

Curriculog Checklist: Helpful Tips

This information is also provided within each respective Curriculog form, but is consolidated here as an additional, supplemental reference.

- ❑ **Know the curriculum proposal deadlines and plan accordingly, and remember that the first column of deadlines in the calendar tables found in the links below are NOT submission deadlines, but rather the deadlines for arriving at the Provost's Office.**

Although published and first announced campus-wide every April, the curriculum proposal deadlines are often overlooked, resulting in frustration for all.

- a. Undergraduate curriculum calendar: <https://currcomm.cofc.edu/>
- b. Graduate curriculum calendar: <https://gradschool.cofc.edu/faculty-staff/graduate-curriculum/index.php>

- ❑ **Read your Curriculog form instructions carefully**

Most delays with the progress of Curriculog forms are due to missing information that is already noted in the form's instructions.

- ❑ **Upload all required attachments as pdfs**

This helps facilitate the reviewers' work, but PLEASE do not upload material that is not explicitly requested.

- ❑ **Upload an impact report**

- a. If required, you must run an impact report in Curriculog and upload a copy under the "files" tab. For additional instructions, click the "Reports" tab in Curriculog, and then "Impact Report."
- b. Acknowledgements are required for **every** impacted program or department: an email from the authorized person (chair, program director or associate chair) of the impacted academic unit will suffice.
- c. If you, the originator, are the chair/program director of an impacted department or program, **no acknowledgement is required.**

- ❑ **Include a Syllabus?**

Only include a syllabus if required by the form in question. As previously noted, please do not upload material that is not explicitly requested on the form.

- ❑ **Distinguish Student Learning Outcomes vs. Assessment Method and Performance Expected**

- a. Student Learning Outcomes (SLOs)
 - i. A numbered list that specifically addresses what students will know and be able to do when they complete the course **or** program. See <https://currcomm.cofc.edu/student-learning-outcomes/index.php>
- b. Assessment Method and Performance Expected
 - i. A numbered list of assessment methods and performance expectations for each corresponding SLO. Please answer: How will each be measured? Who will be assessed, when, and how often? How well should students be able to do on the

assessment? [Example: 1) Outcome one text, 2) Outcome two text, etc.]

❑ **Generate/submit connected proposals if needed**

Some proposals will require multiple Curriculog form submissions **in addition to** the original. Some example proposals (not an exhaustive list):

- i. A new program that creates new courses will require a separate proposal for **each** new course.
- ii. A change to a cross-listed course requires a separate proposal for the cross-listed course.
- iii. A new course that will be cross-listed requires a separate proposal for the existing course that will be cross-listed.
- iv. A new course that will satisfy the General Education requirement requires the appropriate General Education proposal.

❑ **Review and monitor the Curriculog form's "workflow"**

If you notice that your launched form has stagnated at a review step for more than 10 days, don't hesitate to "nudge" the reviewer to ensure your proposal stays on track for a timely approval in Senate (and beyond, depending upon the type of proposal)

❑ **Questions during the process?**

For technical issues: Curriculoghelp@cofc.edu

For questions re process: delmastromp@cofc.edu