display in the catalog.

Program Name: Enter Major and Degree (Example: Criminology, B.A.)

Program Description: Enter an optional brief program description. For undergraduate majors, include a statement if a minor is or is not required.

Degree Requirements Title: Enter “Requirements” followed by the total number of credits in the major/or minor (Example: Major Requirements (39 Credits)).

Content: Optional text field for a note related to the Degree Requirements Title.

Program Notes: Optional text field for a footnote about the program.

Degree Requirement Subsections: As needed, click the “Add Requirement List” button to insert subsections for groups of requirements. Each subsection is a group of four fields:






- A. **Requirement Type** - Ex: Major Core, Directed Electives, Additional Requirements, etc.
- B. **Requirement Narrative**- Optional description for the requirement subsection
- C. **Course List** – Create a course list of required course for the subsection

Course List ?

Create a list of all course required in this area. To insert an AND or OR to a course list, select Narrative Courses from the course list and then insert an AND or OR.

IS 225 The World as a Total System - 3 credits

Add Course

- Click “Add Course,” then the  icon to look up and add a course.
 - To insert “OR” in course list, use the  icon to select “Narrative Courses,” then “or.”
 - To delete a course from the list use the  icon
 - To move a course up or down on the list use the   icons
- D. **Requirement Note** – Optional footnote for the requirement subsection

Note for Course Lists: Only courses that appear in the currently published catalog will be available to insert into course lists. If you need to insert a course into a program that has yet to be approved, or was approved after the deadline to be included into the currently published catalog, use the Requirement Note field to add the course(s) to the program.

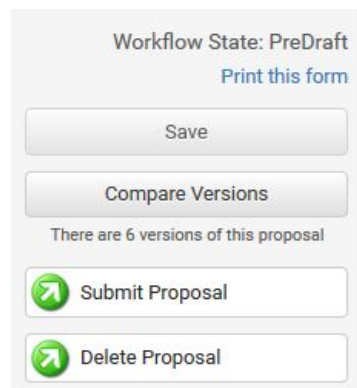
5. **Additional Curriculum Information:** Complete fields for College, Department, Total Number of Required Hours, Minor requirements, Specific Admission Standards, and Graduate Program. Required fields are noted in red.
6. **Rationale and Effects:** Academic and demand rationale, Impacts, Curriculum Sheet and/or Map.
7. **Submission Information** - Your name, e-mail address, date approved by department
8. **Dean and Committee Approval** – Under the “Dean and Committee Approval Required” heading, check any applicable boxes to indicate the schools and curriculum subcommittees that should review and

approve this proposal. For revisions and deletions, keep in mind the dependencies identified earlier on the form to ensure appropriate review and approvals.

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