Changes to the Software:

• Import Required
  • On all modification and deletion proposals, the import is now required as the first step
  • Information will pull from the current working bulletin- “2022-23 [Graduate or Undergraduate] Bulletin WORKING”
Changes to the Hierarchy:

• Center for Teaching & Learning (CTL)
  • CTL added to the approval hierarchy and distance education questions added to all new and deletion proposals for programs and certificates at all levels
CTL: Distance Education
Example of updates

Distance Education Questions for the Center for Teaching & Learning (CTL)

Questions regarding this proposal may be directed to the Distance Education Coordinator, Angela Johnson at angela.johnson@sfasu.edu or (936) 468-7250.

Is this program offered in a distance education format?
- Yes
- No

Select the program modality:
- Face-to-face = 100% of instructional time will be face-to-face courses
- Hybrid/Blended = 50-85% of instructional time will occur when the student and instructor(s) are not in the same place.
- Hyflex = the student decides whether to attend the class face-to-face, via Livestream, online, or any combination.
- Internet/Online = 85-100% of instructional time will not require face-to-face meetings

Steps to Approval

All Curriculum users can use this process.
- Originator
- Registrar
- Center for Teaching & Learning - Distance Education
- Marketing
- Graduate Department Curriculum Committee
Changes to the Hierarchy:

• Office of Institutional Effectiveness (OIE)
  • OIE added to the approval hierarchy on:
    • Undergraduate Course New
    • Undergraduate Program Deletion
    • Undergraduate Program Modification
    • Undergraduate Program New

• Agenda Administrator makes decision on behalf of the committee
Choose the correct form

Most commonly used forms:

- Graduate and undergraduate course modification
  - Modifying an existing course
  - Credit hour changes = new course number
  - Only include modified information

- Graduate and undergraduate new course
  - Course does not currently exist in inventory
  - All course information required

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Choose the correct form

Most commonly used forms:

Graduate and undergraduate program modification
- Must make degree requirement changes in schema (text does not update bulletin)
- Include modified information only
- Include UG Degree Maps in schema (course sequencing)

Graduate and undergraduate new program
- All information must be included
- Completed SACS/THECB forms must be uploaded to proposal
- Include UG Degree Maps in schema (course sequencing)
Commonly Used Icons

- **Import**
  - Used in modifications and deletions to import information from working bulletin

- **Run Impact Report (modifications)**
  - Shows other programs/courses impacted by this change

- **Save**
  - Save all your work to return later and continue input

- **Validate and Launch**
  - Saves your work and prepares the proposal for your approval

- **Approval**
  - Moves the proposal forward to the next approval step
Commonly Used Icons

- **Upload file**
  - All new or course modification proposals require a syllabus
  - Program proposals may require substantive change documentation or THECB form

- **Workflow status**
  - Shows the hierarchy and the status of the proposal
  - Status bar on proposal lists
Program Proposal Schema:
View Curriculum Courses

• Add Course – enter information for course being proposed in this cycle
• Import Course – Choose “2022-23 ___Bulletin WORKING”
Program Proposal

Schema:

View Curriculum Schema

• Core ≠ TX Core Curriculum
• Add Core – enter information for program
  • Add courses from Curriculum List for each core component
  • Enter custom text for titling or additional program information
• Import Core – import created core
Program Proposal Schema:
View Curriculum Schema

- Add Degree Map – enter information for the recommended sequence in which courses should be taken for the program
  - Courses should be added in each semester core
Program Proposal Schema: Preview Curriculum

• Preview of Degree Map

Degree Map

Freshman Year

Fall

ENGL 1301 Rhetoric and Composition
ENGR 1001 Foundations in Engineering 1 Lab
ENGR 1301 Foundations in Engineering 1
HIST 1301 United States History I
MATH 2011 Precalculus A Lab
MATH 2012 Precalculus B Lab
MATH 2211 Precalculus A
MATH 2212 Precalculus B
PHYS 1008 Introduction to Engineering/Physics Lab
PHYS 1308 Introduction to Engineering/Physics
Program Proposal Schema:
Preview Curriculum

• Shows a preview of how the program will look in the bulletin (you can print the preview)
Approvals: Make a Decision

1. Scroll to the top of the page.
2. Make a decision for your proposal by using the checkmark icon at the top right corner.
3. If you are satisfied with your proposal, select “Approve” and then select “Make My Decision.”
4. Enter your pin number and select “Sign.”
Resources

- Knowledge Base: help.sfasu.edu
Resources

• Knowledge Base: help.sfasu.edu
QUESTIONS

curriculumsupport@sfasu.edu

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