CURRICULUM INFORMATION MANAGEMENT (CIM) USER MANUAL

Office of Curriculum Services

www.kent.edu/provost/curriculum

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Last Update: 08/31/2020

Curriculum Information Management (CIM) User Definitions

Catalog
The official document of record for undergraduate and graduate programs, courses, academic policies and special programs.

Checkbox
A field that will allow one or more choices from a list of options.

CIM
Curriculum Information Management – the CourseLeaf software used by the university to update, review and approve Kent State's academic courses, programs and policies.

Course Bubble
A window that pops up on the screen when a user clicks on a course; these bubbles display information about a course as entered in Banner, including description, prerequisites, schedule type, grade mode and attributes.

Course Code
The course subject code and course number (e.g., ENG 11011).

Course Inventory
All courses (pending, active, on hold and inactive) at Kent State; the inventory is populated by a regular extract from Banner.

CourseLeaf
The software for Kent State's University Catalog and curriculum information management process.

Course List
A pre-formatted table in the CIM software used to create program requirements (majors, minors, certificates). Courses in a Course List are linked to Banner.

Course Picker
Allows the user to choose one or more courses from the course inventory. The course inventory is made up of all courses (pending, active and on hold).

Curriculum Guidelines
Provides faculty members, academic administrators and curriculum committee members with a blueprint to develop and revise academic policies, majors, concentrations, minors, certificates, courses and organizational changes and agreements with curricular implications. It can be found on the Curriculum Services website, www.kent.edu/provost/curriculum.

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Curriculum Information Management (CIM) Definitions continued

Curriculum Services, Office of

Under the auspices of the provost, the Office of Curriculum Services is responsible for analyzing, facilitating and monitoring proposed changes, and implementing those changes as approved by governing bodies. The office staff reviews and implements approximately 1,500 curricular changes annually.

Drop down field

A field that will allow a choice of one from a list of items.

Ecosystem

A set of relationships between courses, programs, and other systems that are displayed as links in curricular proposals in CIM.

Educational Policies Council (EPC)

A subcommittee of the Faculty Senate charged with the long-range academic planning and overall curriculum and policy guidelines for Kent State University. The EPC has oversight for curriculum issues, programs and policy proposals, library policies and facilities.

Formatted Text field

A field that allows for formatting (e.g., bold, italics, bullets) with a Page Body Editor toolbar.

Plan of Study Grid

Called a "roadmap" in the University Catalog, the grid depicts a program's curriculum in an ideal semester-by-semester sequence for students to graduate in a timely manner.

Preview Workflow

Allows you to see what the workflow approval path would look like if the proposal was submitted at that moment. The approval path may change depending on the values entered in the form.

Radio Button

A field that will allow (usually) one choice from a list of options, commonly used to answer Yes or No questions.

Red Boxes

Denotes fields in the proposal forms that are required to be completed before a proposal is submitted. A red box will also appear around a course that is not found in Banner because the course is no longer active, or the course code has been entered incorrectly.

Shared Content

Shared Content is a tool within CourseLeaf used to display the same information on multiple pages while editing in a single location. If you are interested in using shared content, please contact the Office of Curriculum Services for support.

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Curriculum Information Management (CIM) Definitions continued

Text field

A field for entering plain text. This is one line of text (no line breaks or paragraphs) that may include numbers, letters, punctuation and special characters.

Text area field

A large text field that will allow for line breaks/paragraphs.

Upload/Attachments Button

A button that will allow the user to upload a document. Allowed document types are, image files (.gif, .jpg, .jpeg, .png), plain text files (.txt), Microsoft Office files (.doc, .xls, .ppt, .xml, .docx, .xlsx, .rtf, .odt) and Adobe Portable Document Format files (.pdf).

Office of Curriculum Services Support Contact Information

<u>Christa Ord</u>
cord@kent.edu
330-672-1628
- General questions and support
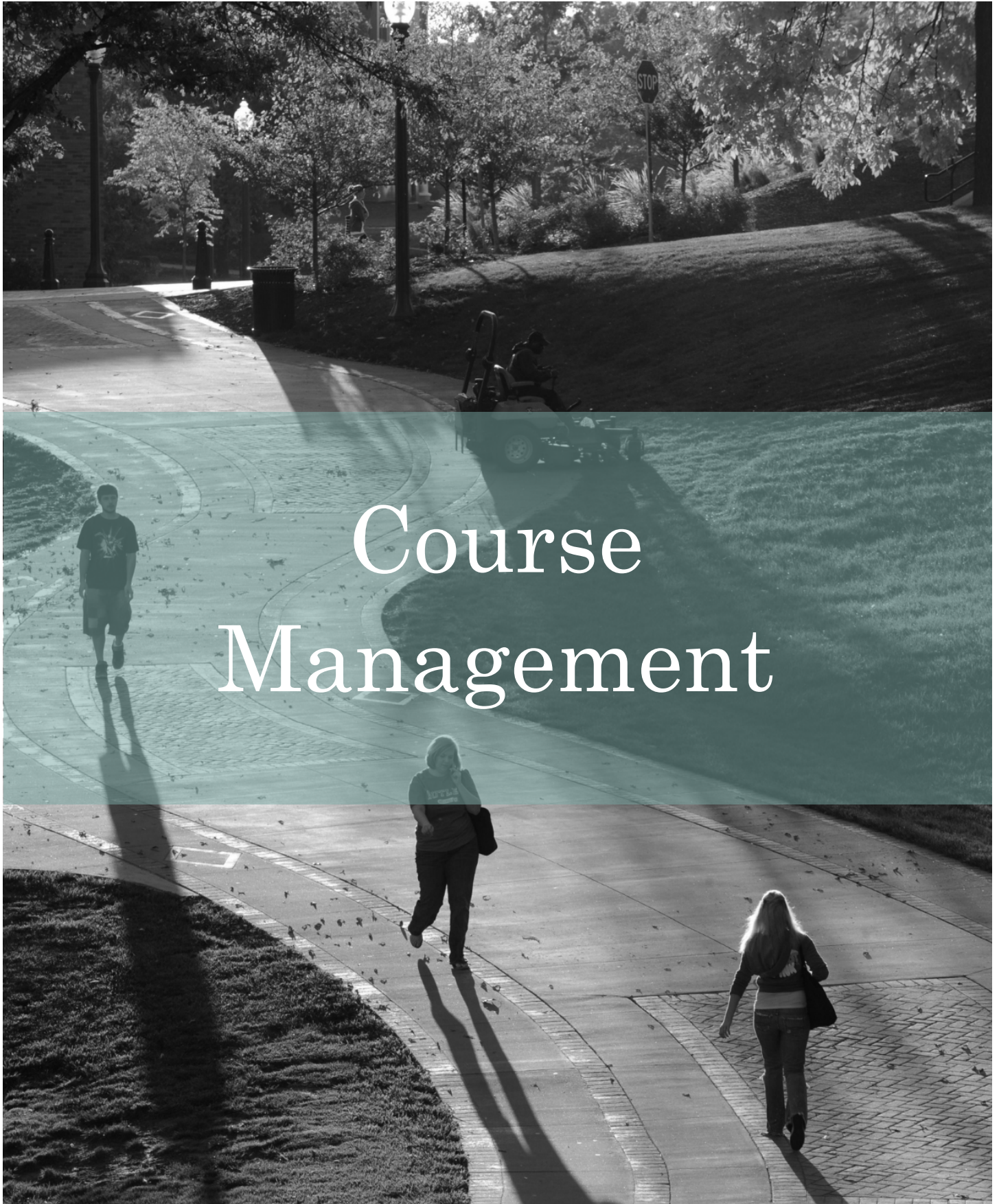
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- College of Applied and Technical Studies
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- College of Arts and Sciences
- College of Podiatric Medicine
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- College of Communication and information
- College of Education, Health and Human Services
- College of Nursing
- College of the Arts
- University College

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Course Management

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Course Management Site Overview

The CIM Course Management site allows you to establish a new course, revise or inactivate an existing course. These proposals are then submitted through the appropriate workflow approval processes where approvers can edit, approve, or rollback the proposal. The Course Management site allows you to search for and view the courses inventory. From here, you can also see the status of a course and whether or not it is in workflow.

Once a proposal has been submitted, the course cannot be modified from the Course Management site until the proposal has been approved. If a course has been submitted, you cannot submit a proposal for that same course until it has been fully approved.

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Course Management Site Overview continued

1. <u>Search Box:</u> There are several different ways to search for a course. Keep in mind that an asterisk (*) is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching with only an asterisk will return all courses in CIM.
   - Search by entering the course subject and number
     - e.g., ENG 11011
   - Search by keyword with an asterisk (*)
     - e.g., "*Physics*" will return any course with "Physics" in the title

2. <u>History Check Box:</u> By selecting history, the search results will also include previously approved proposals in the search results.
   - CIM History is a permanent record of the approved course from the last time it went through the curricular approval process. History displays the approval path, workflow steps, roll back comments, and red/green mark up. The history search results only go back to the day CIM was implemented. Only proposals that have been completely approved will show up in the history. History is view only; it cannot be edited.

3. <u>Quick Searches:</u> The "quick search" dropdown can be used to filter the search box and only show specific proposals based on status (e.g., new, revise, inactivated).

4. <u>Workflow:</u> The workflow column displays the step or role that the proposal is at in the approval process.
   - Clicking on the "workflow column" in the search results box will sort the information A-Z or Z-A order.

5. <u>Status:</u> The status column shows the proposal type. Clicking on the "status column" in the search results box, will sort the information A-Z or Z-A order.
   - New: This status indicates that a proposal has been submitted to establish this course.
   - Revised: This status indicates that a revision to an existing course has been submitted to the curricular process.
   - Inactivated: This status indicates that a course has been proposed to be made inactive or is currently inactive in Banner.
   - Blank: This indicates that the course exists in the Banner, but it is <u>not</u> currently in the CIM proposal process.

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How to Search for a Course

There are several different ways to search for a course. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching with only an asterisk will return all courses in CIM.

STEP 1: Go to the Course Management site.

STEP 2: Type the course subject, course number or title of the course you wish to find in the search bar.

Search ☐ History

You can search by:
- Course subject and number (e.g., ENG 11011)
- Title (e.g., "College Writing II")
- Keyword plus asterisks (e.g., "**physic**," will return Bio**physic**s, **Physic**al Education and anything else with "physic" in the title.

STEP 3: You can sort the search results by clicking on the column headers.

Course Code	Title		Workflow	Status

STEP 4: Select the course you wish to view from the search results.

How to Establish a Course

STEP 1: Go to the Course Management site.

STEP 2: Click on Propose New Course button. Propose New Course The course form will appear in a separate window. The course form is made of the following sections:
- Basic Course Data
- Credit Hours and Contact Hours
- Schedule type
- Prerequisites and Descriptions
- Content Information
- Course Learning Outcomes
- Proposal Summary

Figure: 1

STEP 3: Complete the form by filling in the required information that is outlined in red. (*see figure 1*)

STEP 4: After completing the form, you can either click on:

Cancel   Save Changes   Start Workflow

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields.
- *Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

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How to Revise a Course

STEP 1: Go to the Course Management site.

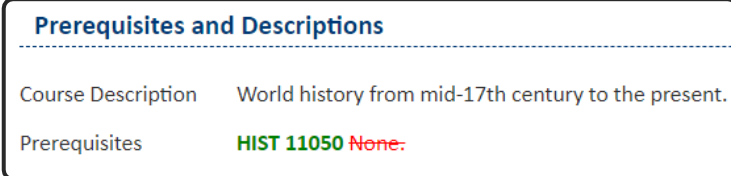*STEP 2:* In the search box, type the course you want to revise. (see how to search for a course on page 9).

STEP 3: Select the course that you wish to edit from the search results, the course information will appear below the search results box.

STEP 4: Click the green Revise Course button [Revise Course]. The course form will appear in a separate window. The course form is made of the following sections:

- Basic Course Data
- Credit Hours and Contact Hours
- Schedule type
- Prerequisites and Descriptions
- Content Information
- Course Learning Outcomes
- Proposal Summary

STEP 5: Make your updates to the form.

- To view your changes before submitting your proposal click on Save Changes [Save Changes]. This will allow you to see the marked changes you've made to the proposal (*see figure 2*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

Prerequisites and Descriptions

Course Description	World history from mid-17th century to the present.
Prerequisites	**HIST 11050** ~~None.~~

Figure: 2

STEP 6: After completing the form, you can either click on:

[Cancel] [Save Changes] [Start Workflow]

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields.
- *Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

GOT QUESTIONS? *We are here to help you throughout this process. Please contact Jennifer Kellogg or Aimee Bell for support.*

Contact the Office of Curriculum Services for support, at curriculum@kent.edu
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Last Update: 08/31/2020

How to Inactivate a Course

STEP 1: Go to the Course Management site.

STEP 2: In the search box, type the course that you want to inactivate (see how to search for a course on page 9).

STEP 3: Select the course that you wish to inactivate from the search results, the course information will appear below the search results box.

STEP 4: Click the red Inactivate Course button Inactivate Course . The course inactivation form will appear in a separate window.

STEP 5: Complete the form and then click Start Workflow button Start Workflow to submit the proposal for approval or the Cancel button Cancel to cancel the request.

How to Attach a File

When completing a curricular form, you can attach additional documents to the proposal.

STEP 1: Look for the green Attach File button Attach File on the form.

STEP 2: Select the document from your computer you wish to attach to the proposal.
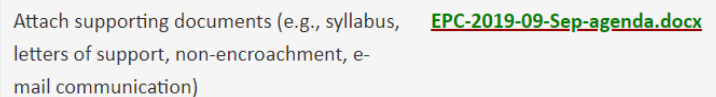
How to View Attached Files

When completing a curricular form, you can attach additional documents to the proposal.

STEP 1: Go to the proposal you wish to review.

STEP 2: Scroll to the bottom of the proposal to the "Attach supporting documents" section of the form (*see figure 3*).

STEP 3: Select the attached file to view.

Attach supporting documents (e.g., syllabus, letters of support, non-encroachment, e-mail communication)   **EPC-2019-09-Sep-agenda.docx**

Figure: 3

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Reviewing a Course Proposal

1. **Date Submitted:** The date that the proposal was submitted by the initiator.
2. **Viewing:** Course Code and title that has been selected.
3. **Last approved/last edited:** The date that the proposal was last approved/last edited.
4. **Changes proposed by:** The name of the initiator who submitted the change.
5. **Ecosystem:** The CIM Ecosystem shows courses, programs and catalog pages that are related to the proposal being viewed, and catalog pages that house the program being reviewed.
   - Catalog Pages referencing this course: These pages will generally be course description pages, department pages that have course lists, or any time a course in mentioned in the catalog outside of CIM.
   - Programs referencing this course: These are CIM programs that reference this course in some way, usually in the program description and program requirements.
   - Other Courses referencing this course: These are courses that name the course being viewed in some way; it may include prerequisites, corequisites or catalog description.
   - Catalog Pages referencing this program: These are the pages where the CIM Program Proposal resides in the catalog.
6. **Reviewer Comments:** Comments will appear here when a reviewer or approver leaves a comment on the proposal.
7. **Add Comment:** Click to leave a comment on the proposal.
8. **In Workflow:** Approval flow for this proposal.
9. **Approval Path:** Dates and time when an action was taken on a proposal.

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How to use the Ecosystem

The CIM Ecosystem shows courses and programs that are related to the proposal being viewed, and catalog pages that house the courses being reviewed.

STEP 1: Go to the Course Management site.

STEP 2: Search for the course you wish to view (see how to search for a course on page 9).

STEP 3: Click on the course. The course information will display below the search results.

STEP 4: Look for the Ecosystem box below title of the course.

- You'll be able to see the programs that reference this course in the catalog (*see figure 4*).
- You'll be able to see other courses referencing this course, typically as prerequisites in their course descriptions (*see figure 5*).
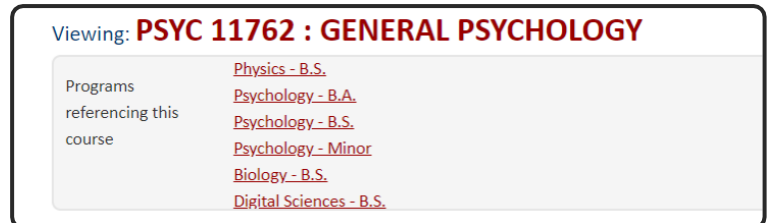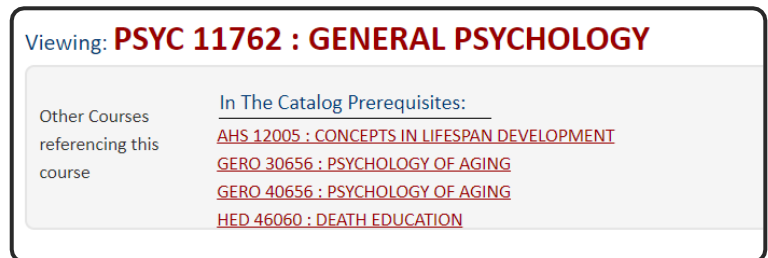
Figure: 4

Figure: 5

How to View the Approval Process (Workflow)

If you have submitted a proposal and wish to see where the proposal is in the approval flow, you can search for the proposal on the Course Management site.

Option One:

STEP 1: Go to the Course Management site.

STEP 2: Search for the course you wish to view (see how to search for a course on page 9).

STEP 3: In the search results, look at the *Workflow* column (*see figure 6*) to view the step/role at which the proposal is pending approval.
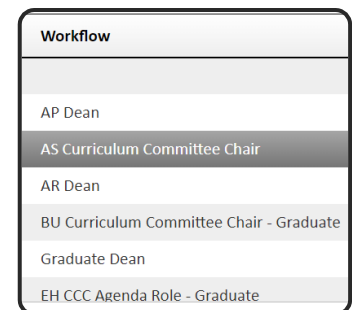
Figure: 6

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How to View the Approval Process (Workflow) continued

Option Two:

STEP 1: Go to the Course Management Site

STEP 2: Search for the course you wish to view (see how to search for a course on page 9).

STEP 3: Click on the course name and the proposal will appear underneath the search results

STEP 4: Go to the *In Workflow* box (*see figure 7*) at the right of the page. Steps that have already been approved will be in green, who is currently reviewing the proposal will be in orange, and pending step will be in gray.

In Workflow

1. ACCT Chair
2. BU Curriculum Committee Chair - Undergraduate
3. BU Dean - For programs
4. Provost
5. Final Catalog Review

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Notes:

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Program
Management

Contact the Office of Curriculum Services for support, at curriculum@kent.edu
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Program Management Site Overview

The CIM Program Management site allows you to establish a new program, revise or inactivate an existing program. These proposals are then submitted through the appropriate workflow approval processes where approvers can edit, approve, or rollback the proposal. The Program Management site allows you to search for and view the program inventory. From here, you can also see the status of a program and whether or not it is in workflow.

Once a proposal has been submitted, the program cannot be modified from the Program Management site until the proposal has been approved. If a program has been submitted, you cannot submit a proposal for that same program until it has been fully approved.

1. **Search Box:** There are several different ways to search for a program. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching with only an asterisk will return all courses in CIM.
    - Search by entering a program name using the asterisk (*)
        - e.g., Studio Art*
    - Search by keyword plus asterisk (*)
        - e.g., *art* will return any program with "art" in the title (e.g., **Art** History, **Art** Education, **Ea**rt**h** Science, Integrated Language **Arts**)

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Program Management Site Overview continued

2. <u>History Check Box:</u> By selecting history, the search results will also include previously approved proposals in the search results.
   - CIM History is a permanent record of the approved programs from the last time it went through the curricular approval process in CIM. History displays the approval path, workflow steps, roll back comments, and red/green mark up. The history search results only go back to the day CIM was implemented. Only proposals that have been completely approved will show up in the history. History is view only; it cannot be edited.
3. <u>Quick Searches:</u> The "quick search" dropdown can be used to filter the search box and only show specific proposals based on status (e.g., new program, revised program, inactivated program).
4. <u>Workflow:</u> The workflow column displays the step or role that the proposal is in the approval process.
   - Clicking on the "workflow column" in the search results box will sort the information A-Z or Z-A order.
5. <u>Status:</u> The status column shows the proposal type. Clicking on the "status column" in the search results box, will sort the information A-Z or Z-A order.
   - New: This status indicates that a proposal has been submitted to establish this program.
   - Revised: This status indicates that a revision to an existing program has been submitted to the curricular process.
   - Inactivated: This status indicates that a program has been proposed to be made inactive or is currently inactive.
   - Blank: This indicates that the program exists, but it is <u>not</u> currently in the CIM proposal process.

How to Search for a Program

There are several different ways to search for a program. Keep in mind that an asterisk (*) is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching with only an asterisk will return all programs in CIM.

STEP 1: Go to the Program Management site.

STEP 2: Type the title of the program you wish to find in the search bar. You can also search by:
   - Search by entering a program name using the asterisk (e.g., Studio Art*)
   - Search by keyword plus asterisk (e.g., *art*)
     - *art* will return any program with "art" in the title (e.g., **Art** History, **Art** Education, E**art**h Science, Integrated Language **Arts**)

STEP 3: You can sort the search results by clicking on the column headers.

Program Name	Workflow	Status

STEP 4: Select the program you wish to view from the search results.

How to Establish a New Degree Program

Please contact the Office of Curriculum Services to discuss a new proposed program, the process for approval and estimated timeline for implementation. An initial inquiry (undergraduate) or program development plan (graduate) must be submitted to EPC as the first step before a full proposal can be submitted through CIM.

STEP 1: Go to the Program Management site.

STEP 2: Click on Propose New Program button
Propose New Program. The program form will appear in a separate window.

STEP 3: Select *Major or Degree* from the Program Type drop down *(see figure 8)*.

STEP 4: Select *Yes or No* to the questions "Have you submitted an Initial Inquiry or Program Development Plan?"

- If selected *No,* then you will need to fill out the Initial Inquiry or Program Development Plan documentation before you can submit this proposal through CIM. For specific documentation, please contact the Office of Curriculum Services.
- If selected *Yes,* then you will need to attach the approved Initial Inquiry or Program Development Plan documentation to the proposal.

STEP 5: Complete the form by filling in the required information that is outlined in red. *(see figure 9)* The program form is made of the following sections:

- Basic Program Information
- Delivery/location
- CIP Code (does not display for minors)
- Proposal Summary
- Catalog Copy (see pages 27 for directions on creating program requirements)

STEP 6: Attach any appropriate Ohio Department of Higher Education and/or Higher Learning Commission paperwork *(see figure 10)*. For specific documentation, please contact the Office of Curriculum Services.
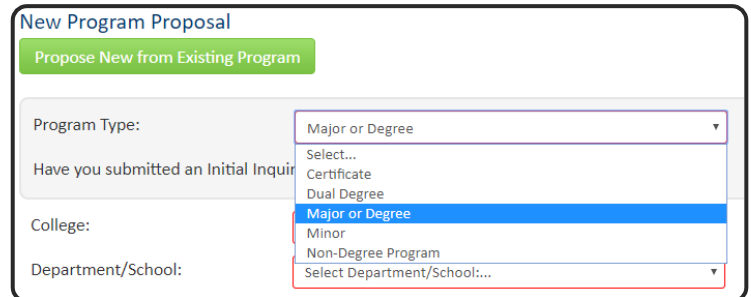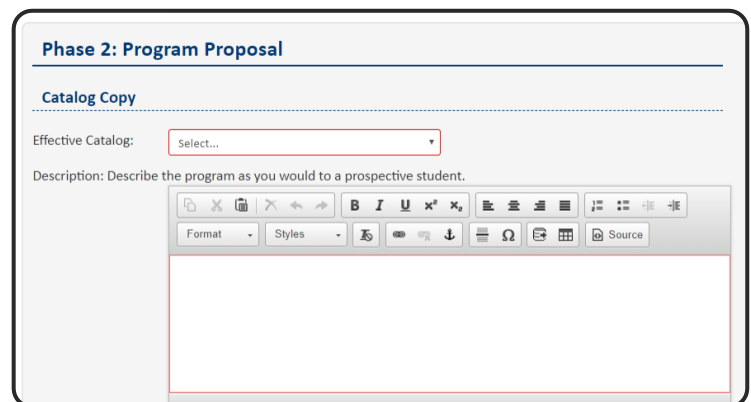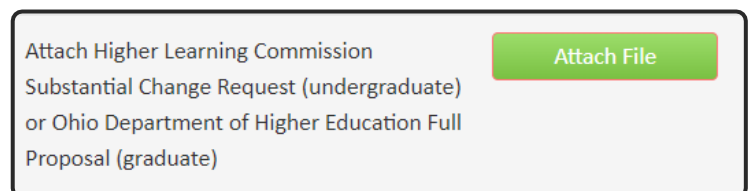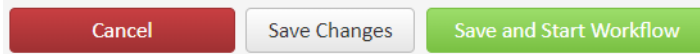

Figure: 8

Figure: 9

Figure: 10

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How to Establish a New Degree Program continued

STEP 7: After completing the form, you can either click on:

Cancel | Save Changes | Save and Start Workflow

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

How to Establish a New Certificate, Dual-Degree, Minor or Non-Degree Program

STEP 1: Go to the Program Management site.

STEP 2: Click on Propose New Program button

Propose New Program . The program form will appear in a separate window.
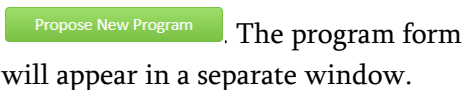
STEP 3: Select the type of program you wish to establish from the Program Type drop down *(see figure 11)*.

STEP 4: Complete the form by filling in the required information that is outlined in red. *(see figure 12)* The program form is made of the following sections:
- Basic Program Information
- Delivery/location
- CIP Code (does not display for minors)
- Proposal Summary
- Catalog Copy (see pages 27 for directions on creating program requirements)

STEP 5: Attach any appropriate Ohio Department of Higher Education and/or Higher Learning Commission paperwork *(see figure 13)*. For specific documentation, please contact the Office of Curriculum Services.
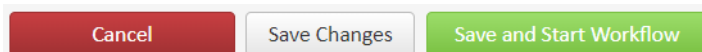
Figure: 11

Figure: 12

Figure: 13

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How to Establish a New Certificate, Dual-Degree, Minor or Non-Degree continued

STEP 6: After completing the form, you can either click on:

[Cancel]   [Save Changes]   [Save and Start Workflow]

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

How to Revise a Program

STEP 1: Go to the Program Management site.

STEP 2: In the search box, type the program title want to revise (see how to search for a program on page 17).

STEP 3: Select the program that you wish to edit from the search results, the program information will appear below the search results box.

STEP 4: Click the green Revise Program button [Revise Program]. The program form will appear in a separate window. The program form is made of the following sections:
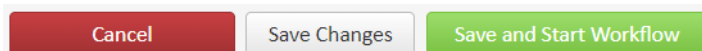
- Basic Program Information
- Delivery/location
- CIP Code (does not display for minors)
- Proposal Summary
- Catalog Copy

Program Requirements:

Major Requirements (courses count in major GPA)		
ACCT 33001	INTERMEDIATE FINANCIAL ACCOUNTING I (min C grade)	3
ACCT 33004	INTRODUCTION TO ACCOUNTING SYSTEMS (min C grade)	3
ACCT 33010	SALES ACCOUNTING (min C grade)	3
ACCT 33012	INTERMEDIATE FINANCIAL ACCOUNTING II (min C grade)	3
ACCT 43010	PRINCIPLES OF AUDITING (ELR) (WIC) [1]	3
ARTS 14000	DRAWING I	3
ARTS 14060	PAINTING I	3
ARTS 24010	INTRODUCTION TO FINE ART PHOTOGRAPHY	3
ACCT 43031	INCOME TAXATION I - INDIVIDUAL TAXATION	3
Accounting Electives, choose from the following:		6

Figure: 14

STEP 5: Make your updates to the form.

- To view your changes before submitting your proposal click on Save Changes [Save Changes]. This will allow you to see the marked changes you've made to the proposal (*see figure 14*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

STEP 6: After completing the form, you can either click on:

[Cancel]   [Save Changes]   [Save and Start Workflow]

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

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Jennifer Kellogg (jkellog7@kent.edu) | Aimee Bell (dvan@kent.edu)

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Last Update: 08/31/2020

How to Inactivate a Program

STEP 1: Go to the Program Management site.

STEP 2: In the search box, type the program title you want to inactivate. (see how to search for a program on page 17)

STEP 3: Select the program that you wish to inactivate from the search results, the program information will appear below the search results box.

STEP 4: Click the red Inactivate Program button [Inactivate Program]. The program inactivation form will appear in a separate window.

- You will need to select the type of inactivation (inactivation or suspension) and effective term

STEP 5: Complete the form and then click Save and Start Workflow button [Save and Start Worfklow] to submit the proposal for approval or the Cancel button [Cancel] to cancel the request.

Course List

A *Course List* is a pre-formatted table structure within CIM to help create program requirements *(see figure 15)*. Courses that display in a *Course List* are pulled from Banner as well as courses in CIM that are pending course approval.

Note: A new program requirement table (course list table) will need to be created when you are establishing a new program and when revising a major to include a new concentration.
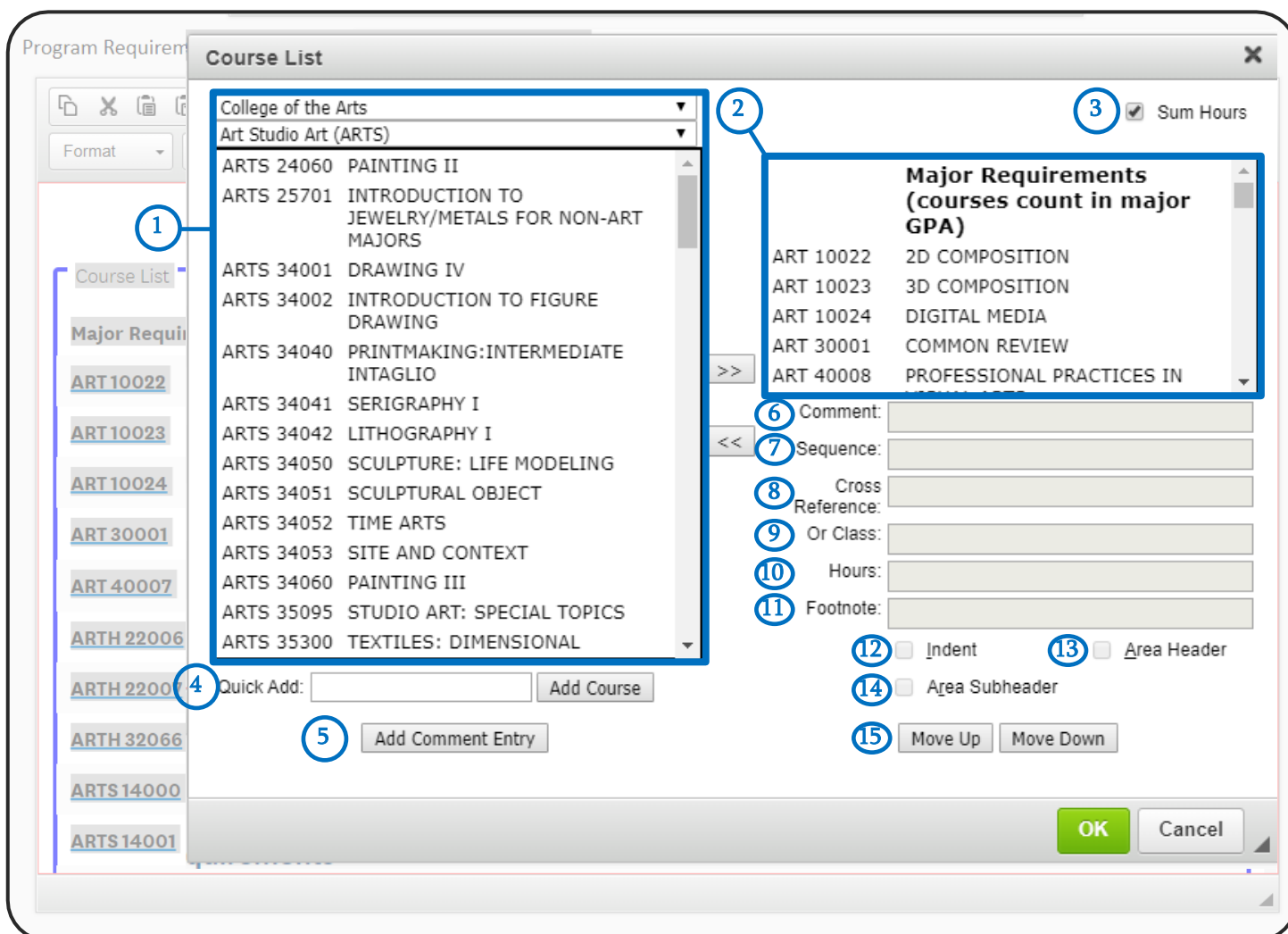
Program Requirements

MAJOR REQUIREMENTS

Major Requirements (courses count in major GPA)

ART 10022	2D COMPOSITION	3
ART 10023	3D COMPOSITION	3
ART 10024	DIGITAL MEDIA	3
ART 30001	COMMON REVIEW [1]	1
ART 40007	ARTS ENGAGEMENT: INTERPRETING FOR A COMMUNITY (WIC) [2]	3
ARTH 22006	ART HISTORY: ANCIENT AND MEDIEVAL ART (KFA)	3
ARTH 22007	ART HISTORY: RENAISSANCE TO MODERN ART (KFA)	3
ARTH 32066	LATE MODERN ART	3
ARTS 14000	DRAWING I	3
ARTS 14001	DRAWING II	3
Art History Upper-Division Elective (ARTH 30000 or 40000 level)		3
Studio Art Upper-Division Electives (ARTS 30000 or 40000 level) [3]		15

Figure: 15

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Jennifer Kellogg (jkellog7@kent.edu) | Aimee Bell (dvan@kent.edu)

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Course List: Course List Picker Overview

1. **Course Inventory:** Courses available to add to build program requirements
2. **Program Requirements:** The courses used to build program requirements
3. **Sum Hours:** Automatically will sum the credit hours that are added to the program requirements
4. **Quick Add:** Directly enter a course subject and number (e.g., ARTS 34040) to add to the program requirements instead of selecting from the course inventory
5. **Add Comment Entry:** A comment entry is anything in your program requirements that is not a specific course (e.g., Accounting (ACCT) Electives; Western History Electives, choose from the following:)
6. **Comment:** Text entered here will displayed in parentheses after the course title (e.g., min C grade)
7. **Sequence:** Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other
8. **Cross Reference:** Ignore, this field is not used by Kent State University

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Course List: Course List Picker Overview continued

9. <u>Or Class:</u> This will display two courses with the word "or" indicating that either course may be taken to meet the requirement (e.g., ARTS 34041 or ARTS 34042)
10. <u>Hours:</u> Automatically populated by banner.
11. <u>Footnote:</u> To add a footnote indicator. The footnote is added using the footnote table.
12. <u>Indent:</u> Use for *choose-from lists*. The requirement will be indented to the right, the credit hours will be suppressed from displaying and adding to your total credits
13. <u>Area Header</u>: Use to define the major requirements and the additional requirements
14. <u>Area Subheader</u>: Use to style text as a header
15. <u>Move up/Move Down</u>: Use to change the order of the course.

How to Add Courses to Program Requirements

STEP 1: Go to the Program Management site.

STEP 2: In the search box, type the program title you want to revise. (see how to search for a program on page 17)
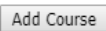
STEP 3: Select the program that you wish to edit from the search results, the program information will appear below the search results box.

STEP 4: Click the green Revise Program button [Revise Program]. Go to the *Program Requirements* section of the program form.

STEP 5: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear (*see figure 16*).

STEP 6: Select your course subject from the College and Subject drop-down menus.

STEP 7: Select the course from the Course Inventory that you wish to add to the program requirements.

- **Option 1:** Click (>>) button to add a course to the list.
- **Option 2:** Double-click on a course from the Course Inventory.
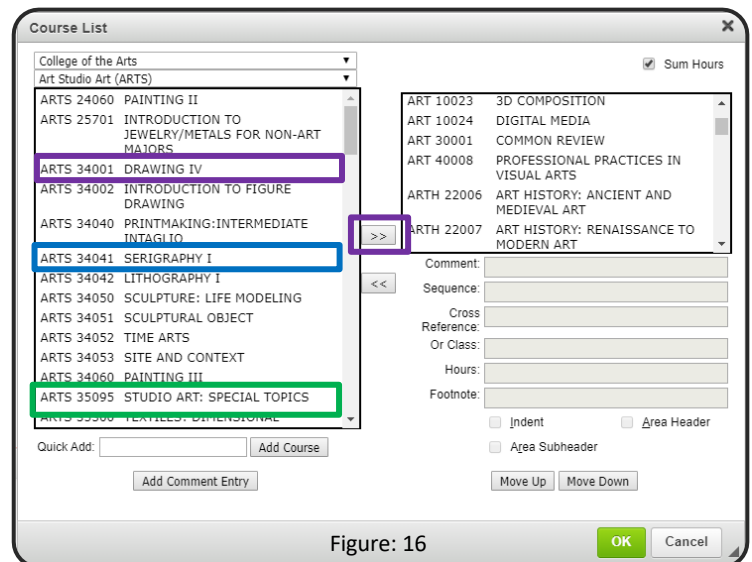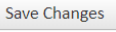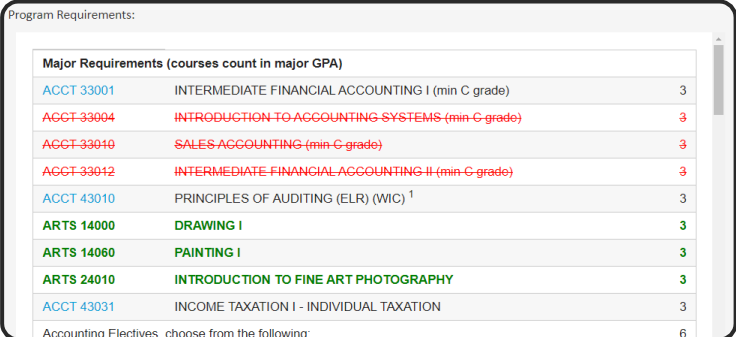- **Option 3:** Enter a course code (e.g., ARTS 34001) into *Quick Add* and click on the Add Course button [Add Course].

Figure: 16

Last Update: 08/31/2020

How to Add Courses to Program Requirements continued

STEP 8: Make your updates to the form.

- To view your changes before submitting your proposal click on Save Changes [Save Changes]. This will allow you to see the marked changes you've made to the proposal (*see figure 17*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

Program Requirements:

Major Requirements (courses count in major GPA)		
ACCT 33001	INTERMEDIATE FINANCIAL ACCOUNTING I (min C grade)	3
ACCT 33004	INTRODUCTION TO ACCOUNTING SYSTEMS (min C grade)	3
ACCT 33010	SALES ACCOUNTING (min C grade)	3
ACCT 33012	INTERMEDIATE FINANCIAL ACCOUNTING II (min C grade)	3
ACCT 43010	PRINCIPLES OF AUDITING (ELR) (WIC) [1]	3
ARTS 14000	DRAWING I	3
ARTS 14060	PAINTING I	3
ARTS 24010	INTRODUCTION TO FINE ART PHOTOGRAPHY	3
ACCT 43031	INCOME TAXATION I - INDIVIDUAL TAXATION	3
Accounting Electives, choose from the following:		6

Figure: 17

STEP 9: After completing the form, you can either click on:
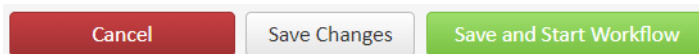
[Cancel] [Save Changes] [Save and Start Workflow]

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

GOT QUESTIONS? *We are here to help you throughout this process. Please contact Jennifer Kellogg or Aimee Bell for support.*

Contact the Office of Curriculum Services for support, at curriculum@kent.edu
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How to Remove Courses from Program Requirements

STEP 1: Go to the Program Management site.

STEP 2: In the search box, type the program title want to revise. (see how to search for a program on page 17)

STEP 3: Select the program that you wish to edit from the search results, the program information will appear below the search results box.

STEP 4: Click the green Revise Program button [Revise Program]. Go to the *Program Requirements* section of the program form.

STEP 5: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear (*see figure 18*).

STEP 6: Select the course from the Program Requirements that you wish to remove from the program requirements.

STEP 7: Click on the remove course button [<<].

STEP 8: Make your updates to the form.

- To view your changes before submitting your proposal click on Save Changes [Save Changes]. This will allow you to see the marked changes you've made to the proposal (*see figure 19*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

STEP 9: After completing the form, you can either click on:
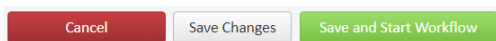
[Cancel] [Save Changes] [Save and Start Workflow]

- *Cancel* to not save any changes and return to previous screen

- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.

- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.
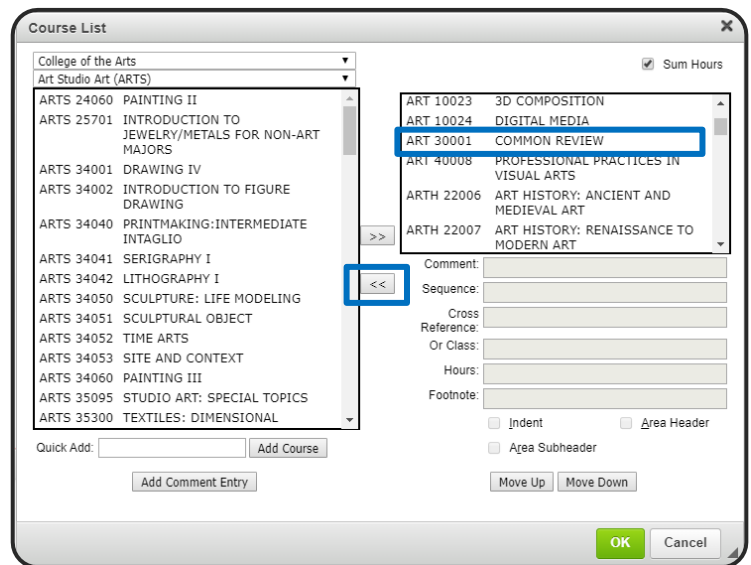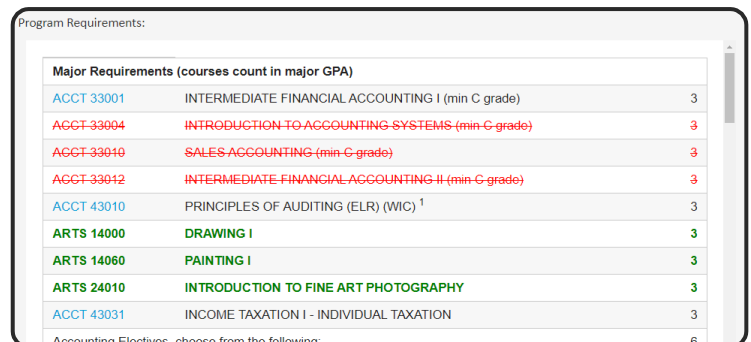
Figure: 18

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Last Update: 08/31/2020

How to Add a New Program Requirement Table

Note: You will need to add a new program requirement table when establishing a new program and when revising a major to include a new concentration.

STEP 1: Go to the *Program Requirements* section of the program form.

STEP 2: Place cursor in page body where the program requirement table is to be placed.

STEP 3: Click Insert/Edit Formatted Table icon in the tool bar (*see figure 20*).

STEP 4: Select Course List from the drop-down menu, click OK.

STEP 5: The Course List Picker box will appear. Select courses to be added to the program requirements by selecting courses from the course inventory box or by using the quick add function (see page 24 for more information on how to add courses).

STEP 6: Once the courses have been selected, click on the "sum hours" check box. The sum hours will automatically sum the credit hours that are added to the program requirements (*see figure 21*).

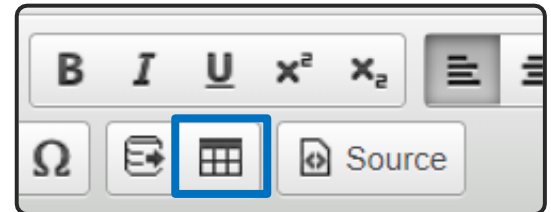*STEP 7:* Click on OK to view the program requirements on the program form.
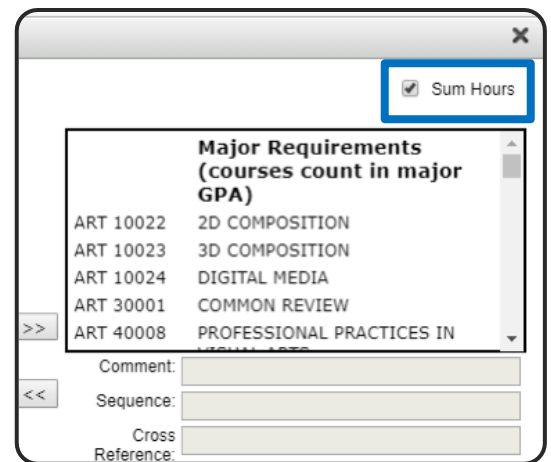

Figure: 20

Figure: 21

How to Add a Header to a Program Requirement Table

STEP 1: Go to the *Program Requirements* section of the program form.

STEP 2: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear.

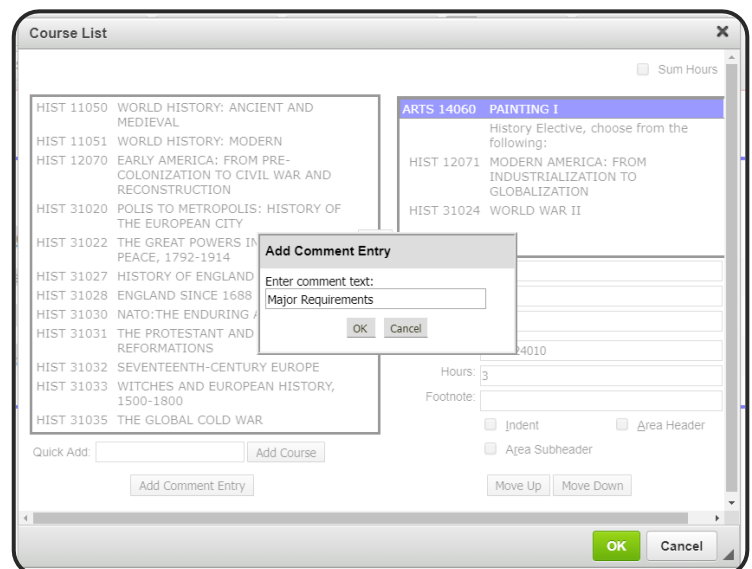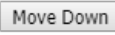*STEP 3:* Select the Add Comment Entry button.

Add Comment Entry

Figure: 22

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How to Add a Header to a Program Requirements continued

STEP 4: Type in the program requirement table header (*see figure 22*).
- e.g., Major Requirements (courses count in major GPA)
- e.g., Additional Requirements (courses do not count in major GPA)
- e.g., Concentration Requirements
- e.g., Minor Requirements

STEP 5: Click OK.

STEP 6: Use the Move Up and Move Down buttons `Move Up` `Move Down` to move the header to the top of the program requirements.

STEP 7: Click on OK to view the program requirements on the program form.

How to Add an Elective to a Program Requirement Table

An elective is considered a non-course requirement that is required in a program that allows the student to choose from a specific subject and/or level, e.g., Biology (BSCI) Electives; Theatre (THEA) Upper-Division Electives (30000 or 40000 level); Psychology (PSYC) or Sociology (SOC) Upper-Division Electives (30000 or 40000 level).

STEP 1: Go to the *Program Requirements* section of the program form.

STEP 2: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear.

STEP 3: Select the Add Comment Entry button. `Add Comment Entry`

STEP 4: Type in the elective requirement you wish to add. Elective style examples listed below and can be found in the *University Catalog Style Guide.*
- Subject Electives
  - e.g., Biology (BSCI) Electives
- Upper-division electives
  - e.g., Theatre (THEA) Upper-Division Electives (30000 or 40000 level)
  - e.g., Psychology (PSYC) or Sociology (SOC) Upper-Division Electives (30000 or 40000 level)
- General Electives
  - e.g., General Electives
- Choose-from lists (see page 29)

STEP 5: Enter the total credit hours required for the elective in the hours field. (*see figure 23*)

STEP 6: Click on OK to view the program requirements on the program form.

GOT QUESTIONS? *We are here to help you throughout this process. Please contact Jennifer Kellogg or Aimee Bell for support.*

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Last Update: 08/31/2020

How to Add a Choose-From list to Program Requirements

STEP 1: Go to the *Program Requirements* section of the program form.

STEP 2: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear.

STEP 3: Select the Add Comment Entry button.

Add Comment Entry

STEP 4: Type in the elective grouping description.

- e.g., Western History Electives, choose from the following:

STEP 5: Click OK.

STEP 6: Enter the total credit hours required for the elective list in the hours field (*see figure 23).*

STEP 7: Add a course to the choose from list

- You can add a course by selecting it from the course inventory or by using the quick add option (see how to add courses to program requirements on page 24).

STEP 8: Once you've added the course to the program requirements you will need to select the indent check box ☑ Indent (*see figure 24*). Using the indent check box will indent the course to the right and the credit hours will be suppressed from displaying/ adding to your total credits.

STEP 9: Repeat steps 7 and 8 to add more courses to the choose from list.

STEP 10: Click on OK to view the program requirements on the program form.

Figure: 23

Figure: 24

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Last Update: 08/31/2020

How to Add a Kent Core Requirement to a Program Requirement Table

STEP 1: Go to the *Program Requirements* section of the program form.

STEP 2: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear.

STEP 3: Select the Add Comment Entry button. [Add Comment Entry]

STEP 4: Type in the Kent Core Requirement category. Kent Core categories listed below and can be found in the *University Catalog Style Guide.*

- Kent Core Composition
- Kent Core Mathematics and Critical Reasoning
- Kent Core Humanities and Fine Arts (minimum one course each)
- Kent Core Social Sciences (must be from two disciplines)
- Kent Core Basic Science (must include one laboratory)
- Kent Core Additional

STEP 5: Click on OK to view the program requirements on the program form.

How to Fix Credit Hours for a Variable Credit Course in the Program Requirements

Course credit hours will automatically populate from banner into the program requirements table. If you require a course in your program that is variable credit hours (e.g., 1-6 credit hours) but your programs requires the student to complete a certain amount of credit hours (e.g., 3 credit hours), you will need to change the credit hours in the table.

STEP 1: Select the course from the program requirements in the Course List Picker.

STEP 2: Click on the Hours field. Remove the credit hours listed and enter the fixed credit hours required for the program.

STEP 3: Click on OK to view the program requirements on the program form.

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Last Update: 08/31/2020

Notes:

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Plan of Study Grid (Roadmap)

A *Plan of Study Grid* is a pre-formatted table structure within CIM to help create a suggested sequence of required courses, which we use to build the program roadmap *(see figure 25)*. Courses that display in a *Plan of Study Grid* are pulled from Banner as well as courses in CIM that are pending course approval.

Note: A new roadmap (Plan of Study Grid) will need to be created when you are establishing a new program.

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
BUS 10123	EXPLORING BUSINESS	3
COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
MATH 11010	ALGEBRA FOR CALCULUS (KMCR)	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Kent Core Requirement		3
	Credit Hours	**16**
Semester Two		
CIS 24053	INTRODUCTION TO COMPUTER APPLICATIONS	3
ECON 22060	PRINCIPLES OF MICROECONOMICS (KSS)	3
MATH 11012 or **MATH 12002**	INTUITIVE CALCULUS (KMCR) or ANALYTIC GEOMETRY AND CALCULUS I (KMCR)	3-5
UC 10162	INTRODUCTION TO PROFESSIONAL DEVELOPMENT	1
Kent Core Requirement		3
Kent Core Requirement		3
	Credit Hours	**16**
Semester Three		
ACCT 23020	INTRODUCTION TO FINANCIAL ACCOUNTING	3

GOT QUESTIONS? *We are here to help you throughout this process. Please contact Jennifer Kellogg or Aimee Bell for support.*

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Last Update: 08/31/2020

Plan of Study Grid (Roadmap): Plan of Study Picker Overview

1. **Course Inventory:** Courses available to add to build program requirements
2. **Quick Add:** Directly enter a course subject and number (ARTS 34040) to add to the roadmap instead of selecting from the course inventory
3. **Add Comment Entry:** A comment entry is anything in your roadmap that is not a specific course (e.g., Accounting (ACCT) Electives; Western History Electives)
4. **Year:** Ignore, this field is not used by Kent State University
5. **Term:** Select the academic term you wish to edit
6. **Roadmap:** The courses used to build roadmap
7. **Comment:** Ignore, this field is not used for by Kent State University for roadmaps

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Last Update: 08/31/2020

Plan of Study Grid (Roadmap): Plan of Study Picker Overview continued

8. <u>Sequence:</u> Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other

9. <u>Or Class:</u> This will display two courses with the word "or" indicating that either course may be taken to meet the requirement (e.g., ARTS 34041 or ARTS 34042)

10. <u>Hours:</u> Automatically populated by banner.

11. <u>Footnote:</u> To add a footnote indicator. The footnote is added using the footnote table.

12. <u>Indent:</u> Ignore, this field is not used for by Kent State University for roadmaps

13. <u>Critical</u>: Use for courses that must be completed in the semester listed to ensure timely graduation

14. <u>Area Header</u>: Ignore, this field is not used for by Kent State University for roadmaps

15. <u>Move Up/Move Down:</u> Use to change the order of the courses
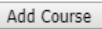
How to Add Courses to a Roadmap

STEP 1: Go to the *Roadmap* section of the program form.

STEP 2: Double click on the *Plan of Study Grid* box, outlined in blue, in the roadmap field. The *Plan of Study Picker* will appear. (*see figure 26*).

STEP 3: Select your course subject from the College and Subject drop-down menus.

STEP 4: Select the course from the Course Inventory that you wish to add to the program requirements.

- **Option 1:** Click (>>) button to add a course to the list.
- **Option 2:** Double-click on a course from the Course Inventory.
- **Option 3:** Enter a course code into *Quick Add* and click on the Add Course button Add Course .

Figure: 26

STEP 5: If you need to change the term, select from the term drop down. Term: Semester One ▼
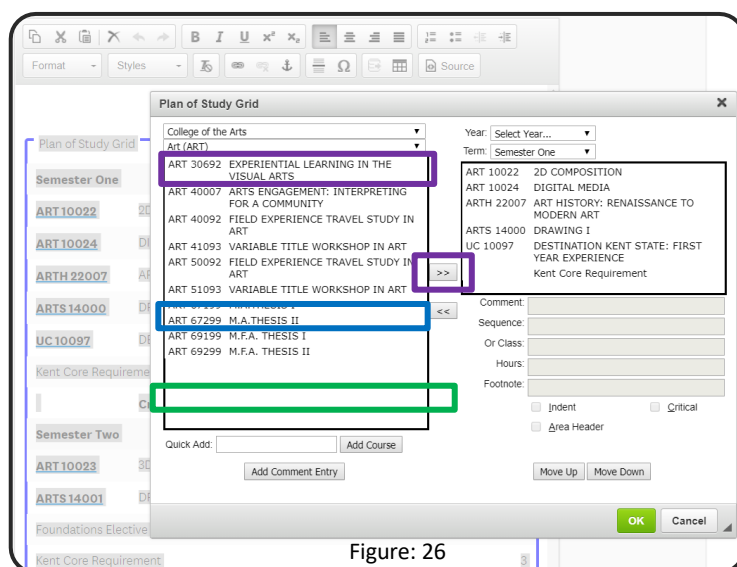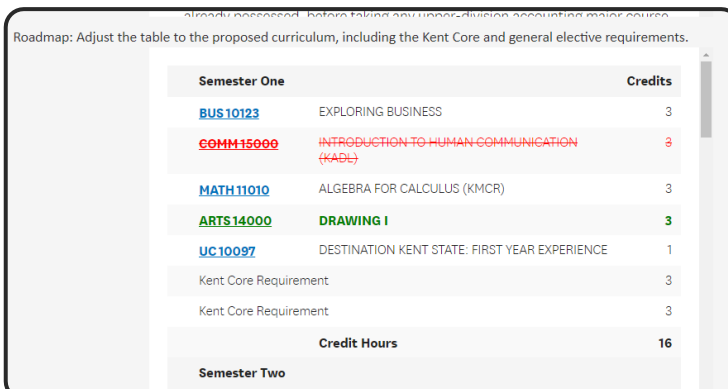
STEP 6: Make your updates to the roadmap.

GOT QUESTIONS? *We are here to help you throughout this process.*
Please contact Jennifer Kellogg or Aimee Bell for support.

How to Add Courses to a Roadmap continued

STEP 7: Click OK.

- To view your changes before submitting your proposal click on Save Changes Save Changes. This will allow you to see the marked changes you've made to the proposal (*see figure 27*). Text that has been removed will be crossed-out in red and new text that has been added is in green.
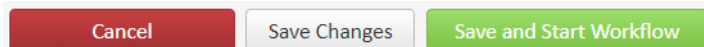
Figure: 27

STEP 8: After completing the form, you can either click on:

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

How to Remove Courses from a Roadmap

STEP 1: Go to the *Roadmap* section of the program form.

STEP 2: Double click on the *Plan of Study Grid* box, outlined in blue, in the roadmap field. The *Plan of Study Picker* will appear. (*see figure 28*).

STEP 3: Select the course from the roadmap that you wish to remove.

STEP 4: Click on the remove course button ``<<``.

STEP 5: If you need to change the term, select from the term drop down.

STEP 6: Make your updates to the roadmap.

Figure: 28

Contact the Office of Curriculum Services for support, at curriculum@kent.edu
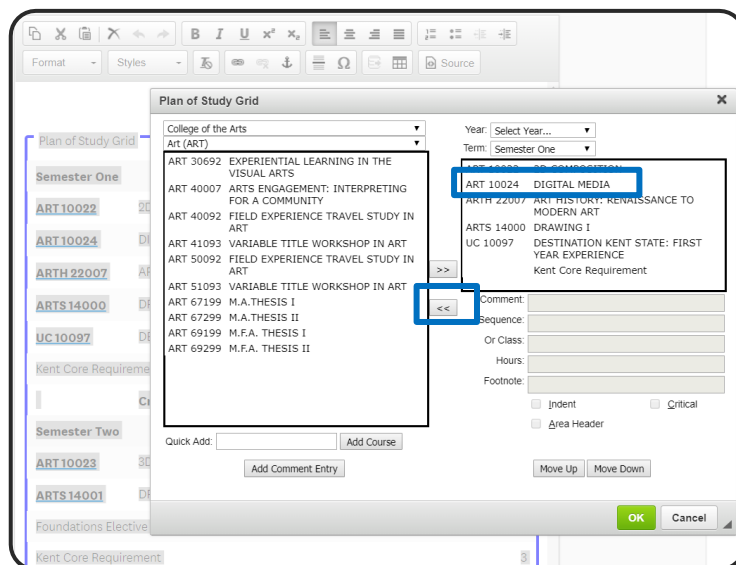Jennifer Kellogg (jkellog7@kent.edu) | Aimee Bell (dvan@kent.edu)

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Last Update: 08/31/2020

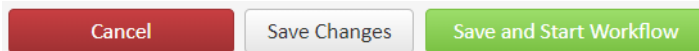## How to Remove Courses from a Roadmap continued

STEP 7: Click OK.

- To view your changes before submitting your proposal click on Save Changes ![Save Changes]. This will allow you to see the marked changes you've made to the proposal (*see figure 29*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

Figure: 29

*STEP 8:* After completing the form, you can either click on:

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

How to Move Courses Between Semesters in a Roadmap

STEP 1: Go to the *Roadmap* section of the program form.

STEP 2: Double click on the *Plan of Study Grid* box, outlined in blue, in the roadmap field. The *Plan of Study Picker* will appear. (*see figure 30*).

STEP 3: Select the course from the roadmap that you wish to move.

STEP 4: Click on the remove course button ![<<]

- This action will move the course into your course inventory list

STEP 5: Click on the term drop-down, ![Term: Semester One], select the term you wish to add your course to.

Figure: 30

Contact the Office of Curriculum Services for support, at curriculum@kent.edu
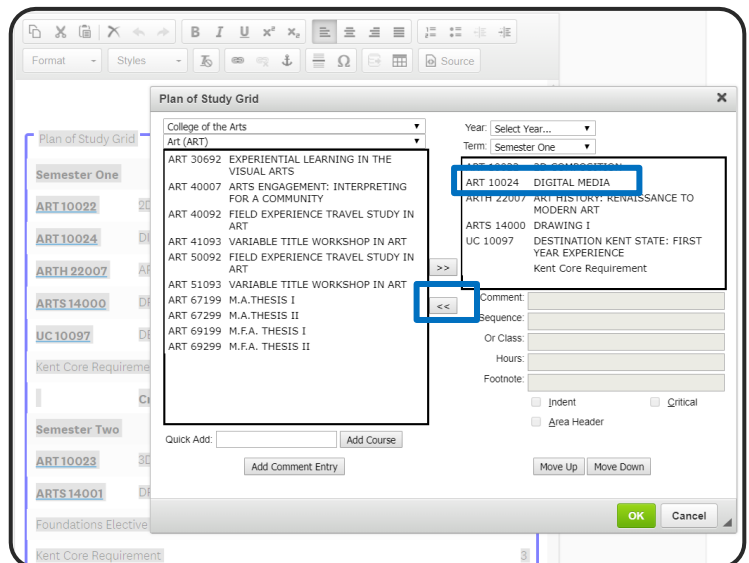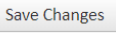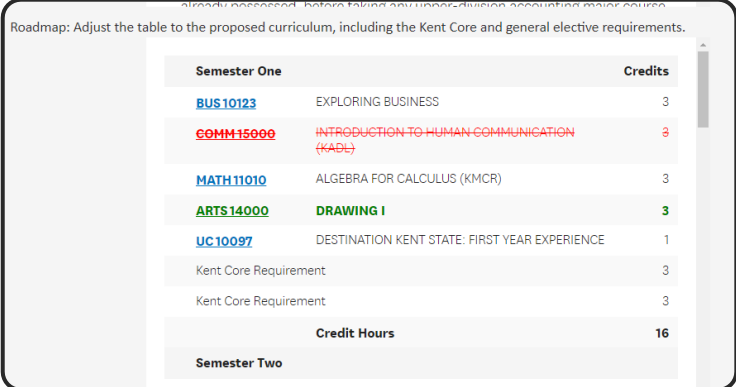Jennifer Kellogg (jkellog7@kent.edu) | Aimee Bell (dvan@kent.edu)

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How to Move Courses Between Semesters in a Roadmap continued

STEP 6: Once the new term has been selected, click on the course in the course inventory that you wish to add back into the roadmap.

*STEP 7:* Finish making your updates to the roadmap.

STEP 8: Click OK

- To view your changes before submitting your proposal click on Save Changes [Save Changes]. This will allow you to see the marked changes you've made to the proposal (*see figure 31*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

Roadmap: Adjust the table to the proposed curriculum, including the Kent Core and general elective requirements.

Semester One		Credits
BUS 10123	EXPLORING BUSINESS	3
COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
MATH 11010	ALGEBRA FOR CALCULUS (KMCR)	3
ARTS 14000	DRAWING I	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Kent Core Requirement		3
	Credit Hours	16
Semester Two		

Figure: 31

STEP 9: After completing the form, you can either click on:
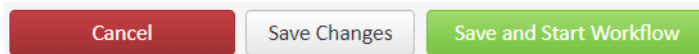
[Cancel] [Save Changes] [Save and Start Workflow]

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

How to Create a Roadmap

Note: You will need to add a new roadmap when establishing a new program.

STEP 1: Go to the *Roadmap* section of the program form.

STEP 2: Place cursor in page body where the program requirement table is to be placed.

STEP 3: Click Insert/Edit Formatted Table icon in the tool bar (see figure 32).

Figure: 32

STEP 4: Select *Plan of Study Grid* from the drop-down menu, click OK.

STEP 5: The *Plan of Study Picker* will appear. Select courses to be added to the roadmaps by selecting term and courses from the course inventory box or by using the quick add function. (See page 24 for more information on how to add courses to a roadmap)

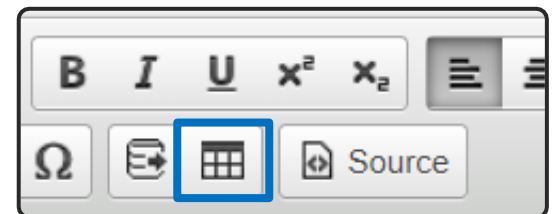*STEP 6:* Click on OK to view the roadmap table on the program form.

Footnotes

Footnotes are used to add course notes (*see figure 33*). Footnotes have two parts within CIM:

1. Footnote indicator (e.g., 1, 2, 3)
2. Footnote table to articulate footnotes

Footnote indicators and entries in the footnote table are not automatically linked. This means that when you add a new indicator to a course, you must also add an entry to the footnote table. Likewise, if you delete an entry in the table, you must also delete the indicator from the course.

Figure: 33

How to Add a Course Note to Program Requirements

STEP 1: Go to the *Program Requirements* section of the program form.

STEP 2: Double click on the course list box, outlined in blue, in the program requirements field. The *Course List Picker* will appear.

STEP 3: Click on the course that should have the footnote indicator.

STEP 4: Enter the indicator in the footnote field (*see figure 34*).

STEP 5: Click OK.

STEP 6: Add the footnote table that will contain the course note. Place cursor in the page body where the footnote table is to be placed.

STEP 7: Click Insert/Edit Formatted Table icon in the tool bar ⊞.

STEP 8: Select *Footnotes* from the drop-down menu and click OK

STEP 9: In the Footnotes editor, click New Footnote.

- Enter the footnote symbol
- Enter the footnote content
- Use Move Up or Move Down to reorder footnotes

STEP 10: Click OK.

Figure: 34

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How to Add a Course Note to Program Requirements continued

STEP 11: Make your updates to the form.

- To view your changes before submitting your proposal click on Save Changes [Save Changes] This will allow you to see the marked changes you've made to the proposal (*see figure 12*). Text that has been removed will be crossed-out in red and new text that has been added is in green.

STEP 12: After completing the form, you can either click on:
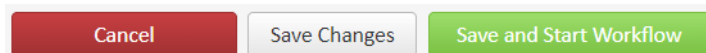
[Cancel] [Save Changes] [Save and Start Workflow]

- *Cancel* to not save any changes and return to previous screen
- *Save Changes* to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposal to the approval process and will allow you to save without filling out all the required fields.
- *Save and Start Workflow* to save and submit all changes for approval. All required fields must be filled out before you can submit the proposal for approval.

How to Attach a File

When completing a curricular form, you can attach additional documents to the proposal.

STEP 1: Look for the green Attach File button [Attach File] on the form.

STEP 2: Select the document from your computer that you wish to attach to the proposal.

How to View Attached Files

STEP 1: Go to the proposal you wish to review.

STEP 2: Scroll to the bottom of the proposal to the "Attach supporting documents" section of the form (*see figure 35*).

STEP 3: Select the attached file to view.

Attach supporting documents (e.g., syllabus, letters of support, non-encroachment, e-mail communication) **EPC-2019-09-Sep-agenda.docx**

Figure: 35

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Reviewing a Program Proposal

16. **Date Submitted:** The date that the proposal was submitted by the initiator.
17. **Viewing:** Title of the proposal that has been selected.
18. **Last approved/last edited:** The date that the proposal was last approved/last edited.
19. **Changes proposed by:** The name of the user that submitted the change.
20. **Reviewer Comments:** Comments will appear here when a reviewer or approver leaves a comment on the proposal.
21. **Add Comment:** Click to leave a comment on the proposal.
22. **In Workflow:** Approval flow for this proposal.
23. **Approval Path:** Dates and time when an action was taken on a proposal.

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How to View the Approval Process (Workflow)

If you have submitted a proposal and wish to see where the proposal is in the approval flow, you can search for the proposal on the Program Management site.

Option One:

STEP 1: Go to the Program Management site.

STEP 2: Search for the program by entering the program name in the search box.

STEP 3: In the search results, look at the *Workflow* column (*see figure 36*) to view the step/role.

Option Two:

STEP 5: Go to the Program Management Site

STEP 6: Click on the program name and the proposal will appear underneath the search results

STEP 7: Go to the *In Workflow* box (*see figure 37*) at the right of the page. Steps that have already been approved will be in green, who is currently reviewing the proposal will be in orange and pending step will be in gray.

Workflow

AP Dean

AS Curriculum Committee Chair

AR Dean

BU Curriculum Committee Chair - Graduate

Graduate Dean

EH CCC Agriculture - Graduate

Figure: 36

In Workflow

1. ACCT Chair
2. BU Curriculum Committee Chair - Undergraduate
3. BU Dean - For programs
4. Provost
5. Final Catalog Review

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Notes:

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