

CURRICULOG: COURSE: MASS INACTIVATION



COURSE: MASS INACTIVATION

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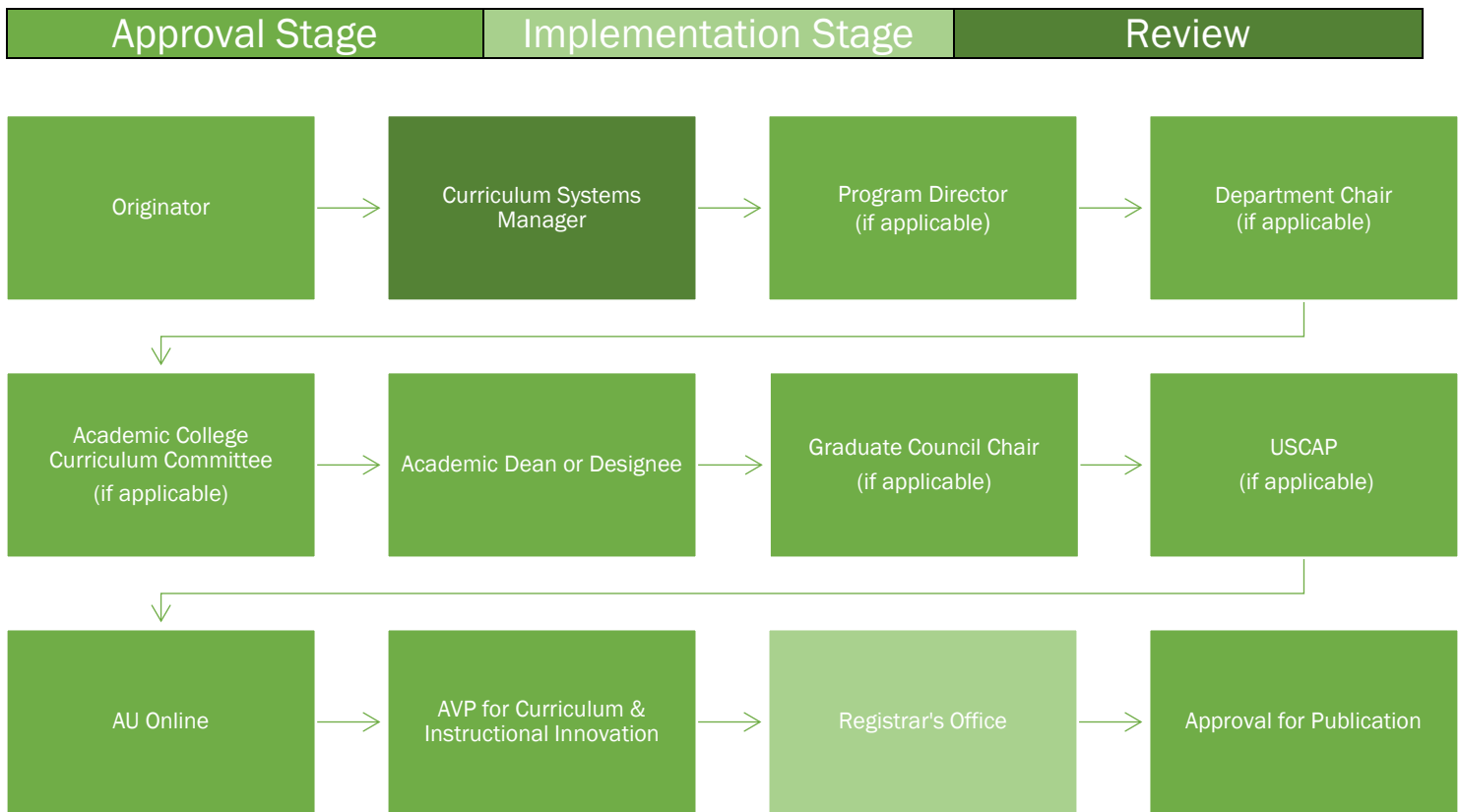
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PROCESS

The Mass Course Inactivation is used to inactivate multiple courses in Banner, the system of record and remove them from the University catalog. Please note, if these course inactivation's result in a change of requirements for a degree program, a Program Revision will also need to be launched. Step by step instructions for completing the mass course inactivation proposal are listed below. Contact curriculog@augusta.edu if additional information is needed.

ORDER OF APPROVERS



Required Documents

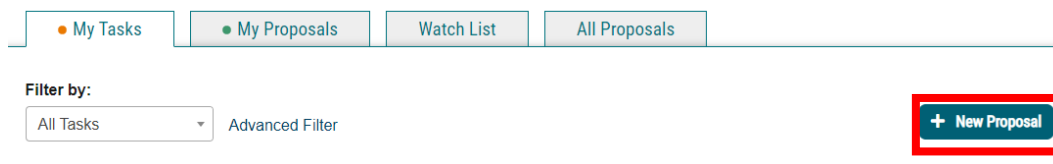
- Impact Report
- Approval Memo (if applicable)
- Teach Out Plan

COURSE MASS INACTIVATION PROPOSAL INSTRUCTIONS

1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.

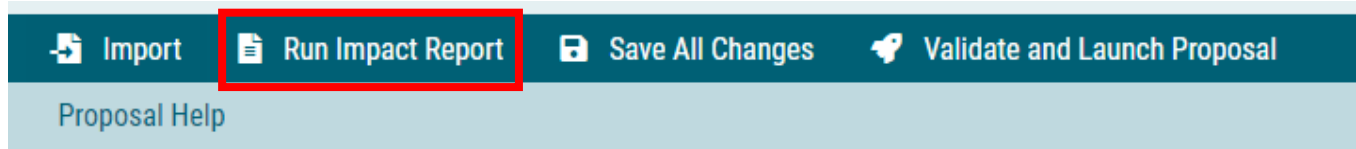


3. Hover over the proposal titled “Course: Mass Inactivation” and click the blue check mark in order to begin.



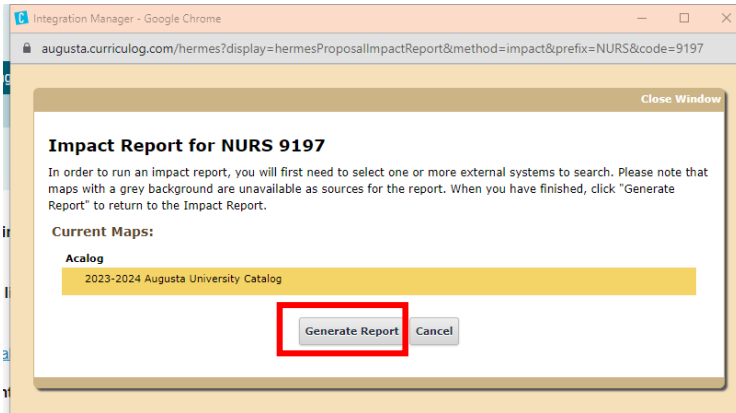
CREATING AN IMPACT REPORT

4. Select the “Run Impact Report” icon on proposal menu bar to generate an impact analysis report.

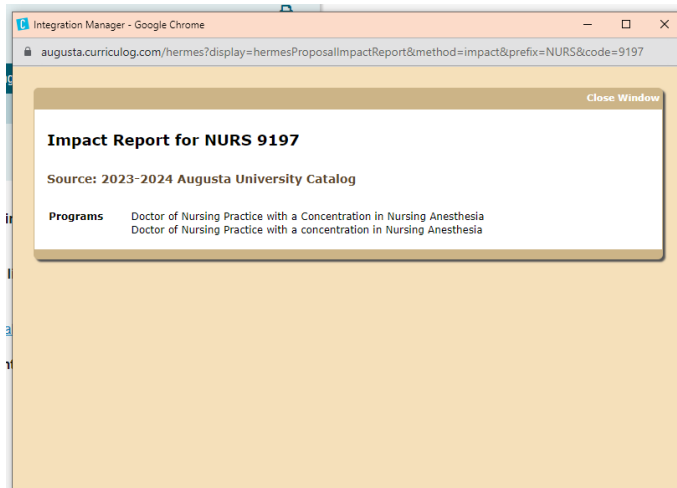


5. A dialogue box will appear, and you will need to select the current catalog listed under Acalog and then click “Generate Report”.

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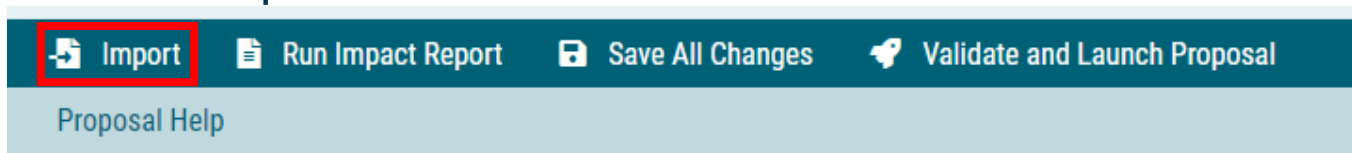


6. Print this page to a PDF and save by selecting the paper clip icon on the far right side of the screen. If the report returns blank, that means no programs will be impacted as a result of this inactivation. Please attach the blank report to the proposal so the Curriculum Systems Manager knows that no programs are impacted and doesn't request an Approval Memo.



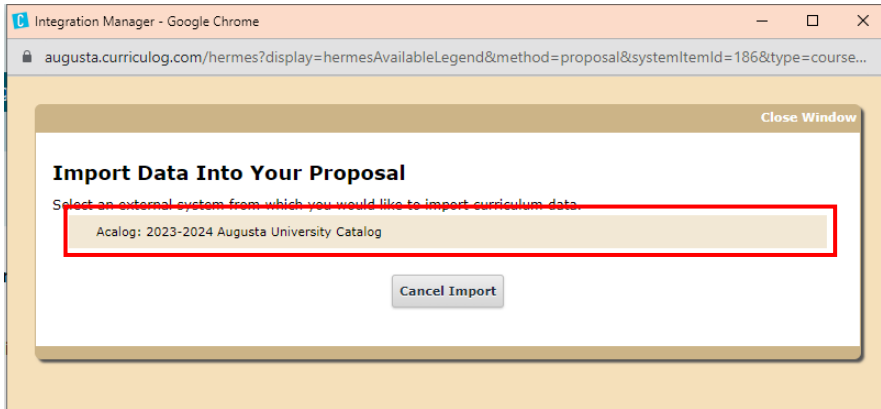
IMPORTING

7. Scroll to the top of the proposal pane and click the paper and arrow icon labeled "Import".

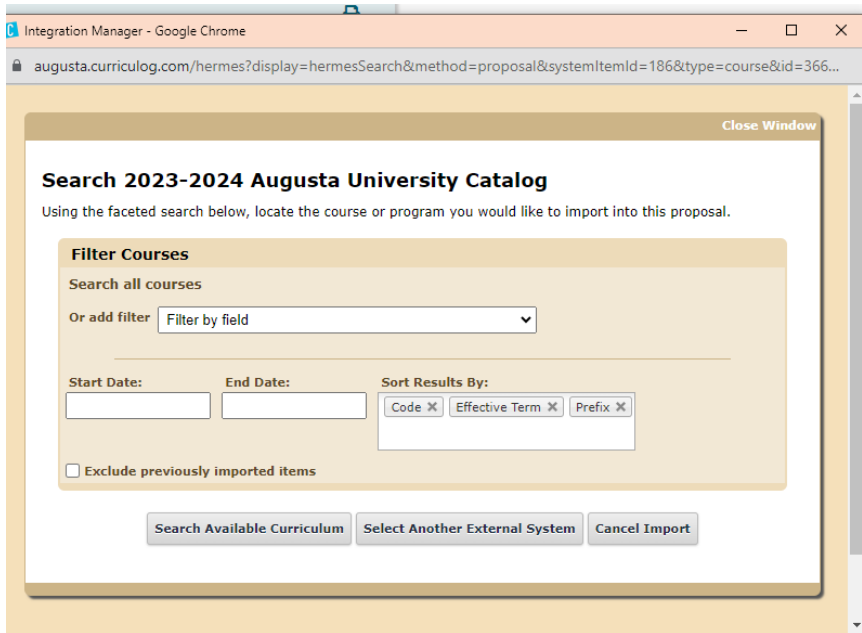


8. Select the appropriate external system to import from.

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9. Once you have selected the external system to import from, a filter box will appear. In the Filter by field drop down, select **Prefix**. This will allow you to search for all courses with that prefix to find the correct course to import.



10. Once you have entered the correct prefix, select **Search Available Curriculum**.

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Filter Courses

Prefix = X

Add another filter v

Start Date: End Date: Sort Results By:

Exclude previously imported items

11. A list of all courses with the prefix entered will appear. Select the course you wish to inactivate.

Search Results (1 to 19 of 19)

- ACCT 2101 Principles of Accounting I
- ACCT 2102 Principles of Accounting II
- ACCT 3311 Intermediate Accounting I
- ACCT 3312 Intermediate Accounting II
- ACCT 3313 Intermediate Accounting III

12. Once you have selected the course, a new box will appear showing you which data can be imported. After you have reviewed, select Import This Item.

Field Name	Data Preview
» Course Inactivation Information: Course Prefix	ACCT
» Course Inactivation Information: Course Number	3312
» Course Inactivation Information: Course Title	Intermedia
» Course Inactivation Information: Current Catalog Description	This is the : students wi accounting

13. You will be rerouted to the proposal where you can continue to answer the additional questions beginning with the routing information.

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ROUTING INFORMATION

14. Choose the Academic College AND Department for the course you wish to inactivate by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

Routing Information 

Choose your Academic College and Department:*

Select an option

Please select the academic college and department where this course resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

15. Select the appropriate option regarding the administrative college for the course.

What is the administrative college for this course?*

- College of Allied Health Sciences
- College of Education
- College of Nursing
- College of Science and Mathematics
- Dental College of Georgia
- Hull College of Business
- Medical College of Georgia
- Pamplin College of Arts, Humanities, and Social Sciences
- School of Computer and Cyber Sciences
- School of Public Health
- The Graduate School

Note: this would be TGS for most graduate programs with the exception of MAT, DPT, CLS, OTHR, and CNL. Also, this would be TGS for the following certificate programs: MPH, CTS, and Nursing. Other certificate programs are not part of TGS.

16. Select the appropriate option regarding Program Director.

Does this program have a Program Director separate from the Department Chair? *

- Yes
- No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

17. Select the appropriate option regarding a Department Chairperson.

Does your department have a chairperson?*

- Yes
- No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

18. If your college has a curriculum committee that needs to review this proposal, be sure and select “Yes” to the question regarding college

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curriculum committees. If only the Graduate School needs to review this change, please select “No”.

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

- Yes
- No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

19. If the requested course inactivation will affect other colleges, select the appropriate option regarding affected colleges.

Does this affect more than one college?*

- Yes
- No

If you select yes, this proposal will also be routed to USCAP for review and approval.

20. Select the appropriate option regarding if the course is taught online.

Are any of these course taught online?*

- Yes
- No

21. If the requested course inactivation will affect other colleges, attach the completed impact analysis report as well as the approval memo(s) from the affected college(s).

I have completed and attached an impact report in addition to approval memos from the impacted colleges.*

- Yes
- No-this course does not affect any other colleges.

*Instructions for completing an impact report and approval memo templates may be found at:
<https://www.augusta.edu/registrar/curriculog/documents/impact-report.pdf>*

COURSE INFORMATION

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22. Navigate to the **Course Inactivation Information** section of the proposal.
23. Enter the **Course Prefix**, **Course Number**, and **Course Title**. Please note, a total of five courses can be added to the mass inactivation proposal.

Course Prefix*

Select an option

A 4-character abbreviation of the program of study of the course.

Course Number*

The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution.

Course Title*

The name of the course as it appears on the institution's course schedule. Long Title can only contain 100 characters.

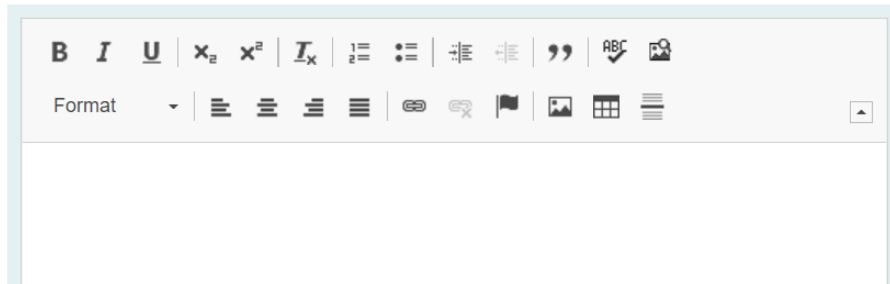
24. From the drop down, select the **Effective Term** for the course inactivation.

Effective Term*

Select an option

25. Provide the reason for this course inactivation.

Reason for Deactivation*



A rich text editor toolbar with various icons for text formatting and insertion. The icons include Bold (B), Italic (I), Underline (U), Subscript (x₂), Superscript (x²), Strikethrough (I~~x~~), Bulleted List, Numbered List, Indent, Outdent, Quote, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Table, and Insert Text Box. Below the toolbar is a large empty text area for entering the reason for deactivation.

26. Continue to navigate through the proposal answering all questions. From the drop down, select all programs in which the course is part of the

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curriculum. Please note that a Program Revision will be required for each program affected by this inactivation.

Please select the following program(s) in which this course is a part of the curriculum.*

Select an option

27. Select the appropriate option regarding the effect of this inactivation on students.

Does this course inactivation affect any active students?*

- Yes, this inactivation affects active students.
- No, this inactivation does not affect active students

28. If the answer to this question is yes, please confirm a teach out plan has been attached that includes a list of affected students.

The teach out plan and list of impacted students has been emailed to jagtrax@augusta.edu.*

- Yes, a teach out plan has been emailed that includes a list of impacted students.
- No, there is not a teach out plan attached.

If yes, please email a teach out plan for this course to jagtrax@augusta.edu. Include a list of active students and how the change will be handled for each student. It is preferable that a personalized plan be in place for each student.

29. Please confirm by selecting the appropriate option regarding the effect of the inactivation on current programs.

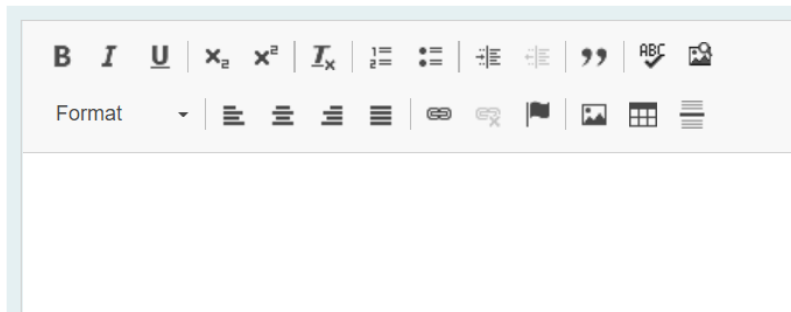
Please Confirm:

- Yes, these inactivation's will be required for a current program so I have launched a program revision.
- No, these inactivation's do not affect any current programs.

30. Should any additional comments be necessary, enter those in the **Additional Comments** field.

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Additional Comments



31. Repeat the same process for the remaining courses that need to be inactivated.

LAUNCHING THE PROPOSAL

32. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “Validate and Launch Proposal”. Proposal will be validated and launched.

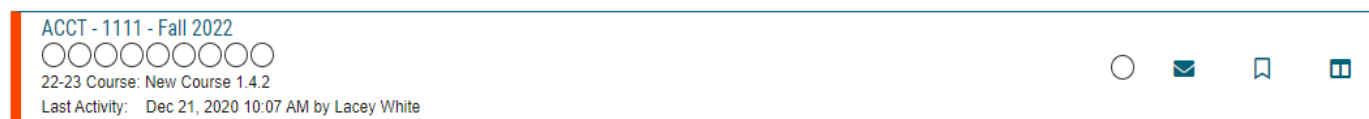


33. The proposal is now in your “My Tasks” tab.



34. In order for the proposal to move forward to the next approver step, you must approve it.

35. To approve the proposal, click on the proposal.



36. Once the proposal opens, navigate to the right hand menu bar, and select the blue check mark.

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User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments

+ Add Comment

Curriculog
12/21/2020 10:07 am

Lacey White has launched this proposal.

Reply

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

37. This will open a decision box, fill in the radial button beside “Approve” and 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

38. The proposal has now moved on to the next individual in the approval steps.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.