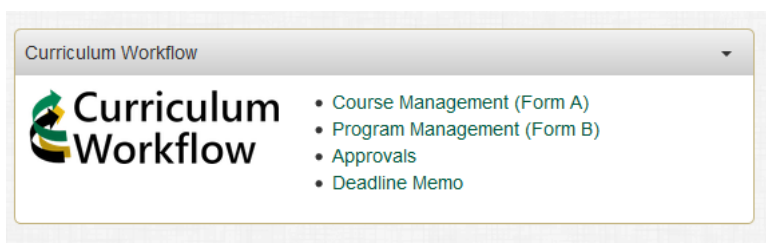




## Proposing New Programs or Changes to Existing Programs

### Opening Program Management

1. Locate the Curriculum Workflow menu on MySacState (<https://my.csus.edu>)  
Open **Program Management (Form B)**.



2. Use the search field to locate an existing program. Click the program, then click the **Edit Program** button. Or click **Propose New Program** to create a new program.  
Note the **Workflow** column in the list. Programs in a workflow have been proposed or have had changes proposed. These programs are unable to be edited.

### Program Management

ncip

Search, edit, add, and suspend/discontinue programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Program"/>	<input type="text" value="Quick Searches..."/>
Program Name	Workflow	Status			
MA in Education (School Psychology)		Added			
ADN to BSN (Collaborative Track)					
Art Education					
BA in Anthropology (Archaeology and Biological Anthropology)	ANTH Committee Chair	Edited			
BA in Anthropology (Culture, Language and Society)					
BA in Anthropology (General Anthropology)		Edited			

## Proposing a new program from an existing one

The **Propose New From Existing Program** button on the New Program Proposal form can be useful when proposing a new concentration for an existing program, or when proposing a new program that is similar to an existing one.

1. Click on **Propose New Program** on the Program Management screen. This will open the New Program Proposal form.



### Program Management

Search, edit, add, and suspend/discontinue programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

Program Name	Workflow	Status
		Added

2. Click on Propose New From Existing Program

### Program Management (Form B)

#### New Program Proposal

Academic Group: (College) Select...

Academic Organization: (Department) Select Academic Organization: (Department)...

Catalog Year Effective: Select...

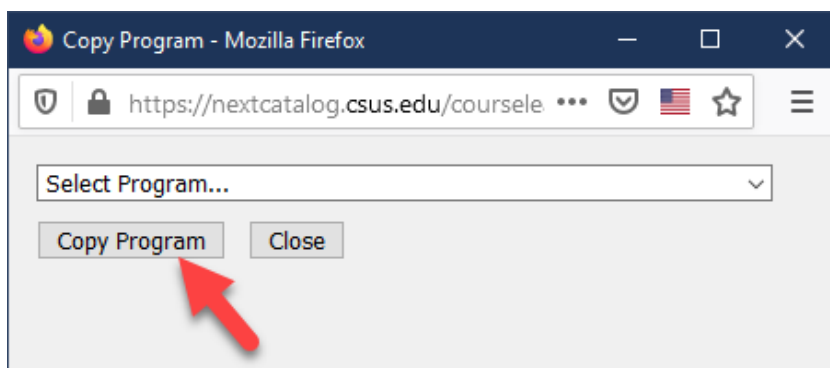
NOTE: This degree major program will be subject to program review evaluation within six years after implementation.

Individual(s) primarily responsible for drafting the proposed degree major program:

Name (First Last)	Email	Phone 999-999-9999

Type of Program Proposal: Select...

3. Select the program you wish to copy and then click on **Copy Program**



4. The selected program will be copied into the form and can be edited as needed.

## Using the Form


1. Boxes highlighted in **Red** are required to submit the form.
2. Use the **Green** plus signs to add additional lines as needed and the **Red X** to remove them.

### Program Management (Form B)

Editing: **206: BS in Chemistry**



Academic Group: (College)	Natural Sciences & Mathematics
Academic Organization: (Department)	Chemistry
Catalog Year Effective: ⓘ	Select...


Individual(s) primarily responsible for drafting the proposed degree major program:

Name (First Last)	Email	Phone 999-999-9999	
			


3. Located on the form are **Blue Help Buttons “?”** that can be clicked on to provide additional information, links to policies, or clarification.


Type of Program Proposal:


Program Change Type:  

Is this a pilot program?  ☐ Yes ☐ No

Pilot program as of:

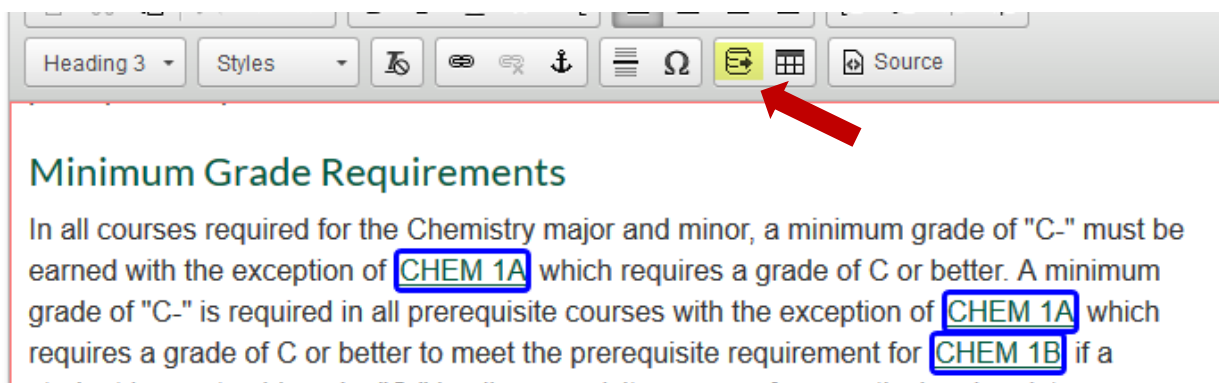
Is this a Fast Track program?  ☐ Yes ☐ No

Title of the Program: 

Designation: (degree terminology) 

#### 4. Linking courses to CMS

Any courses listed in the catalog copy (such as in Admission or Minimum Grade Requirements) should be linked to CMS. To do this, highlight the course and click the **Insert/Edit Database Field** button. This will create a Course Bubble link with additional course information.



#### 5. Opening fields for editing

Any fields outlined in **blue** can be opened for editing by double-clicking. This will open the associated field editor window.

Program Requirements

Course List

CORE REQUIREMENTS (39-43 UNITS)		
<a href="#">CHEM 1A</a>	General Chemistry I <sup>1,2</sup>	5
<a href="#">CHEM 1B</a>	General Chemistry II	5
<a href="#">CHEM 24</a>	Organic Chemistry Lecture I	3
<a href="#">CHEM 25</a>	Organic Chemistry Laboratory	3
<a href="#">CHEM 31</a>	Quantitative Analysis	4
<a href="#">CHEM 124</a>	Organic Chemistry Lecture II	3
<a href="#">MATH 30</a>	Calculus I <sup>1</sup>	4

Course List - Double Click to Edit

6. Insert/Remove courses.

Select College and Department from drop-down menus. Note: The left hand column will populate the Course Inventory, or a list of courses to choose from to add to a list based on the College and Department selected. The right hand column is the courses used to build the list. Click OK to save the table or Cancel to exit without saving.

Course List

Natural Sciences & Math

Chemistry (CHEM)

CHEM 106 Chemical Concepts

CHEM 110 Inorganic Chemistry Lecture

CHEM 110L Advanced Inorganic Chemistry Laboratory

CHEM 125 Advanced Organic Chemistry Laboratory

CHEM 126 Physical Organic Chemistry

CHEM 128 Organic Synthesis

CHEM 133 Chemical Instrumentation

CHEM 140A Physical Chemistry Lecture I

CHEM 140B Physical Chemistry Lecture II

CHEM 141 Physical Chemistry Laboratory

CHEM 142 Introduction to Physical Chemistry

CHEM 145 Applications of Computational Chemistry

CHEM 146A Structure and Function of

>>

<<

Quick Add:  Add Course

Add Comment Entry

Sum Hours ☒

**Core Requirements**

CHEM 1A General Chemistry I

CHEM 1B General Chemistry II

CHEM 24 Organic Chemistry Lecture I

CHEM 25 Organic Chemistry Laboratory

CHEM 31 Quantitative Analysis

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

☐ Indent ☐ Area Header

☐ Area Subheader

Move Up Move Down

OK Cancel

- 1) Option 1  
Select a course from Course Inventory.  
Click (>>) button to add a course to the list.
- 2) Option 2  
Double-click a course from Course Inventory and it will appear in the list
- 3) Option 3  
Enter a course code into Quick Add. (case sensitive, must be in all caps, e.g. CHEM 145)  
Click Add Course.

## 7. Editing Course Lists

The fields within the course list table allow editors to assign specific information to individual courses. After making edits, click OK to save or Cancel to exit without saving.

The screenshot shows a 'Course List' window with a search bar set to 'College of Liberal Arts' and 'History'. A list of history courses (HIST 101-113) is displayed. A central panel allows moving courses between lists. A right panel shows a summary table of selected courses. Numbered callouts 1 through 8 point to specific fields and features in the interface.

Course Code	Course Title	Credits
HIST 101	History of Western Civilization	3
HIST 102	United States History (See Instructor) <sup>1</sup>	3
and HIST 111 <sup>2</sup>	and The American Military <sup>4</sup>	3
HIST 103	The 20th Century	3
HIST 104 / 113 <sup>3</sup>	World History	3
HIST 105	European History * <sup>6</sup>	3
or HIST 112 <sup>5</sup>	Modern Britain	
HIST 106	Asian History	3
<b>Select from following: <sup>8</sup></b>		
<sup>7</sup> HIST 107	African American History	
HIST 108	Technology and Civilization	
HIST 109	History of Science	
<b>Total</b>		<b>30</b>

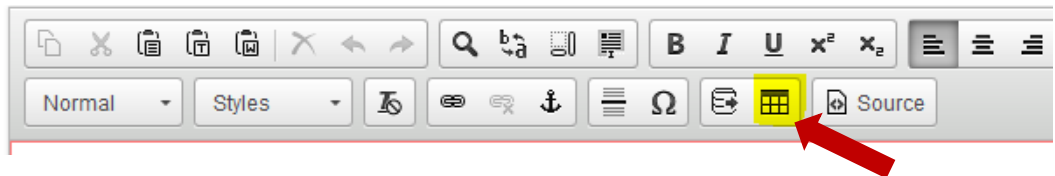
- Comment** - A comment will be displayed in parentheses after the course title.
- Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
- Cross Reference** - If the course is cross-listed, enter the second course here. (case sensitive, must be in all caps, e.g. CHEM 145)
- Hours** - The hours field is automatically populated with the credit hours assigned to the course in CMS.
  - Please contact Academic Services for options to amend this field.
- Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
- Footnote** - Insert the appropriate footnote symbol (1, 2, 3...) and then add a Footnote table (see below) after the course list in the Page Body.
- Indent** - The item will be indented to the right, the credit hours will be suppressed from displaying, and from adding to your Total Credits.
  - For example, a Comment Entry of "Select one of the following:" may proceed a list of indented courses. This allows users to see all of the options, without adding the credit hours of each course to the Total Credits.
- Area Header** - The item will be styled as a header within the table.
  - This option typically is used to logically group courses within a Course List.
  - For example grouping "Elective Courses" separately from "Required Courses".
  - Use area sub-header to further separate content under Headers
- Add Comment Entry** - A comment entry is anything in your Course List that is not a course. Comment entries are often used to create headers within your table or to relay instructions such as "Select one of the following:"

## 8. Adding or Editing a Footnote Table

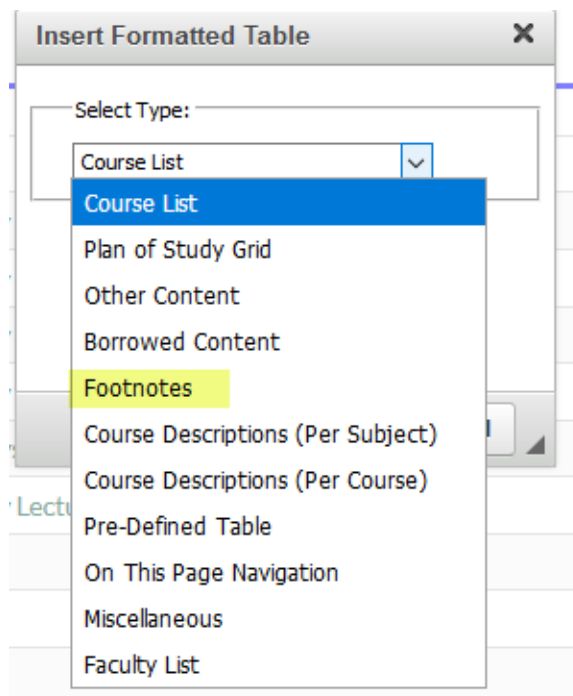
Footnote indicators go next to the text or course item. Footnote tables are used to articulate footnotes. Footnote indicators and entries in the footnote table are not automatically linked. This means that when a new indicator is added an entry must also be added to the table. Likewise, if an entry in the table is deleted, the indicator must also be deleted.

To add a Footnote Table:

- 1) Place cursor in the page body where the footnote table is to be placed
- 2) Click on the Insert Formatted Table button



- 3) Select the Footnotes Table



- 4) In the Footnotes editor, select New Footnote; or select the appropriate Footnote to edit or delete. Remember to link any courses to CMS by highlighting the text and clicking the Insert/Edit Database Field Button.



**Footnotes**

1  
2

Move Up  
Move Down  
New Footnote  
Delete Footnote

Symbol:  Ω

**Footnote Content:**

Passing a placement exam or obtaining a passing grade of "C" or better in **CHEM 4** is required to enroll in **CHEM 1A**.

5) Click OK to save the table or Cancel to exit without saving.

## **Submitting the form**

Click the **Start Workflow** button at the bottom of the form to begin the submission process.

At the bottom of the form, you can cancel any changes using the **Cancel** button.

**Save Changes** will save all additions, but will NOT submit the form. An error box will appear at the top of the page if **Start Workflow** is clicked, but the form is incomplete.

Cancel

Save Changes

Start Workflow

## **Best Practices and Tips**

1. Proposed changes could be rollback for a variety of reasons. If so, an accompanied email will explain who rolled it back and why. This email will include a link to open the form and

make changes. **This is a one-time email!** It is recommended to set up an email rule to help track these emails.

<https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59>

2. When copying content from another source (e.g., webpage, Word document, email, etc.):
  1. First copy/paste into text editor (e.g., Notepad) to remove all formatting
  2. then recopy/repaste into Curriculum Workflow form
3. Send new degree designations to Academic Services at least 30 days prior to submission of new program proposal to workflow.