Curriculum Workflow
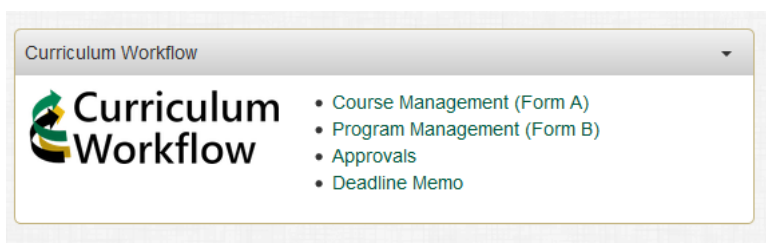
Proposing New Programs or Changes to Existing Programs

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.

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.

2. Click on Propose New From Existing Program

3. Select the program you wish to copy and then click on **Copy Program**
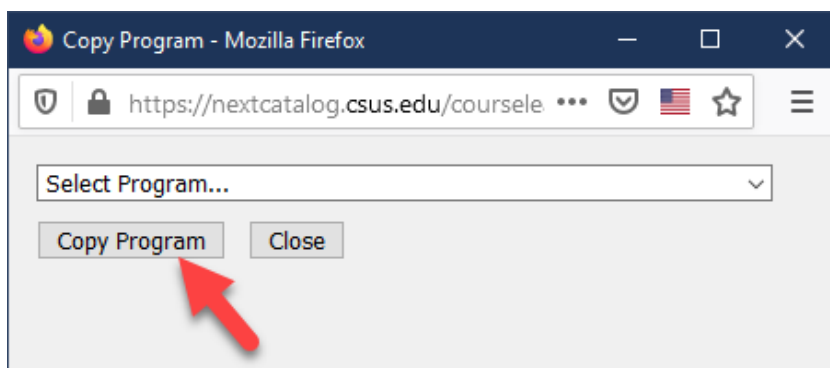
4. The selected program will be copied into the form and can be edited as needed.

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.

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

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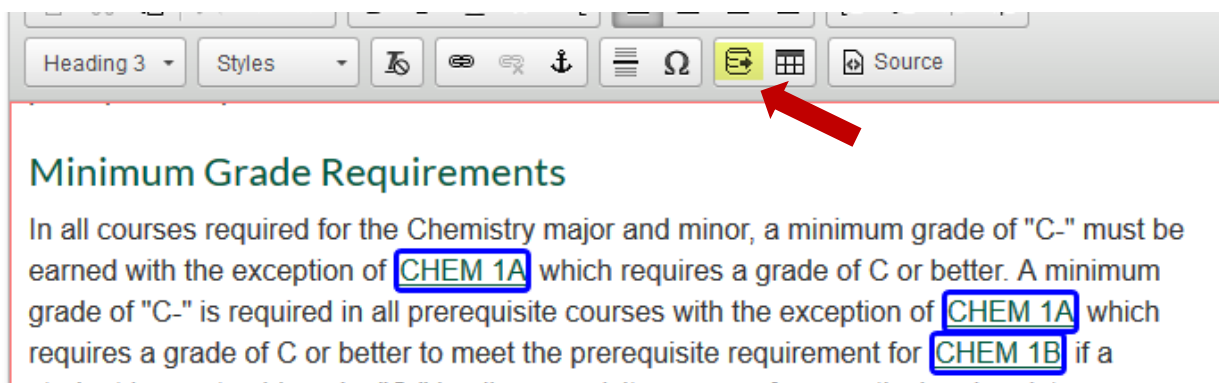
5. *Opening fields for editing*
Any fields outlined in **blue** can be opened for editing by double-clicking. This will open the associated field editor window.

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.

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.

1. **Comment** - A comment will be displayed in parentheses after the course title.
2. **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
3. **Cross Reference** – If the course is cross-listed, enter the second course here. (case sensitive, must be in all caps, e.g. CHEM 145)
4. **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.
5. **Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
6. **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.
7. **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.
8. **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
9. **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
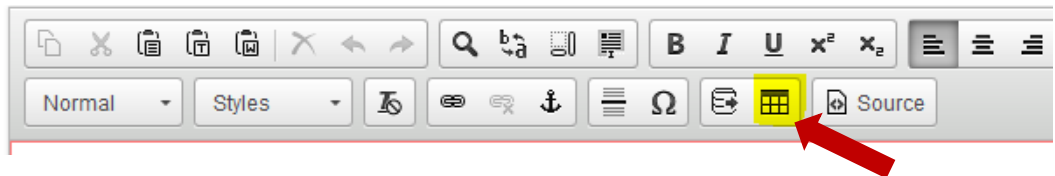
3) Select the Footnotes Table
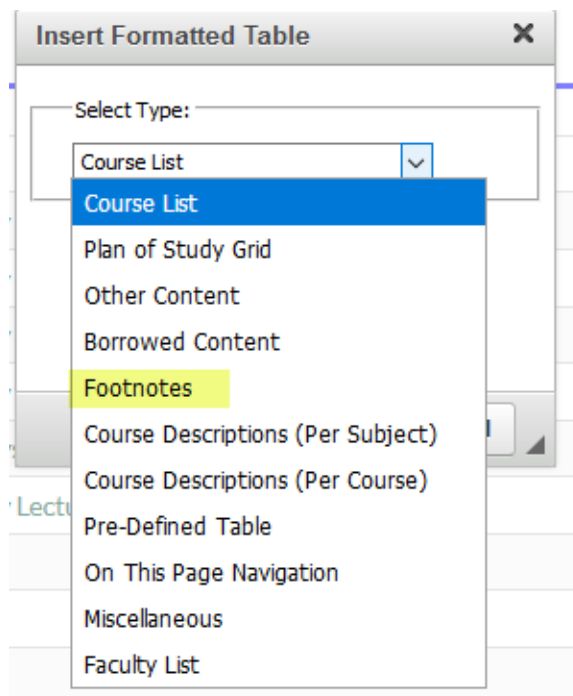
4) In the Footnotes editor, select New Footnote; or select the appropriate Footnote to edit or delete. Remember to link any courses to CMS by highlighting the text and clicking the Insert/Edit Database Field Button.

Footnotes

1	
2	

Move Up   New Footnote

Move Down   Delete Footnote

Symbol: 2   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.