



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

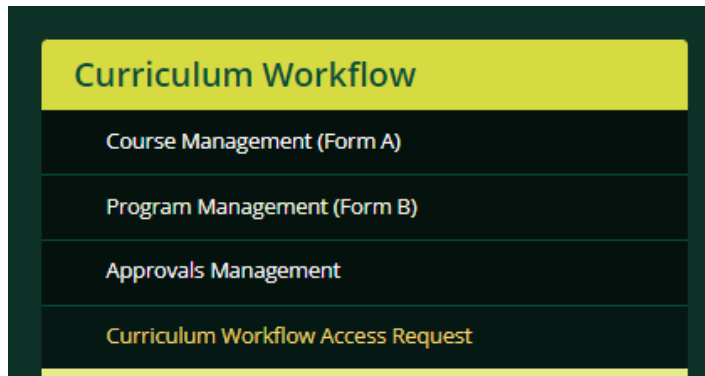
Academic Affairs –
Curriculum Workflow Website
(<https://www.csus.edu/academic-affairs/curriculum-workflow/>)
Located at the top right of the page.



Curriculum Workflow
Course Management
Program Management
Approvals Management
Curriculum Workflow Access Request

Requesting Access to Workflow

Located on the Curriculum Workflow webpage is a link to request access to Curriculum Workflow. All users should submit a request and indicated what they need access to.



What are you seeking to access in Curriculum Workflow? (select all that apply)

Creating/Editing Course and Program Proposals

Viewing Course and Program Proposals

Approving Course and Program Proposals. If approving, what role are you approving for (describe if unknown)?

Please provide your first and last name:

Please provide your CSUS email:

Course Management

Course Inventory Management

Help

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.

PSYC Archive History - OR -

Course Code	Title	Workflow	Status
PSYC TBD-1	Undergraduate Practicum in Behavior Analysis		Added
PSYC 1	Human Behavior+Developmnt		Deactivated
PSYC 1A	Intro Psy-Basic Processes		Deactivated
PSYC 1B	Intro Psy-Indiv+Soc Procs		Deactivated
PSYC 2	Introductory Psychology		Deactivated
PSYC 2A	Methods In Psychology		Deactivated
PSYC 2B	...		Deactivated

[Preview Workflow](#)

Viewing: **PSYC 2 : Introductory Psychology**

Catalog Pages referencing this course

- [Academic Policies](#)
- [Anthropology](#)
- [Anthropology \(ANTH\)](#)
- [Biological Sciences](#)

- Search for and select a course. Once selected the information for that course will populate below and can be edited by selecting “Edit Course”.
- Select “Propose New Course” to start from scratch.
- Select “Deactivate” to have a course reviewed for deactivation.

Editing/Creating a Course



Course Inventory (Form A)

Propose New From Existing Course

New Course Proposal

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

Catalog Title:

Class Schedule
Title:
30 characters remaining

Academic Group: (College)

Academic Organization: (Department)

Will this course be offered through the College of Continuing Education (CCE)? Yes No

Catalog Year Effective:

Subject Area: (prefix)

Catalog Number: (course number)

- You may choose to propose a new course from an already existing course.
- Fill in all required fields outlines in red.
- Look for blue question mark help bubbles when unsure what to do with a field.
- Save a proposal if you are not yet ready to submit for review.
- Start Workflow for a proposal you are ready to have reviewed.

Program Management



Program Management

Help

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.

Search History - OR -

Program Name	Workflow	Status
American Culture and Language Program	SP Dean	Added
BA in Anthropology (Archaeology and Biological Anthropology)		
BA in Anthropology (Culture, Language and Society)		
BA in Anthropology (General Anthropology)		
BA in Art (Art Education)		
BA in Art (Art History)		Discontinued/Suspended

[Preview Workflow](#)

Viewing: **BA in Anthropology (Culture, Language and Society)**

Last approved: 08/10/22 11:08 am

Last edit: 08/10/22 11:08 am

Catalog Pages

Using this Program

[BA in Anthropology \(Culture, Language and Society\)](#)

History

1. May 4, 2018 by clmig-jwehrheim
2. Aug 9, 2018 by 212408496
3. Aug 9, 2018 by 212408496
4. Dec 12, 2018 by Roger Sullivan

- Search for and select a program. Once selected the information for that program will populate below and can be edited by selecting "Edit Program".
- Select "Propose New Program" to start from scratch.
- Select "Deactivate/Suspend" to have a course reviewed for deactivation or suspension.

Editing/Creating a Program



Program Management (Form B)

Propose New From Existing Program

New Program Proposal

Academic Group: (College)

Academic Organization: (Department)

Catalog Year Effective:

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Type of Program Proposal:

Is this a pilot program? Yes No

Is this a Fast Track program? Yes No

Title of the Program:

Cancel

Save Changes

Save and Start Workflow

- You may choose to propose a new program from an already existing program.
- Fill in all required fields outlined in red.
- Look for blue question marks. These are help bubbles that have additional information.
- At the bottom of the proposal, select “Save Changes” if you are not yet ready to submit for review.
- Select “Save & Start Workflow” for a proposal you are ready to have reviewed.

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

Where is my proposal?

Course ID	Course Title	System	Status
COMS 166	Theories of Persuasion and Attitude Change	Academic Services	Edited
COMS 172A	Qualitative Research Methods in Communication	PeopleSoft	Added
COMS 184	Social Media and Public Relations	PeopleSoft	Added
COMS 196R	Latin American Rhetoric	PeopleSoft	Added
COMS 200A	Intro To Graduate Studies--Disciplinary History and Conventions	PeopleSoft	Edited

Print Proposal | Export to PDF | Export to Word

Shred Proposal | **Add Comment**

Date Submitted: 03/28/22 10:25 am

Viewing: **COMS 166 : Theories of Persuasion and Attitude Change**

Last edit: 06/15/22 9:37 am

Changes proposed by: Jacqueline Irwin (102087620)

Catalog Pages referencing this course: [Communication Studies](#), [Communication Studies \(COMS\)](#)

Contact(s):

Name (First Last)	Email	Phone 999-999-9999
Jacqueline Irwin	irwin@csus.edu	916-278-6688

Catalog Title: Theories of Persuasion and Attitude Change

Class Schedule Title: Persuasion+Attitud Change

Academic Group (College): ALS - Arts & Letters

Academic Organization (Department): Communication Studies

Will this course be offered through the College of Continuing Education (CCE)? **No**

In Workflow

1. **COMS Committee Chair**
2. **COMS Chair**
3. **ALS College Committee Chair**
4. **ALS Dean**
5. **Academic Services**
6. Senate Curriculum Subcommittee Chair
7. GE Crs Rev Subcommittee Chair
8. Dean of Undergraduate
9. Dean of Graduate
10. Catalog Editor
11. Registrar's Office
12. PeopleSoft

Approval Path

1. 02/17/22 9:17 am
Jacqueline Irwin (irwin): Approved for COMS Committee Chair

Follow the flow!

At any time you can see where any proposal is by accessing Course or Program management.

Green = Approved

Yellow = Pending/Who currently is reviewing the proposal

Gray = Has not yet made it to this role in 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

Roll back emails are automated and only sent **ONCE**.

Curriculum Workflow Website



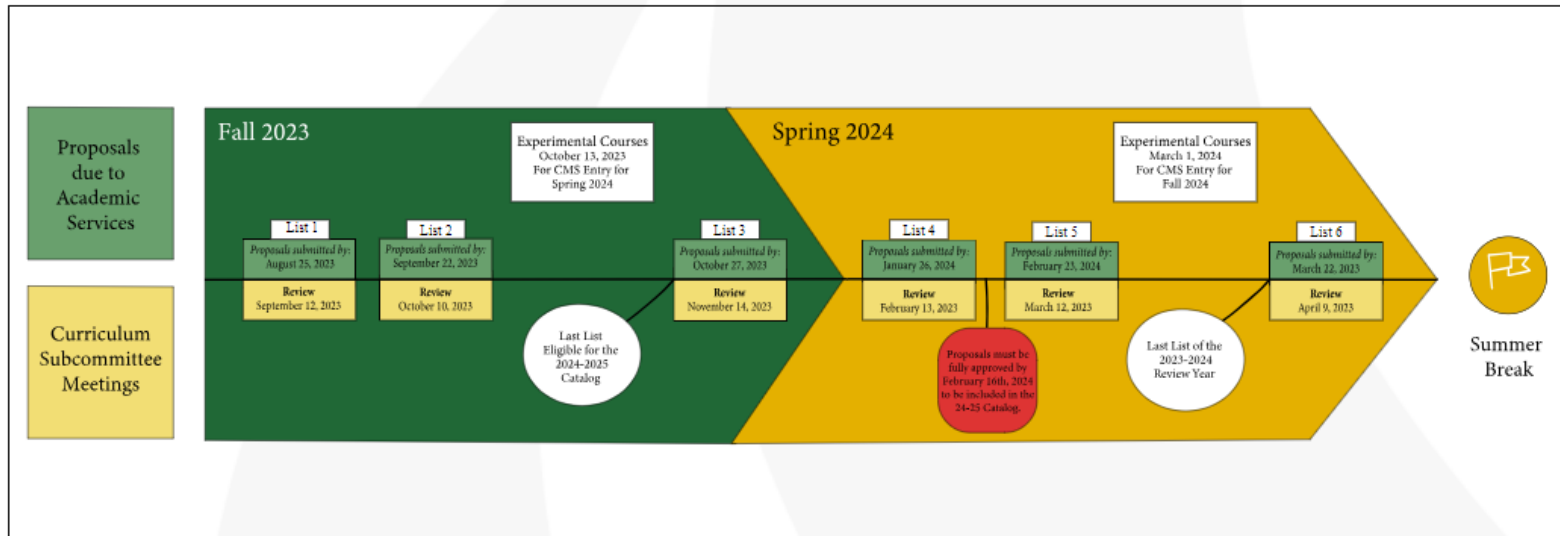
<https://www.csus.edu/academic-affairs/curriculum-workflow/>

- Links to curriculum deadlines, proposal listings, and training resource pages.
- Access to Course and Program Management pages.
- Supplemental materials for proposal forms.
- Links to policy documents.
- Curriculum Management access request form.
- Curriculum committee membership update form.


Curriculum Deadlines

The 2023-2024 AY [Deadline Memo PDF](#) (Deadlines for Curriculum) was sent to Department Chairs, Associate Deans, and Deans on May 1, 2023.

Below are approval deadlines for Course Proposals and Program Proposals for the 2024-2025 University Catalog. Program and course proposals that are not approved by the catalog deadline will be implemented in the following catalog (2025-2026).



We're here to help!

- Check out the Curriculum Workflow FAQ <https://www.csus.edu/academic-affairs/curriculum-workflow/internal/documents/training-resources/curriculum-workflow-faq-22-23.pdf> under Training Resources.
- Ask us questions or schedule training: catalog@csus.edu
- Reach us on Teams! 

Janett Torset or Katie Hawke