Using the Curriculog™ Curriculum Workflow System

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I. Curriculog™ Overview

Curriculog™ is a curriculum design workflow system and companion software to Acalog™, the online catalog software used by Clemson University. Both systems are offered by DIGARC, based in Lakeland, Florida. Acalog™ integrates with our Ellucian Banner® student information system so that curriculum changes made in Curriculog™ will pull Banner® data, and approved curriculum items will flow data back into Acalog™ – building our online catalog in fewer and more accurate steps.
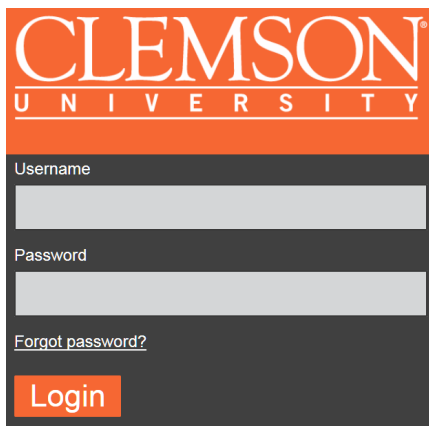
A. General Navigation

1. LOGGING IN

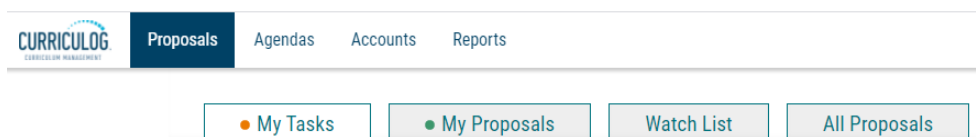Access Curriculog™ at https://clemson.curriculog.com. Click the Login button at the top right.

The login dialog will appear. Authenticate to Curriculog™ as you would any other Clemson University system.

Your dashboard will appear.

2. THE DASHBOARD

- The default tab is My Tasks in the Proposals section, which will show any proposals that await your review.
- The My Proposals tab will contain any proposals that you have initiated, showing you their progress in the workflow.
- The Watch List tab contains any proposals you have tagged to follow specifically.
- The All Proposals tab will contain all proposals currently in a workflow. The Advanced Filter feature also allows access to completed proposals. Completed proposals are those proposals that have gone all the way through the approval process. They can also be accessed by clicking the drop-down menu and scrolling to "Completed."

The ribbon across the top shows other areas of Curriculog™, including Agendas, Accounts, and Reports. In Agendas you will see meeting agendas created by Agenda Administrators for the various curriculum committees. Under Accounts you will see all the users of Curriculog™ and be able to message them if desired. The Reports area allows users to create reports on proposals, curriculum impact, and historical change.

3. ACCOUNT SETTINGS

Users may access their account information under My Settings, accessed by clicking the user name after a successful login.
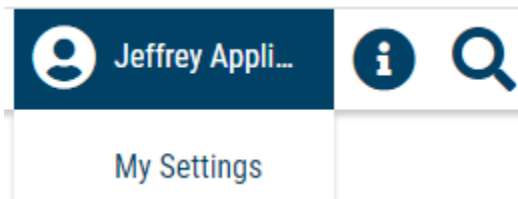
The user account summary contains personal information, user roles, and user rights. If your personal information is incorrect, contact a Curriculog™ administrator at curriculoghelp@clemson.edu.

- DO NOT CHANGE your password if that option appears.
- If you have a user role on a committee or as an approver it will be shown in your account summary.
- Your User Rights have been set by the system admins and most cannot be changed. The only one you might want to change is how you receive email notifications.

The Email Options default setting is for you to receive one email per day with any proposals that are associated with your user account. This will serve as a reminder to review, comment on, or approve proposals. These emails tend to end up in Clutter, so watch for them there.

B. Proposals

A proposal is an electronic form that replaces our old paper forms. Any Clemson user may initiate a new proposal, which will be routed through the correct curriculum committees based on the identity of the course or program. Curriculum committee members will have access to proposals, and chairs will move proposals forward in the process via their approval. Each committee has a chair that can create meeting agendas by bundling proposals that have arrived at their level. Committees can also have a separate agenda administrator that can create agendas (usually reserved for college and university committees). Both the committee chair and the agenda administrator must approve proposals for them to move to the next level.

1. PROPOSAL TYPES

Proposals fall into two general categories: course proposals and program proposals. Course proposals are used to add, modify, or delete courses. Program proposals are used to add, modify, or delete programs including degrees, minors, and certificates. Additionally, each proposal type is divided into undergraduate proposals and graduate proposals. In order for a proposal to follow the correct routing, it must be created using the correct proposal type. Proposals associated with 4000/6000 level courses are routed through both the undergraduate and graduate university curriculum committees by using any of the 4000/6000 Course forms. There are also custom proposals in the "other" category for processes like Gen Ed checklist and Blanket Subs.

UNDERGRADUATE PROPOSAL TYPES
- Undergraduate Add Course – create a new course in the 1000-4999 range (without having an additional 6000 course attribute), associated with a department/college
- Undergraduate Modify Course – modify an existing course in the 1000-4999 (without having an additional 6000 course attribute) range with a departmental/college course abbreviation
- Undergraduate Delete Course – delete an existing course in the 1000-4999 (without having an additional 6000 course attribute) range with a departmental/college course abbreviation
- Undergraduate Interdisciplinary Add Course – create a new course in the 1000-4999 (without having an additional 6000 course attribute) range, not associated with a department (e.g., AMFG, HON, etc.). There must be an interdisciplinary curriculum committee registered with the Faculty Senate for these courses.
- Undergraduate Interdisciplinary Modify Course – modify an existing course in the 1000-4999 (without having an additional 6000 course attribute), not associated with a department (e.g., AMFG, HON, etc.). There must be an interdisciplinary curriculum committee registered with the Faculty Senate for these courses.
- Undergraduate Interdisciplinary Delete Course – delete an existing course in the 1000-4999 (without having an additional 6000 course attribute), not associated with a department (e.g., AMFG, HON, etc.). There must be an interdisciplinary curriculum committee registered with the Faculty Senate for these courses.

- UG 4000/6000 Add Course – create a new 4000 course and request to add the additional 6000-course attribute associated with a department/college.
- UG 4000/6000 Modify Course – modify an existing 4000/6000-level course attribute range with a departmental/college course abbreviation.
- UG 4000/6000 Delete Course – delete an existing 4000/6000-level course attribute range with a departmental/college course abbreviation.
- UG 4000/6000 Interdisciplinary Add Course – create a new 4000 course and request to add the additional 6000-course attribute not associated with a department (e.g., AMFG, HON, etc.). There must be an interdisciplinary curriculum committee registered with the Faculty Senate for these courses.
- UG 4000/6000 Interdisciplinary Modify Course – modify an existing 4000/6000-level course attribute range with a departmental/college course abbreviation not associated with a department (e.g., AMFG, HON, etc.). There must be an interdisciplinary curriculum committee registered with the Faculty Senate for these courses.
- UG 4000/6000 Interdisciplinary Delete Course – delete an existing 4000/6000-level course attribute range with a departmental/college course abbreviation not associated with a department (e.g., AMFG, HON, etc.). There must be an interdisciplinary curriculum committee registered with the Faculty Senate for these courses.
- Undergraduate Add Major/Minor/Certificate – add a new program.
- Undergraduate Modify Major/Minor/Certificate – modify an existing program.
- Undergraduate Delete Major/Minor/Certificate – delete an existing program.
- Undergraduate Interdisciplinary Add Major/Minor/Certificate – create an interdisciplinary major, minor, or certificate that is associated with a specific home college (e.g., World Cinema BA, Entrepreneurship minor, Advanced Manufacturing certificate, etc.).
- Undergraduate Interdisciplinary Modify Major/Minor/Certificate – modify an existing interdisciplinary major, minor, or certificate that is associated with a specific home college (e.g., World Cinema BA, Entrepreneurship minor, Advanced Manufacturing certificate, etc.).
- Undergraduate Interdisciplinary Delete Major/Minor/Certificate –delete interdisciplinary major, minor, or certificate that is associated with a specific home college (e.g., World Cinema BA, Entrepreneurship minor, Advanced Manufacturing certificate, etc.).
- Undergraduate General Education Checklist – create or modify the Gen Ed plan for a major.
- Undergraduate Modify General Education – modify Gen Ed requirements.
- Gen Ed Course Review – request Gen Ed credit for an undergraduate course.
- Blanket Substitution Request – request a blanket substitution for courses in previous curriculum years following a curriculum change.
- REACH Act Course Approval – request REACH Act credit for an undergraduate course.

GRADUATE PROPOSAL TYPES
- Graduate Add Course – create a new course in the 6000-9999 range, associated with a department/college
- Graduate Modify Course – modify an existing course in the 6000-9999 range with a departmental course abbreviation
- Graduate Delete Course – delete an existing course in the 6000-9999 range with a departmental course abbreviation

- Graduate Interdisciplinary Add Course – create a new course in the 6000-9999 range, not associated with a department/college (e.g., GRAD, MBA, etc.).
- Graduate Interdisciplinary Modify Course – modify an existing course in the 6000-9999, not associated with a department/college (e.g., GRAD, MBA, etc.).
- Graduate Interdisciplinary Delete Course – delete an existing course in the 6000-9999, not associated with a department/college (e.g., GRAD, MBA, etc.).
- Graduate Add Major/Minor/Certificate – create a new program
- Graduate Modify Major/Minor/Certificate – modify an existing program
- Graduate Delete Major/Minor/Certificate – delete an existing program

2. STARTING A NEW PROPOSAL

Make sure you have selected the Proposals tab in your dashboard. To start a new proposal, select the +New Proposal option. All available proposal types will be displayed. You can restrict what type of proposals appear using the Course or Program tab.
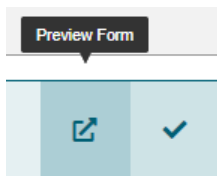
+ New Proposal

You can review the proposal routing steps by clicking the proposal name above the routing bubbles.

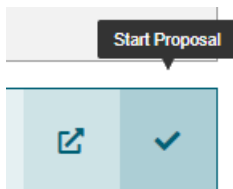2023-2024 Catalog UG Add Course
○ ○ ○ ○ ○ ○ ○ ○ ○ ○
7 mandatory 12 total
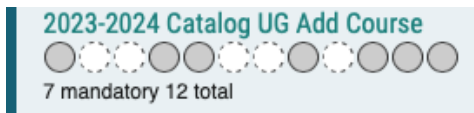
2022-23 Catalog UG Add Course

Process Steps

You can review the proposal template by clicking the Preview Form icon. A new window will launch.

Preview Form

You can initiate a new proposal by clicking the Start Proposal checkmark icon.

Start Proposal

If the approval process you wish to create requires you to import data from Acalog™ before the proposal will load, you will get the following dialog box:

In the example above, the course WFB 4150 is being imported for modification. Note that Curriculog™ uses the word 'code' for course numbers. If this was a form to modify a program, you could search available programs by Name.

Click the icon on the far right to import the course data, then select the Build Proposal button to begin working on your proposal.

Each proposal contains several sections which can be collapsed and opened as you work through the fields. Use the carets at the right of each section heading.

Remember to save your changes often using the floating Save button.

Save All Changes

WARNING: There is no 'undo' in Curriculog™. If you hover over a field or text block and activate the delete option (an **X** or trashcan icon) and click to delete, the item will be deleted from your proposal with no way of retrieving it. If you do this we recommend you go back to your proposal list and delete the proposal, and start again. Some deletions will ask if you're sure, but not all. Be careful.

C. Routing

Curriculum review proceeds from a proposal originator through several levels, where a designated approver moves the proposal to the next level. This typically happens in the order

Originator → Department Curriculum Committee → Department Chair → College Curriculum Committee → College Dean → University Curriculum Committee → Provost

One important feature of Curriculog™ is real time editing. At any level the approver can modify proposals, fixing errors or enhancing the application. This should reduce the number of proposals tabled and sent back to the originator for an update. Approvers and committee members can update proposals live in curriculum committee meetings to help ensure success at the next level.

If a proposal is rejected it is sent back to the previous step.

1. USERS AND ROLES

All Clemson faculty and staff may create proposals at the Originator level. In addition, certain people can fill the following roles. These roles are maintained by the Curriculog™ admins, and each semester the roles will be reviewed and updated. Each committee must have a designated chair, and may have a designated agenda administrator (if the chair does not wish to set and manage the meeting agendas). In cases where there is both a chair and an agenda administrator, **both** are required to approve/deny proposals.

- Originator – any Clemson faculty or staff member; access through single sign-on authentication
- Department Curriculum Committee Member – may view and comment on proposals
- Department Curriculum Committee Chair – approves proposals on behalf of the committee
- Department Agenda Administrator – optional; sets the agenda; must approve proposals
- Department Chair – gives final approval to move proposals to the college level
- College Curriculum Committee Member – may view and comment on proposals
- College Curriculum Committee Chair – approves proposals on behalf of the committee
- College Agenda Administrator – optional; sets the agenda; must approve proposals
- College Dean (designee) – gives final approval to move proposals to university level
- University Curriculum Committee Member – may view and comment on proposals
- University Curriculum Committee Chair – approves proposals on behalf of the committee

- University Agenda Administrator – sets the agenda for the university meeting; must approve proposals
- Provost (designee) – gives final approval of proposals to send to the catalog editor

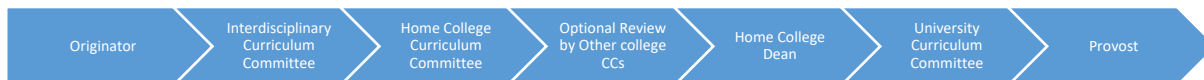## 2. INTERDISCIPLINARY PROPOSAL ROUTING

Proposals that do not originate from a department have a slightly different routing pathway.

A) Interdisciplinary courses that do not have a home college designation

Originator → Interdisciplinary Curriculum Committee → University Curriculum Committee → Provost

Courses not affiliated with a specific college route from the interdisciplinary curriculum committee directly to the university level. Examples include CU, HON, and INNO undergraduate courses, and MBA, RIES, and MTSA graduate courses.

B) Undergraduate interdisciplinary programs and courses that have a home college designation

Originator → Interdisciplinary Curriculum Committee → Home College Curriculum Committee → Optional Review by Other college CCs → Home College Dean → University Curriculum Committee → Provost

Undergraduate interdisciplinary programs and their attendant courses have a curriculum committee that is associated with a home college. The home colleges provide authority structures for academic grievances and grade changes, and consistent platforms for assessment and record keeping. All interdisciplinary programs/courses must also comply with the Faculty Manual to create and maintain an interdisciplinary curriculum committee that is registered with the Faculty Senate Committee on Committees.

Undergraduate course abbreviations that follow this routing include:

AMFG*,* BUS*,* CAP*,* CCPD, COOP, CU, ENSP, ENTR, GLCH, HON, INNO, INT, IS, SAP, SUST, TSAP

Undergraduate programs that follow this routing include:

Advanced Manufacturing Certificate
Business Administration Minor
Cybersecurity Minor
Entrepreneurship Minor
Environmental Science and Policy Minor
Gender, Sexuality and Women's Studies Minor
Great Works Minor
International Engineering and Science Minor
Leadership Signature Certificate
Science and Technology in Society Minor
Sustainability Minor
Thomas F. Chapman Leadership Certificate
Women's Leadership Minor

Women's Leadership, BA

3. COMMENTING AND EDITING

Committee members and approvers can comment on and edit proposals while they are under review. To access a proposal, click on the proposal name. For the following you would click 'CH – 1010.'
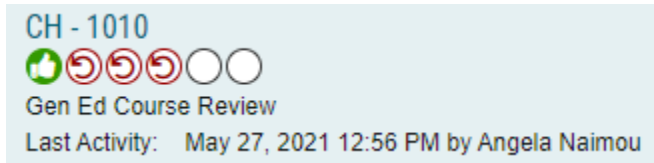
Edits and comments are tracked and logged by user. Don't forget to save!

To comment on a proposal, click on the Discussion icon in the Proposal Toolbox (right window).
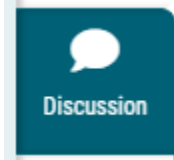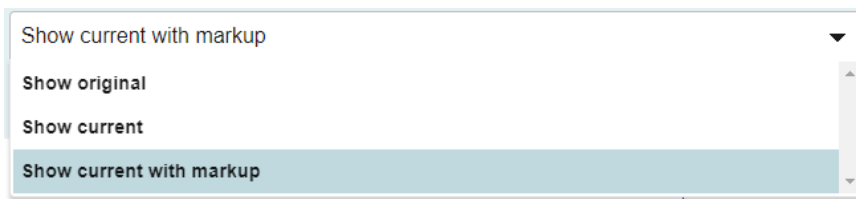

Select Add Comment and put the comment in the dialog box.

WARNING: Comments cannot be deleted. Comments can always be tracked to their author. Be judicious in writing comments.

To see changes to original text select 'Show current with markup' in User Tracking.

Changes to any field are shown in a different color. If the proposal was imported, these changes are shown from the point of import. If the proposal was not required to be imported (Add Course, for example), markup is visible after the proposal is launched.

4. ROUTING DECISIONS

At each routing step there are decision options for the proposal. The designated approver will choose from among these options to move the proposal to the next step or change the proposal status. The

options are shown on the Your Decision page in the Proposal Toolbox. Click on the check mark icon to access the Your Decision page.

The most common decisions will be to approve and move the proposal to the next step in the route, or to reject and send the proposal back to the previous step. Comments are optional for approval. Comments are required for a rejection, so that the person at the previous step can know what to address to make the proposal successful.

All other options must be approved by a Curriculog™ administrator. They are:

- **Hold** - Submits a request for the proposal to not advance in the approval process. Work can continue on the proposal, however, it will not advance in the workflow until the hold is removed by an administrator.

- **Suspend** - Submits a request for the proposal to not advance in the approval process. No work may be done on the proposal and it will not advance in the workflow until the suspension is removed by an administrator.

- **Cancel** - Submits a request to cancel the proposal and delete it from Curriculog™. An approved cancel request will refer the proposal back to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculog™. Alternately, you can request a proposal to be deleted via email to Curriculoghelp@clemson.edu.

- **Custom Route** - A custom route is an additional ad hoc step outside the steps in the approval process. This option can be used to require approval from someone outside the normal approval route (a department chair in a collaborating department, for example). See page 50 for information on creating custom routes.

It is recommended that instead of using the Hold or Suspend feature that approvers just do not approve. This effectively tables a proposal until changes can be added. Then the proposal can be approved so that it moves to the next step. Using Hold or Suspend will likely slow down the process.
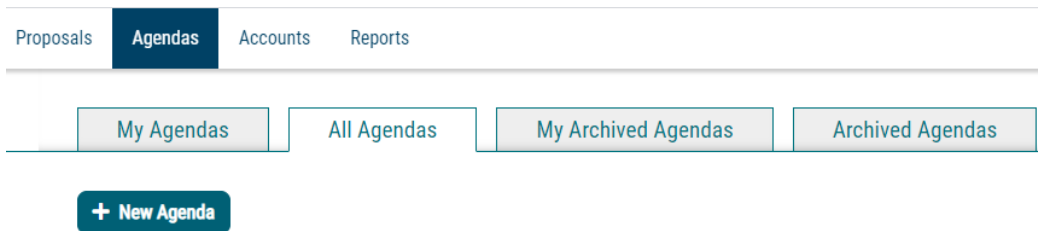
D. Agendas

1. AGENDA AUTHORITY

All curriculum committee chairs have authority to create, publish, and manage agendas. These chairs must approve proposals for them to move to the next step. Every committee can also have one additional person as an Agenda Administrator to help create, publish and manage agendas. If the committee has an Agenda Administrator, that person must also approve proposals to move them to the next step.

Agendas can only be created from the list of proposals that are ready for the current step.

2. CREATING AN AGENDA

Enter the Agendas section by selecting the tab at the top. The dashboard allows access to your created agendas, all agendas available on campus, as well as archived agendas from past meetings.

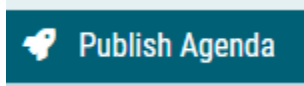Select +New Agenda, enter an identifying name, then click Add Committee.

Select Done Selecting Committees, then add proposals using the Add/Remove Proposals option.

Publish the agenda using the Publish Agenda icon at the top.


Once published, the agenda will be available to all users in Curriculog™, and can be used by the committee to view, edit, and comment on the proposals. An agenda can be unpublished by the originator as long as no decisions have been made on any proposal.

The Notes section can include informational items for the meeting, and afterward the Agenda Administrator can add minutes. Important note: agendas do not currently provide for attachments.

3. USING AN AGENDA

The agenda provides a way to summarize the proposals for committee members and approvers. Users can either view a summary or the entire proposal by selecting it in the list. Approvals can be made on the proposal in the Decisions section of the Proposal Toolbox, or agenda creators can use the dropdown menu that appears when you hover over the decision icon.
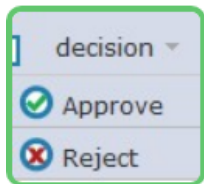
When your meeting is complete and you have approved/denied all the proposals in the agenda, don't forget to Complete the agenda using the Complete button. This will release any denied proposals to be available on future agendas. At the end of the academic year please archive your agendas so they will be removed from the active agenda list.

E. Help

1. GENERAL HELP

General help with the Clemson curriculum process is available by sending an email to curriculoghelp@clemson.edu. Your request will be reviewed by our campus Curriculog™ administrators, and someone will respond as soon as they are able. If your issue is related to how the software functions you will likely be able to find help contextually in the proposal itself, or in the Curriculog™ manual (see the next two sections).

2. CONTEXTUAL HELP

Contextual help that has been customized to the Clemson curriculum process is available on all pages as small text associated with each field. General help with some icons is available by selecting the help icon in the upper right corner of your dashboard page.

Note that the search function is also available there.

In the current version of Curriculog™ we have eliminated wordy help for some fields. This help information is still useful, so we are including it here.

Course Number:

We strive to not reuse course numbers, but if that is not possible, a new Course number must not have been in use for the last ten years. For assistance contact curriculoghelp@clemson.edu to consult on the availability of a number. Numbers are four digits and end in "0" except for zero-credit labs paired to a lecture course, which will end in "1". For example, BIOL 1101 is the lab paired to BIOL 1100. The following numbering conventions have been approved by the UCC:

a. 1000-Level: Courses that introduce students to a broad discipline (e.g., Principles of Biology). 1000-level courses generally have no prerequisites or have co-requisites of other 1000-level courses. They assume little discipline-specific knowledge and emphasize establishment of a knowledge base for the discipline or profession.

b. 2000-Level: Courses that introduce students to more specific areas of a discipline, but are still rather general (e.g., Plant Form and Function). These courses should have prerequisites of 1000- and 2000-level courses. Students will be expected to enter with basic knowledge and skills and typically are required to demonstrate their application.

c. 3000-Level: The focus of these courses is on more specific aspects of the discipline (e.g., Human Physiology) or to provide intensive introductions to a profession (e.g., Financial Management I). Courses at the 3000-level may also explore connections between fields of study to examine complex problems. These courses may have prerequisites of 1000-, 2000-, or 3000-level courses or a specific class standing (e.g. – sophomore or junior standing). Students will be expected to demonstrate a higher level of sophistication in their application of appropriate academic and/or professional skills and knowledge.

d. 4000-Level: These courses focus on relatively specific areas and may use professional levels of knowledge and techniques in a discipline (e.g., Animal Developmental Biology) or between fields of study. Prerequisites may be 1000-, 2000-, 3000- or 4000-level courses. There may be a greater emphasis on student-directed work using minimal guidance from the instructor. For example, a biology student might perform a laboratory research project, a nursing student might be expected to demonstrate professional skills in clinical settings, and a business student would be expected to do case studies that analyze professional-level problems.

Schedule Type:

Field Course (FLD) - experiential learning courses that typically occur off campus, such as summer field camps. Example: GEOL 4750.

Independent Study (IND) - students work one-on-one with a professor. Example: FDSC 4210.
Internship (INT) - experiential learning that typically occurs with an employer in the student's discipline. An internship may or may not be paid. Example: BIOL 4920.
Lab No Fee (LNF) - student interaction takes place in a laboratory or clinical setting. No fee is assessed. Example: THEA 2790.
Lab with Fee (LWF) - student interaction takes place in a laboratory or clinical setting. The decision to charge lab fees is made in consultation with the department chair. New fees are implemented once per year after Board of Trustees approval. Justification for fees must be included in the application materials. Example: CH 2270.
Lecture (LEC) - traditional face-to-face lecture format or online delivery of content, including hybrid formats. Example: AAH 1010.
Seminar (SEM) - class activities are dominated by small group discussions; Creative Inquiry classes also use this code. Example: STS 1020.
Studio (STU) - courses for creative work and practice. Example: ART 4710.
Tutorial (TUT) - applied instruction, such as in Music. Example: MUSC 1510.

Credit Hours:

Credit hours are related to contact hours and the schedule type of the course. For lectures and seminars, one credit hour is awarded for 750 minutes of class instruction. For example, a 3 credit course will meet three 50 minute or two 75 minute classes for fifteen weeks. All other schedule types (lab, studio, etc.) have a 2:1 or 3:1 ratio for contact hours per credit hour. For example, a 1 credit lab will meet 150 minutes per week for 15 weeks. If the lab is paired to a lecture course it will be 0 credits for the same contact, and the lecture course will carry the total credit (4 credits for a 3 hour lecture with a 3 hour lab, for instance). Strictly, many labs don't meet all 15 weeks of the semester and this is understood. This will make the ratio somewhat less than 3:1. For variable credits indicate the range, like 1-4.

3. TUTORIALS AND MANUAL

Video tutorials, a user manual, and a search function for that manual is available on the Curriculog™ University website maintained by DIGARC. Select Curriculog™ University at the bottom of any proposal page.

Curriculog University
Curriculog © 2021, Digital Architecture
v2.3.1.2

When prompted, select Clemson University and log in with your credentials. There is also a feature called "Walk Me Through" available as a popup in the bottom right corner of the proposal.
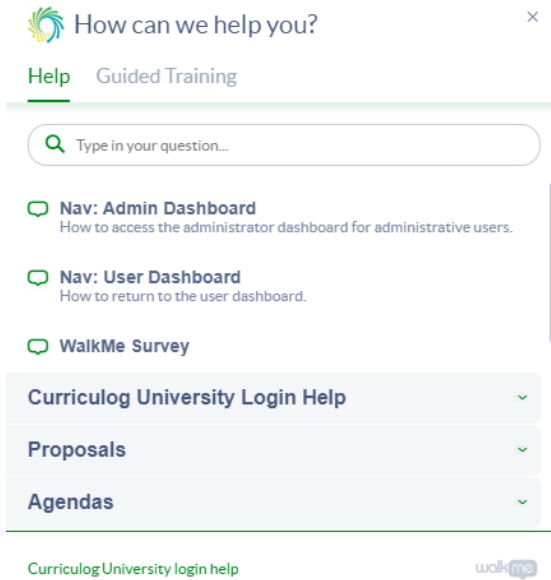
II. Course forms

A. Adding a new course

1. BEFORE YOU BEGIN

Make sure the course abbreviation and number of the course you wish to create are available.

- If the course abbreviation does not yet exist, contact curriculoghelp@clemson.edu for instructions. How you proceed will depend on whether your course is associated with a specific department or not.
- Avoid the reuse of old course numbers. If you are unsure if your chosen course number has been used, contact curriculoghelp@clemson.edu.
- If your course is on one of the lists in I. C. 2. above, make sure you use one of the Interdisciplinary Add Course forms.

2. STARTING A NEW COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Courses tab to limit availability to proposals for courses only.

Sort by:

Process Title ▾

Select the type of course you wish to create from the undergraduate or graduate selections.

- Choose the Interdisciplinary option for undergraduate or graduate courses with certain course abbreviations (See section I. C. 2. above for the lists).
- For a new 4000/6000 use the UG 4000/6000 Add Course or UG 4000/6000 Add Interdisciplinary Course
- To add a 6000 level version to an existing 4000 level course, use use the UG 4000/6000 Modify Course or UG 4000/6000 Modify Interdisciplinary Course, not an Add or Modify Course proposal.

You can review the proposal template by clicking the Preview Form icon. A new window will launch.
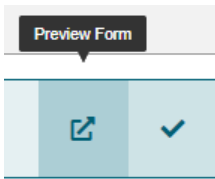
You can initiate your new proposal by clicking the Start Proposal checkmark icon.
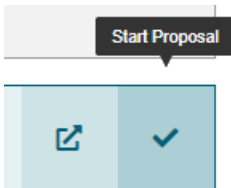
3. COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk.

Make sure your Course Discipline and Subject Abbreviation match exactly.

Complete all required fields BEFORE you launch the proposal.

4. UPLOAD A SYLLABUS

Note that one of the required fields is at the very bottom of the form, where you indicate that you have uploaded a sample syllabus for the new course. To upload a syllabus, select the Files icon tab located in the Proposal Toolbox.
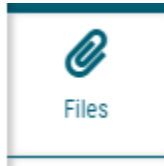
Select Choose File then use the Upload button.
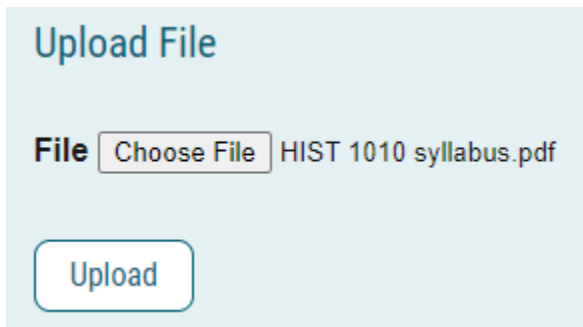
Once you have uploaded a syllabus, check the box next to "I have attached a Syllabus" at the bottom of the proposal window.
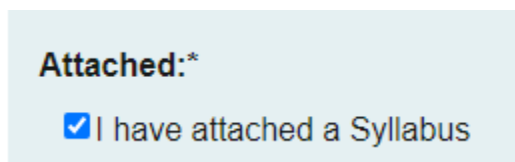
5. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.
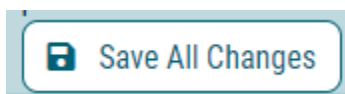
If you wish to submit your new course for consideration to hold General Education credit, follow the instructions in section IV. B. below.

6. LAUNCH AND APPROVE

You may launch the proposal any time after you complete the required fields. Unlike the Modify Course proposals (see below) the timing of the launch does not affect your editing because you will not be editing any of the required fields (which is part of a Modify Course proposal). However, it is good practice to launch your proposal after you have completed the required fields and saved the proposal. To launch select the Validate and Launch Proposal spaceship icon at the top of the proposal window or next to the floating Save button,

Once you launch the proposal, you will see a confusing message
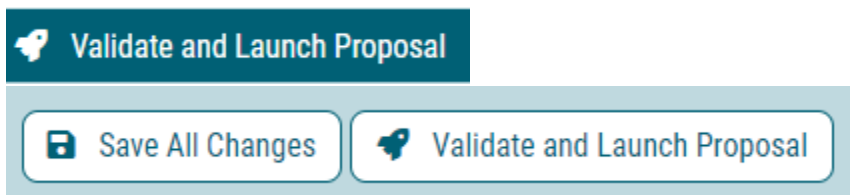
This proposal has moved on
This proposal has moved on in the workflow.   X
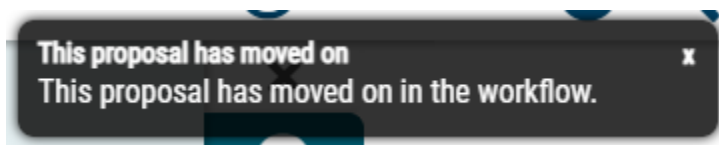
Your proposal has not, in fact, moved on in the workflow. That will not happen until you complete the next step.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

Your Decision

What would you like to do with this proposal?

- ● Approve
- ○ Reject
- ○ Hold
- ○ Suspend
- ○ Cancel
- ○ Custom Route

Please comment on your decision below.

[text box]

[Make My Decision]

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.
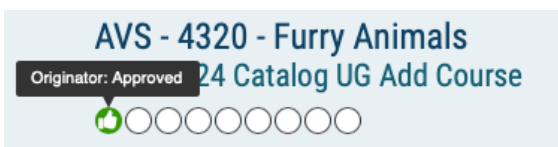
You may also open your proposal and check the Workflow Status using that icon tab.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

B. Modifying an existing course

1. STARTING A MODIFY COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Courses tab to limit availability to proposals for courses only.

Select the type of course you wish to modify from the undergraduate and graduate selections.

- Choose the Interdisciplinary option for undergraduate or graduate courses with certain course abbreviations (See section I. C. 2. above for the lists).
- For a new 4000/6000 use the UG 4000/6000 Add Course or UG 4000/6000 Add Interdisciplinary Course
- To add a 6000 level version to an existing 4000 level course, use use the UG 4000/6000 Modify Course or UG 4000/6000 Modify Interdisciplinary Course, not an Add or Modify Course proposal.

Start the proposal by clicking the check mark on the right of the proposal title.

2. IMPORT COURSE INFORMATION

You will be asked to find the course from working copy of the catalog in Acalog™.

If you know the course number input it as the Code field (this is what Digarc calls the course number, we don't know why). You can search for courses using the abbreviation (Prefix) or Name as well. Once you initiate the search, your course list will appear. Make sure the 'Exclude previously imported items' box is unchecked. Select the one you want to modify by clicking the document icon with the right-facing arrow on it.

Scroll to the bottom of the Import Data page and select Build Proposal.

Pre-existing data will populate some fields.

3. COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk.

Course Discipline:

Art ×

Indicate the discipline that delivers the course.

Subject Abbreviation:*

ART ×

Make sure your Course Discipline and Subject Abbreviation match exactly.

Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

Use the SAVE button to save your changes at any time. You must save before you launch in the next step.

🖫 Save All Changes

4. LAUNCH THE PROPOSAL

Before changing any of the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the Validate and Launch Proposal spaceship icon at the top of the proposal window or next to the floating Save button,

🚀 Validate and Launch Proposal

🖫 Save All Changes   🚀 Validate and Launch Proposal

Once you launch the proposal, you will see a confusing message
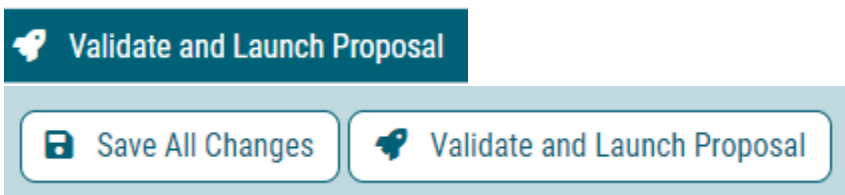
This proposal has moved on   x
This proposal has moved on in the workflow.
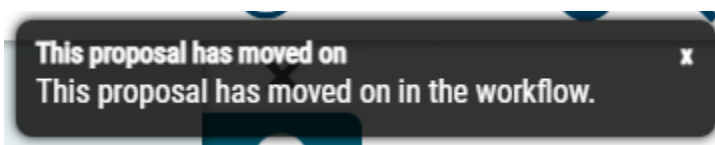
Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal.

Once launched, you can make changes to existing data (like the course description that was imported from the catalog).

5. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.

IMPORTANT NOTE: If you are changing course credits, course abbreviation, or course number you must run an Impact Report and paste the result into the Justification section. Contact impacted departments in case they need to follow up with their own curriculum changes. See II.C.3 below for instructions.

If you wish to modify the course to hold General Education credit, follow the instructions in section IV. B. below.

Turn on user tracking so that your edits are seen. In the Discussion tab of the Proposal Toolbox change User Tracking to 'Show current with markup.' Edits will be shown in colored text. You can turn this off by returning to 'Show current.'

6. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.

You may also open your proposal and check the Workflow Status using that icon tab.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

C. Deleting a course

1. STARTING A DELETE COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

+ New Proposal

Select the Courses tab to limit availability to proposals for courses only.

All Processes	Courses	Programs	Others

Sort by:

Process Title ▼

Select the type of course you wish to delete from the undergraduate and graduate selections.

- Choose the Interdisciplinary option for undergraduate or graduate courses with certain course abbreviations (See section I. C. 2. above for the lists).
- To delete a 4000/6000 course select UG 4000/6000 Delete Course or UG 4000/6000 Delete Interdisciplinary Course the proposal will be routed to the GCC after the UCC approves.
- To delete a 6000 level version of an existing 4000/6000 level course, use the Graduate Delete Course proposal. If you delete the 4000 version, both 4000 and 6000 courses are deleted.

Start the proposal by clicking the check mark on the right of the proposal title.

Start Proposal

2023-2024 Catalog UG Add Course
○ ○ ○ ○ ○ ○ ○ ○ ○ ○
7 mandatory 12 total

2. IMPORT COURSE INFORMATION

You will be asked to find the course from working copy of the catalog in Acalog™.

2023-2024 Catalog UG Modify Course

Search Curriculum Inventory

Prefix

wfb

Code

4150

Name

Source

2023-2024 Undergraduate Catalog - WORKING COPY

Exclude previously imported results ☐

Search

If you know the course number input it as the Code field (this is what Digarc calls the course number, we don't know why). You can search for courses using the abbreviation (Prefix) or Name as well. Once you initiate the search, your course list will appear. Make sure the 'Exclude previously imported items' box is unchecked. Select the one you want to modify by clicking the document icon with the right-facing arrow on it.

Show: 20 results

Preview and Build WFB 4150 Quality Deer Management

WFB 4150 Quality Deer Management *(previously imported)*
Department of Forestry and Environmental Conservation, Department of
Quality Deer Management (QDM) is a stewardship philosophy that provides desirable hunting experiences by producing white-tailed deer herds with a natural age and sex structure and population size appropriate for habitat conditions. The course emphasizes herd management, habitat m...

Scroll to the bottom of the Import Data page and select Build Proposal.

Build Proposal   Return to Search

Pre-existing data will populate some fields.

3. CREATE AN IMPACT REPORT

Before you can delete a course, you must create an impact report to show what other courses and programs might be affected by the deletion. Courses that require the deleted course as a prerequisite will be shown, and any program that requires the course will be shown as well.

Click the Report icon in the upper left.

Run Impact Report

This will open a dialog to create the report.

Select the working copy of the catalog and click Generate Report. Your report should appear in a new window. You can copy the text for pasting in the justification field (see below).

If you create an Impact Report using the Reports feature (not in a delete course proposal), after you submit your request you will receive an email that has a link to the report. If you're already logged into Curriculog™ you will see the report as an HTML download in your browser. If you logged out of Curriculog™ you need to log back in. Open the report in your browser.

In this example, we see that WFB 4150 is not a prerequisite for another course, but it does occur as an option for fulfilling requirements in several programs.

Ideally, an impact report for a course to be deleted will be returned as 'No report' due to no impact on prerequisites or programs. In cases where there is an impact you can use the report to determine the effect of deleting the course, and present that information in the textbox for the reason for deletion.
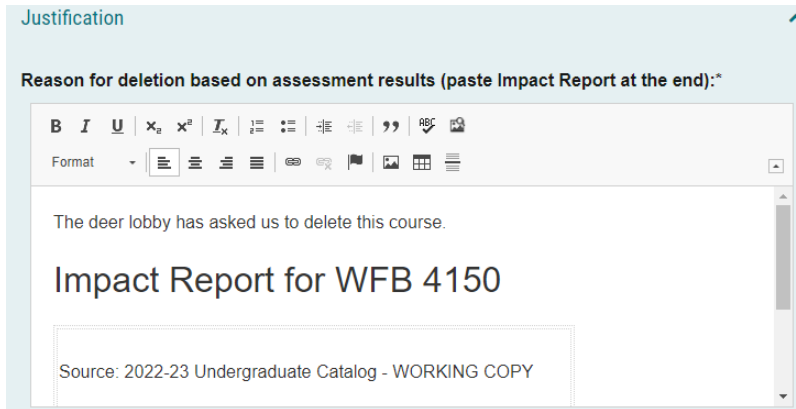
Copy and paste your impact report into this textbox along with your narrative justification for the deletion.

You must contact impacted programs to alert them that the course will be deleted. This may require an impacted program to do their own curriculum change, so please do this as early in the academic year as possible. The form also has a required field to indicate that you have contacted any affected departments. Add supporting documents with the File icon tab.

If you would prefer to include your impact report and justification as an attachment, you can attach a file using the File icon tab in the Proposal Toolbox.
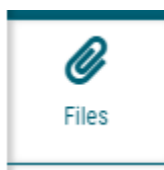
Select Choose File then use the Upload button.

4. COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk,

Course Discipline:

Art ×

Indicate the discipline that delivers the course.

Subject Abbreviation:*

ART ×

Make sure your Course Discipline and Subject Abbreviation match exactly.

Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

Use the SAVE button to save your changes at any time. You must save before you launch in the next step.
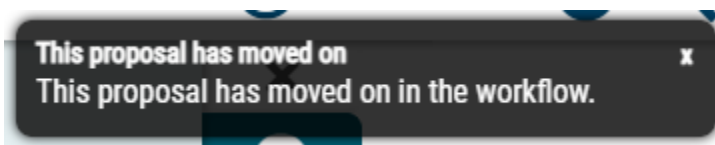
Save All Changes
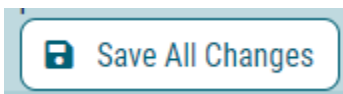
5. LAUNCH AND APPROVE

Before changing any of the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the Validate and Launch Proposal spaceship icon at the top of the proposal window or next to the floating Save button,

Validate and Launch Proposal

Save All Changes   Validate and Launch Proposal

Once you launch the proposal, you will see a confusing message
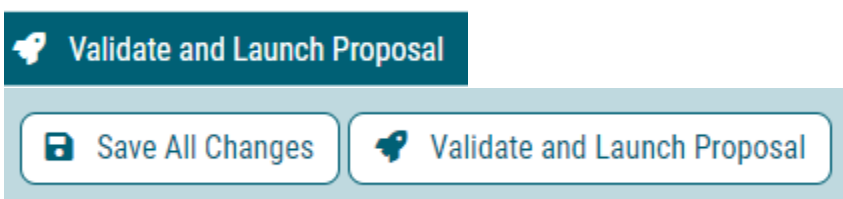
This proposal has moved on   x
This proposal has moved on in the workflow.

Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal.

Once launched, you can make changes to existing data (like the course description that was imported from the catalog).

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.

You may also open your proposal and check the Workflow Status using that icon tab.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

III. Program forms

ADMINISTRATIVE INSTRUCTIONS

Creating, deleting, and modifying academic programs, instructional sites, and CIP codes are subject to notification or approval by the South Carolina CHE and SACSCOC, and thus may be subject to preceding Board of Trustees approval. While proposals receiving final curriculum committee approval are reviewed by Institutional Effectiveness for the need for further internal University administrative review, proposers should investigate the need for subsequent administrative/regulatory review and initiate this review as a preceding or parallel process using the tool at: http://www.clemson.edu/institutional-effectiveness/academics/

Proposals requiring CHE and/or SACSCOC consideration are only submitted to these external agencies after both formal curriculum committee and Board of Trustees review processes are complete.   Please submit questions or requests for consultations regarding additional internal administrative and external regulatory review to assessment@clemson.edu.

A. Adding a new program

Formats for programs in Acalog™ are very specific, so we encourage you to make contact with a Curriculog™ administrator before you get started. Contact an admin at curriculoghelp@clemson.edu and someone will work with you to create your program. This will not only ensure that correct formatting is followed, but it will likely reduce the amount of time you spend creating the proposal.

IMPORTANT: ADDING A NEW UNDERGRADUATE MAJOR

In order for you to create an undergraduate BA or BS program that follows the specific format found in Acalog™, you will import a 'shell' program created by the catalog editor and will follow the instructions found below. First contact an admin at curriculoghelp@clemson.edu and provide them with information on your new major (major name, home department, degree type, and effective catalog year). Follow the method below to build your new major, paying particular attention to the formatting provided in the shell program. If you run into any issues please contact an admin at curriculoghelp@clemson.edu.

To create a new minor or certificate, import a similar program and change all the critical information (name, department, etc.) **before** you launch the proposal. To see what program you might use as your starting place, visit the catalog at catalog.clemson.edu.

 PRO TIP: How to view formats for potential programs

Before you create a program, it can be useful to see the format used for similar programs already in the online catalog. Here's how to do that.

- Start a new proposal that you will delete later.
- Import a program similar to the one you want to create. You can find those in the catalog.
- DO NOT LAUNCH this 'practice' proposal. Just investigate it and take note of features.
- When done, return to your dashboard by selecting the My Proposals tab.
- You'll see the 'practice' proposal in your list.
- Click the trash can icon to delete the proposal.
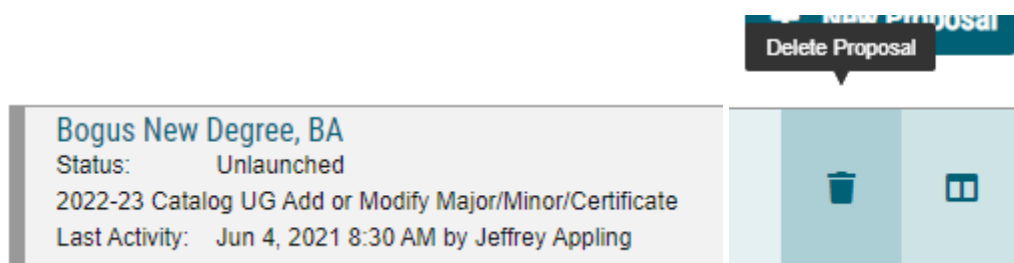
1. CREATING A PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Programs tab to limit availability to proposals for programs only.

Select the type of program you wish to create from the undergraduate and graduate selections.

Start the proposal by clicking the check mark on the right of the proposal title.
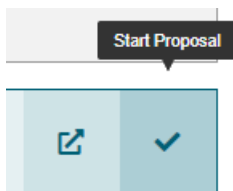
If you are creating a new undergraduate major and the catalog editor has built you a shell, search for that name. If you're making a new minor or certificate search for the model you chose to import and modify.

2023-24 Catalog UG Modify Major/Minor/Certificate ✕

Search Curriculum Inventory

Program Type
● Program ○ Shared Core

Name

Language

Source

2023-2024 Undergraduate Catalog - WORKING COPY ▾

Exclude previously imported results ☐

Search

Select the program from the list.

American Sign Language Studies Minor
Department of Languages, Department of
[No Description Data]

Preview and Build Language and International Business, BA

Language and International Business, BA
Department of Languages, Department of
[No Description Data]

Import your proposal with the Build Proposal button.

2023-24 Catalog UG Modify Major/Minor/Certificate ✕

Import Data into your Proposal

Field Name	Data Preview
Program Information: Department:	Department of Languages
Program Information: Program Name:	Language and International Business, BA
Program Information: Degree Type:	Bachelor of Arts
Program Information: Program Type:	Major
Program Builder: Prospective Curriculum:	Program has 26 cores and 61 courses.

Build Proposal   Return to Search

In the cases of minors and certificates that are brand new, remember that you are importing an existing minor/certificate that you are going to use as a template. Therefore, you need to change everything over to your new program **before** you launch the proposal.

The timeline on some program approvals (notably BA or BS) can be tricky, so make sure you read the instructions.

2. COMPLETE REQUIRED FIELDS AND LAUNCH

Many fields will populate upon import. Make sure all required fields, indicated with an asterisk, are complete before you launch the proposal.

Program Identifier:*

○ New Major (complete next section)
○ New Minor (complete next section)
○ New CERT-U Certificate (complete next section)
○ New CERT-P Certificate (complete next section)

Select the program that this program pertains to. CERT-U certificates are for Clemson undergraduates (no fee). CERT-P certificates are for transient students (fee).

Use the SAVE button to save your changes at any time. You must save before you launch your proposal.

🖫 Save All Changes

If you are modifying a current program, launch the proposal after you complete the required fields, using either the button at the top or next to the Save button.

🚀 Validate and Launch Proposal

🖫 Save All Changes   **🚀 Validate and Launch Proposal**
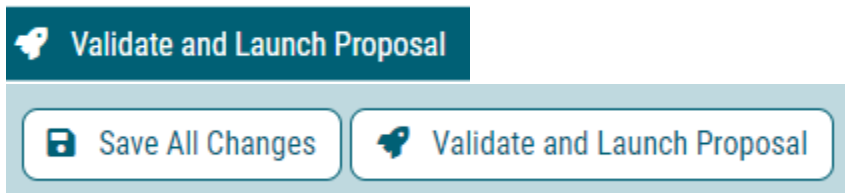
IMPORTANT: if you are starting with an existing proposal and you are changing it to a new name and department, make all these changes **before** you launch the proposal. Change over everything to your intended program, save those changes, then launch right before you approve the proposal.

3. ADD COURSES IF NEEDED

Before courses can appear in your program description/map they need to be added to the course list. If you are not including new courses in your program skip to the next section.

Scroll down to the Prospective Curriculum section in the Program Builder. The default view is the View Curriculum Courses tab, which will list the courses available for your program.

Prospective Curriculum:*

🗗 Preview Curriculum

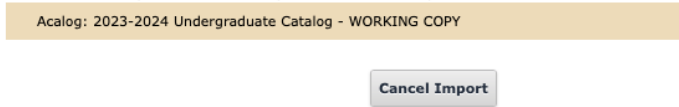View Curriculum Courses | View Curriculum Schema

You can add courses two ways, depending on whether the course exists already in Acalog™. To import a course that is an existing course, click the Import Course button at the bottom of the course window.

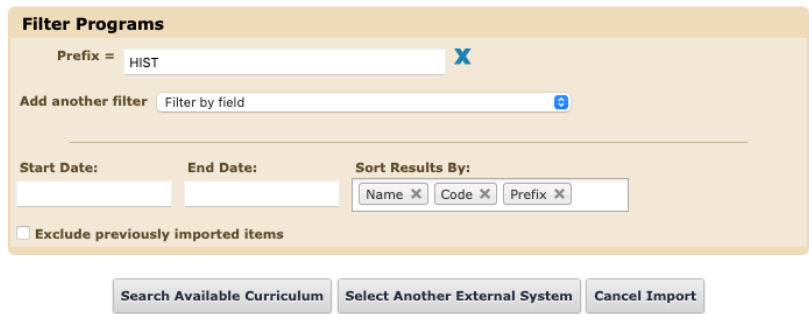You will be asked to find courses from the list provided in Acalog™.

Click the catalog name and the following dialog will appear. It is easiest if you filter by the course prefix. Make sure the 'Exclude previously imported items' box is unchecked.
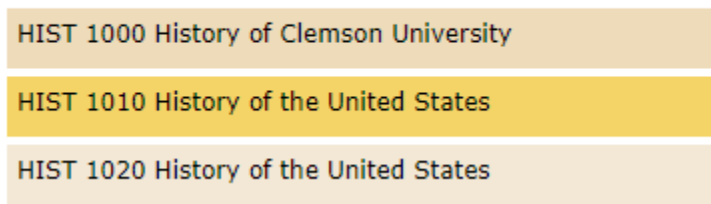

Click Search Available Curriculum and select the course you wish to add.

Scroll to the bottom of the list and select Add Courses to Proposal. You can select more than one course to add if they have the same prefix.

Selected Courses

HIST 1010 History of the United States

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

If you made a mistake, or you need to remove courses from your program, you can use the trash can icon to the right of the course in the list.

HIST - 1010 - History of the United States 🗑

ITAL - 1010 - Elementary Italian 🗑

If a course you want to add to your program is not yet in Acalog™ (for example, it might be a new course you are proposing at the time you are creating your program), select Add Course at the bottom of the course window.

[Add Course] [Import Course]

Input the prefix (course abbreviation), code (number), and name of the course that will need to appear in your program, then click Add Course.

Add Course

Add the course details below:

Prefix:

LANG

Code:

3100

Name:

Bogus Language Course

[Add Course] [Cancel]

With all the courses you need for your program in place, you can now proceed to create or modify the program.

4. PROGRAM CORE(S)

The information that is displayed in the catalog is formatted in text blocks called cores. You access these cores by selecting the View Curriculum Schema tab in the Prospective Curriculum section.
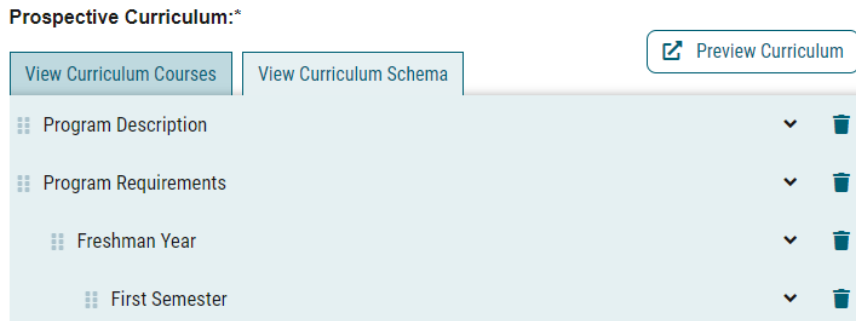
You can open and close the cores by clicking on the name or the caret (be careful not to hit the trash can by mistake). Open your shell cores to fill them. Delete courses with the trash can icon, or add courses from your list, or add new custom text by selecting the buttons at the bottom of the core window. Custom text is anything other than a specific course (i.e., Major Requirement, Elective, Natural Science General Education Requirement, etc.).
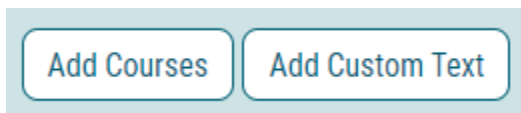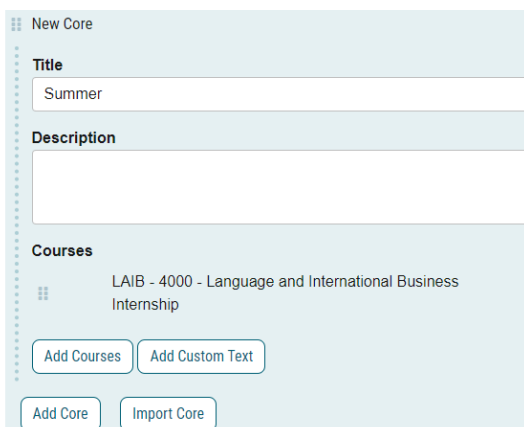

If you need to add a core to your program, use the Add Core button at the very bottom of the Curriculum Schema page.

You will never need to import a core, so don't access that feature. But you might need to create a new core in a program. For example, if you want to add a new required field course, co-op assignment, or internship to a summer semester, you will have to create a new core for that summer semester. If you are unsure whether you need more cores, contact an admin at curriculoghelp@clemson.edu.
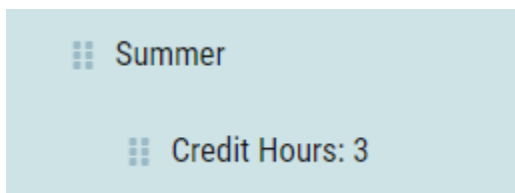
After you select Add Core, a new core block will appear at the bottom of your cores named New Core. Click that core button to open the editing dialog. Rename the Title of the core and add courses from your list.
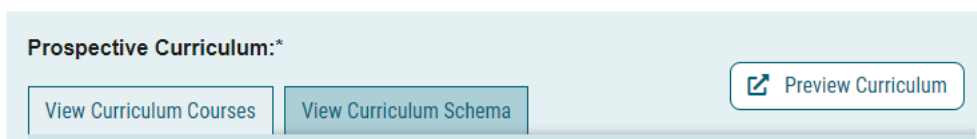
Once you save changes your new core will appear in the list at the bottom with its new name. Move your new core to the correct place in the curriculum by grabbing the positioning icon to the left of the core name and dragging it up.

Note that all semester credit hour summaries are in a separate core after the semester core.

To preview how your program will appear in Acalog™ select the Preview Curriculum icon on the right.

A new window will open to show you how the program will display in Acalog™.

Goo Goo Cluster Minor

Minor Description

(15 credits minimum)

The Goo Goo Cluster minor allows students a somewhat wider choice of course materials than is possible with the conventional subject-matter minor. The minor requires 15 credits in courses at the 3000-level or higher.

- Group I - Nutty Candy: anthropology, criminal justice, economics
- Group II - Diabetic Coma[1]: biochemistry, biological sciences, genetics

[1] This is bogus text to show how to add custom text.

Note that any custom text you add with the Add Custom Text button will appear after your courses.

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.

You may also open your proposal and check the Workflow Status using that icon tab.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

B. Modifying a program

Formats for programs in Acalog™ are very specific, so we encourage you to contact a Curriculog™ administrator if you have questions. Contact an admin at curriculoghelp@clemson.edu and someone will work with you to create your program. This will not only ensure that correct formatting is followed, but it will likely reduce the amount of time you spend creating the proposal.

1. CREATING A PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

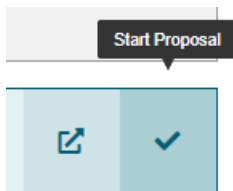Select the Programs tab to limit availability to proposals for programs only.

Select the type of program you wish to create from the undergraduate and graduate selections.

Start the proposal by clicking the check mark on the right of the proposal title.

Search for the degree program you want to modify.

Select the program from the list.

Import your proposal with the Build Proposal button.

2. COMPLETE REQUIRED FIELDS AND LAUNCH

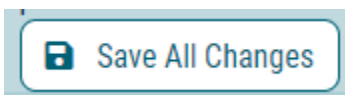Many fields will populate upon import. Make sure all required fields, indicated with an asterisk, are complete before you launch the proposal.

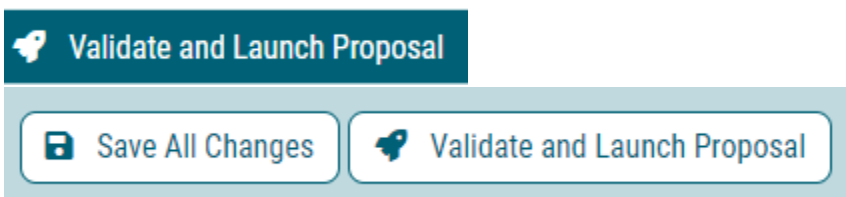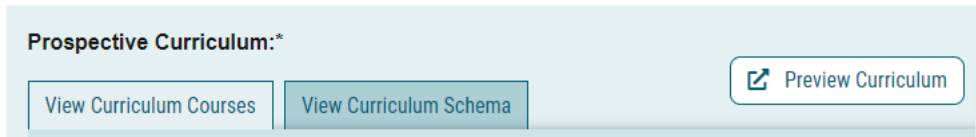Use the SAVE button to save your changes at any time. You must save before you launch your proposal.

If you are modifying a current program, launch the proposal after you complete the required fields, using either the button at the top or next to the Save button.

3. ADD COURSES IF NEEDED

Before courses can appear in your program description/map they need to be added to the course list. If you are not including new courses in your program skip to the next section.

Scroll down to the Prospective Curriculum section in the Program Builder. The default view is the View Curriculum Courses tab, which will list the courses available for your program.

Prospective Curriculum:*

| View Curriculum Courses | View Curriculum Schema |

↗ Preview Curriculum

You can add courses two ways, depending on whether the course exists already in Acalog™. To import a course that is an existing course, click the Import Course button at the bottom of the course window.

Add Course   Import Course
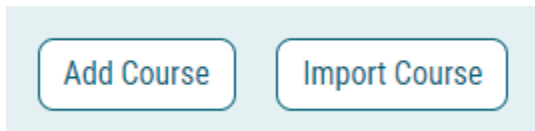
You will be asked to find courses from the list provided in Acalog™.

Import Data Into Your Proposal

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

Acalog: 2023-2024 Undergraduate Catalog - WORKING COPY

Cancel Import

Click the catalog name and the following dialog will appear. It is easiest if you filter by the course prefix. Make sure the 'Exclude previously imported items' box is unchecked.

Search 2022-23 Undergraduate Catalog - WORKING COPY

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

Filter Courses

Prefix = HIST   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

Click Search Available Curriculum and select the course you wish to add.

Search Results (1 to 20 of 120)

HIST 1000 History of Clemson University

HIST 1010 History of the United States

HIST 1020 History of the United States

Scroll to the bottom of the list and select Add Courses to Proposal. You can select more than one course to add if they have the same prefix.

Selected Courses

HIST 1010 History of the United States

Add Courses to Proposal | Select Another External System | Cancel Import

If you made a mistake, or you need to remove courses from your program, you can use the trash can icon to the right of the course in the list.

HIST - 1010 - History of the United States

ITAL - 1010 - Elementary Italian

If a course you want to add to your program is not yet in Acalog™ (for example, it might be a new course you are proposing at the time you are creating your program), select Add Course at the bottom of the course window.

Add Course | Import Course

Input the prefix (course abbreviation), code (number), and name of the course that will need to appear in your program, then click Add Course.

Add Course

Add the course details below:

Prefix:

LANG

Code:

3100

Name:

Bogus Language Course

[Add Course] [Cancel]

With all the courses you need for your program in place, you can now proceed to modify the program.

4. PROGRAM CORE(S)

The information that is displayed in the catalog is formatted in text blocks called cores. You access these cores by selecting the View Curriculum Schema tab in the Prospective Curriculum section.
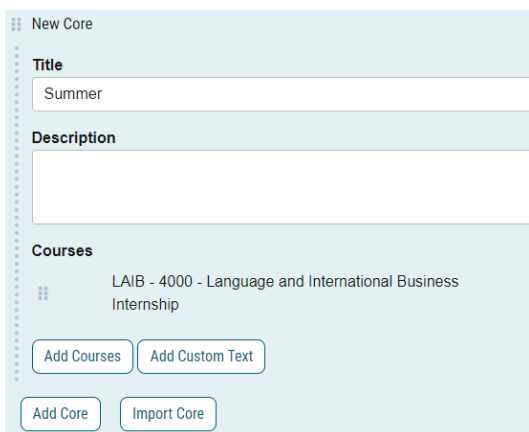
Prospective Curriculum:*

View Curriculum Courses	View Curriculum Schema		[↗ Preview Curriculum]
⠿ Program Description		⌄	🗑
⠿ Program Requirements		⌄	🗑
⠿ Freshman Year		⌄	🗑
⠿ First Semester		⌄	🗑

You can open and close the cores by clicking on the name or the caret (be careful not to hit the trash can by mistake). Open existing cores to modify their contents if you are modifying an existing program. Delete courses with the trash can icon, or add courses from your list, or add new custom text by selecting the buttons at the bottom of the core window. Custom text is anything other than a specific course (i.e., Major Requirement, Elective, Natural Science General Education Requirement, etc.).
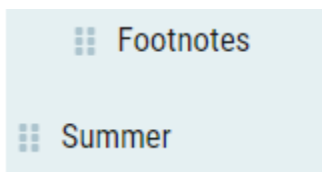
[Add Courses] [Add Custom Text]

If you need to add a core to your program, use the Add Core button at the very bottom of the Curriculum Schema page.

[Add Core] [Import Core]

You will never need to import a core, so don't access that feature. But you might need to create a new core in a program. For example, if you want to add a new required field course, co-op assignment, or internship to a summer semester, you will have to create a new core for that summer semester. If you are unsure whether you need more cores, contact an admin at curriculoghelp@clemson.edu.

After you select Add Core, a new core block will appear at the bottom of your cores named New Core. Click that core button to open the editing dialog. Rename the Title of the core and add courses from your list.

Once you save changes your new core will appear in the list at the bottom with its new name. Move your new core to the correct place in the curriculum by grabbing the positioning icon to the left of the core name and dragging it up.

Note that all semester credit hour summaries are in a separate core after the semester core.

To preview how your program will appear in Acalog™ select the Preview Curriculum icon on the right.

A new window will open to show you how the program will display in Acalog™.

Goo Goo Cluster Minor

Minor Description

(15 credits minimum)

The Goo Goo Cluster minor allows students a somewhat wider choice of course materials than is possible with the conventional subject-matter minor. The minor requires 15 credits in courses at the 3000-level or higher.

- Group I - Nutty Candy: anthropology, criminal justice, economics
- Group II - Diabetic Coma[1]: biochemistry, biological sciences, genetics

[1] This is bogus text to show how to add custom text.

Note that any custom text you add with the Add Custom Text button will appear after your courses.

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

Your Decision

What would you like to do with this proposal?

- ● Approve
- ○ Reject
- ○ Hold
- ○ Suspend
- ○ Cancel
- ○ Custom Route

Please comment on your decision below.

[Make My Decision]

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.

AVS - 4320 - Furry Animals
Originator: Approved 24 Catalog UG Add Course

47

You may also open your proposal and check the Workflow Status using that icon tab.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

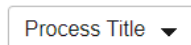## C. Deleting a program

1. STARTING A DELETE PROGRAM PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Programs tab to limit availability to proposals for programs only.
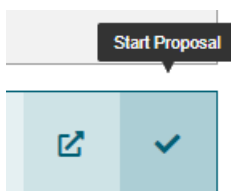

Select the type of program you wish to delete from the undergraduate or graduate selections.

Start the proposal by clicking the check mark on the right of the proposal title.

2. IMPORT PROGRAM INFORMATION

Select 'Program' as the type of program. Search by name for the program you want to delete and select it from the list. Make sure the 'Exclude previously imported items' box is unchecked.

Click Build Proposal to start working on the proposal.

Pre-existing data will populate some fields.

3. COMPLETE REQUIRED FIELDS

The timing on deletions can be a bit tricky, so make sure you read and follow the instructions. You will need to affirm that you have worked with Institutional Effectiveness by checking one of the required fields.

All required fields are indicated with an asterisk.

Fill in the required fields. Use the SAVE button to save your changes at any time. You need to save before you launch the proposal.
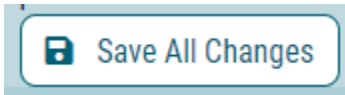
Once your required fields are complete you can launch the proposal.
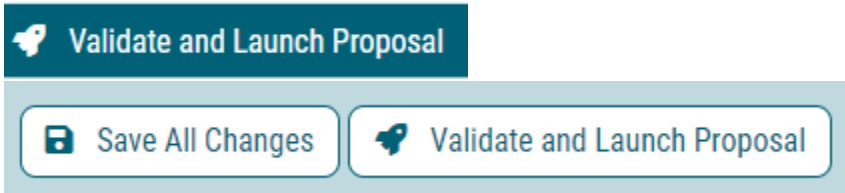
Ignore the Prospective Curriculum area unless you would like to review the program using the preview icon.
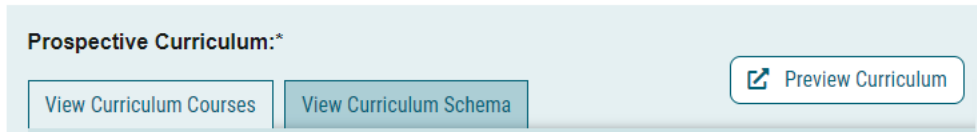
You can continue to edit the fields after you launch the proposal, but if you do your changes will be tracked as edits. If you don't want any of your changes to appear this way make sure you complete all changes before you launch.

4. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.

You may also open your proposal and check the Workflow Status using that icon tab.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

IV. Special Considerations

A. Custom Routes

Custom routes can be used to include others in a decision process for a proposal. You can add several new approvers to your proposal with the following restrictions:

- Custom approvers must have a role in Curriculog™ (committee members, chairs, agenda coordinators, etc.). If you wish to route your proposal through someone that does not yet have a defined role in the Curriculog™ system, contact a Curriculog™ admin at curriculoghelp@clemson.edu.
- Each new approver will be required to approve before the proposal can move to the next designated step. Keep the number of custom approvers to a minimum to simplify your route.

1. INITIATING A CUSTOM ROUTE

The last step to move any proposal forward is to approve under the Decisions section.

If you wish to add a custom route to your decision, select Custom Route in the dialog box and click Make My Decision.

The Custom Route dialog will open. Change the name of the custom route in the field Step Name.

My Pending Custom Route

◯ New Descriptive Name (requested by Jeffrey Appling)

Step Name:

New Descriptive Name

2. ADDING PARTICIPANTS TO THE CUSTOM ROUTE

You must add at least one participant to your custom route. To see how to find that person, select the Accounts tab at the top of the Curriculog window and click the person's name. That will show you which committee(s) they serve on. If the person you wish to route to is not in the Accounts list, they must be added to Curriculog. Send a request to a Curriculog™ admin to have them added by contacting curriculoghelp@clemson.edu.

Open the Participants section and select Add Participant. This will take you to the Roles/Users window.

Step Name:

New Descriptive Name

Participants   ⌃

Add Participant

You can follow either the Role Types or Hierarchy to select your new participant. Since you will be finding a specific person to include in your approval route, select Hierarchy.

Who is involved on this step?

⌄ **Role Types**

⌃ **Hierarchy**

    ⌄ 🏛 **Clemson University**

Add Role(s)   Cancel

Open Clemson University and navigate to the group that contains your participant. Note that college and department curriculum committee members are located under their respective college.

If the person you want to add to your proposal route is not listed under Hierarchy it means that they are not currently serving on or chairing a curriculum committee. To access a participant that is not in the current list please consult with a Curriculog™ admin to have them added by contacting curriculoghelp@clemson.edu.

Add multiple people to your participant list using Ctrl-click or Command-click.

3. ADDING RULES TO YOUR PARTICIPANTS

Select the Rules section to open a dialog to make certain selections for your new participants.

You will decide whether participants can edit your proposal or make comments. DO NOT select to require a signature (currently Curriculog™ is not set up to manage user signatures). You can also manage how comments are viewed during this custom step.

4. CONTROLLING DECISIONS

Select the Decisions section to open a dialog to make certain selections for your new participants. Most custom routes will use the default selections.

Decisions

What type of decision is this?

◉ Require 100% participation and unanimous approval.

○ Require 100% participation and [　　] % for approval.

○ Require [　] % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☐ Hold　　　　　　　　☐ Suspend

☐ Cancel

Where will the proposal go after the custom route?

○ Proposal should come back to this step.

◉ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved:　　　　　　*If Rejected:*

[Add Participant]　　　[Add Participant]

You can add others to receive information about whether your proposal is approved or rejected by adding additional participants for notification at the bottom of the Decisions dialog. Add these participants in the same way you did it above.

5. SETTING DEADLINES

Select the Deadlines/Reminders section to open a dialog to set deadlines for your new participants. Using this method you can ensure that your proposal does not get hung up because one of your new participants neglects to evaluate the proposal. Make choices to reflect how you want the proposal to move should deadlines be missed.

Deadlines/Reminders

Would you like to set a deadline for this step?

☑ Set Deadline

Move Step after [5] days.

Send reminder [　] days(s) before deadline.

What should happen if the deadline passes?

○ Automatically Reject

◉ Automatically Approve

Who should you notify when the deadline is passed?

[Add Participant]

Would you like to set a timed reminder for this step?

Send every [1] days(s).

Send after [　] days(s).

6. REQUESTING THE CUSTOM ROUTE

You can preview your custom route before you send the request.

My Pending Custom Route

⬤ New Descriptive Name   Incomplete

Participants
⬤ Denise Anderson

[Step Details]

Please comment on this custom route

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.

If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

The custom route request will go to a Curriculog™ admin for approval. Once approved, your proposal will proceed to your custom route.

B. General Education Course Review

1. INDICATING THE INTENTION FOR A GEN ED APPROVAL

If you wish to indicate your intention to seek General Education approval for a new or modified course as you are completing an add or modify course form (regular or interdisciplinary), you may select the General Education area from the dropdown menu.

General Education:

Select an option
- Arts & Humanities (Literature)
- Arts & Humanities (Non-Literature)
- Communication - English Composition
- Communication - Oral Communication
- Global Challenges

However, this does NOT trigger the process of approval. That is accomplished by completing the Gen Ed Course Review form as shown in the following section.

2. GENERAL EDUCATION COURSE REVIEW FORM

With the form "Gen Ed Course Review":
- new or existing courses can be evaluated for attribution to a General Education student learning outcome area and listing in the General Education curriculum;
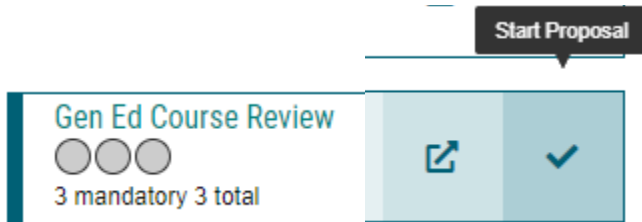
- regular reviews can be conducted for existing courses in the General Education curriculum if requested by the General Education Committee;
- and/or reviews can be processed for courses to be removed from the General Education curriculum.

If you need help with the technical aspects of the process, please contact a Curriculog™ admin at curriculoghelp@clemson.edu.

Please note that this form routes directly from originator to General Education Committee. There is no intermediary Departmental Curriculum Committee or College Curriculum Committee step.

INITIATING THE REVIEW FORM

Start a new proposal and select the "Gen Ed Course Review" form.

You will be asked to find the course from working copy of the catalog in Acalog™.

If you know the course number input it as the Code field (this is what Digarc calls the course number, we don't know why). You can search for courses using the abbreviation (Prefix) or Name as well. Once you initiate the search, your course list will appear. Make sure the 'Exclude previously imported items' box is unchecked. Select the one you want to modify by clicking the document icon with the right-facing arrow on it.

Scroll to the bottom of the Import Data page and select Build Proposal.

This will open the dialog box for a search. Select the working copy of the future catalog, and then search for the course using prefix as a filter.

**Please note: If you are seeking Gen Ed approval for a new course (does not yet exist in the catalog) you will not be able to import information from the database in Acalog. Fill in all the fields in the Course Attributes section to the best of your ability. If you need help with any item contact Shannon Clark, clark4@clemson.edu.

**Please note: If you are completing the form for a course in the natural sciences with lab area, many of our curricula have separated out the 3 hour "lecture" portion and the 1 hour lab portion. It is acceptable to submit the form once for the natural science with lab pair. You should import the course for the lecture portion, but be sure to indicate in the explanation box the course code and number for the group (i.e. – ASTR 1010 and ASTR 1030 or BIOL 1220 and BIOL 1200 or BIOL 1230 and BIOL 1200). For most natural science with lab pairings, the most natural place for the signature assignment and assessment will be the laboratory portion.

REVIEW ITEMS

After you have completed the information above, fill in answers to the Review Item fields.

Make sure you answer the fields with an asterisk first as they are required before you launch the proposal. All edits you make to the fields after you launch will be tracked.

Should you need help answering the questions, contact Dr. Bridget Trogden, trogden@clemson.edu or review the General Education Curriculum ("Crossings") website, in particular the "Course Review" page and the "Global Challenges – For Faculty" page.

For the fields:

- "Student learning outcome(s)" – Please state the Crossings/General Education curricular student learning outcome(s) the course will address, since linking to outcomes are how our courses are evaluated for attribution and how they will appear in the General Education curriculum.
  - o For the Arts & Humanities area, we have two student learning outcomes available. Indicate which student learning outcome is addressed in the course.
  - o For the Global Challenges area, we have three student learning outcomes. Each course must address at least two of the three. Indicate which student learning outcomes are addressed in the course.
  - o The Crossings student learning outcome(s) should also be included in the course syllabus along with other course-specific student learning outcomes.
- "Rationale" – Please explain how the Crossings student learning outcome(s) from the previous box are integrated into the course through content, pedagogy, assignments, etc. Explain any changes that were made to the course prior to its submission in order to integrate the student learning outcome(s). Both a syllabus and a signature assignment must be attached.
  - o If you are seeking to have a course attributed for the Global Challenges area, please ensure that you have reviewed the above website link and sublinks. Provide clear justification for why this is a Global Challenges course.
  - o If you are seeking to *remove* a course from the General Education curriculum, please provide a simple justification here and write 'Not Applicable' in the text boxes below.
- "Signature assignment" – Please describe the assignment that intentionally connects to the Crossings student learning outcome. This is the signature assignment used for assessment. A copy of the signature assignment must be attached.
  - o This textbox is your opportunity to explain the signature assignment's purpose to your colleagues. The signature assignment that you attach is the complete assignment instructions that you would give to a student enrolled in the course.
  - o Please note: a signature assignment is an example and it is not binding. Instructors teaching multiple sections of a course do not have to have the same signature assignment, and if instructors develop different assignments, the assignment instructions do not have to be re-reviewed.
  - o For instructors or departments who wish to have consultation on assignment design, OTEI is available: OTEI@Clemson.edu.
- "Content" – Please provide an approximate percentage of the course's content that explicitly connects to the Crossings student learning outcome(s) indicated in the student learning outcome(s) box. The percentage should match the topical or weekly outline in the attached syllabus.
- "Graded Assignments" – Please provide an approximate percentage of the course's graded assignments that are explicitly connected to the Crossings student learning outcome(s) indicated in the student learning outcome(s) box. The percentage should match the evaluation scheme in the attached syllabus, and should include the signature assignment.
- "Assessment results" – Describe any relevant General Education or programmatic assessment results used in creating the proposal.
  - o SACSCOC requires that we use assessment results to seek continuous improvement. If there are any assessment results (departmental, external, special accreditation, from

past General Education program assessment, etc.) that were used to make changes and improvements to the course, please briefly describe.
  - o This text box is not required.
- "Frequency" – Please indicate the typical course offering frequency: every semester, fall only, summer only, etc. (This text box is not required, but helps to convey accurate information about the course.)
- "Special designation" – Please indicate if the course is part of a special program or course cluster
  - o An example of a special program would be:
    - ▪ an intentionally designed multi-disciplinary program such as Mechanical Engineering and German or Language and International Health
    - ▪ or an oral communication cluster such as ME 4010 and ME 4020.
  - o This text box is not required and will be not applicable for most courses submitted.

SUPPORTING DOCUMENTS

A sample syllabus is a required attachment. The General Education Committee will expect to see the Crossings student learning outcome(s) in the syllabus and the signature assignment in the syllabus (either in the topical outline or in the grading schema). By UCC expectation, the syllabus should also include the weight in in determining the students' final grade that will be given to each learning activity, and the syllabus should have a topical or by-week outline of what the course will cover.

A signature assignment is a required attachment.

For optional attachments, the proposer may wish to include any other documents that explain the course and will help your faculty colleagues in interpreting its connection to our Challenges student learning outcomes. (Not required.)

Supporting Documents ⌃

Please attach any required files by navigating to the Proposal Toolbox and clicking the Files icon tab. A sample syllabus and copy of the signature assignment is required.

Required Attachments:*
☐ I have attached a Sample Syllabus
☐ I have attached a Signature Assignment
Use the Files tab to attach required documents in .docx or .pdf format.

Optional Attachments:
☐ I have attached other supporting documents
Use the Files tab to attach any additional documentation in .pdf or .docx format.

APPROVAL

When all items are complete, approve your proposal to send it to the General Education Committee for review.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

C. General Education Changes to the Undergraduate Catalog

NOTE: After a course is approved for Gen Ed (see process in previous section) the course can be added to the General Education program. In most cases, the chair of the Gen Ed committee will do this on behalf of the proposer to move the course approval to UCC. If the chair requests that you initiate the process yourself, you can follow the instructions in this section.

1. INITIATING THE FORM

Similar to how you would change a program (major, minor, etc.), you must first import the General Education curriculum into the Undergraduate Modify General Education proposal. Start the proposal and search by the terms General Education. Select the General Education program from the list.

Use the Build Proposal button to start. You can now choose the operation you wish to pursue.

There are five actions that users can initiate on the Undergraduate Modify General Education form, as seen in the select process.

Select one of these before you launch the proposal.

2. CHANGES TO THE GEN ED NARRATIVE

The first and last selections from the Changes Proposed list entail revising the Gen Ed narrative just like you would edit a program (see section III.A above). After filling in the required fields you will launch the proposal, so that any changes you make to the narrative will be tracked.

The Description field contains the Mission Statement and other front matter relevant to Gen Ed, including the learning outcomes. When you make changes to this field, your changes will over-write current narrative found there. After you approve the proposal to move it to the next level, other users will be able to see your changes using the 'Show current with markup' setting in User Tracking.

All other Gen Ed requirements are contained in the Cores that you can access by selecting the View Curriculum Schema tab in the middle (in the Program Builder section):

Do not delete the cores (avoid that trash can).

You can add and delete courses from the cores just like you do in any program modification (III.A). Open the relevant cores, make changes, then save.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

Your Decision

What would you like to do with this proposal?

○ Approve   ○ Hold
○ Reject   ○ Suspend
                     ○ Cancel
                     ○ Custom Route

Please comment on your decision below.

[Make My Decision]

D. General Education Checklist

Every undergraduate degree program must have a companion General Education Checklist to document how students following that degree will meet Gen Ed requirements. Every proposed BA or BS degree must have a Gen Ed Checklist submitted at the time the new degree plan is proposed. When a degree program changes any Gen Ed requirement, a new Gen Ed Checklist needs to be approved as well.

The Gen Ed Checklist differs from other Curriculog™ proposals in that it is not connected to Acalog™. The routing for approval is set up the same as for any undergraduate degree.

**Please note: When faculty in a baccalaureate degree program restrict students to only certain courses in the General Education curriculum, it can often be more difficult for students to complete degree requirements. Please be judicious in any restrictions, as use of a restricted general education list means that you consider the particular courses listed as part of the major course of study and not just part of the General Education curriculum.

1. STARTING A NEW GEN ED CHECKLIST

With the Proposals tab active in your dashboard, click on the +New Proposal button.

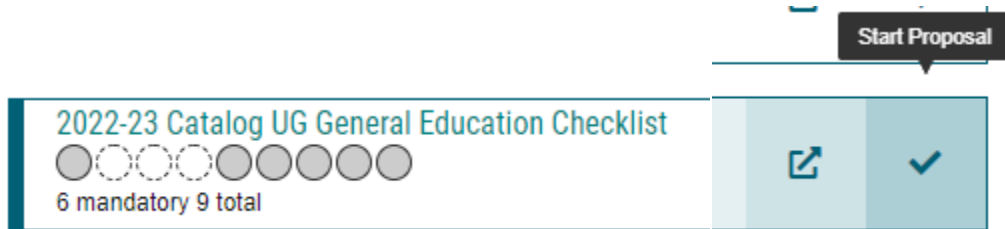[+ New Proposal]

Select the Others tab to limit availability to proposals that are not for courses or programs.

All Processes	Courses	Programs	Others

Sort by:

[Process Title ▾]

Start the proposal by clicking the check mark on the right of the proposal title.

2. COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk,

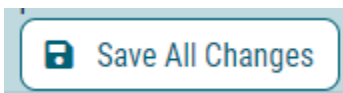Use the SAVE button to save your changes at any time. You must save before you launch in the next step.

NOTE: if you are creating a Gen Ed Checklist for a new program you must have that program added to the Acalog™ database first. Contact a Curriculog™ admin at curriculoghelp@clemson.edu.

 Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

3. LAUNCH THE PROPOSAL

After filling out the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the Validate and Launch Proposal spaceship icon at the top of the proposal window or next to the floating Save button,

4. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.

English Composition: Currently there is one option to select, ENGL 1030.

Oral Communication: There are two options from which to choose. You can allow students to choose from the standard Gen Ed list, or you can provide a restricted list of courses (a subset of the standard list).

Remaining Requirements: All other Gen Ed requirements can be selected from two options. You can allow students to choose from the standard Gen Ed list, or you can provide a restricted list of courses (a subset of the standard list). If you choose the latter option, list the specific course(s) in the textbox. Example:

Requirement:

☑ Mathematics

(3 credit hours) Indicate whether students will choose from the full range of courses on the Gen Ed list or a restricted list provided under Specific Course(s).

Select From:

◯ Gen Ed List
◉ Restricted Gen Ed List

Specific Course(s):

MATH 1060|

You can track edits to any of the choices. In the Proposal Toolbox on the right change User Tracking to 'Show current with markup.' Edits will be shown in red text. You can turn this off by returning to 'Show current.'

User Tracking

User Tracking Help   ⌄

| Show current with markup | ▾ |

Show original
Show current
Show current with markup

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Decisions

Select the Approve radio button then click Make My Decision.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

E. Blanket Substitution Request

The Blanket Substitution Request proposal is used to request specific substitutions to be automatically created in Degree Works for a finite time. This is done during the academic year in which a program change has been made that necessitates the blanket subs for students in previous catalog years. Blanket subs are not meant to fix errors in a curriculum; curriculum errors need to be corrected rather than patched with blanket subs. If more than 5 substitutions are requested at once, prior approval must be granted by Degree Works staff prior to submitting the Blanket Substitution Request.

The Blanket Substitution Request proposal differs from other Curriculog™ proposals in that it is not connected to Acalog™. The routing for approval bypasses the departmental and college curriculum committees, and terminates with the Degree Works staff.

1. STARTING A NEW BLANKET SUBSTITUTION REQUEST

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Others tab to limit availability to proposals that are not for courses or programs.

Start the proposal by clicking the check mark on the right of the proposal title.

2. COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk,

College / Department:*

> Department of Sociology, Anthropology and Criminal Justice ×

Choose the department that offers the undergraduate program, or Interdisciplinary Studies for those majors.

Program Name:*

> BA Sociology - Criminal Justice Emphasis ×

Choose the undergraduate major that this Blanket Substitution applies to.

Use the SAVE button to save your changes at any time. You must save before you launch in the next step.
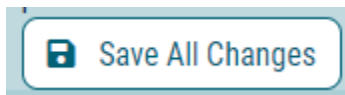
NOTE: You must choose the correct Department and Program to ensure that the proposal routes correctly.

    Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

3. LAUNCH THE PROPOSAL

After filling out the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

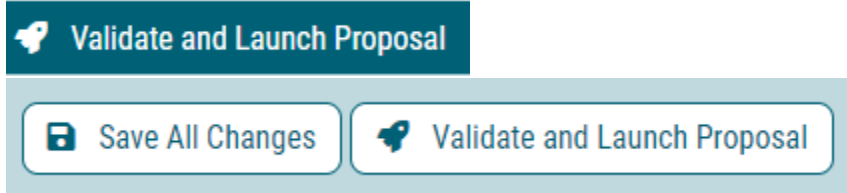To launch select the Validate and Launch Proposal spaceship icon at the top of the proposal window or next to the floating Save button,

4. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.
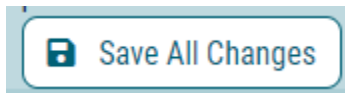
Substitutions are of two types, course-for-course and course-for-requirement. Indicate the course-for-course substitutions in the labeled section,

Indicate the course-for-requirement substitutions in the next section. If you need help distinguishing between the two contact either Degree Works staff or email curriculoghelp@clemson.edu.

Course for Requirement Substitution(s)

Allow course: **for requirement:**

For additional course for requirement substitutions, list here:

If more than five substitutions are requested you must get pre-approval from Degree Works staff. Email Reagan Blondeau,
breagan@clemson.edu. Attach the pre-approval using the attachment icon in the proposal toolbox.

In the Supporting Documents section indicate whether you have pre-approval from Degree Works staff
to request more than five substitutions, and indicate whether you have attached other supporting
documentation for your changes (recommended).

Supporting Documents

Note:

☑ I have attached a pre-approval from Degree Works staff

☑ I have attached other supporting documents

If more than five substitutions are requested you must get pre-approval from Degree Works staff. Email Reagan Blondeau,
breagan@clemson.edu. Attach the pre-approval using the attachment icon in the proposal toolbox.

Use the document attachment icon in the Proposal Toolbox to upload your files.
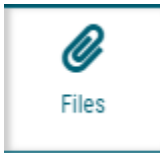
Files

Select Choose File then use the Upload button.
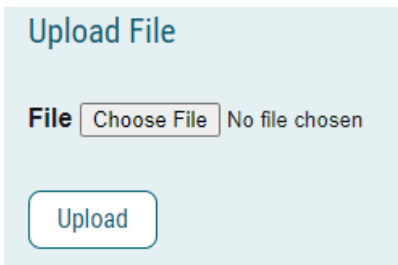
Upload File

File [Choose File] No file chosen

[Upload]

You can track edits to any of the choices. In the Proposal Toolbox on the right change User Tracking to
'Show current with markup.' Edits will be shown in red text. You can turn this off by returning to 'Show
current.'

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

F. REACH Act Course Proposals

With the form "REACH Act Course Approval" new or existing courses can be evaluated for attribution as a REACH Act course.

Faculty assigned to teach REACH Act courses have broad academic freedom in designing their courses, but at the same time they should ensure that the course aligns with the requirements of South Carolina's "Reinforcing College Education of America's Constitutional Heritage Act (REACH) Act" of April 28, 2021.

Accordingly, the course should:

1. Apply discipline-specific approaches and methods to illuminate meaningful insights into the historical founding of the United States.

2. Require reading of original and complete versions of the following:

   (a) the United States Constitution (with all Amendments) in its entirety;
   (b) the Declaration of Independence in its entirety;
   (c) the Emancipation Proclamation in its entirety;
   (d) a minimum of five essays in their entirety from the Federalist Papers as selected by the instructor; and
   (e) one or more documents that are foundational to the African American Freedom struggle.

For more information about the REACH Act, contact Dr. Jim Jeffries, jjeffri@clemson.edu. If you need help with the technical aspects of the process, please contact a Curriculog™ admin at curriculoghelp@clemson.edu.

Please note that this form routes through your departmental curriculum committee but not your college curriculum committee.

INITIATING THE REACH Act FORM

Start a new proposal and select the "REACH Act Course Approval" form.

If you are requesting REACH credit for a new course, you will have to fill in all fields on the proposal – no fields will populate for you. If the course already exists, you need to import the course using the Import button at the top.
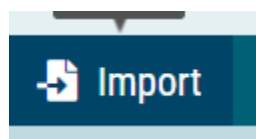
You will be asked to find the course from working copy of the catalog in Acalog™.

Import Data Into Your Proposal

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

Acalog: 2024-2025 Undergraduate Catalog - WORKING COPY

Cancel Import

Choose to filter by the Prefix then enter the course abbreviation and select to Search Available Curriculum. Find your course in the list. Do not change any checkboxes and select to Import This Item.

Import This Item   Return to Search   Select Another External System

Cancel Import

This will populate fields with the course information. Do not modify this populated information, this is not the form to use to change those course attributes

Input the summary justification for making this course meet the REACH Act requirements, based on the guidance above. Select the required readings in the list. Select the effective term and the grade mode, as they are not pre-populated.

Effective Term:*

Select an option

Select the first semester where the course will count toward the REACT Act requirement.

Grade Mode:

Select an option

Does not populate on course import.

Make sure you answer the fields with an asterisk first as they are required before you launch the proposal. Save often, and after required fields are input you can launch the proposal.

Save All Changes   Validate and Launch Proposal

All edits you make to the fields after you launch will be tracked. Take care to completely answer the questions about the learning activities.

SUPPORTING DOCUMENTS

A sample syllabus is not required, but can be useful for the REACH Act committee. Post a version where you have highlighted the areas that pertain to the REACH Act requirements (readings, activities, assessments, etc).

Attach a memo of support from each dept chair or program director that will ensure that future sections of this course will maintain the REACH Act content and expectations.

Supporting Documents

Please attach any required files by navigating to the Proposal Toolbox and clicking the paper clip icon.

Attached:*
☐ I have attached a syllabus
☐ I have attached memo(s) of support

In this section you can attach supporting documents in .docx or .pdf format. A sample syllabus is not required, but can be added here if desired.

ACKNOWLEDGEMENT

Indicate that all current instructors are aware of the requirement to include REACH content in the course. Indicate that relevant administrators are aware that the course must be offered with REACH content intact.

APPROVAL

When all items are complete, approve your proposal to send it to your departmental curriculum committee for review.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

✔
Decisions

Select the Approve radio button then click Make My Decision.

Your Decision

What would you like to do with this proposal?

- ⦿ Approve
- ○ Reject

- ○ Hold
- ○ Suspend
- ○ Cancel
- ○ Custom Route

Please comment on your decision below.

[   ]

Make My Decision