



SACRAMENTO  
STATE

# Curriculum Workflow

*Innovating our curriculum management  
strategy, collaboration, and process*

*Redefine the Possible™*

# Accessing Curriculum Workflow

My Sac State  
(<https://my.csus.edu/>)  
Located at the bottom right of the home page.



Curriculum Workflow
Course Management (Form A)
Program Management (Form B)
Approvals
Deadline Memo

Academic Affairs –  
Curriculum Workflow Website  
(<https://www.csus.edu/academic-affairs/curriculum-workflow/>)  
Located at the top right of the page.

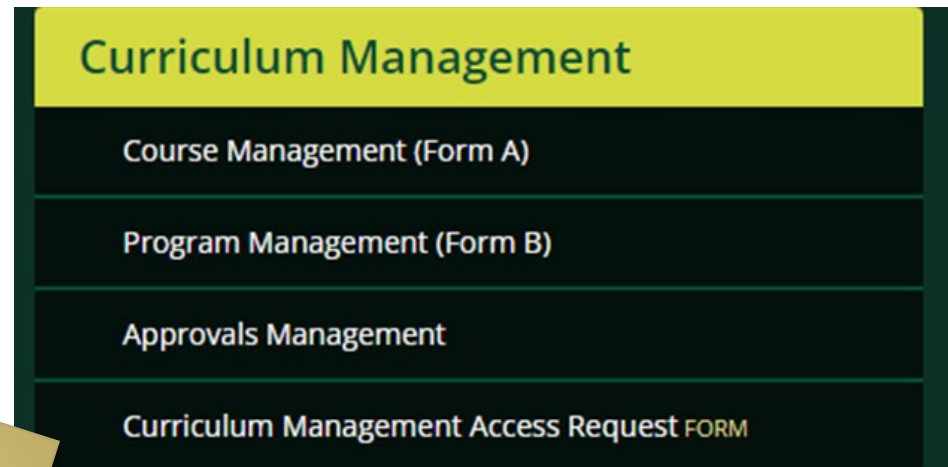


Curriculum Management
Course Management (Form A)
Program Management (Form B)
Approvals Management
Curriculum Management Access Request FORM

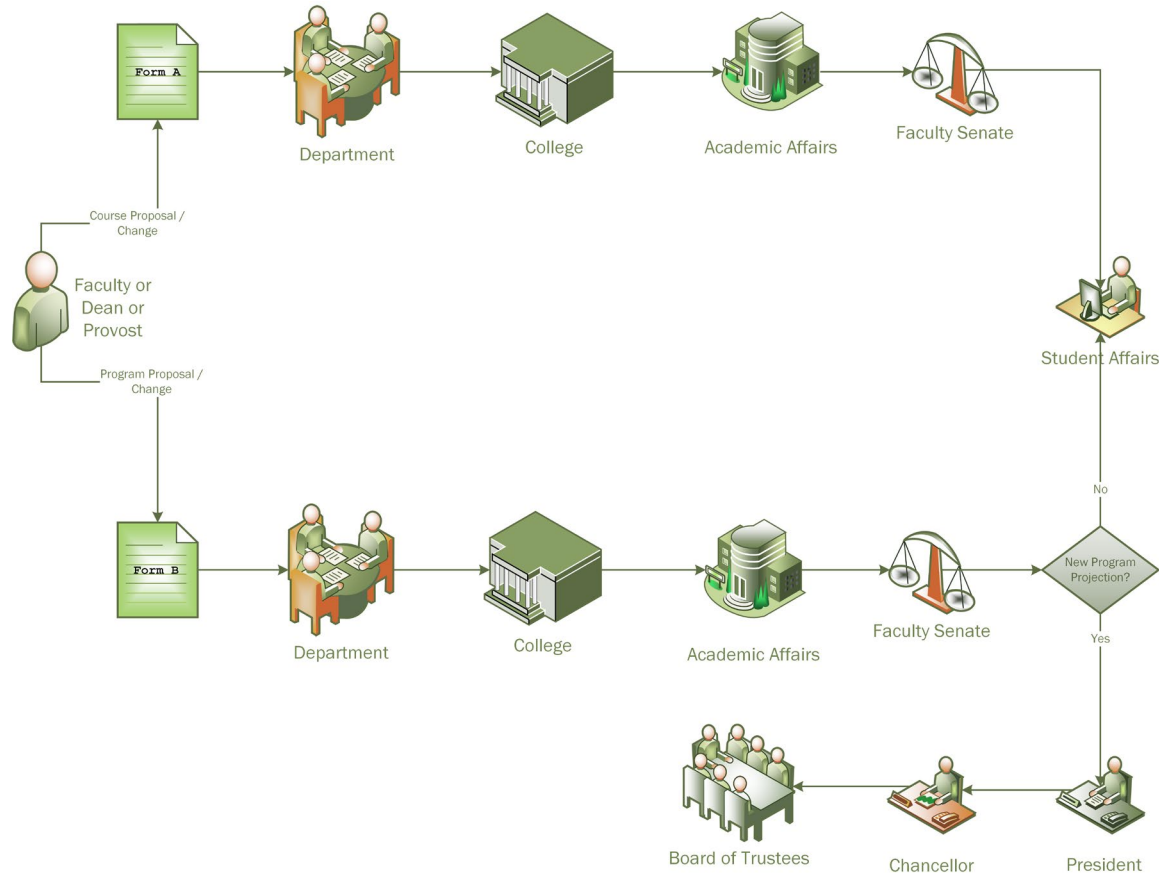
# Gaining Access to Curriculum Workflow

To be able to edit, create or approve course or program proposals you will need to request access.

- Go to:  
<https://www.csus.edu/academic-affairs/curriculum-workflow/>
- Fill out and submit the form.
- An email will be sent to you once you have been added to Curriculum Management.

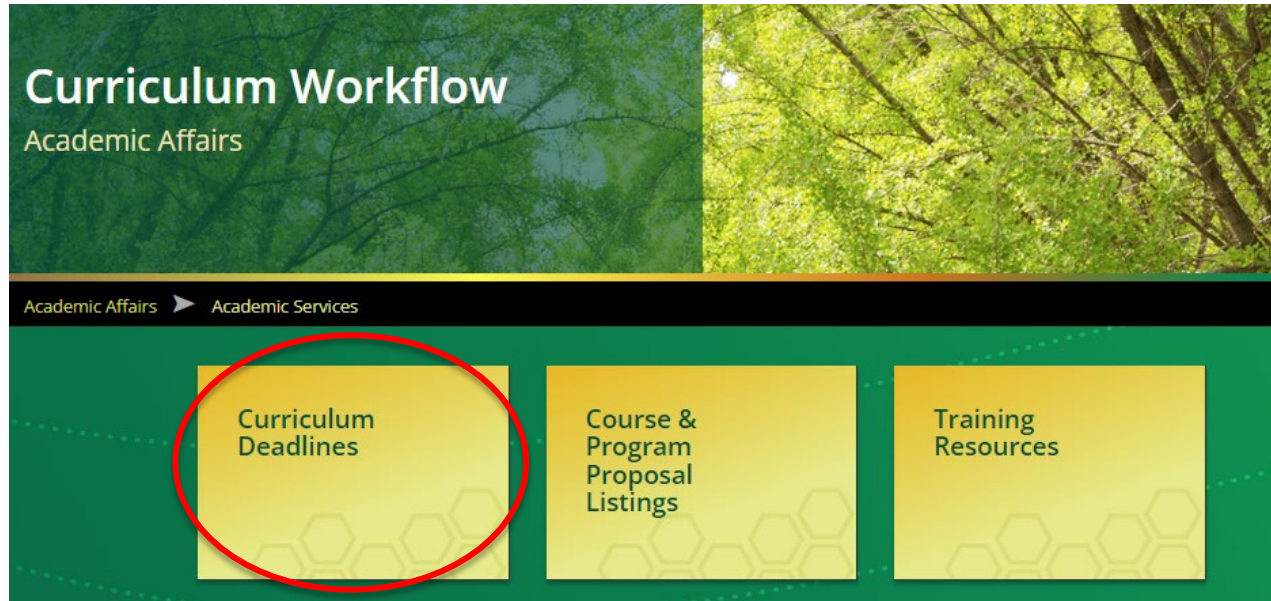


# Curriculum Governance Process

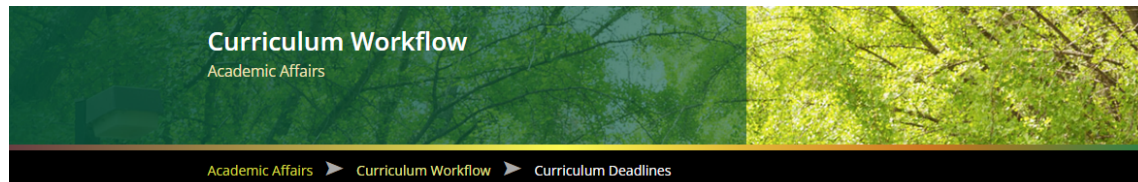


# Deadline Memo

Curriculum Deadlines can be found on the Curriculum Workflow main page.



# Deadline Memo



## Curriculum Deadlines

The 2022-2023 AY [Deadline Memo PDF](#) (Deadlines for Curriculum) was sent to Department Chairs, Associate Deans, and Deans on May 10, 2022.

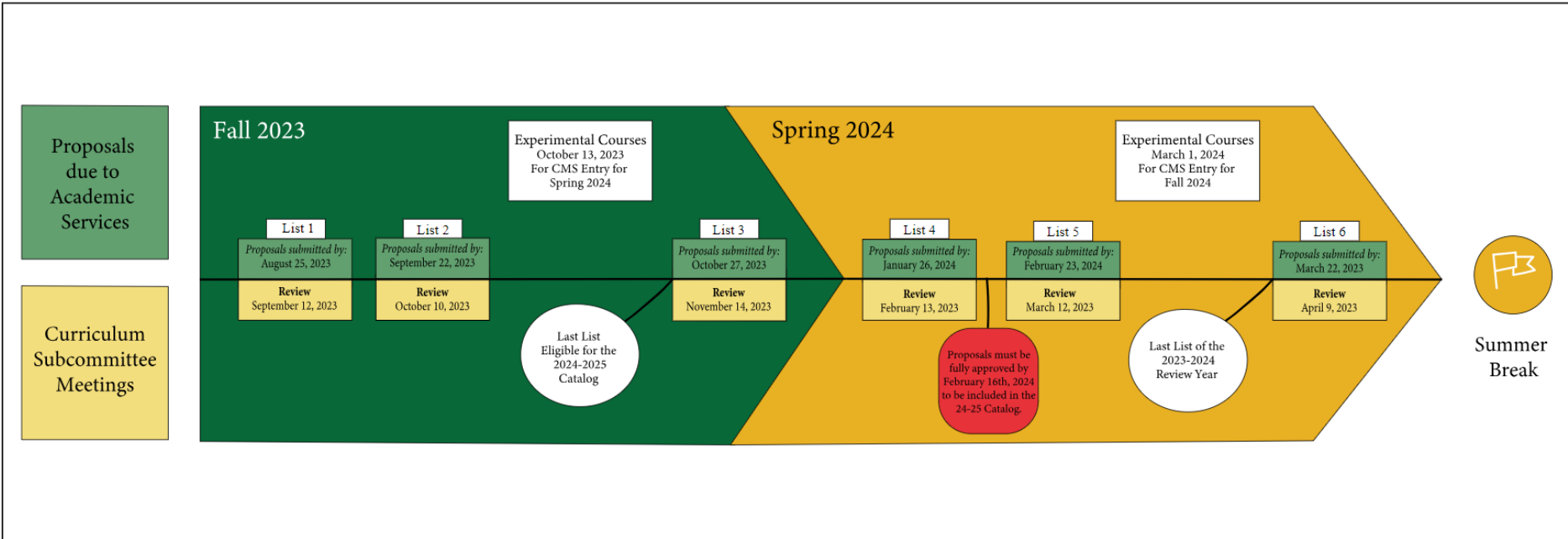
Below are approval deadlines for Course Proposals and Program Proposals for the 2023-2024 University Catalog. Program and course proposals that are not approved by the catalog deadline will be implemented in the following catalog (2024-2025).

### 2023-2024 Catalog:

All course and program changes must be **approved** by all appropriate bodies (Curriculum Subcommittee, Council for the Preparation of School Personnel\*, General Education Subcommittee\*, Senate Executive Committee\*, Faculty Senate\*, the President\*, and the Chancellor's Office\*) no later than **February 10, 2023** (November 8, 2022 Curriculum Subcommittee meeting). Proposals that are not approved by all appropriate bodies by the February 10, 2023 deadline will be changed for implementation in the following catalog year.

- Scroll down to see all curriculum deadlines.
- Select the **Deadline Memo PDF** to view the official notification on policies surrounding curriculum deadlines.

# Curriculum Timeline



# Types of New Course Proposals

- Standard

OR

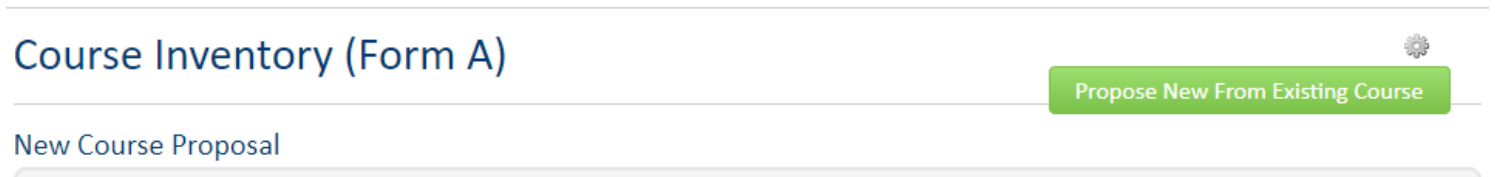
- Experimental

- Course number containing “96” (e.g., 96A or 196A)
- An Experimental course can be offered twice within a 2 year period



# New Course Proposals

- If you are creating a course that is similar to another course that already exists, use the “Propose New From Existing Course” button.



- Find and select the course. This will auto-populate the form for you to now review and adjust specific details.

# Changes to Existing Courses

- Pre-requisites/Co-requisites

- If requisites are mentioned in the Course Description, content must be moved to appropriate requisite field.

Course Description: (Not to exceed 80 words and language should conform to catalog copy.)

MATH 30 continuation. Methods of integration; improper integrals; analytic geometry; infinite sequences and series. MATH 30 or appropriate high school based AP credit.

57 words remaining

Are one or more field trips required with this course?  Yes  No

Fee Course?  Yes  No

Is this course designated as Service Learning?  Yes  No

Is this course designated as Curricular Community Engaged Learning?  Yes  No

Does this course require safety training?  Yes  No

Does this course require personal protective equipment (PPE)?  Yes  No

Course Note: (Note must be a single sentence; do not include field trip or fee course notations.)

Does this course have prerequisites?  Yes  No

Prerequisite:

MATH 30 or appropriate high school based AP credit.

Course Description: (Not to exceed 80 words and language should conform to catalog copy.)

MATH 30 continuation. Methods of integration; improper integrals; analytic geometry; infinite sequences and series.

66 words remaining

Are one or more field trips required with this course?  Yes  No

Fee Course?  Yes  No

Is this course designated as Service Learning?  Yes  No

Is this course designated as Curricular Community Engaged Learning?  Yes  No

Does this course require safety training?  Yes  No

Does this course require personal protective equipment (PPE)?  Yes  No

Course Note: (Note must be a single sentence; do not include field trip or fee course notations.)

Does this course have prerequisites?  Yes  No

Prerequisite:

MATH 30 or appropriate high school based AP credit.

# GE Courses

- Course Management (Form A) integrates GE course proposal form
  - If course identified as GE, entire proposal sent to GECRS



## GE Course and GE Goal(s)

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


Yes  No


In which GE area(s) does this apply?




- A1. Oral Communication
- A2. Written Communication
- A3. Critical Thinking
- B1. Physical Science
- B2. Life Forms
- B3. Lab Component
- B4. Mathematical Concepts and Quantitative Reasoning
- B5. Further Studies in Physical Science, Life Forms and Quantitative Reasoning (Upper Division Only)
- B5. Further Studies in Physical Science, Life Forms and Quantitative Reasoning (Upper Division Only)
- C1. Arts
- C2. Humanities
- D. The Individual and Society
- E. Understanding Personal Development
- F. Ethnic Studies
- Race and Ethnicity in American Society (Note: Pertains to GE Areas C1, C2, and D only)
- Writing Intensive

# Deactivate Course Proposal

Print Proposal 

Export to PDF 

Export to Word 

Edit Course

Deactivate

[Preview Workflow](#)

Viewing: **ENGL 130M : Art of Autobiography**

Deactivating: **ENGL 130M**

Note: This course deactivation may affect one or more programs. Please check the "Catalog Pages referencing this course" section on the "Course Inventory Management" page and submit any related program changes.

End Term

Select... 

Justification for this request

Cancel

Admin Save

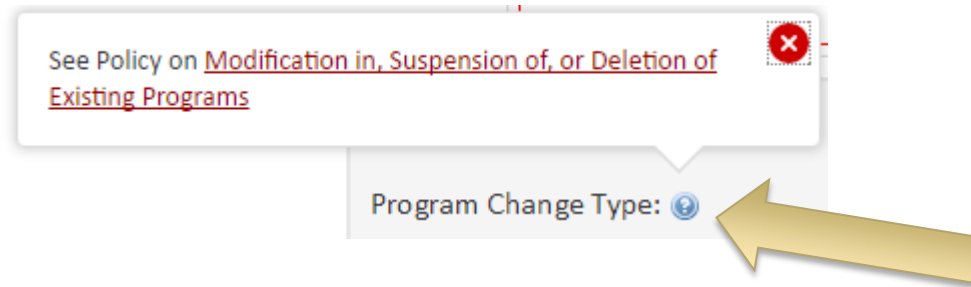
Start Workflow

# Types of New Program Proposals

- Regular
- Pilot
- Fast Tracked
  - See Help Bubble for definitions/processing of proposal methods
  - If you are considering a Pilot or Fast Tracked Program Proposal, see the Office of Academic Excellence
- *Note:* Send new degree designations to Academic Services via email at least 30 days prior to submission of new program proposal to workflow

# Changes to Existing Programs

- Substantive
- Non-substantive
  - See Help Bubble for policy definitions of program change types



# Updates to Program Management

- New required field that indicates the Delivery Format of a program.

Delivery Format

Fully Face to Face

Hybrid

Fully Online

Delivery Format

Fully Face to Face

Hybrid

Fully Online

What is the instructional modality of all courses in this program?

Synchronous

Asynchronous

Both

- The program change type “Program Name Change” has been added to the options for this field.

Program Change Type:

Is this a pilot program?

Pilot program as of:

Select...

Select...


Non-Substantive

Substantive

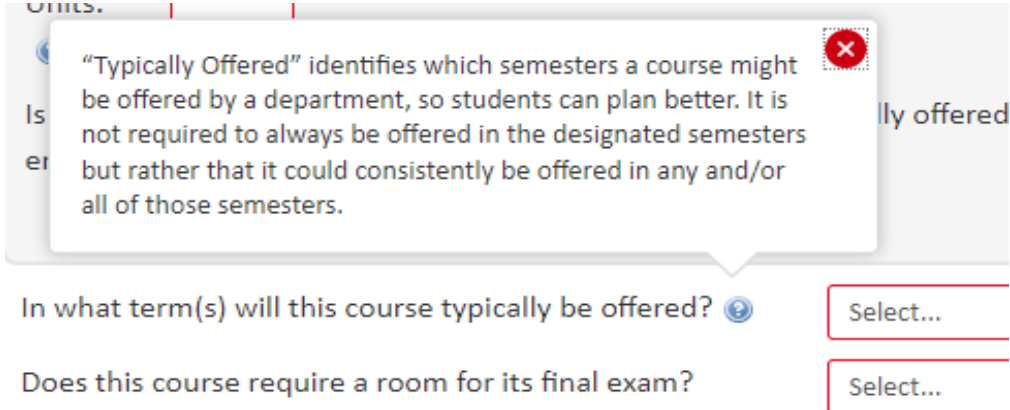
Program Name Change

Program Reactivation

# Help Bubbles

- Located throughout both the Program and Course proposal forms
- Blue icons with question mark 
  - Click on the help bubbles to reveal additional information about that section of the form

— Example:



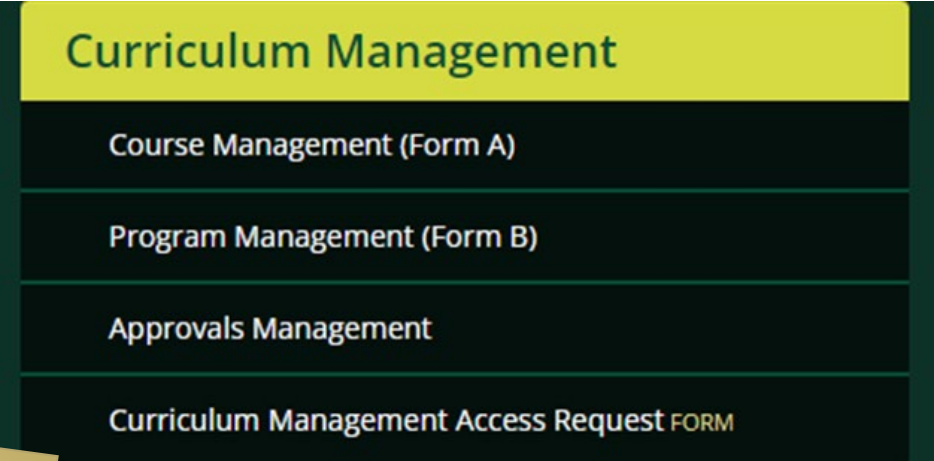
The screenshot shows a portion of a form with two questions. The first question is "In what term(s) will this course typically be offered?" with a blue question mark icon to its right. A help bubble is open over this question, containing the text: "Typically Offered" identifies which semesters a course might be offered by a department, so students can plan better. It is not required to always be offered in the designated semesters but rather that it could consistently be offered in any and/or all of those semesters. The bubble has a red 'X' icon in the top right corner. Below the first question is a "Select..." dropdown menu. The second question is "Does this course require a room for its final exam?" with another "Select..." dropdown menu to its right.



Please see our Curriculum Workflow Overview [2023] YouTube video in our “Training Materials” section for a walk through of Course and Program Management.

# Gaining Access as an Approver

- Go to:  
<https://www.csus.edu/academic-affairs/curriculum-workflow/>
- Fill out and submit the form.
- An email will be sent to you once you have been added as an approver.



Curriculum Management
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# Approval Email

**From:** Academic Services  
**Sent:** Thursday, March 22, 2018 1:04 PM  
**To:** Biagetti, Stephanie  
**Subject:** Review Request: CPSP Committee Chair

Stephanie:

There are pending program change proposals awaiting your review, including Education Specialist: Early Childhood Special Education (ECSE).

Please visit

<https://nextcatalog.csus.edu/courseleaf/approve/?role=CPSP%20Committee%20Chair> to review the changes and provide your feedback.

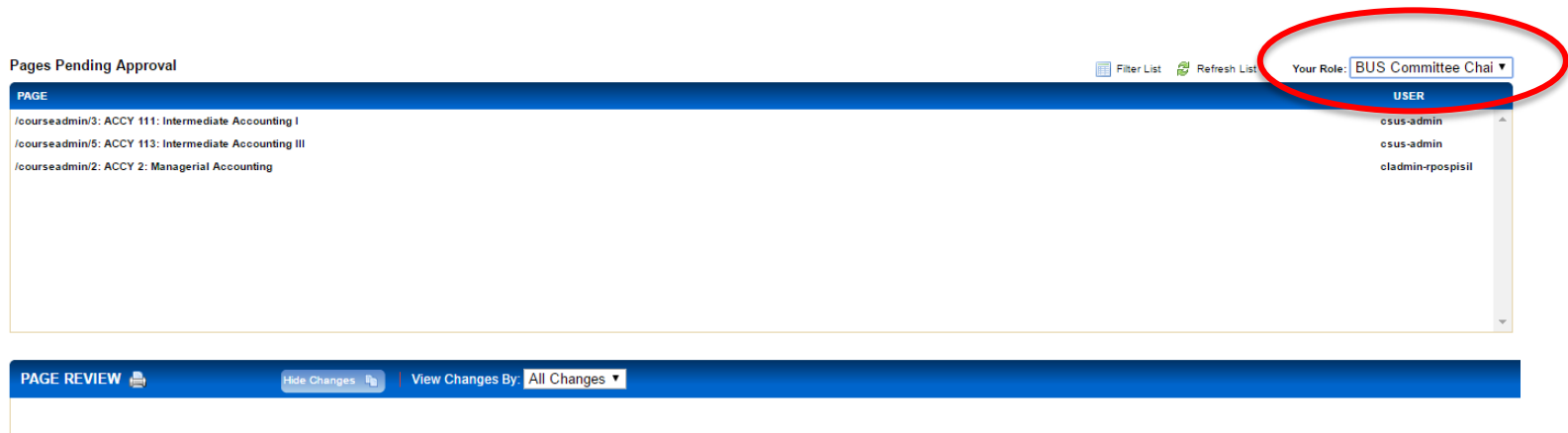
For questions or information regarding this email, please contact Janett Torset at (916)278-2793.

Thank you.

Academic Services  
Office of Academic Affairs

# Approval Queue

- When you first open Approvals Management in the “Your Role” box, you will see your name. Select the drop down arrow and search for your specific role in order to access the programs and courses pending approval.



Pages Pending Approval

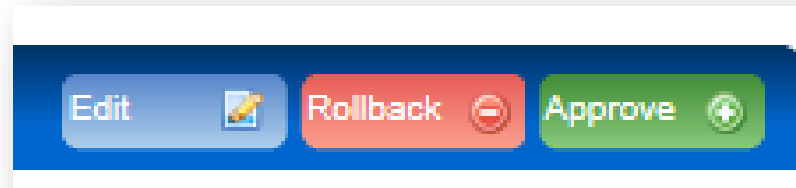
Filter List Refresh List Your Role: BUS Committee Chair

PAGE	USER
/courseadmin/3: ACCY 111: Intermediate Accounting I	osus-admin
/courseadmin/5: ACCY 113: Intermediate Accounting III	osus-admin
/courseadmin/2: ACCY 2: Managerial Accounting	cladmin-rposisit

PAGE REVIEW Hide Changes View Changes By: All Changes

Note: If you do not see your role, that means you have no programs or courses to approve at this time.

# Edit, Rollback, Approve



- Edit:
  - Allows approver to make edits to given proposal
- Rollback:
  - Allows approver to send proposal back to given user in workflow
- Approve:
  - Allows approver to send proposal forward to next step of review in workflow

# Rollback

**Rollback Page**

Rollback to:

- csus-user
- Academic Affairs
- Senate Curriculum Subcommittee Chair
- Dean of Undergraduates**
- Dean of Graduates
- Enrollment Services

Comment/Reason:

This proposal requires further review.

Rollback Cancel

*Note:* when a proposal is rolled back to originator/author, it will “drop-out” of workflow and will then need to be resubmitted to workflow.

# Roll Back Email

From: Academic Services [mailto:csus@notify.courseleaf.com]

Sent: Tuesday, May 1, 2018 3:21 PM

To: University Catalog <catalog@csus.edu>

Subject: Curriculum Workflow Program Changes Returned: 24: Integrated Child Development Special Education Mild/Moderate Program

csus-user:

The changes that you submitted for Integrated Child Development Special Education Mild/Moderate Program have been returned to you:

Please provide further justification [Message originally for csus-user@csus.edu ]

You may make further edits to the program by visiting:

<https://nextcatalog.csus.edu/programadmin/?key=24>

For questions or additional information regarding this email, please reply to this email (catalog@csus.edu) or contact Janett Torset at (916)278-2793.

Thank you.

Academic Services

Office of Academic Affairs

# Heads Up

- Comments on Courses and Programs
  - Permanency, Visibility, and Appropriateness

**Reviewer Comments:**

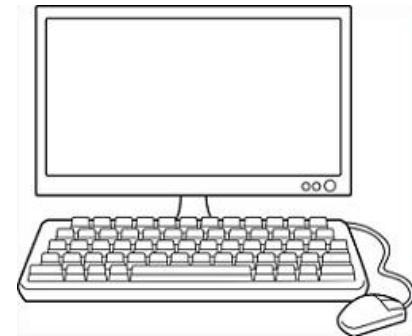
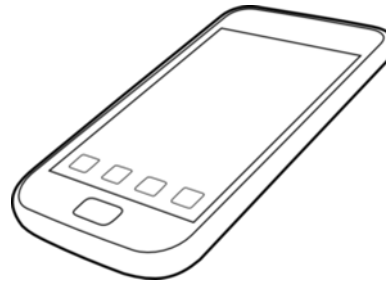
clmig-tswank (04/27/18 10:34 am): Rollback: test



# Need Help?

- Check out the Curriculum Workflow FAQ <https://www.csus.edu/academic-affairs/curriculum-workflow/> under Training Resources.
- Curriculum Workflow webpage also includes links to: training sign-ups, recorded workshops, PDF guides, overview PowerPoint, etc.

# Access anytime, anywhere



# Related Policies

- **Course Proposals:**  
<https://sacramentostate.policystat.com/policy/11442454/latest>
- **Projecting New Degree Programs on the Academic Master Plan:**  
<https://sacramentostate.policystat.com/policy/11692051/latest>
- **New Degree Programs: (Approval Process)**  
<https://sacramentostate.policystat.com/policy/11443195/latest>
- **Modification or Deletion of Existing Programs:**  
<https://sacramentostate.policystat.com/policy/11442851/latest>



# Questions?

Email: [catalog@csus.edu](mailto:catalog@csus.edu)

Find us on Teams!

## Katie Hawke

Catalog Editor



Location: Sequoia Hall 311

Phone: (916) 278-6160

[katiedickson@csus.edu](mailto:katiedickson@csus.edu)

Pronouns: she/her/hers

## Janett Torset

Catalog & Curriculum Workflow Analyst



Location: Sequoia Hall 311

Phone: (916) 278-2793

[torsetj@csus.edu](mailto:torsetj@csus.edu)

Pronouns: she/her/hers