

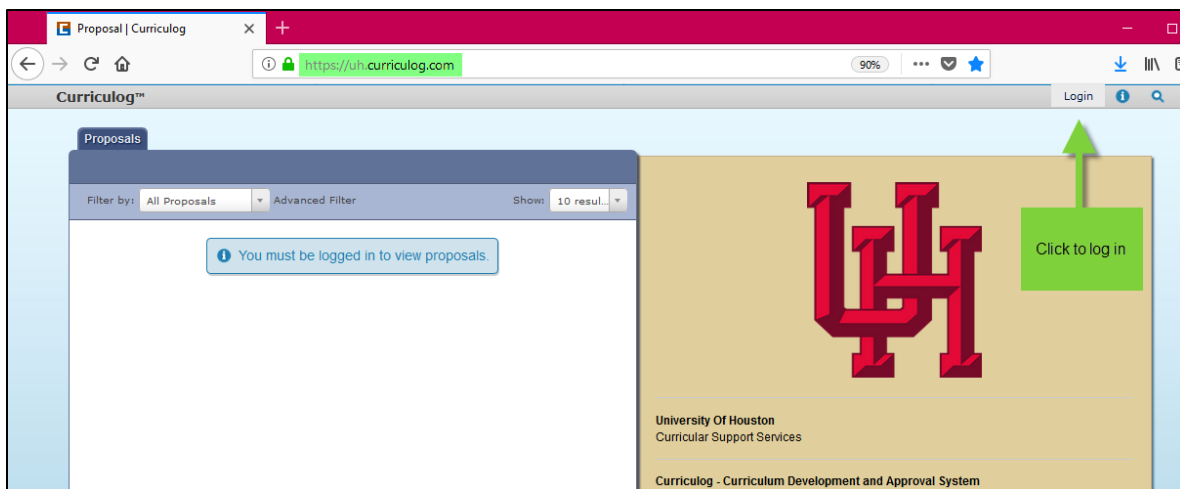
OUR – Curriculum Development Support and Academic Publications



2b. Courses – Revise Existing 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.

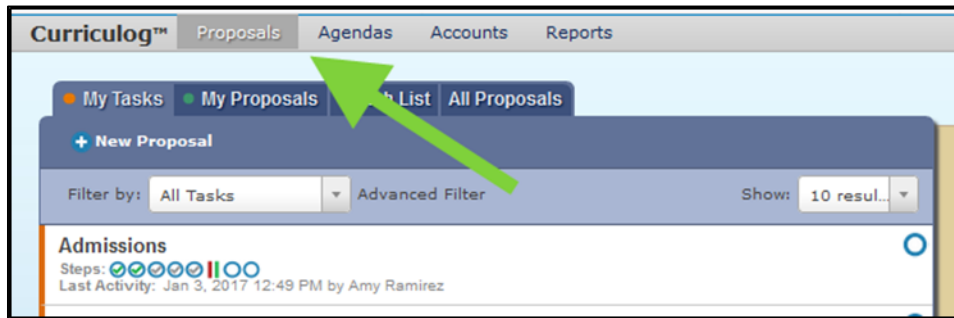
2. You will automatically be redirected to a different sign-in screen for your CougarNet ID and password.

The screenshot shows a web browser window titled "UH Login Page" with the URL "https://shib.uh.edu/idp/Authn/UserPassword". The page features the University of Houston logo and a navigation menu. The main heading is "UH Single Sign-On Login" (circled in green), with the instruction "Please login using your UH CougarNet account". Below this are input fields for "CougarNet" and "Password", a red "Sign in" button, and a yellow "Need Help?" button. A green callout box on the right says "Enter your CougarNet ID and Password to sign in." with an arrow pointing to the input fields. A green callout box on the left says "Information confirming UH Curriculog will be the applicatoin you will enter after successful login." with an arrow pointing to the Curriculog logo. The Curriculog logo is "CURRICULOG CURRICULUM MANAGEMENT". At the bottom, 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."

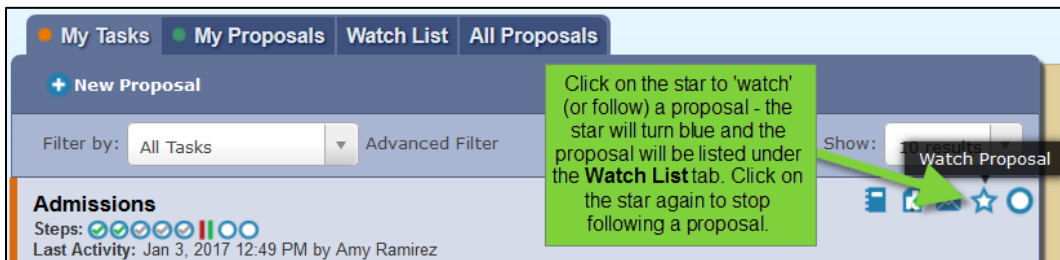
When you successfully enter your User ID and password, you will be redirected back to the default Curriculog dashboard view.

Proposals Tab

The default view upon logging in to Curriculog includes the Proposals Module within the **My Dashboard Panel**. 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.



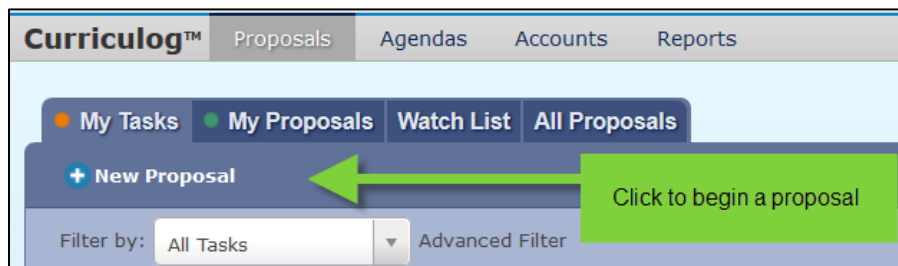
- **My Tasks** – lists all proposals assigned to you and awaiting action.
- **My Proposals** – lists all proposals you have created, whether they have been launched or not.
- **Watch List** – lists all proposals you have selected to watch. You may or may not have editing permissions or decision making 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.

REVISE EXISTING Course 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

8b.**UAA Admin Use Only** 2018 - 2019 Undergraduate Academic Catalog - Approved Substantive (Policies and Programs)
Steps: 3 mandatory 9 total

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.

Previous 10 Next 10

Curriculog™ Proposals Agendas Accounts Reports Karina Acuna

My Tasks My Proposals Watch List All Proposals

New Proposal 6/11/2018 10:47 am

Import 2019-2020 Catalog Courses - Revise Existing Course (GRAD/PRO only)

1. Course Ownership/Implementation /Justification

In this proposal type, you are revising existing course information and are able to import the course information from the academic catalog. Click the downward sweeping arrow to begin the import process.

For Graduate and Professional Studies use, only.
Please use this form to:

- REVISE an existing course that has a permanent number.

This form is NOT for creating a Selected Topics course 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.

For help completing this and other curriculum proposals please refer to the job aides available on the [OUR website](#).

1a. Course Ownership and Approval Process

Department* Select an option

The selections of the committee and chair options should follow the approval process of the department and the college of the department or college selected. If at any point it is determined that a required step was skipped, the proposal will be rejected and will need to be regenerated to include all required steps (or, if necessary, exclude steps that are not required).

Proposal Toolbox Status: unlaunched

Approval Steps

Originator Status: Incomplete

Participants Karina Acuna Step Details 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

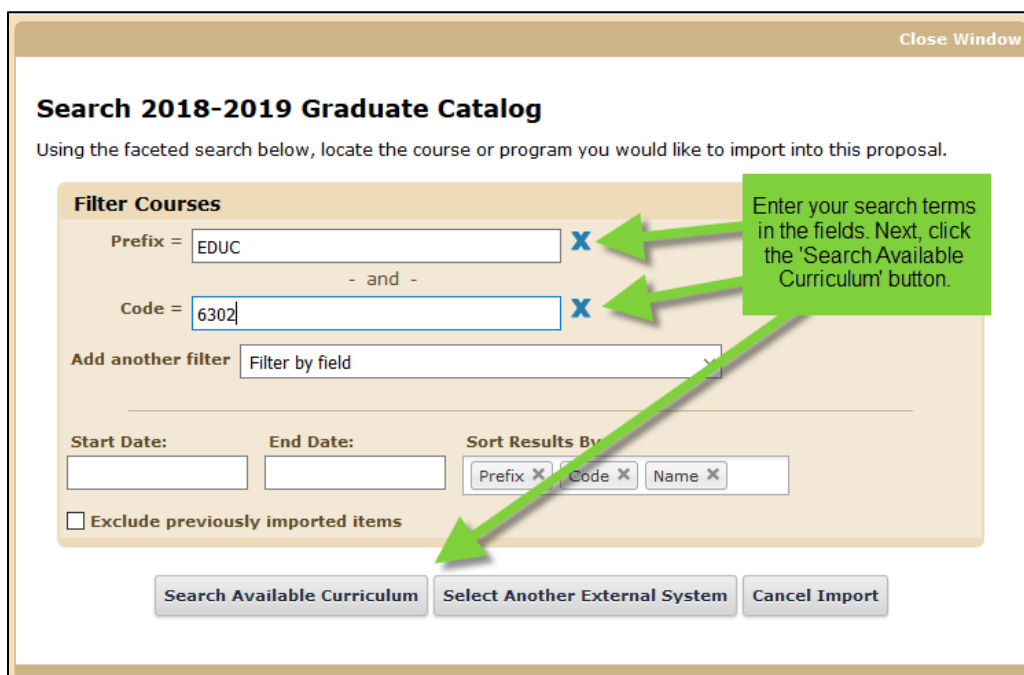
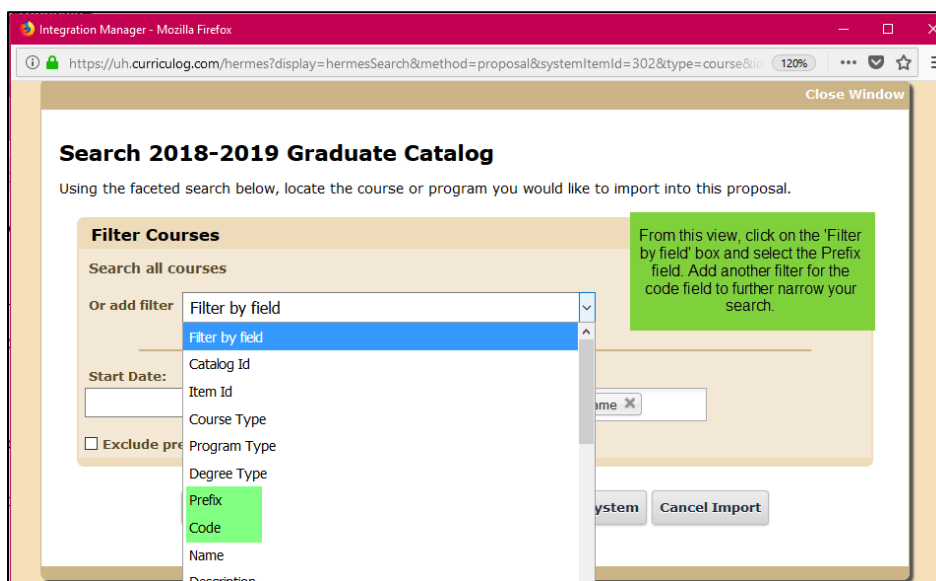
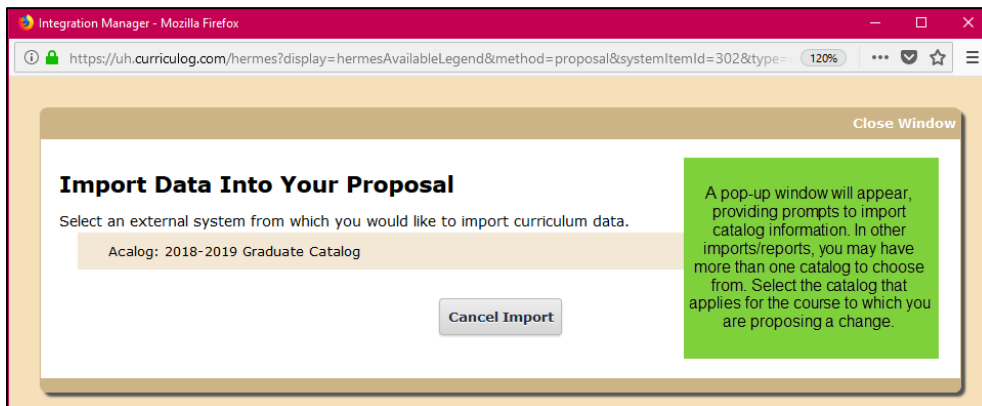
GRAD/PRO College Curriculum Committee Status: Not Applicable

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

Participants Step Details Required for Approval: 100% required Work: edit, comment Agenda: Yes * Agenda Administrator

GPSC Coordinator Status: Incomplete

Participants Step Details Required for Approval:



Close Window

Search 2018-2019 Graduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = X

- and -

Code = X

Add another filter v

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Results (1 to 1 of 1)

EDUC 6302 Context of Teaching

Your search result(s) will appear at the bottom of the page. Click on the course title to select it for import.

Close Window

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.

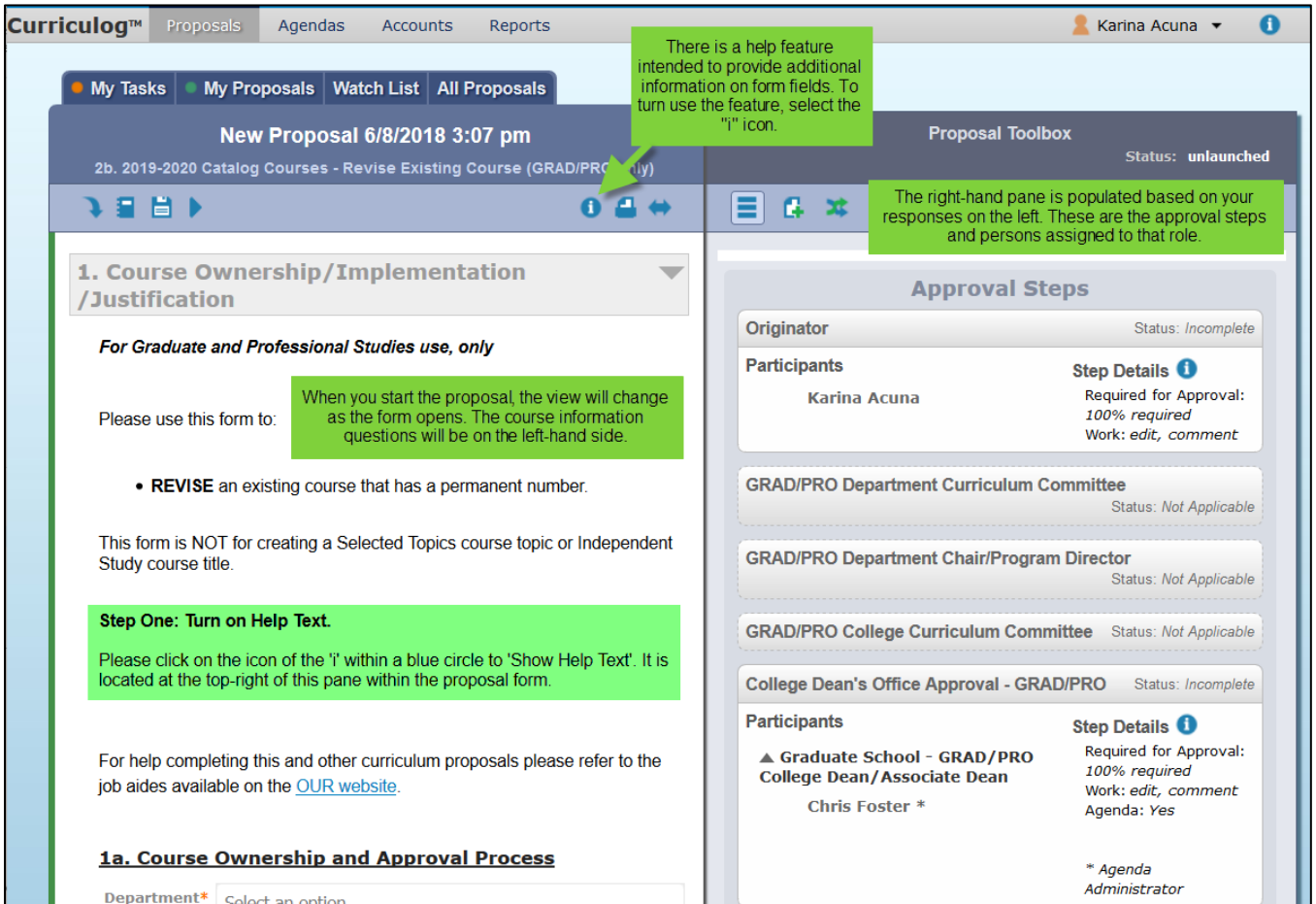
Field Name	Data Preview	Import Field
» 2. Course Catalog Information: Instructional Area/Course Prefix	EDUC	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Course Number	6302	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Long Course Title	Context of Teaching	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Short Course Title (30 character limit) Do NOT use periods for abbreviations	Context of Teaching	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Instruction Type	Practicum	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Credit Hours	3.0	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Lecture	0	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Lab	12	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Course Credit Level	Doctoral	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Grade Option	Letter Grade	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: CIP Code (Include all 10 digits, including periods and spaces. Must use this format: ##.###.## ##)	13.0301.00 04	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Prerequisite(s)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Corequisite(s)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Course Description (75 word limitation)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Course Note	[no data]	<input type="checkbox"/>

All of the data fields available for import will appear in this view. Do not deselect any of the options.

Click the 'Import This Item' button to add the data fields into your proposal.

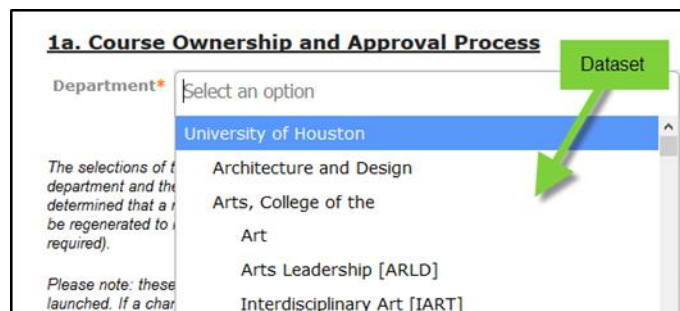
General Field Type Instructions

- 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(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

The selections of the course department or college selected and will need to be regenerated.

Please note: these selections the proposal will need to be approved.

All proposals require Graduate School approval.

Required Approval Steps*

- University of Houston
- Architecture and Design
- Arts, College of the
- Art
- Arts Leadership [ARLD]
- Interdisciplinary Art [IART]
- Music
- Theatre & Dance

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

Course Revision Proposal Fields

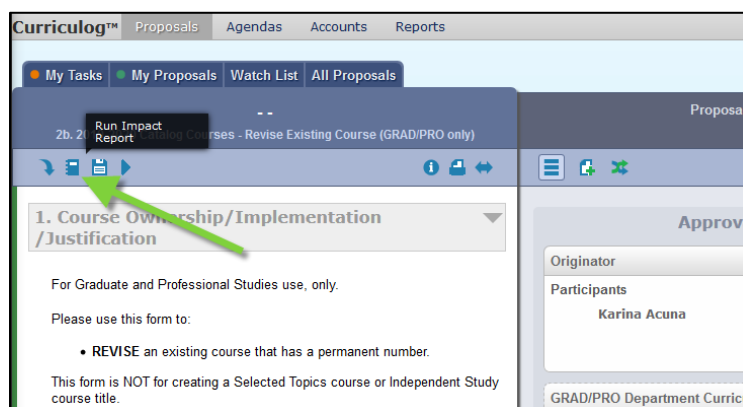
1. Course Ownership

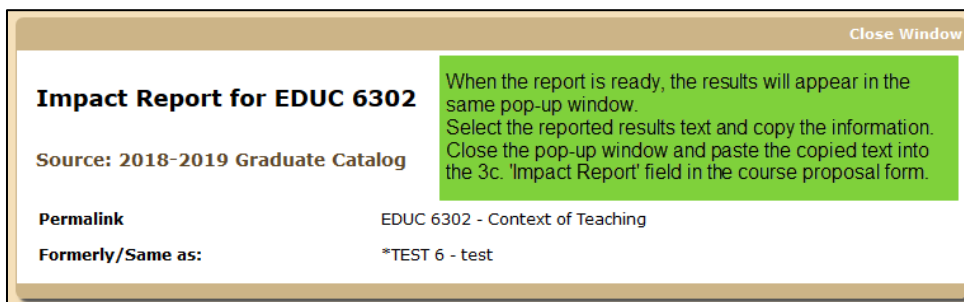
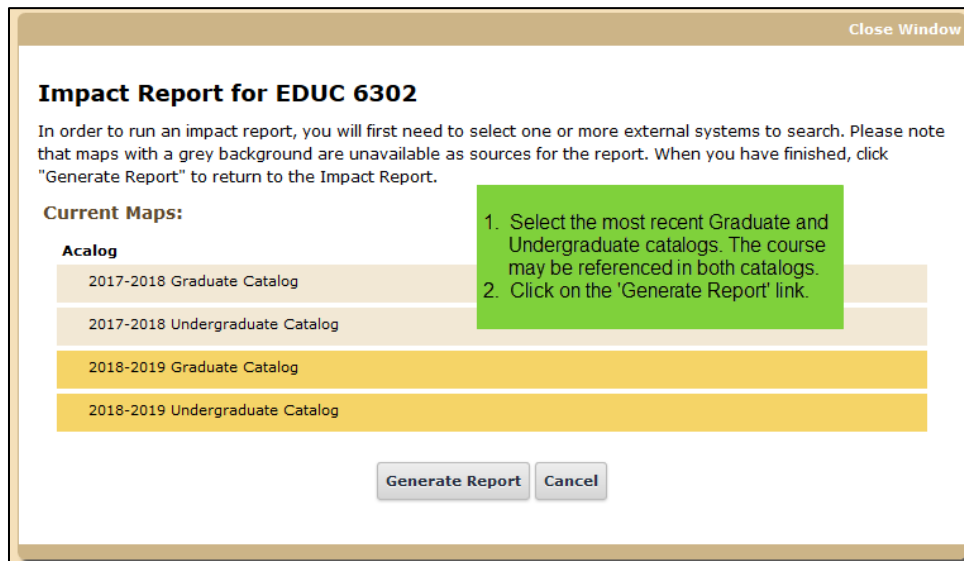
- 1a. Course Ownership and Approval Process
 - Select the department that owns the course
- 1b. Cross-Listing Courses
 - Select 'yes' or 'no' if the course will be offered under more than one department
 - If 'yes', is there an agreement with the other department for the course offering
 - Identify the department 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.
- 1d. Cause for revising the course
 - Select one or more options that reflect the cause for changing the course
 - State the justification for the revision to the course if 'other' selected on prior question
 - State the rationale – why does the course need to be changed?

2. Course Catalog Information

- 2a. Course Prefix/Number/Title
 - From the most recent academic catalog, import the existing course information
- 2b. Instruction Type & 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 the number of semester credit hours a student will earn with course completion
- 2c. 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.

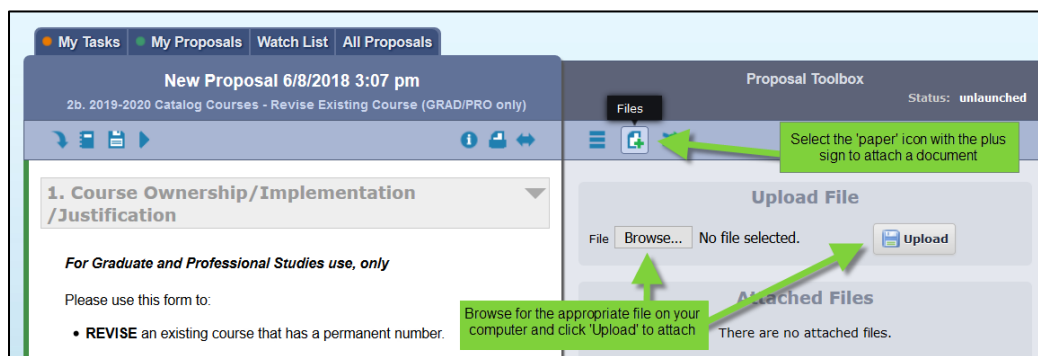
- For lab it's 2 or 3 to 1; 2 or 3 contact hours equals one semester credit hour.
 - 2d. Credit Level and Grade Option
 - Please identify if the credit level for the course is changing **after** the proposal is launched. Initially this field will populate with the import.
 - Please select one option for grading for the course; **after** the proposal is launched you can identify any change in the grading option as appropriate. This field will also populate with the course import. If you need to have the flexibility for more than one grading type, please select the 'Multiple Types' option.
 - 2e. Course Repeatability
 - If the course can be repeated, define the parameters here. Otherwise, select 'No'.
 - 2f. 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.
 - 2g. Catalog Descriptions
 - If prerequisite, corequisite, course description and course note fields are not populated by the course import, please provide the current course information. Make any changes **after** you launch the proposal, during the Originator approval step.
 - Please select if PeopleSoft requisite programming is desired for the course and if so, when should implementation occur.
- 3. Impact to Existing Plans and Courses
 - 3a. Impact to Existing Programs
 - Indicate if the course will be required for a program
 - If yes, indicate which program
 - 3b. Impact 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
 - 3c. Impact Report
 - Scroll to the top of the screen. Look for the three icons on the left-hand side of the screen. Select the second icon that resembles a notebook. A pop-up window will appear for your report selections.





4. Suggested Attachments

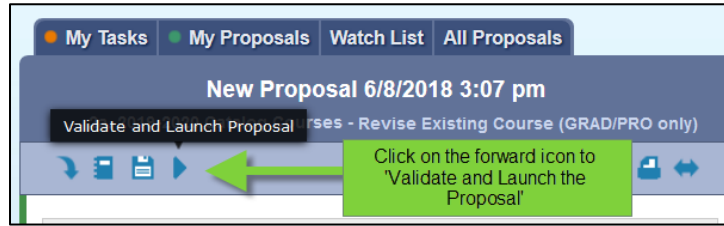
- 4a. Select which type of attachment (if any) is being added to the course proposal request



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.

