TYPES OF PROPOSALS IN CURRICULOG

Once logged into Curriculog, if you have completed the proper training, at the top of the page under “My Tasks” tab there will be a plus sign next to notation “New Proposals.”

Clicking here shows all the available proposal options.

CURRICULUM PROPOSALS IN CURRICULOG

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CURRICULUM PROCESSES COMPLETED IN CURRICULOG

In addition to the above proposals, there are also several processes done in the Curriculog, as noted in the table below.

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Batch Process

Departments may request a Large-Scale Course Change Process or “Batch” Change Process change if identical changes are needed for numerous courses. For example, in all the courses listed below, the department is proposing that the prerequisite of ENGL 2201 replace the prerequisite of ENGL 1101:

ENGL 2145, ENGL 2160, ENGL 2172, ENGL 2174, ENGL 3230, ENGL 3232, ENGL 3320, ENGL 3322, ENGL 3324, ENGL 3330, ENGL 3340, ENGL 3350, ENGL 3360, ENGL 3400, ENGL 3500, ENGL 3600, ENGL 4401, ENGL 4240, ENGL 4340, FILM 3220, FILM 3230, FILM 3240, FILM 3250, FILM 3200, FILM 3210, FILM 3215, LING 3040, WRIT 3000, WRIT 3100, WRIT 3110, WRIT 3120, and WRIT 3130.

Without a batch change, the department would need to submit a course proposal for each course listed. A batch proposal, instead, is a single proposal that includes making the same change to all courses. The chart below can assist in identifying if a program can use a batch proposal to change existing courses.

There is a Batch Spreadsheet Template located on the Curriculum, Instruction, and Assessment Templates for Curriculum Use page that will need to be completed and uploaded to the Curriculog proposal. Below is an example of the first course in a Batch Change with the proposed change highlighted in red font.
**Expedited Process**

For certain types of changes, courses and programs may be eligible to proceed through an Expedited Workflow Process which allows an accelerated review for specific changes. The charts below demonstrate the differentiated workflow.

<table>
<thead>
<tr>
<th>Current Course</th>
<th>Proposed Course Change</th>
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<tbody>
<tr>
<td><strong>Prefix</strong></td>
<td><strong>Number</strong></td>
</tr>
<tr>
<td>MATH</td>
<td>7495</td>
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### Traditional Workflow

- **Originator**
- **Initial Review**
- **Department Curriculum Committee**
- **Department Chair**
- **College Curriculum Committee**
- **College Dean**
- **EPCC and BCOE Dean***
- **Curriculum Support Office**
- **GEC***
- **UPCC or GPCC**
- **Provost or Provost Designee**
- **Final Publication Review**

### Expedited Workflow

- **Originator**
- **Initial Review**
- **Department Curriculum Committee**
- **Department Chair**
- **College Curriculum Committee**
- **College Dean Review**
- **Curriculum Support Office Review/Faculty Designee**
- **Final Publication Review**

*Conditional steps required for some types of proposals.*
The Expediated Process for Courses

The Expedited Processes for courses can ONLY be made if the program is not making any other curriculum changes in the same academic year. If other program changes are occurring, then all course changes need to go with the program change as a full package and proceed through the full curriculum review process. New courses, General Education Core Curriculum courses in Area A-E, or a course change that impacts any program outside the college are not eligible for this process.

The chart below lists the only course changes eligible for the Expedited Process Workflow.

### Course Changes Eligible for the Expedited Process Workflow

**Changes to a Course Title.** This is allowed only for minor changes that do not impact the course description or course content.

Examples of what constitutes a minor course title change:
- Changing MET 1800: CNC Machining to MET 1800 CNC and Machining
- Changing ENED 3657: Clinical Placement to ENED 3657: Clinical Experience
- Changing MEFT 4315: Internship to MEFT 4315: Internship

**A Change in a Prefix.** The prefix must already within use by a college, unless dept/units are being merged within a college and a new prefix is created.

Examples of a prefix change:
- Changing EDAD 9900 to EDSM 9900 (updating an old prefix within a college to a newer one)
- Changing the prefixes INCM and MSCM to CMPD as a result of restructuring (a new school is created within a college)
- Changing the prefix COM (communication) to ORGC (Organizational and Professional Communication) when a new major is created within a department or school

**Change to a Course Number.** This change can only occur when a course number is being changed within the same 1000 level number band.

Examples of a course number change in level:
- EXEC 2120 changed to EXEC 2240

**A Change to the Course Grading Structure.** This change can modify a course from an A-F grading structure to S/U mode or from S/U mode to A-F grading structure.

**A Change in the Course Description.** This is for minor changes only. These changes can be editorial changes such as rewriting for clarity; tightening course language without altering course content; or removing “dated language” that does not significantly alter the course.

Examples of what constitutes a minor course description change:
- Removing the term “adolescent education” from a series of courses because this language is no longer used in the program or recognized as a field by the USG.
- This course provides students with an overview of human development within the social environment. The course covers emotional, cognitive and moral development theories as developed by Piaget, Erikson, Kohlberg, and others. This course also focuses on the effect of the environment on personal and social functioning.
Expeditated Process for Programs

The Expeditated Process for programs can ONLY be used if there is not going to be any other curricular change to that program during the academic year. If other program changes are occurring, the changes should be submitted as a full package and will go through the full curriculum review process.

Program Changes Eligible for the Expeditated Process Workflow

**Admission Requirements of a Program.** This is only to change the program admission requirements or program admission policies dictated by state standards, professional licensure requirements, or program accreditors. Proposals must be accompanied by documented evidence from the external body. This change cannot alter previously approved admission requirements that are NOT dictated by external bodies.

**Program Description Edits.** This is allowed only for minor changes only. The proposed change cannot alter the scope, focus, content of the program or alter previously approved program requirements except for external body mandates.

Examples of what constitutes a minor program description edit include:

- Cut and paste errors
- Clarifying confusing wording
- Missing or outdated accreditation language
- Missing language that was previously approved

Double Owl New Pathway Approval Process

The Double Owl Pathway is an advising pathway for high potential KSU undergraduate students who want to accelerate their attainment of a master’s degree at KSU.

Students following a Double Owl Pathway take nine hours of graduate coursework at the undergraduate tuition rate. Students must apply to the Graduate College to complete their graduate work.

As this is not changing any curriculum in either program, the approval of Double Owl Pathways does not have to go through the standard curriculum approval process; however, the proposal process is documented using Curriculog to formalize each pathway. Instructions on how to propose a Double Owl Pathway in Curriculog can be found in Section 2 of the Double Owl Pathways Guide.

To have your program participate in a Double Owl Pathway, contact Anissa Vega, Interim Assistant Vice President for Curriculum and Academic Innovation at avega4@kennesaw.edu.