**Curriculog and Governance FAQ**

Questions about using Curriculog (Logistics)

1. **I wish to make multiple changes to one course. Do I need to fill out a Curriculog form for each change?**

No. You can make multiple changes to one course on the same Curriculog form. Make sure to check all the appropriate boxes at the top of the form to indicate which changes you are making and that your additional documents clearly explain each change and the rationale for each one.

1. **I wish to make a program change that would apply to both our major and minor. Do I need to fill out a Curriculog form for both programs?**

Yes. You need a separate Curriculog form for each program of study that the change should apply to. However, you can use the same additional documents to explain the change and the rationale for it. For example, if you wish to allow 100-level courses to count towards an elective requirement in both the major and the minor, you will need a separate Curriculog from for each program of study, but you can create one rationale that explains the change and upload this as the additional file for each proposal (see more on grouping proposals below).

1. **I wish to make the same change to multiple courses. Do I need to fill out a Curriculog form for each course?**

Yes. You need a separate Curriculog form for each course that you are making changes to. However, you can use the same additional documents to explain the change and the rationale for it. For example, if you wish to cross-list multiple courses in your program with another department, you will need a separate Curriculog form for each course, but you can create one rationale that explains all the changes and upload this as the additional file for each proposal (see more on grouping proposals below).

1. **Is there a way to group related proposals together?**

There isn’t a way to officially group proposals together in the Curriculog system. However, it is very useful to indicate that proposals should be considered together (for example, proposals that make the same change to several courses as part of a larger curricular revision or proposals for new courses that support the development of a new program of study). In these cases, please include a section at the start of your additional documents which clearly states which proposals should be considered together and why. If appropriate, you may use the same supporting documents for each proposal in the group.

1. **What is the difference between launching and approving a proposal?**

*Launching* a proposal means that the next stage of review in the workflow can see the proposal. This will be your department curriculum committee (if you don’t have a department curriculum committee this will be your department/program chair). The department curriculum committee will be able to look the proposal and make suggestions for revisions as necessary. However, they will not be able to formally approve it in the system yet. The originator is still able to edit or delete the proposal at this stage.

Once the proposal is finished, the originator needs to *approve* the proposal. This will make it possible for the proposal to progress through the workflow and for next stage of review to formally approve it. Once a level of review has approved the proposal they can no longer make changes to it.

1. **Why do I have to check “lecture” as the primary course component? I don’t lecture in this course.**

The primary and additional component fields on the Curriculog form refer to the way the course is coded in WISER. They do not have anything to do pedagogical practice or how the course is taught. The vast majority of courses at UMB are coded as “lecture,” which is why we ask you to select this option. We realize this language can be confusing though, so if you have any questions, please email curriculog@umb.edu.

1. **How do I delete a proposal?**

You can only cancel (delete) a proposal while you are drafting it and after it is launched. If you are drafting a proposal and you decide that it is no longer needed, you should navigate away from the page by clicking “proposals” in the menu at the top of the page (your browser may ask you to confirm that you want to do this). Once you navigate back to “my proposals” you will see the new, unlaunched proposal in your list. Simply click on the trash bin icon to delete the unlaunched proposal.

If you have already launched the proposal (made it available for public view in the Curriculog system), you can still cancel it, but the process is a little different. To cancel an already launched proposal, open the proposal and navigate to the decisions icon (the check mark) on the right side of the screen. This will open a prompt, asking you to make a decision about the proposal. You can click “cancel,” which will move the proposal to an inactive page, from which it will later be deleted. You will be required to give a reason for cancelling the proposal.

Once you have approved a proposal, it cannot be canceled (deleted). If for some reason you wish to cancel a proposal that has already been approved, you will need to contact a Curriculog system administrator to cancel the proposal on your behalf. Please email curriculog@umb.edu with the subject heading “Request to cancel proposal” to initiate this process. Once it has been canceled, the proposal and any uploaded documents cannot be recovered, so make sure that you do in fact want the proposal permanently removed from the system and that you have saved copies of any uploaded files you may need.

1. **Are there guidelines for course descriptions and syllabi?**

Yes. There are guidelines for both WISER course descriptions and for course syllabi. Please see the WISER style guide and the syllabus guidelines for more information. Please follow these guidelines as closely as you can to ensure that your proposal moves quickly through the governance workflow.

1. **Can I track what changes have been made to the Curriculog form?**

Yes. From the toolbox on the righthand side of the proposal page, select “discussion.” This will open the comment chain for your proposal. At the top of this chain, there is a drop-down menu under User Tracking. The default option is “show current.” Click on the chevron to the right of this and select “show current with mark-up.” This will show you all the edits that have been made to the Curriculog form and who made them.

Questions about the governance process (Substance)

1. **I launched my proposal, but the next stage of review can’t approve it. Why not?**

After you have launched a proposal, the next level of review can see it, but they cannot approve it until you do. As the originator, you must both launch and approve your proposal before it advances to the next stage of review. Once you have approved your proposal you can no longer make changes to it, so make sure that you’ve consulted with your department and made all the necessary changes before you approve the proposal.

1. **How will I know when my proposal has moved forward?**

Curriculog will automatically email you with updates about your proposal. You can change the frequency of these updates (“email options”) and what updates Curriculog notifies you about (“process”) in your account settings.

1. **How can I check on the status of my proposal?**

To check on the status of your proposal, log into Curriculog and click on the “workflow status” icon on the right. This will show you the workflow for your proposal and which governance body is currently reviewing it. It also lists the names of the chairs of each level of review, so you can contact them if you have questions or concerns.

1. **One of the levels of review has requested revisions to my proposal. What do I need to do?**

The decision maker for this level of review should reach out to you via email to explain the revisions they are requesting and why. Once you understand the issue and the suggested revisions, you should talk with your department/program and make sure they approve the requested changes (you should not autonomously accept or reject the requested revisions). Once your department/program approves, you should let the decision maker know and send any revised materials (if necessary). The decision maker will keep a record of these revisions in the comment function in Curriculog for further levels of review. Please see revisions to proposals for more details.

1. **I made a mistake on the Curriculog form and/or additional files but I’ve already approved the proposal. How can I fix these errors?**

As an originator, you can make changes to a proposal after you launch it, but you cannot make changes to a proposal once you have approved it. If you wish to make changes after approval, you will need to reach out to the decision maker at the current level of review and ask them to make the changes for you (changes can only be made by the decision maker for the working level of review). If the changes are substantial, they may require the proposal to be returned to prior levels of review.

1. **I’m not sure if my proposal is superficial or substantial. What should I do?**

If you are unsure whether your proposal is superficial or substantial, please take a look at the quick guide to superficial and substantial proposals for more information. This lists the most common actions and the form you should use. However, if you’re still unsure, you should consult with the decision-makers for the levels of review further along in the workflow as well as your college/school Curriculog representative. Collectively, they should help you to determine whether your proposal is superficial or substantial.

1. **What happens if I submit a proposal for a superficial change but it’s actually a substantial change?**

The rationale for a superficial proposal requires you to explain why you think the proposal constitutes a superficial change. If any decision maker in the workflow is concerned that the proposal constitutes a substantial change, they will email you and your department/program chair (cc’ing everyone in the workflow below them) to clarify the nature of the proposal and determine whether it needs to be resubmitted as a substantial proposal that requires full governance review.

1. **What happens if I submit a proposal for a substantial change but it’s actually a superficial change?**

Nothing. The proposal will continue to move through the governance process for substantial proposals. However, the decision maker who thinks the proposal is superficial may let you know for future proposals as the superficial workflow is faster.

Other Questions

1. **How do I change the names listed as decision-makers in Curriculog?**

Department/program Chairs and Senate Chairs should check Curriculog at the start of each academic year to ensure that the names listed as decision makers in the Curriculog system are accurate. If something needs to be updated, please email curriculog@umb.edu with the subject “Request to change committee members in Curriculog.”

Common Mistakes

The following mistakes are easy to make when you first start using the Curriculog system. Please take the time to double-check your proposal so that it isn’t unnecessarily slowed down.

ORIGINATORS sometimes:

* **Forget to check whether there is similar course already in existence**

College and administrative levels of review will check for points of overlap or connection across departments. Before you propose a new course or program, you need to check for these things and, if necessary, address them in your rationale. While overlap is not always a problem, it can slow down a proposal if review bodies have questions, so it is better to address these issues in your proposal.

* **For new courses, forget to check whether the chosen course number is already in use**

Course numbers can only be used once. This is true for both active and inactive courses, so it is important that you check to make sure your chosen course number is not currently in use. If a course already exists with the number you wish to use, you should submit a substantial change to an existing course proposal rather than a new proposal.

* **For cross-listed courses, forget to ensure that the course numbers in both departments match**

Cross-listed courses must have the same number in all departments (for example, ENGL 258L and CINE 258L). So, you must check to make sure that your chosen course number is not currently in usein any of the departments in which a course is being cross-listed).

* **Restate the course title and number in the WISER description**

This is redundant and can cause problems in the future if the course title or number change. Please consult the WISER style guide for more information.

* **Mismatch the course description on WISER and on the syllabus**

The first paragraph of the course description on the syllabus must match exactly the WISER description. This is required by accreditation and is important for students who wish to transfer credits or apply to graduate school. Please see the syllabus guidelines for more information.

* **Forget to run the Impact Report**

This is required for administrative review and for the registrar’s office to implement the changes in WISER. To run the Impact Report, click on the icon in the ribbon at the top of the form (underneath the course title). Copy and paste the information into the Impact Report Information text box below.

* **Forget to check all the boxes at the top of the list that indicate all the changes being made**

You can make multiple changes to the same course on one Curriculog form. However, the Registrar’s Office will only make changes that are indicated in these checked boxes. Changes made to unchecked items will be disregarded. So, make sure you check the boxes for all the changes that apply to your proposal (you can select from: Course Number; Long Course Title; Short Course Title; Description; Repeat for Credit; Grading Basis). Make sure that your additional documents also explain each change and offer a rationale for each one.

* **Forget to upload proof that the department(s) with which a course is being cross-listed approve the cross list**

You must upload proof that the department(s) your course is being cross-listed with approve of the proposal. Most often, this proof is a PDF of the email between yourself and the appropriate department chair(s) indicating their approval.

* **Forget to attach additional materials**

Additional materials are required to support most Curriculog proposals. Exactly what you need to upload depends on the particular type of proposal you are launching. Please see the types of proposals and guidelines for submission for more information regarding the additional documents required for each type of proposal.

* **Forget to approve the proposal after they have launched it**

As the originator, you need to both launch and approve your proposal before it can move on to the next stage of review. Once you have approved your proposal you can no longer make changes to it, so make sure that you’ve consulted with your department and made all the necessary changes before you approve the proposal.

DECISION MAKERS sometimes:

* **Forget to include a record of decisions and/or changes in the comments**

Comments should summarize the conversation about the proposal at that level of review and record any important information, including the results of any votes. This kind of record-keeping is fundamental to an efficient and transparent governance system. Decision makers are required to use the Curriculog comments function to briefly summarize the conversation at their level of review and the results of the vote. Specifically, the comment should note any debate and the resolution of those debates and the number of no votes or abstentions (if any). In addition, the comments should explain any requests for revisions and any subsequent changes that have been made to the Curriculog form and/or additional materials.