

# **CURRICULOG: PROGRAM REVISION**



**CURRICULOG: PROGRAM REVISION**

## TABLE OF CONTENTS

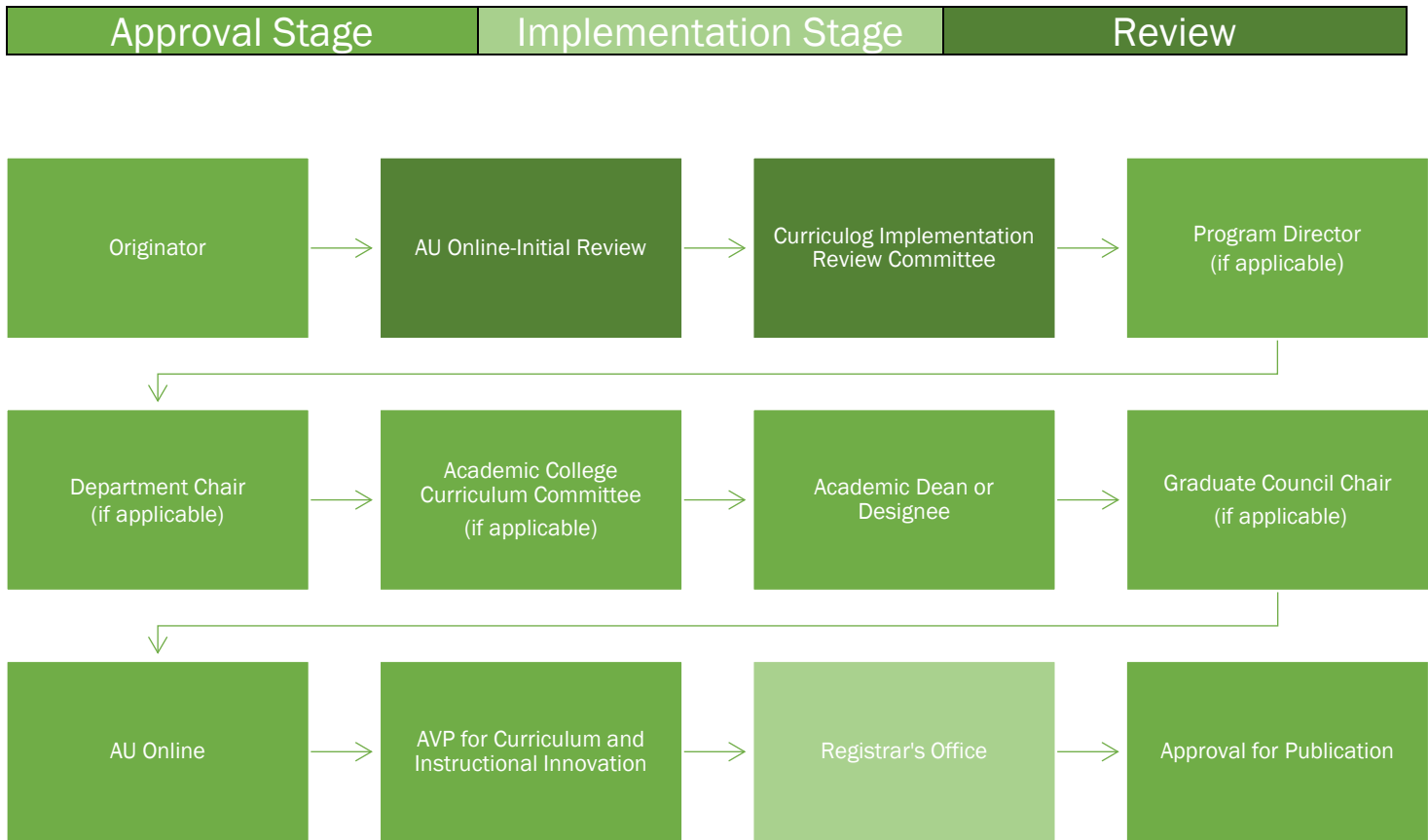
- Process ..... 2
- Order Of Approvers ..... 2
- Required Documents.....2
- Program Revision Instructions ..... 3
  - Creating the Proposal..... 3
- Routing Information..... 3
- Required Program Revision Information ..... 5
  - Update Curriculum/Schema..... 7
  - Update AU Catalog..... 9
  - Updating Delivery Method..... 12
- Launching The Proposal..... 14
- Contact ..... 16

# CURRICULOG: PROGRAM REVISION

## PROCESS

The Program Revision is used to request updates to an existing academic program. Proposals can be submitted to update program curriculum and/or information listed in the AU Catalog. Approved program revisions will be listed in the Augusta University Catalog and added to JagTrax for the appropriate effective term.

## ORDER OF APPROVERS



## REQUIRED DOCUMENTS:

- SIDE-BY-SIDE SCHEMA (REQUIRED FOR UPDATING CURRICULUM)
- PROGRAM OF STUDY (REQUIRED FOR UPDATING CURRICULUM)
- TEACH OUT PLAN (REQUIRED FOR UPDATING DELIVERY METHOD)
- GENERAL EDUCATION CORE CURRICULUM REVISION (IF APPLICABLE)

# CURRICULOG: PROGRAM REVISION

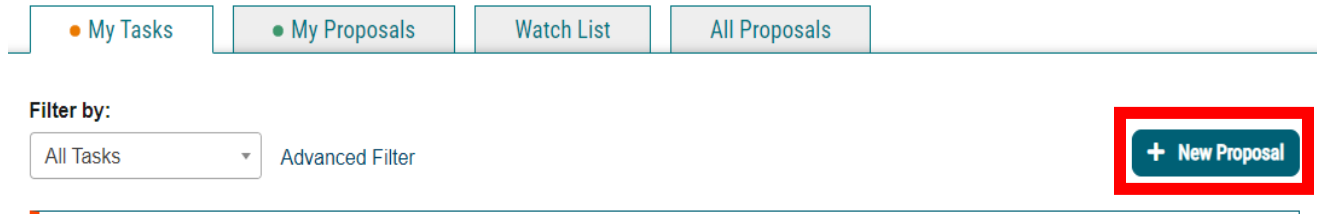
## PROGRAM REVISION INSTRUCTIONS

### CREATING THE PROPOSAL

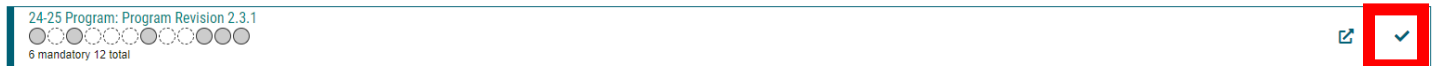
1. Login to Curriculog using your AU Net ID and password.

<https://augusta.curriculog.com>

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

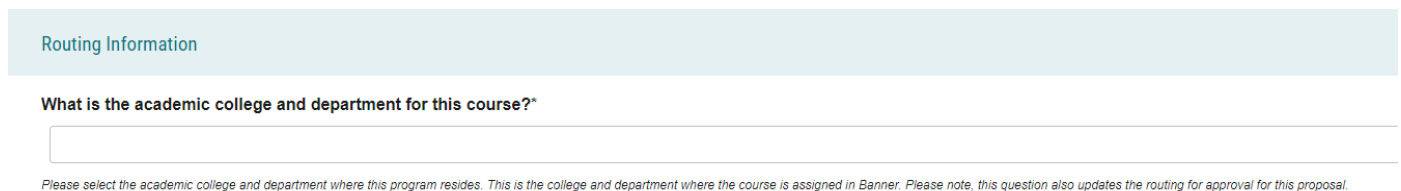


3. Hover over the proposal titled **Program Revision** and click the blue check mark in order to begin.



## ROUTING INFORMATION

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

A screenshot of the 'Routing Information' section in the Curriculog system. The section title 'Routing Information' is in a light blue header. Below the header, there is a question: 'What is the academic college and department for this course?'. Underneath the question is a text input field. Below the input field, there is a small line of text: 'Please select the academic college and department where this program 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.'

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

# CURRICULOG: PROGRAM REVISION

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.

## 6. 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.

## 7. 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.

## 8. If your college has a curriculum committee that needs to review this proposal, choose "Yes".

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.

## 9. Select the appropriate option regarding AU Online.

Is this program part of AU Online?\*

- Yes
- No

# CURRICULOG: PROGRAM REVISION

10. Choose the **Program Type** for the program that you are requesting to deactivate. If the program does not have an associated shared core, choose Program.

## Program Type\*

- Program
- Shared Core

*If the program requires the completion of USG Undergraduate Core Curriculum, choose Shared Core. If the program is not required to complete USG Undergraduate Core Curriculum, choose Program.*

## PROGRAM REVISION INFORMATION

### REQUIRED PROGRAM REVISION INFORMATION

11. Enter the program title from the Augusta University catalog into the **Program Title** field.

## Program Title\*

12. Choose the Effective Term for which the program revision should begin by clicking in the field. This will generate a drop-down list of all active effective terms. You may only select one option.

## Effective Term\*

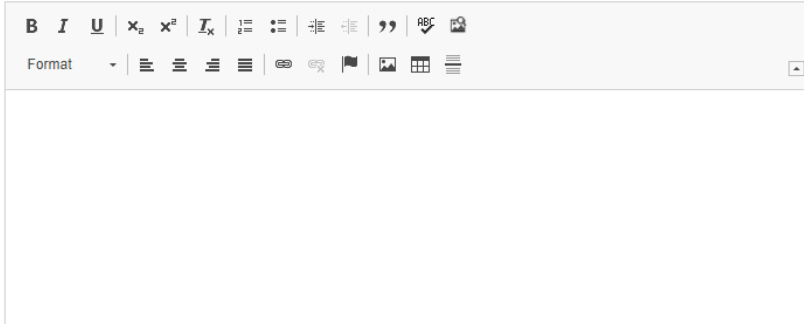
*The year and term code in which the program deactivation will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for selection.*

13. Enter the name of the program in the field below and provide the link to the current curriculum in the AU catalog that will need to be revised.

# CURRICULOG: PROGRAM REVISION

## Required Program Revision Information

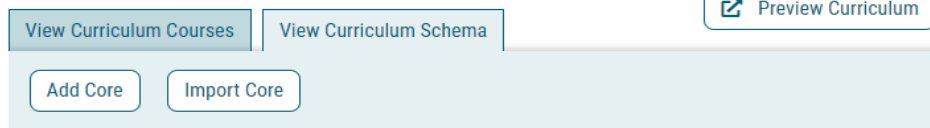
List the program name below and provide the link to the current curriculum in the AU catalog that will be revised?\*



A rich text editor interface with a toolbar containing icons for bold, italic, underline, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, quote, undo, redo, and insert link. Below the toolbar is a large empty text area for input.

14. Enter the curriculum for the current program. Curriculum can be imported or added from current catalog by copy/paste.

### Curriculum \*

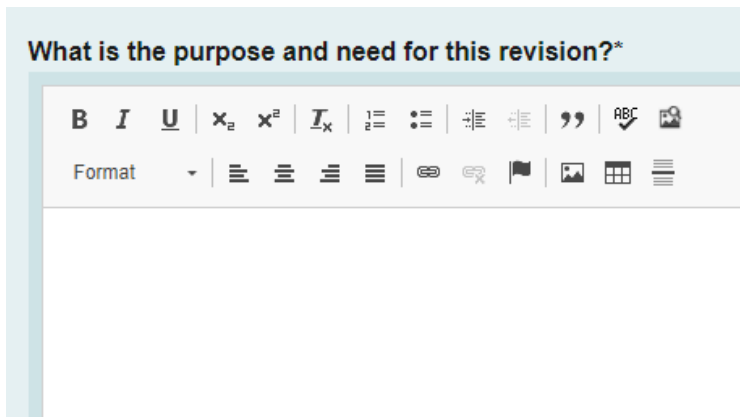


A light blue input area containing several buttons: "View Curriculum Courses", "View Curriculum Schema", "Preview Curriculum" (with an external link icon), "Add Core", and "Import Core".

*Copy/paste the current catalog listing for the program you wish to revise.*

Update Curriculum/Schema

15. Enter the purpose and need for revising the program.



A rich text editor interface with a toolbar containing icons for bold, italic, underline, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, quote, undo, redo, and insert link. Below the toolbar is a large empty text area for input.

# CURRICULOG: PROGRAM REVISION

16. Choose the requested modification(s).
- A. If “Update Curriculum” is chosen, complete section Update Curriculum/Schema of the Program Revision Information.
  - B. If “Update AU Catalog” is chosen, complete section Update AU Catalog of the Program Revision Information.
  - C. If “Update Delivery Method” is chosen, complete section Update Delivery Method of the Program Revision Information.
  - D. If multiple modifications are chosen, complete the corresponding sections of the Program Revision Information.

**Modification\***

- Update Curriculum  
Update AU Catalog-Program Overview, Program Contact, Accreditation, Non Degree
- Progression & Graduation Requirements
- Update Delivery Method

*Please complete the corresponding section based on the modifications that are being requested.*

17. Select the appropriate option regarding the **Dual Degree** status.

**Is this program part of an:\***

- Dual Degree Program
- This program is not currently part of a dual degree program.

*Special Notes for Accelerated/Dual Programs: There are tuition and fee implications for students enrolled in dual programs. You must ensure that the student record is updated so that the tuition and fees that should be charged correspond with the program that is listed as the primary program on the student record. A student record update form may be completed, in advance of registration for the term the student will move to the second program.*

## UPDATE CURRICULUM

18. Complete a **Side by Side Schema** using the template provided in the link below.

<https://www.augusta.edu/registrar/curriculog/resources.php#HelpfulLinks>

19. Select the appropriate option regarding the lock/non-lock step curriculum in the Side by Side Curriculum/Schema section.



# CURRICULOG: PROGRAM REVISION

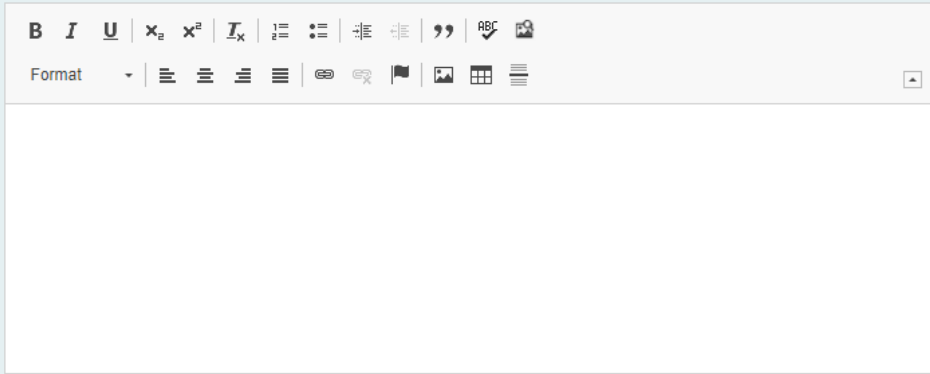
## Side by Side Curriculum/Schema

- A Side by Side Schema is required when submitting a Curriculum Revision. I confirm an updated Side by Side Schema, including new course(s) if needed, is attached to this proposal.
- A Program of Study is required when submitting a Curriculum Revision. I confirm an updated Program of Study, including new course(s) if needed, is attached to this proposal.

For Side by Side Curriculum/Schema templates by college visit:  
<https://www.augusta.edu/registrar/curriculog/resources.php#Templates>

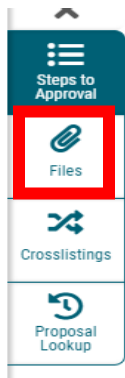
20. Please provide a list of all new courses that will be launched in Curriculog that affect this curriculum revision and provide the URL link to the proposals launched. *Example: JAGS-5412: <https://augusta.curriculog.com/proposal:8004/form>*

Provide a list of any new course proposal(s) that will be submitted in Curriculog, in addition to this curriculum revision. If non-applicable, type N/A.\*



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, insert link, insert image, insert table, insert video, insert audio, insert code). Below the toolbar is a large, empty text area for entering the list of new course proposals.

21. Attach the Side by Side Schema to the proposal using the “Files” from the far right menu.



22. Select appropriate option for DegreeWorks (JagTrax).

# CURRICULOG: PROGRAM REVISION

Would you like this curriculum revision to be processed for all catalog years in Jagtrax instead of just the effective term listed on the proposal?\*

- Yes, please update all catalog years in Jagtrax.
- No, please only update according to the effective term listed on the proposal.

23. If the program revision requires new resources, choose “Yes”, then, complete and attach a **Financial Impact Analysis**. If the program will not require new resources, choose No.

### Financial Impact Analysis

- If applicable, I confirm that I have attached a Financial Impact Analysis.

## UPDATE AU CATALOG

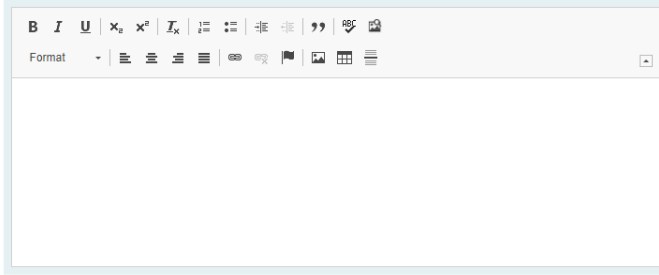
24. Enter the current **Program Title**.

Program Title\*

25. Enter the current **Program Overview**, then the updated **Program Overview**.

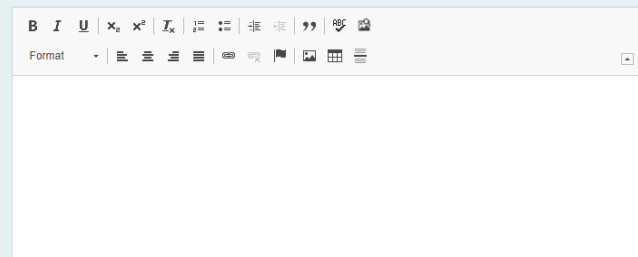
# CURRICULOG: PROGRAM REVISION

## Current Program Overview

A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), underline (U), strikethrough (x), subscript (x²), superscript (x³), text color (I), background color (■), bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, and table. Below the toolbar is a 'Format' dropdown menu and a large empty text area.

*The Program Overview should include statement of mission, purpose, and/or scope of programming and/or organizational structure, and 1-2 unique discriminators.*

## Updated Program Overview

A screenshot of a rich text editor interface, identical to the one above, but labeled 'Updated Program Overview'. It features the same toolbar and a large empty text area.

*The Program Overview should include statement of mission, purpose, and/or scope of programming and/or organizational structure, and 1-2 unique discriminators.*

26. Enter the current **Program Contact**, then the updated **Program Contact**.

### Current Program Contact

*Enter the name of the current Program Contact for the program.*

### Updated Program Contact

*Enter the name of the updated Program Contact for the program.*

27. Enter the current **Program Contact Title**, then the updated **Program Contact Title**.

### Current Program Contact Title

*Enter the title of the current Program Contact for the program.*

### Updated Program Contact Title

*Enter the title of the updated Program Contact for the program.*

28. Enter the current **Departmental Phone Number**, then the updated **Departmental Phone Number**.

\*Please note this should be the phone number for the department, not a personal phone line.

# CURRICULOG: PROGRAM REVISION

## Current Departmental Phone Number

Enter the current phone number for department department that owns the program. It cannot be a personal phone number. It must be a departmental phone number.

## Updated Departmental Phone Number

Enter the updated phone number for department that owns the program. It cannot be a personal phone number. It must be a departmental phone number.

29. Enter the current Departmental Email Address, then the updated Departmental Email Address.

\*Please note this should be a resource email account for the department, not a personal email.

## Current Departmental Email Address

Enter the current email address for department that owns the program. It cannot be a personal email. It must be a resource email account.

## Updated Departmental Email Address

Enter the updated email address for department that owns the program. It cannot be a personal email. It must be a resource email account.

30. Enter the current **Program Accreditation Information** if applicable, then the updated Program Accreditation Information.

### Current Program Accreditation Information

**B I U** |  $\times_0$   $\times^2$  |  $I_x$  |  $\int$  |  $\sum$  |  $\equiv$  |  $\neq$  |  $\approx$  |  $\ll$  |  $\gg$  |  $\text{ABC}$  |  $\text{ABC}$

Format - |  $\text{B}$  |  $\text{I}$  |  $\text{U}$  |  $\text{Bul}$  |  $\text{List}$  |  $\text{Link}$  |  $\text{Image}$  |  $\text{Table}$  |  $\text{More}$

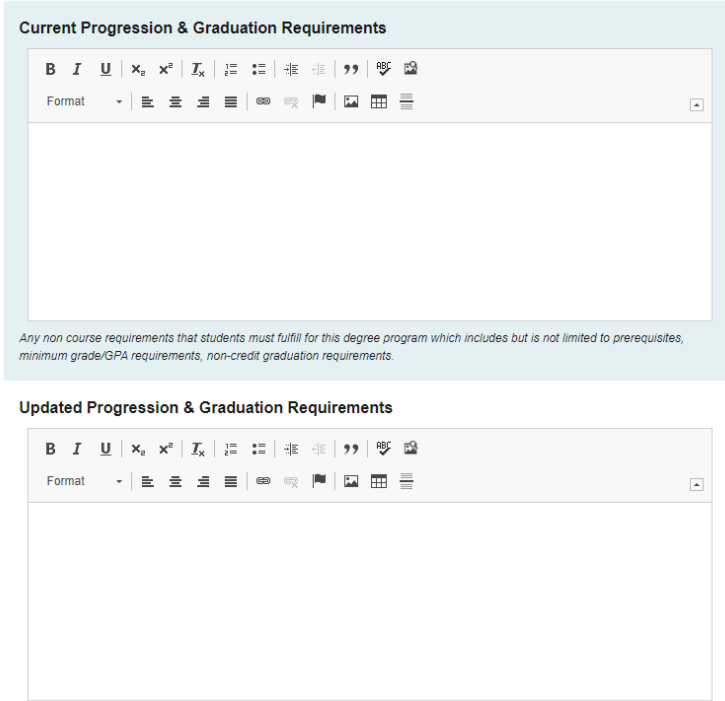
### Updated Program Accreditation Information

**B I U** |  $\times_0$   $\times^2$  |  $I_x$  |  $\int$  |  $\sum$  |  $\equiv$  |  $\neq$  |  $\approx$  |  $\ll$  |  $\gg$  |  $\text{ABC}$  |  $\text{ABC}$

Format - |  $\text{B}$  |  $\text{I}$  |  $\text{U}$  |  $\text{Bul}$  |  $\text{List}$  |  $\text{Link}$  |  $\text{Image}$  |  $\text{Table}$  |  $\text{More}$

# CURRICULOG: PROGRAM REVISION

31. Enter the current **Progression & Graduation Requirements**, then the updated **Progression & Graduation Requirements**.



The screenshot displays the Curriculog interface for entering program requirements. It features two identical text entry areas. Each area is titled with its respective label: "Current Progression & Graduation Requirements" and "Updated Progression & Graduation Requirements". Each text area is equipped with a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), text color (I<sub>x</sub>), background color, bulleted list, numbered list, decrease indent, increase indent, link, unlink, undo, redo, and help. Below each text area is a small italicized instruction: "Any non course requirements that students must fulfill for this degree program which includes but is not limited to prerequisites, minimum grade/GPA requirements, non-credit graduation requirements."

32. Enter the current **Program Length** in years & the updated program length in years.

**Current Program Length in Years:\***

*Include the current program length in years.*

**Updated Program Length in Years:\***

## UPDATING DELIVERY METHOD

33. Enter both current program delivery method and updated delivery method. Also, confirm the type of modality change that is being requested.

# CURRICULOG: PROGRAM REVISION

## Current Delivery Method

Select an option

## Updated Delivery Method

Select an option

### Please confirm:

- I am requesting a new modality and removing the current modality.
- I am requesting a new modality in addition to the current modality.
- I am requesting to remove a current modality.

## 34. Select the appropriate option below regarding the updated **Delivery Method**.

**Will all students be changed to the updated delivery method and will they be taking all classes in the same delivery method?**

Yes, I have emailed an individualized teach out plan and list of students that should be moved to the new major code to [jagtrax@augusta.edu](mailto:jagtrax@augusta.edu).

No, I have emailed a list of students that will remain in the program as it is currently delivered and a list of students that should be moved to the program with the new delivery method to [jagtrax@augusta.edu](mailto:jagtrax@augusta.edu).

*An attachment with all students effected is required for review.*

## 35. Select if current campus designation will be inactivated for the program and only the updated campus is available.

**Will the current campus designation be inactivated for this program and only the updated campus available?**

Yes, please inactivate the coding that is currently being used as all students are moving to the new delivery method.

No, please leave the current code active as we will continue to accept students and offer the program in both delivery methods.

*Please select "yes" if all students will be moving to updated campus.*

## 36. If applicable, please attach any necessary **JagTrax** or **Catalog** updates.

# CURRICULOG: PROGRAM REVISION

Are there any required changes to JagTrax (Degree Requirements) or the Catalog (Catalog Entry) due to this change?

- Yes, I have attached the necessary changes.
- No

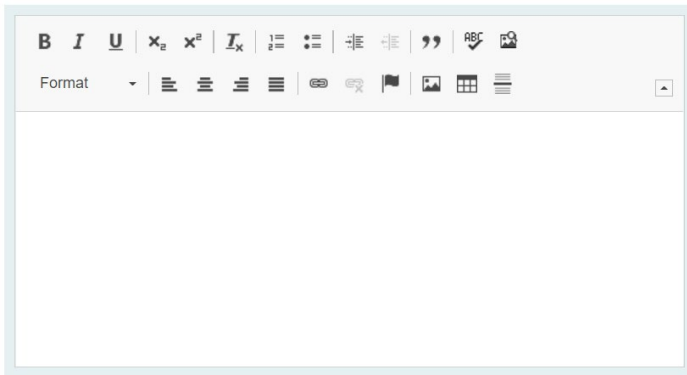
37. Confirm that delivery method update has been communicated to all appropriate parties.

**Please confirm:**

- The change in delivery method has been approved and communicated to all parties.
- I have emailed a list of current students (names and students ID's) that need to be updated for the new catalog year to jagtrax@augusta.edu.

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

Additional Comments



## LAUNCHING THE PROPOSAL

39. 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.



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

# CURRICULOG: PROGRAM REVISION

● My Tasks

● My Proposals

Watch List

All Proposals

41. In order for the proposal to move forward to the next approver step, you must approve it.
42. To approve the proposal, click on the proposal to open it.

ACCT - 1111 - Fall 2022



22-23 Course: New Course 1.4.2

Last Activity: Dec 21, 2020 10:07 AM by Lacey White



43. Once the proposal opens, navigate to the far right toolbar, and select “Decisions.”

The screenshot displays the Curriculog interface. On the left, there is a 'User Tracking' section with a 'User Tracking Help' dropdown, a 'Show current' dropdown menu, and a 'Show Individual User Edits' button. Below this is a 'Comments' section with an '+ Add Comment' button and a 'Reply' button. A comment from 'Curriculog' dated '12/21/2020 10:07 am' states 'Lacey White has launched this proposal.' On the right side, there is a vertical toolbar with several icons: Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box), Custom Route, Crosslistings, and Proposal Lookup.

44. This will open a decision box, fill in the radial button beside “Approve” and click “Make My Decision”.



# CURRICULOG: PROGRAM REVISION

## 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

45. 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](mailto:curriculog@augusta.edu).