

The logo consists of three overlapping curved arrows forming a circular path. The top arrow is green, the middle is black, and the bottom is yellow. Each arrow has a white arrowhead pointing clockwise.

Curriculum Workflow

Access through My Sac State

The screenshot displays the My Sac State user interface. At the top, there is a navigation bar with the Sacramento State logo, the text 'SACRAMENTO STATE', and links for 'APPLY', 'EXPERIENCE', 'GIVE', a menu icon, and a search icon. Below this is a banner with the 'MySAC STATE' logo and a background image of students. A user greeting 'Welcome Janett C Torset' and links for 'Manage Password' and 'Sign Out' are visible. The main content area is divided into several sections: an 'Employee Center' with links for COVID-19 Vaccination Certification, Employee Center, Report Absences, Compensation History, and Current Leave Balance; a 'System Advisory' box for 'Welcome Back + Remote Tech Resources'; an 'FNS Update Your Notification Preferences' button; a 'Curriculum Workflow' section with links for Tableau, UTAPS Parking Portal, Course Management (Form A), Program Management (Form B), Approvals, and Deadline Memo; and an 'Internal Documents & Resources' section with links 'By College' (Arts & Letters, Business Administration, Education, Engineering & Computer Science, Health & Human Services, Natural Sciences & Mathematics, Social Sciences & Interdisciplinary Studies) and 'By Division' (Academic Affairs, Administration Business Affairs, Information Resources & Technology). The footer contains the Sacramento State logo, social media icons, and contact information for California State University, Sacramento.

Curriculum Workflow

Course Management (Form A)

Program Management (Form B)

Approvals

Deadline Memo

Course Management (Form A)

search by subject code

The screenshot shows the 'Course Inventory Management' page on the nextcatalog.csus.edu website. The search bar contains the text 'cpe', which is circled in red. Below the search bar, a table lists various courses with columns for Title, Workflow, and Status.

	Title	Workflow	Status
CPE 64	Introduction to Logic Design		Edited
CPE 64W	Introduction to Logic Design Workshop		
CPE 96A	Assembly Language Program		Deactivated
CPE 102	Analog/Digital Electronics		Deactivated
CPE 102L	Analog/Digital Electronics Laboratory		Deactivated
CPE 138	Computer Networks and Internets		

search by word using (*)

The screenshot shows the 'Course Inventory Management' page on the nextcatalog.csus.edu website. The search bar contains the text '*engineering*', which is circled in red. Below the search bar, a table lists various courses with columns for Title, Workflow, and Status.

	Title	Workflow	Status
	Engineering Health Care		Deactivated
BME 260	Clinical Engineering		Deactivated
BME 294	Sem Bioengineering		Deactivated
BME 295	Fieldwork in Biomedical Engineering		Deactivated
CE 1A	Civil Engineering Seminar		
CE 1B	Civil Engineering Seminar		Deactivated

Editing or proposing a course

1. **Proposing a new course:**
Opens a new course proposal form (see next slide).
2. **Editing an existing course:**
Opens the current course proposal and allows for edits that can be saved or submitted to workflow (see next slide).
3. **Deactivating a course:**
Pop-up form appears that requires the End Term and Justification for Deactivation.
4. **Ecosystem:**
Shows where in the current Catalog this course is listed.

nextcatalog.csus.edu/courseadmin

SACRAMENTO STATE
Redefine the Possible

Course Inventory Management

Search, edit, add, and deactivate courses.
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 Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

engineering

Course Code	Title	Workflow	Status
BME 100	Engineering Health Care		Deactivated
BME 260	Clinical Engineering		Deactivated
BME 294	Sem Bioengineering		Deactivated
BME 295	Fieldwork in Biomedical Engineering		Deactivated
CE 1A	Civil Engineering Seminar		Deactivated
CE 1B	Civil Engineering Seminar		Deactivated

[Preview Workflow](#)

Viewing: **CE 1A : Civil Engineering Seminar**

Catalog Pages referencing this course:
[Civil Engineering](#)
[Civil Engineering \(CE\)](#)
[BS in Civil Engineering](#)

Programs:
[BS in Civil Engineering](#)

Contact(s):

Catalog Title: Civil Engineering Seminar
Class Schedule Title: Civil Engineering Seminar
Academic Group: ECS - Engineering & Computer Science (College)

Course Form

Used for proposing new courses or editing existing courses. Form fields will hide/reveal as needed

- 1. Save Changes:**
Will save for you to continue working later but the changes are NOT submitted into the Workflow and are not viewable in Approvals Management
- 2. Start Workflow:**
Changes or the New Course are submitted to the Workflow and are viewable in Approvals Management

Course Inventory (Form A)

Editing: **CE 4: Engineering Graphics and CAD**

Contact(s):			Course Code
Name (First Last)	Email	Phone 999-999-9999	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Catalog Title:

Class Schedule Title:

10 characters remaining

Academic Group: (College)

Academic Organization: (Department)

Is this course required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?

Knowledge or human cultures and the physical and social world

Intellectual and practical skills
 Personal and social responsibility
 Integrative learning

GE Course and GE Goal(s)

Is this a General Education (GE) course or is it being considered for GE?

Yes No

Please attach any additional files not requested above:

<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/>	Uploaded Files: <input type="text"/>
	Files To Be Uploaded: <input type="text"/>	Files To Be Uploaded: <input type="text"/>

Program Management (Form B)

1. Search using (*):
Will find all programs that starts with whatever was typed in.
2. Propose a new program:
Opens a new program proposal form (see next slide).
3. Discontinue/Suspend an existing program
4. Edit an existing program:
Opens the current program proposal and allows for edits that can be saved or submitted to workflow (see next slide).

nextcatalog.csus.edu/programadmin

SACRAMENTO STATE
Redefine the Possible

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.

engineering Search OR Propose New Program Quick Searches...

Program Name	Workflow	Status
Certificate in Structural Engineering		
Certificate in Transportation Traffic Engineering		
MS in Civil Engineering		
MS in Computer Engineering		
MS in Electrical and Electronic Engineering		
MS in Mechanical Engineering		
MS in Software Engineering		

Print Proposal Export to PDF Export to Word

Discontinue/Suspend Edit Program Preview Workflow

Viewing: **MS in Computer Engineering**
Last approved: 05/01/18 1:17 pm
Last edit: 05/01/18 1:17 pm

Catalog Pages
Using this Program
[MS in Computer Engineering](#)

Academic Group: (College) Engineering & Computer Science
Academic Organization: (Department) Engineering
Catalog Year Effective:

History
1. May 1, 2018 by ctmig-jwehrheim

Program Form

Used for proposing new programs and editing existing programs
Form fields will hide/reveal as needed.

1. **Save Changes:**
Will save for you to continue working later but the changes are NOT submitted into the Workflow and are not viewable in Approvals Management
2. **Save and Start Workflow:**
Changes are submitted to the Workflow and are viewable in Approvals Management

SACRAMENTO STATE
Redefine the Possible

Program Management (Form B)

Editing: **321: BS in Computer Engineering**

Academic Group: (College)

Academic Organization: (Department)

Catalog Year Effective:

Catalog Description:

Units required for Major: 98
Minimum total units required for the BS: 125

Program Description

The Bachelor of Science degree in Computer Engineering is a four-year program that combines engineering, design of computer hardware and software at all levels. Engineering

Admission Requirements: Course prerequisites and other criteria for admission of students to the degree major program, and for their continuation in it.

Program Requirements: (If new courses are being created as part of a new program, it will be useful to propose courses first.)

Program Requirements

Course List

REQUIRED LOWER DIVISION COURSES (23 UNITS)		
CPE/EEE 64	Introduction to Logic Design	4
CSC 15	Programming Concepts and Methodology I	3
CSC 20	Programming Concepts and Methodology II	3
CSC 28	Discrete Structures for Computer Science	3

Please attach any additional files not requested above: **Uploaded Files:**
Files To Be Uploaded:

Where is my proposal?

SACRAMENTO STATE
Redefine the Possible

Program Management

Search, edit, add, and suspend/restore 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.
Check Searches provides a list of predefined search categories to use.

Search [History] -OR- **Propose New Program** Quick Searches...

Program Name	Workflow	Status
Master of Arts in School Psychology	ED Committee Chair	Approved

ADN to BSN (Collaborative Track)
Art Education
BA in Anthropology (Archaeology and Biological Anthropology)
BA in Anthropology (Culture, Language and Society)
BA in Anthropology (General Anthropology)

Print Proposal | Export to PDF | Export to Word

New Program Proposal

Date Submitted: 06/14/18 8:34 pm
Viewing: **Master of Arts in School Psychology**
Last edit: 06/14/18 8:34 pm
Changes proposed by: 102032955

Academic Group: (College) Education
Academic Organization: (Department) Graduate Professional Studies in Education
Catalog Year Effective: 2019-2020 Catalog
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 916-999-0000
Melissa Rickland	mrickland@csus.edu	516-801-4628

Type of Program Proposal: Specialization
Is this a pilot program? No
Pilot program as of:
Is this a Fast Track program? No

Title of the Program: Master of Arts in School Psychology
Designation: (degree terminology) Master of Arts
Will this program be required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personal preparation program (e.g., School of Nursing)? No
Abstract of the proposal:
To have the Master of Arts in Education, School Psychology become a Master of Arts in School Psychology to comply with EO 1071
Briefly describe the program proposal (new or change) and provide a justification:
EO 1071 necessitates the renaming of our program to a stand-alone degree in order to maintain the integrity of our degree and credential via our national governing body (the National Association of School

In Workflow

1. GPSE Committee Chair
2. GPSE Chair
3. ED Committee Chair
4. ED Dean
5. Academic Services Subcommittee Chair
6. Senate Curriculum Subcommittee Chair
7. Faculty Senate Executive Committee Chair
8. Faculty Senate Chair

Approval Path

1. 06/15/18 7:54 am Elisabeth Liles-Lourick (eliles): Approved for GPSE Committee Chair
2. 06/15/18 7:55 am Elisabeth Liles-Lourick (eliles): Approved for GPSE Chair

In Workflow

1. GPSE Committee Chair
2. GPSE Chair
3. ED Committee Chair
4. ED Dean
5. Academic Services Subcommittee Chair
6. Senate Curriculum Subcommittee Chair
7. Faculty Senate Executive Committee Chair
8. Faculty Senate Chair

Approval Path:
Shows who approved for what role and when they approved.

Green = Approved

Gold = Pending Review/Approval

Grey = Has not been seen by that approving role yet

Approval Path

1. 06/15/18 7:54 am Elisabeth Liles-Lourick (eliles): Approved for GPSE Committee Chair
2. 06/15/18 7:55 am Elisabeth Liles-Lourick (eliles): Approved for GPSE Chair

Training Resources

<https://www.csus.edu/academic-affairs/curriculum-workflow/>

The screenshot shows the 'Curriculum Workflow' website. At the top, there is a header with the title 'Curriculum Workflow' and the subtitle 'Academic Affairs'. Below the header is a navigation bar with 'Academic Affairs' and 'Academic Services'. The main content area features three yellow boxes: 'Curriculum Deadlines', 'Course & Program Proposal Listings', and 'Training Resources'. At the bottom, there is a 'Department Overview' section with a description of curriculum as a principal asset, and a 'Curriculum Management' section with links for 'Course Management (Form A)' and 'Program Management (Form B)'. The background of the website is green with a pattern of hexagons.

Curriculum Workflow
Academic Affairs

Academic Affairs ► Academic Services

Curriculum Deadlines

Course & Program Proposal Listings

Training Resources

Department Overview
Curriculum is a principal asset of the university, one that helps define Sac State's unique character.

Curriculum Management

- Course Management (Form A)
- Program Management (Form B)