UNIVERSITY of HOUSTON

OUR – CURRICULUM DEVELOPMENT SUPPORT AND ACADEMIC PUBLICATIONS



2C. CATALOG COURSES – DELETE EXISTING COURSE PROPOSAL

STEPS SUMMARY

- A. ACCESS CURRICULOG
- B. START PROPOSAL
 - 4. IMPORT CATALOG COURSE INFORMATION
- C. COMPLETE PROPOSAL FIELDS
- D. LAUNCH PROPOSAL
- E. APPROVE PROPOSAL

A. LOGGING IN TO CURRICULOG

1. Open you web browser (Firefox is preferred) and navigate to URL: https://uh.curriculog.com

	Proposal Curriculog	× +			- 0
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С	urriculog™				Login 🚺 🔍
	Proposals				
					T
	Filter by: All Proposals	 Advanced Filter 	Show: 10 resul 🔻		
	Q	You must be logged in to view proposals.			Click to log in
				_	
				University Of Houston Curricular Support Services	

UNIVERSITY of HOUSTON 2c. CATALOG COURSES – DELETING EXISTING COURSE PROPOSAL CULTURE DELETING EXISTING COURSE PROPOSAL

2. You will be redirected to the UH Single Sign-On Login website. The web page will include a logo and description about UH Curriculog, confirming that UH Curriculog will be the application you will enter after successful login. Only those with a faculty or staff affiliation will be allowed to access UH Curriculog at this time.

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(←) → 健 @	🛈 🔒 University of Houston (US)	https://shib.uh.edu/idp/Authn/UserPassword	▣ … ◙ ☆	⊻ II\ 🗊 ∃
🙀 UH Home 🏾 🗗 Apply to	o UH 🎬 Give to UH 🔊 Login	to AccessUH	Search	٩
		UNIVER	SITY of HOUS	TON
About • Academics •	Admissions * Student Life *	Research - Athletics - News & Events -	Giving to UH *	
		JH Single Sign-On Login		
	Plea	ase login using your UH CougarNet account		
		CougarNet		
		Password	Enter your CougarNet IE Password to sign in	
Curriculog v	ion confirming UH will be the applicatoin	eter in		
you will en	nter after successful login.	Sign in		
		Need Help?		
		CURRICULOG		
		CURRICULUM MANAGEMENT		
0	о ,	Ily to manage changes to curriculum and catalog oncerning Curriculog, please contact the Curricu		
		ersity Registrar, by emailing Curriculog@uh.edu.	o 11 · · · ·	

- 3. Enter your CougarNet login credentials and click the Sign in button.
- 4. After entering your CougarNet credentials:
 - If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system.
 - If you do not have affiliation with UH as a faculty or staff member, instead of being redirected to UH Curriculog you will receive an affiliation error. If you know this to be in error, please contact our office to help resolve the matter: curriculog@uh.edu.
 - If you entered incorrect CougarNet credentials, you will receive a login error message prompting you to enter the correct login credentials. Please try again to login.

PROPOSALS MODULE

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**

UNIVERSITY of HOUSTON 2c. CATALOG COURSES – DELETING EXISTING COURSE PROPOSAL CUTTICUDE

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.

Curriculog™ Proposals Agendas Accounts Reports						
My Tasks My Proposals Hist All Proposals New Proposal						
Filter by: All Tasks Advanced Filter Show: 10 resul						
Admissions Steps: OOOO Last Activity: Jan 3, 2017 12:49 PM by Amy Ramirez						

- 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.

My Tasks My Proposals Watch List All F	Proposals
🕂 New Proposal	Click on the star to 'watch' (or follow) a proposal - the
Filter by: All Tasks	star will turn blue and the proposal will be listed under the Watch List tab. Click on
Admissions Steps: OOO Last Activity: Jan 3, 2017 12:49 PM by Amy Ramirez	the star again to stop following a proposal.

• All Proposals - lists all proposals in Curriculog.

B. CREATE A NEW PROPOSAL FOR REVISIONS OF EXISTING COURSE

1. Selecting the icon with the plus sign in the blue circle "New Proposal" will initiate the creation of a new proposal.



• The screen will update to show the proposal form options.

UNIVERSITY of HOUSTON 2C. CATALOG COURSES – DELETING EXISTING COURSE PROPOSAL CUTTICUDE

- 2. Hoover over the title area form to display two action icons.
- 3. Select the checkmark option to begin the proposal.

ulog™ Proposals Agendas Accounts Reports			💄 Karina Acuna 👻
the proposal fo	rill update to show you orm options. The default n items per page.		My Dashboar _{Tasks:} <u>5</u>
1a. Independent Study / Selected Topics / Special Problems Request (GRAD/PRO only) Steps: IBCOSCIE 2 mandatory 6 total	S TOPIC	My Recent No Jun 12	Reminder: The proposal, Policy - Revise - Provost Offices - Transfer
1b. Independent Study / Selected Topics / Special Problems Request (UGRD Only)			Student Admission Policy , has been on your tasklist for 297 days without activity. At your earliest convenience, click here to view the proposal and complete your task.
Steps: DICISION 2 mandatory 6 total 2a. 2019-2020 Catalog Courses - Create New Course (GRAD	/PRO	Jun 12	Reminder: The proposal, Admissions, has been on your tasklist for 524 days without activity. At your earliest convenience, click here to view the proposal and complete your task.
only) Steps: 000000000000000000000000000000000000		Jun 11	Eligible for Agenda: The proposal, Health Center - Student Health Insurance, has reached the Student Handbook - Edit step and is eligible for inclusion within an agenda. As an Agenda Administrator, you are responsible
2b. 2019-2020 Catalog Courses - Revise Existing Course (GRAD/PRO only) Steps: COORDERED 8 mandatory 12 total	Start Prop	osal	for making a decision on the behalf of your committee. You may make your decision on the proposal or you may place this proposal on an agenda for the next committee meeting. Click here to view the proposal or click here to create an agenda now.
2c. 2019-2020 Catalog Courses - Delete Existing Course (GRAD/PRO only) Steps: CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC		Jun 11	Eligible for Agenda: The proposal, Health Center - Student Health Center, has reached the Student Handbook - Edit step and is eligible for inclusion within an agenda. As an Agenda Administrator, you are responsible for making a decision on the behalf of your committee. You may make your decision on the proposal or you may place this proposal on an agenda for the next committee meeting. Click here to view the proposal or click here to
Ta. 2018-2019 Graduate Academic Catalog Editing Steps: Description Steps: Description Ste			create an agenda now.
7b. 2018-2019 Undergraduate Academic Catalog Editing Steps: DESERTION 3 mandatory 9 total	If you mouse-hover over the title area of the form,	Jun 11	Eligible for Agenda: The proposal, Health Center - HIV/AIDS, has reached the Student Handbook - Edit step and is eligible for inclusion within an agenda. As an Agenda Administrator, you are responsible for making a decision on the behalf of your committee. You may make your decision on the
Tc. 2018-2019 Student Handbook Editing Steps: ===== 5 mandatory 5 total	two icons, a preview and checkmark option, will appear. Select the		proposal or you may place this proposal on an agenda for the next committee meeting. Click here to view the proposal or click here to create an agenda now.
8a.**Graduate School / GPSC Admin Use Only** 2018 - 2019 Graduate Academic Catalog Editing Steps: BECKSCACHE # Anadatory 10 total	checkmark to begin the proposal.	My Upcoming	
8b.**UAA Admin Use Only** 2018 - 2019 Undergraduate Acad Catalog - Approved Substantive (Policies and Programs) Steps: ECOCOCCE 3 mandatory 9 total	lemic		No Upcoming Events
Previous 10 🕹 Next 10			

- 4. The view will change as the form opens to display course questions on the left-hand side.
 - We have mapped Acalog for integration with Curriculog to import current catalog course information into the form
 - To begin the import process, click on the downward sweeping arrow

Curri	iculog™	Pro	posals	Agenda	ns A	ccounts	Report	ts								1	Karina Ao	cuna 🔻	0
	My Tas	sks	My Pr	oposals	Watch	List A	II Proposa	lls											
	Import ¹⁰	19-20					10:47 ar		O only)					F	Proposal Te	oolbox	Status:	unlaunc	hed
	ء 🗧	H.	•					0	4			G.	*						
		1. Course Ownership/Implementation /Justification In this proposal type, you are deleting an existing course			30	Approval Steps													
				and ar	are able to import the course information from the	е	Ori	ginato	or				Status	: Incomple	te				
				academ	ademic catalog. Click the downward sweeping arrow to begin the import process.		/10	Participants			Step Details 🕕								
	For G	For Graduate and Professional Studies use, only.			П	100%		100% require											
	Please use this form to: • Delete an existing course from active inventory.			- 11	Work: edit, comment														
					GRAD/PRO Department Curriculum Committee Status: Not Applicable			le											

UNIVERSITY of HOUSTON 2C. CATALOG COURSES – DELETING EXISTING COURSE PROPOSAL CUTTICUDE MARGEMENT

- A pop-up window will appear, providing prompts to import catalog information
- Select the catalog that applies for the course to which you are proposing a change



- Click on the "Filter by field" box and select the unique item identifiers, or fields, that will help you identify the course you are looking to revise
 - Add as many filter fields as needed

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i	🔒 h	nttps://uh. curriculo	g.com/hermes?display=hermesSearch&method=proposal&system	ItemId=302&type=course&i 120% 🛛 🚥 又 🚖 🗏
				Close Window
	S	earch 20	18-2019 Graduate Catalog	
	Us	sing the faceted	search below, locate the course or program you would lik	e to import into this proposal.
				and the second second second second
		Filter Cou	rses	From this view, click on the 'Filter by field' box and select the Prefix
		Search all co	urses	field. Add another filter for the code field to further narrow your
		Or add filter	Filter by field	 search.
			Filter by field	^
		Start Date:	Catalog Id	
		Start Date.	Item Id	ame ×
			Course Type	
		Exclude pre	Program Type	
			Degree Type	
			Prefix	ystem Cancel Import
			Code	
			Name	
	_		Description	

 Once you have selected your identifying fields, enter your search items and click "Search Available Curriculum"

	Close Wind
annah 2018 2010 Craduata Catalag	
earch 2018-2019 Graduate Catalog	
Ising the faceted search below, locate the course or program	you would like to import into this proposal.
Filter Courses	Enter your search terms
Prefix = EDUC	in the fields. Next, click the 'Search Available
- and -	Curriculum' button.
Code = 6302	
Add another filter Filter by field	
· · ·	
Start Date: End Date: Sort Results	Ву
Prefix X C	ode × Name ×
Exclude previously imported items	
Search Available Curriculum Select Another	External System Cancel Import

- Your search results will appear at the bottom of the page
- Click on the course title to select it for import

	Close Win
Search 2018-3	2019 Graduate Catalog
	rch below, locate the course or program you would like to import into this proposal.
Sing the facted sea	
Filter Courses	
Prefix = EDU	IC X
	- and -
Code = 630	2 X
Add another filter	Filter by field
Start Date:	End Date: Sort Results By: Prefix X Code X Name X usly imported items
Search	h Available Curriculum Select Another External System Cancel Import
Search Results	(1 to 1 of 1) Your search result(s) will
EDUC 6302 Context	t of Teaching Appear at the bottom of the
	Previous Next page. Click on the course title to select it for import.

- All of the data fields available for import will appear
- Do not de-select any of the fields, you can delete information you don't want directly on the form
- Click the "Import This Item" button to add the data fields into your proposal form

Import Data Into Your Proposal								
Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.								
Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.								
Field Name	Data Preview		Import Field					
» 2. Course Catalog Information: Instructional Area/Course Prefix	EDUC							
» 2. Course Catalog Information: Course Number	6302		\checkmark					
» 2. Course Catalog Information: Long Course Title	Context of Teaching	All of the data fields						
» 2. Course Catalog Information: Short Course Title (30 character limit) Do NOT use periods for abbreviations	Context of Teaching	will appear in this						
» 2. Course Catalog Information: Instruction Type	Practicum	view. Do not de- select any of the						
» 2. Course Catalog Information: Credit Hours	3.0	options.	\checkmark					
» 2. Course Catalog Information: Lecture	0		\checkmark					
» 2. Course Catalog Information: Lab	12		\checkmark					
» 2. Course Catalog Information: Course Credit Level	Doctoral							
» 2. Course Catalog Information: Grade Option	Letter Grade		\checkmark					
» 2. Course Catalog Information: CIP Code (Include all 10 digits, including periods and spaces. Must use this format: ##.#####.## ##)	13.0301.00 04							
» 2. Course Catalog Information: Prerequisite(s):	[no data]	Click the 'Import This Item'						
» 2. Course Catalog Information: Corequisite(s)	[no data]	button to add the data fields into your proposal.						
» 2. Course Catalog Information: Course Description (75 word limitation)	[no data]	into your proposal.						
» 2. Course Catalog Information: Course Note	[no data]							
Import This Itam Poturn to Search	Salact Another Ex	tornal System	.+					
Import This Item Return to Search	Select Another Ex	ternal System Cancel Impor	rt					

Curriculog™ Proposals Agendas Accounts Reports			🙎 Karina Acuna 👻 🧃
My Tasks My Proposals Watch List All Proposals New Proposal 6/12/2018 9:39 am 2c. 2019-2020 Catalog Courses - Delete Existing Course (GRAD/PRO only)	to	The right-har	al Toolbox Status: unlaunched Ind pane is populated based on your the left. These are the approval steps
Course Ownership/Implementation/Justification For Graduate and Professional Studies use, only.	-	and p	ale ref. Intese are the approval steps are sons assigned to that role. all Steps Status: Incomplete
Please use this form to: Vhen you start the propos will change as the form o course information question the left-hand side	pens. The ns will be on	Participants Karina Acuna	Step Details ① Required for Approval: 100% required Work: edit, comment
Step One: Turn on Help Text.		GRAD/PRO Department Curriculum Co	ommittee Status: Not Applicable
Please click on the icon of the 'i' within a blue circle to 'Show Help Text'. It is located a right of this pane within the proposal form.	at the top-	GRAD/PRO Department Chair/Program	n Director Status: Not Applicable
1a. Course Ownership and Approval Process		GRAD/PRO College Curriculum Comm	
Department* Select an option		Participants	Step Details 1

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.



When you select an item, it will be highlighted blue. The item selected will now be visible within the proposal form.

1a. Course Own	ership and Approval Process		
Department*	Select an option		
	University of Houston	Select the department owner of the course. For colleges	^
The selections of the con department or college sel		without departments, select the college name.	
and will need to be regene			
Please note: these select	Art		
the proposal will need to b	Arts Leadership [ARLD]		
All proposals require Grad	Interdisciplinary Art [IART]		
	Music		
Required Approval Stens*	Theatre & Dance		*

C. COMPLETING PROPOSAL FIELDS

- 1. Course Ownership/Implementation/Justification
 - 1a. Course Ownership and Approval Process
 - Select the department that owns the course
 - o Select the 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
 - o Select 'yes' if the course is 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.
 - o If 'yes', list the courses that are cross-listed with this course

- 1c. Implementation
 - Select the academic year that the change will take effect
- 1d. Cause for Deleting Course
 - \circ $\;$ Select one or more options that reflect the cause for deleting the course
 - o State the reason for the deletion if "other" selected on prior question
 - State the rationale why is the course no longer necessary?
- 2. Course Catalog Information

Please import the following existing course data from what may be available in the most recently published catalog. Please refer to item B. 4. on this job aide for help on how to do so.

- Course Prefix/Number/Title
 - o Enter the course prefix/number and title
 - Enter short course title
 - Enter the course description
- 3. Impact to Existing Plans and Courses
 - 3a. Impact to Existing Programs
 - o Indicate if the course will be required for a program
 - If yes, indicate which program
 - 3b. Impact to Existing Courses
 - o 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
 - 3c. Notification
 - Indicate if affected campus areas have been notified that this course is being deleted
 - 3d. Impact Report
 - To compile the Impact Report
 - Scroll to the top of this proposal form.
 - Locate and select the "Run Impact Report" icon (looks like a notebook) in the topleft area of this proposal.
 - A pop-up window will appear requesting that you select the appropriate catalogs to derive the connections to the course of this proposal. It is recommended that you select both the Graduate and Undergraduate catalogs, if available. Once selection made, please click "Generate Report."
 - The report will automatically run based on the course prefix and number you entered above. When the information appears, please select all text, copy, and then paste into the Impact Report field below.
- 4. Supporting Documentation
 - Suggested Attachments

HOUSTON 2C. CATALOG COURSES - DELETING EXISTING COURSE PROPOSAL CULTICUIC



- 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.

D. LAUNCH PROPOSAL

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1. Once all fields are completed and proposal is ready, select "Launch Proposal" icon at the top of the page to "launch" the proposal to the next step. [YOU'RE NOT DONE YET!]



2. If the form does not launch,

- Scroll through the proposal form again to see if there are any required fields that may have been inadvertently skipped/not completed. They will be marked with orange/yellow font. Once completed, return to the launch button and launch the proposal.
- Review the right-hand pane with the workflow participants. If there are any caution messages in the workflow participants, please contact <u>curriculog@uh.edu</u> to resolve.

E. APPROVE PROPOSAL ON THE ORIGINATOR STEP

- 1. 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 changes to the proposal.
- 2. On the right-hand pane, select the Decisions icon (blue circle with white check mark).
 - Select the "Approve" radio button





Click the "Make My Decision" button

Proposa	al Toolbox Status:
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Your Decision	
What would you like to do with this proposal?	
Approve Reject Please comment or your decision	 Hold Suspend Cancel Custom Route
Select the 'Approve' radio button and click on 'Make My Decision' to send the proposal to the next step.	
Make My Decision	

3. Your view will now update. You will receive a message that your proposal has moved to on the next step. In addition to notifications, you will receive from Curriculog regarding the status and actions required for your proposal, you can view the status of your proposal at any time by accessing the "My Proposals" tab of the Proposals module.