

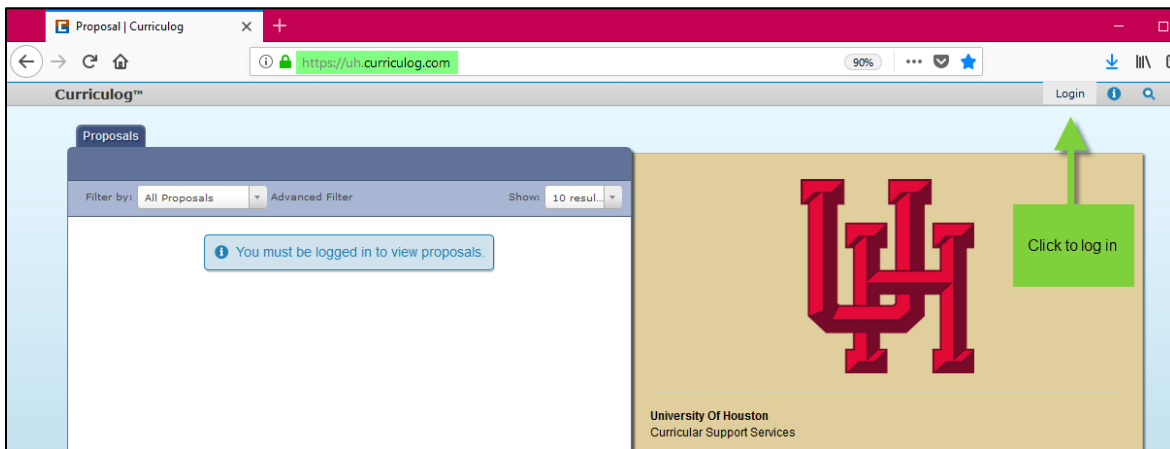
# OUR - Curriculum Development Support and Academic Publications



## 2a. Courses – Create a New Course Request

### Login

1. Go to <https://uh.curriculog.com>



Who has access?

- All faculty and staff that have staff/faculty designation in PeopleSoft have access to Curriculog.

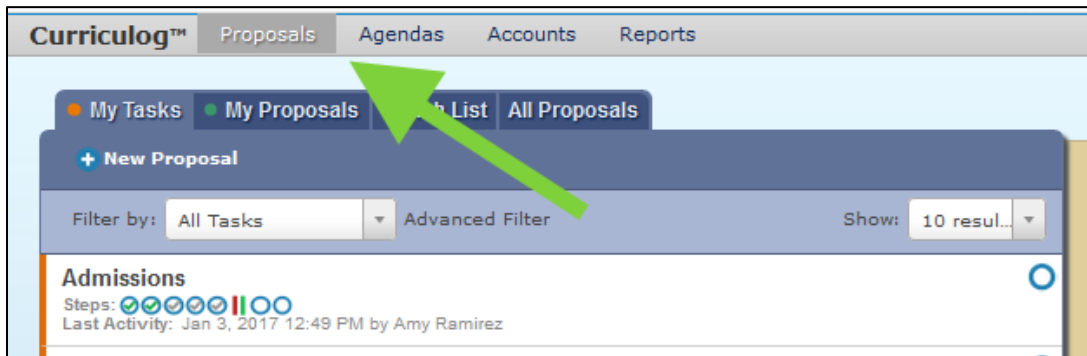
2. You will automatically be redirected to a different sign-in screen for your CougarNet ID and password.

The screenshot shows the 'UH Single Sign-On Login' page. The browser address bar displays 'https://shib.uh.edu/idp/Authn/UserPassword'. The page header includes the University of Houston logo and a navigation menu with links: About, Academics, Admissions, Student Life, Research, Athletics, News & Events, and Giving to UH. The main heading is 'UH Single Sign-On Login', which is circled in green. Below it, the text 'Please login using your UH CougarNet account' is displayed. The login form consists of two input fields: 'CougarNet' and 'Password'. A green arrow points from a green box containing the text 'Enter your CougarNet ID and Password to sign in.' to the 'CougarNet' field. Below the input fields are two buttons: a red 'Sign in' button and a yellow 'Need Help?' button. A green arrow points from a green box containing the text 'Information confirming UH Curriculog will be the application you will enter after successful login.' to the 'CURRICULOG' logo, which is located below the login form. The 'CURRICULOG' logo features the word 'CURRICULOG' in a large, blue, sans-serif font, with 'CURRICULUM MANAGEMENT' in a smaller, blue, sans-serif font below it. At the bottom of the page, there is a paragraph of text: 'Curriculog is a web-based workflow tool designed specifically to manage changes to curriculum and catalogs. The tool replaces the paper-based forms, providing process transparency and accountability. For questions concerning Curriculog, please contact the Curriculog technical support team, led by the Office of the University Registrar, by emailing Curriculog@uh.edu.'

When you successfully enter your User ID and password, you will be redirected back to the default Curriculog dashboard view.

## Proposals Tab

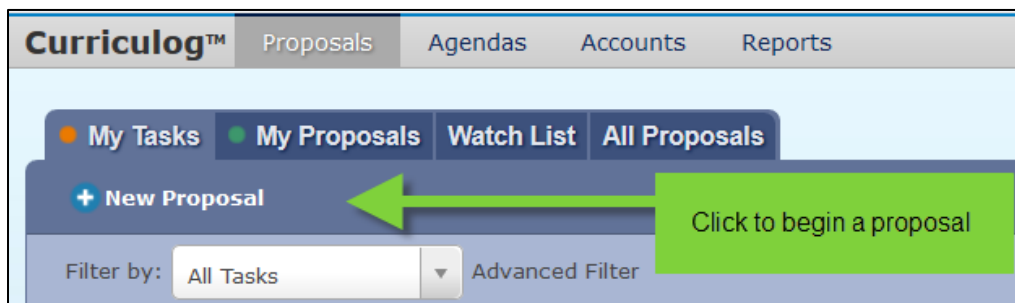
The default view upon logging in to Curriculog includes the **My Dashboard Panel** with the Proposals Module. Within the Proposal Module, you have access to the **My Tasks**, **My Proposals**, **Watch List**, and **All Proposals** tabs on the left side and on the right-hand side, **My Recent Notifications** with any pertinent communications and **My Upcoming Events**, which includes a calendar with upcoming deadlines.



- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch (follow). You may or may not have editing permissions or decision making abilities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all of the active proposals in Curriculog.

## Create a NEW Proposal

- Selecting the icon of the plus sign in the blue circle 'New Proposal' will initiate the creation of a new proposal.



Curriculog™ Proposals Agendas Accounts Reports

All Processes Courses Programs Others

Sort by: Process Title

The screen will update to show you the proposal form options. The default view is ten items per page.

1a. Independent Study / Selected Topics / Special Problems TOPIC Request (GRAD/PRO only)  
Steps: 2 mandatory 6 total

1b. Independent Study / Selected Topics / Special Problems TOPIC Request (UGRD Only)  
Steps: 2 mandatory 6 total

2a. 2019-2020 Catalog Courses - Create New Course (GRAD/PRO only)  
Steps: 8 mandatory 12 total

2b. 2019-2020 Catalog Courses - Revise Existing Course (GRAD/PRO only)  
Steps: 8 mandatory 12 total

2c. 2019-2020 Catalog Courses - Delete Existing Course (GRAD/PRO only)  
Steps: 9 mandatory 12 total

7a. 2018-2019 Graduate Academic Catalog Editing  
Steps: 5 mandatory 9 total

7b. 2018-2019 Undergraduate Academic Catalog Editing  
Steps: 3 mandatory 9 total

7c. 2018-2019 Student Handbook Editing  
Steps: 5 mandatory 5 total

8a.\*\*Graduate School / GPSC Admin Use Only\*\* 2018 - 2019 Graduate Academic Catalog Editing  
Steps: 4 mandatory 10 total

My Recent No

Jun 8

Jun 8

Jun 7

Start Proposal

If you mouse-hover over the title area of the form, two icons, a preview and checkmark option, will appear. Select the checkmark to begin the proposal.

Curriculog™ Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

New Proposal 6/8/2018 3:07 pm

2a. 2019-2020 Catalog Courses - Create New Course (GRAD/PRO only)

Proposal Toolbox Status: unlaunched

There is a help feature intended to provide additional information on form fields. To turn use the feature, select the "i" icon.

The right-hand pane is populated based on your responses on the left. These are the approval steps and persons assigned to that role.

1. Course Ownership/Implementation /Justification

For Graduate and Professional Studies use, only

When you start the proposal, the view will change as the form opens. The course information questions will be on the left-hand side.

Please use this form to:

- **CREATE** a new course with a permanent number (NOT as a Selected Topics or Independent Study).
- **PROMOTE** and create a permanent number for a course that has been previously offered as a Selected Topics course.

This form is NOT for creating a Selected Topics course topic or Independent Study course title.

Step One: Turn on Help Text.

Please click on the icon of the "i" within a blue circle to 'Show Help Text'. It is located at the top-right of this pane within the proposal form.

Approval Steps

Originator Status: Incomplete

Participants Karina Acuna

Step Details 1 Required for Approval: 100% required Work: edit, comment

GRAD/PRO Department Curriculum Committee Status: Not Applicable

GRAD/PRO Department Chair/Program Director Status: Not Applicable

GRAD/PRO College Curriculum Committee Status: Not Applicable

College Dean's Office Approval - GRAD/PRO Status: Incomplete

Participants

Step Details 1 Required for Approval:

### General Field Type Instructions

- Note: the instructions below are as example to familiarize you with the function of Curriculog, not as specific instruction for the proposals, however, the workflow is consistent within other proposal forms. Instructions per form are included as Help text with each proposal form
- A course proposal will include Prefix, Code, Name, and Hierarchy Owner as the default fields

### Required Fields

- Fields denoted with an asterisk, such as the Hierarchy or Program Type, are required in order to launch a Proposal.
- Items listed in drop-down menus are part of a data set. When you click on a data set field, Curriculog will list available Hierarchy Entities (unit/department) allowing you to select an option.

**1a. Course Ownership and Approval Process**

Department\* Select an option

University of Houston

Architecture and Design

Arts, College of the

Art

Arts Leadership [ARLD]

Interdisciplinary Art [IART]

*The selections of the department and the determined that a be regenerated to required).*

*Please note: these launched. If a char*

Dataset

When you select an item(s), it will be highlighted blue and you will click 'Done'. The item(s) selected will now be visible within the proposal form.

**1a. Course Ownership and Approval Process**

Department\* Select an option

University of Houston

Architecture and Design

Arts, College of the

Art

Arts Leadership [ARLD]

Interdisciplinary Art [IART]

Music

Theatre & Dance

*The selections of the com department or college sel and will need to be regene*

*Please note: these select the proposal will need to b*

*All proposals require Grad*

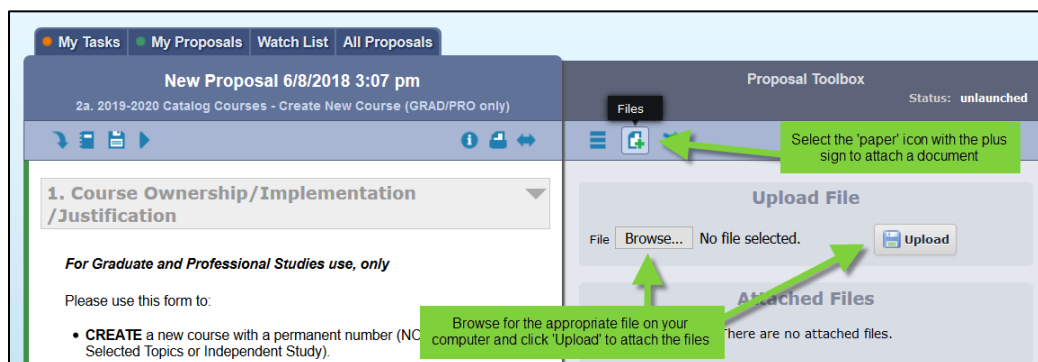
Required Approval Steps\*

Select the department owner of the course. For colleges without departments, select the college name.

## Completing Proposal Fields

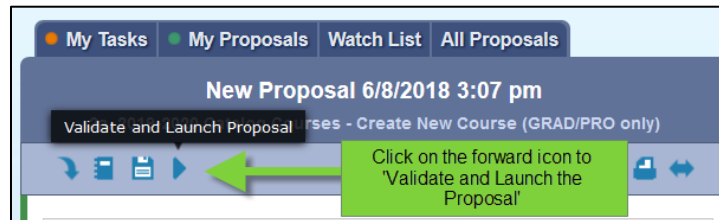
1. Course Ownership/Implementation/Justification
  - 1a. Course Ownership and Approval Process
    - Select the department that owns the course
    - Select required approval steps
      - All proposals will be reviewed by the Graduate Studies College dean for approval, even if it's not selected.
  - 1b. Cross-Listing Courses
    - Select 'yes' or 'no' if the course will be offered by different academic units
      - This is **NOT** the same as combined courses, which are two or more class sections being taught in the same room at the same time.
    - If 'yes', is there an agreement with the other department(s) for the course offering
    - Identify the department(s) and course title of the cross-listing
  - 1c. Implementation
    - Select the academic year that the change will take effect
    - Select the terms that you will typically offer the course. This will be used to help program the degree plan and guide the student for efficient completion of the course sequence.
      - This information can be found in the 'Offerings' tab of the course catalog in PeopleSoft
  - 1d. Justification for Creating the Course
    - Select one or more options that reflect the cause for adding the course
    - State the justification for the new course if 'other' selected on prior question
    - State the rationale – why is the course necessary?
2. Course Catalog Information
  - 2a. Course History - Prefix/Number/Title
    - This is only in the case of a course having previously been offered as a Selected Topic
  - 2b. Proposed Course Prefix/Number/Titles
    - Enter the new course prefix/number and title
    - The short course title has a 30 character limit
      - Do **NOT** use periods for abbreviations
  - 2c. Instruction Type and Credit Hours
    - Select the instruction type for the course. The selection made here influences how you define the student contact hours (SCH) for the course in the next fields.
    - Indicate how many semester credit hours a student will earn upon course completion
  - 2d. Student Contact Hours
    - If you need guidance for defining the contact hours for the various components of the course, please consult with IR and/or the University Registrar
    - Note:
      - A contact hour is generally 50 minutes for a total of 750 minutes a term or session per SCH.
      - For lecture it's 1 to 1; 1 contact hour equals 1 semester credit hour.
      - For lab it's 2 or 3 to 1; 2 or 3 contact hours equals one semester credit hour.
  - 2e. Credit Level and Grade Options

- Please identify the credit level for the course.
  - Please select one option for grading for the course. If you need to have the flexibility for more than one grading type, please select the 'Multiple Types' option.
- 2f. Course Repeatability
  - If the course can be repeated for credit towards the degree plan, define the parameters here. Otherwise, select 'No'.
- 2g. CIP Code
  - The CIP code defines the state funding. If you need assistance selecting the best code, please contact your Dean's office or IR.
    - Include all 10 digits, including periods and spaces.  
Must use this format: ##.####.## ##
- 2h. Catalog Descriptions
  - Provide the course information; any pre-requisites, co-requisites which will be a requirement for enrollment.
  - Identify if you need to create pre- or co-requisite(s) for the course for PeopleSoft programming purposes.
  - Provide the course description
    - 75 words limitation
  - Provide any course notes, such as lab fees, etc.
- 3. Impact to Existing Plans and Courses
  - 3a. Change to Existing Programs
    - Indicate if the course will be required for a program
    - If yes, indicate which program
  - 3b. Change to Existing Courses
    - Indicate if the course will be a pre-requisite for any other course
    - If yes, indicate which course and state if a separate revision proposal is needed for the other course
- 4. Suggested Attachments
  - 4a. Select which type of attachment, if any, is being added to the course proposal request



- 5. Additional Information Regarding This Proposal
  - Contact person for questions about proposal
    - Select the 'Add Item' link and choose the most appropriate contact person that can answer questions about this proposal. If the person is not listed, select 'Other, not listed' and provide information in the 'Comments' field beneath.

- Comments:
  - Please provide any additional information needed to help with the consideration of the proposal.
- 6. When all required fields are completed, return to the top and click 'Launch Proposal' icon again. This should launch your proposal onto the workflow approval steps.



- Once you launch the proposal, you will be the first approval step as Originator. You will now see additional icons in the 'Proposal Toolbox.' Before entering an approval decision, review and confirm the responses and attachments added to the proposal.
- Once any necessary changes are made, navigate to approve your proposal and it will immediately move on to the next approval step.

