Curriculum Workflow

Innovating our curriculum management strategy, collaboration, and process

SACRAMENTO STATE

Redefine the Possible™

Accessing Curriculum Workflow

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

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 (Form A)

Program Management (Form B)

Approvals

Deadline Memo

Curriculum Workflow

Course Management

Program Management

Approvals Management

Curriculum Workflow Access Request

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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.

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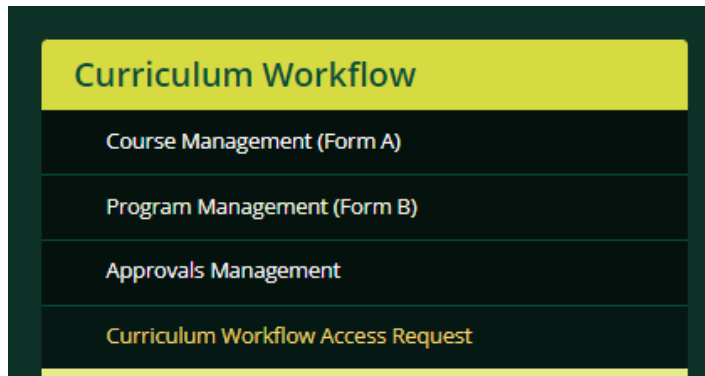
What are you seeking to access in Curriculum Workflow? (select all that apply)

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:

Curriculum Workflow

Course Management (Form A)

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Approvals Management

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Course Management

- 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.

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Editing/Creating a Course

- 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

- 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

- 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.

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

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Where is my proposal?

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

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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

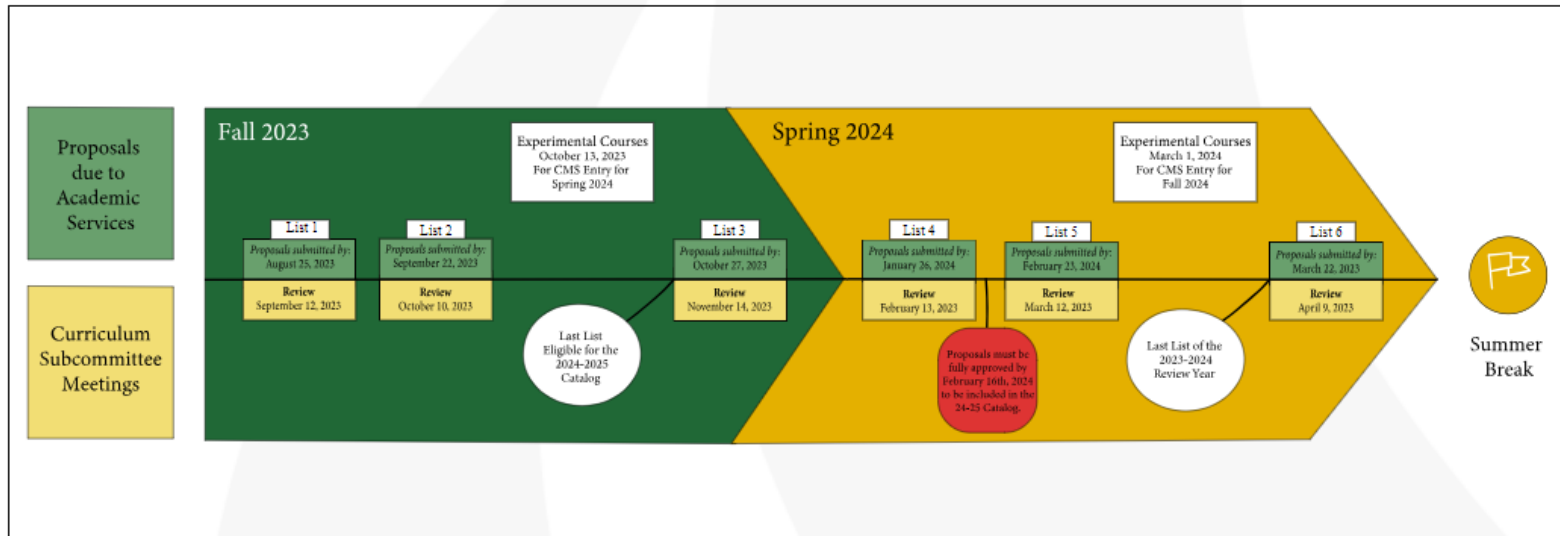https://www.csus.edu/academic-affairs/curriculum-workflow/

- 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 **Deepen 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