Curriculog
Online Proposal Tool for Courses & Curricula
What is Curriculog?

• Set of forms and routing processes
• Choose the form based on the type of action you wish to do
• Once the form is complete, it will be routed to the approvers

Three **types** of proposals:
• Course Proposals - *formerly the Form 40/40G*
• Curricula Proposals- *formerly the Form 710 UG & GR*
• Plans of Study *(undergraduate)*
Undergraduate Course Proposals

Course Proposals for Undergraduate

• Course Create New Undergraduate
• Course Expire Undergraduate
• Course Revision Undergraduate

Routing for Undergraduate Course Proposals:

1. Originator
2. Office of the Registrar
3. Department Head
4. Dean
5. Other Campus(es) Department Head
6. Other Campus(es) Dean
7. Other Campus(es) Office of the Registrar
8. Office of the Registrar
# Timelines

## New Majors, Minors and Concentrations to Existing Programs

### Course and Curriculum Deadlines Fall 2018, Fall 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-May</td>
<td>Final list for Common Applications (Admissions) (Fall 2018)</td>
</tr>
<tr>
<td>August 1</td>
<td>Common Application Go-Live for Active and Admitting Curricula (Fall 2018)</td>
</tr>
<tr>
<td>December 1</td>
<td>Deadline for course and curriculum proposals to be launched/approved by originator via Curriculog.</td>
</tr>
<tr>
<td>January</td>
<td>UEAC reviews and discusses the Request to Propose</td>
</tr>
<tr>
<td>February</td>
<td>Deadline for course and curriculum proposals (not requiring ICHE approval) to be approved by UEAC, Provost Office and Registrar’s Office.</td>
</tr>
<tr>
<td>Mid-Feb</td>
<td>Schedule is finalized for fall supporting new programs and courses</td>
</tr>
<tr>
<td>Mid-March</td>
<td>Registration for fall begins</td>
</tr>
<tr>
<td></td>
<td>Catalog Content Review begins</td>
</tr>
<tr>
<td></td>
<td>First Pass for Common Application begins</td>
</tr>
<tr>
<td>April 1</td>
<td>Deadline for all course and curriculum proposals to be reviewed/approved in Curriculog, including new programs for Plans of Study (POS).</td>
</tr>
<tr>
<td>Mid-April</td>
<td>Deadline for Department to review final Catalog marketing content</td>
</tr>
<tr>
<td>Mid-May</td>
<td>Final list for Common Application (Admissions) (Fall 2019)</td>
</tr>
<tr>
<td>June 1</td>
<td>Undergraduate and Graduate Catalog published online with Active and Admitting Curricula.</td>
</tr>
<tr>
<td>August 1</td>
<td>Common Application Go-Live for Active and Admitting Curricula (Fall 2019)</td>
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## Timelines

### New Programs

#### Course and Curriculum Deadlines Fall 2018, 2019

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<tr>
<td>Early October</td>
<td>Deadline to launch new program proposals (with supporting course approvals) requiring Trustee and Commission Approval</td>
</tr>
<tr>
<td>October</td>
<td>UEAC discusses proposal</td>
</tr>
<tr>
<td>November</td>
<td>UEAC advisory vote</td>
</tr>
<tr>
<td>November-Dec 1</td>
<td>Provost and Presidential Approval and present to BOT</td>
</tr>
<tr>
<td>December 1</td>
<td>Deadline for course and curriculum proposals to be approved via Curriculog by UEAC.</td>
</tr>
<tr>
<td>December 7/8</td>
<td>Trustee Meeting</td>
</tr>
<tr>
<td>Early February</td>
<td>ICHE Meeting</td>
</tr>
<tr>
<td>Mid Feb</td>
<td>Schedule is finalized for fall supporting new programs and courses</td>
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| Mid-March      | Registration for fall begins  
Catalog Content Review begins  
First Pass for Common Application begins |
| April 1        | Deadline for all course and curriculum proposals to be reviewed/approved in Curriculog, including new Programs for Plans of Study (POS). |
| Mid-April      | Deadline for Department to review final Catalog marketing content |
| Mid-May        | Final list for Common Application (Admissions) (Fall 2019) |
| June 1         | Undergraduate and Graduate Catalog published online with Active and Admitting Curricula. |
| August 1       | Common Application Go-Live for Active and Admitting Curricula (Fall 2019) |
## Timelines

### New Certificates

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<tr>
<th>Course and Curriculum Deadlines Fall 2018</th>
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<td><strong>December 1</strong></td>
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<td><strong>January</strong></td>
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<tr>
<td><strong>February</strong></td>
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<td><strong>Mid-April</strong></td>
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<td><strong>June 1</strong></td>
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Curricula Proposals for Undergraduate

- Curricula Degree Program or Certificate Undergraduate – Create
- Curricula Major, Minor, Concentration Undergraduate - Create
- Curricula Undergraduate – Expire

*Plans of Study are developed in the proposal for the catalog/myPurduePlan*

Routing for Undergraduate Curricula *Expire*:
1. Originator
2. Office of the Registrar
3. Department Head
4. Dean of School/College
5. Office of the Registrar
6. Provost Office and Undergraduate Education Advisory Council (UEAC)
7. Office of the Registrar
Undergraduate Curricula Proposals

Routing for Undergraduate Curricula CREATE:

**Intent to Propose**
1. Originator
2. Office of the Registrar
3. Department Head
4. Dean
5. Provost Office and UEAC

**Formal Proposal**
6. Originator
7. Department Head
8. Dean
9. Provost Office and UEAC
10. Provost (*only for new degree or certificate*)
11. President/Board of Trustees (*only for new degree or certificate*)
12. ICHE – Indiana Commission for Higher Education (*only for new degree or certificate*)
13. Provost Office (*only for new degree or certificate*)
14. Office of the Registrar
## Timelines

### Existing Majors, Minors and Certificates

#### Course and Curriculum Deadlines Fall 2018

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<td>Mid-October</td>
<td>Colleges/Schools can begin entering curriculum information into Curriculog</td>
</tr>
<tr>
<td>Mid-Feb</td>
<td>Schedule is finalized for fall supporting new certificates and courses</td>
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<td>Mid-March</td>
<td>Registration for fall begins</td>
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Proposal

• Curriculum – Plan of Study (POS) Undergraduate

Routing for Undergraduate Plan of Study Proposals:

  1. Originator
  2. Plan of Study Approver
  3. Office of the Registrar
Graduate Course Proposals

Course Proposals for Graduate School

• Graduate Course – Expiration
• Graduate Course – New
• Graduate Course – Revision
Curricula Proposals for Undergraduate

- Graduate Certificate – New
- Graduate Certificate – Revision
- Graduate Concentration – New
- Graduate Concentration – Revision
- Graduate Degree – New
- Graduate Degree – Revision
- Graduate Degree, Major, Certificate, or Concentration – Expiration
- Graduate Major - New
- Graduate Major - Revision
Internal Process

**What do you do now?**
- Form 40/40Gs
- Form 710/710Gs

**College & Department**
- Curriculum committee meetings
- College committee meetings

The proposals replace the form process to acquire signatures.
Possible Options:

• Committee can review the information in Curriculog for the meeting before the Department Head approves the proposal

  • Provide name of proposal for anyone to login and review
  • URL to the proposal can be provided
  • Print PDF of document to send to group via email
Training Tools

Purdue Office of the Registrar > Curriculum and Course News> www.purdue.edu/registrar/curriculum/training.html

Training Documents
- Undergraduate Documents
- Graduate Documents (coming)
- Proposals Narrative & Workflow

Curriculog Training Opportunities
- Brown Bag Trainings
- Computer Lab Trainings
- Plans of Study Labs
Presentations

Purdue Office of the Registrar > Curriculum and Course News>
www.purdue.edu/registrar/curriculum/presentations.html

Presentations

Associate Deans Meeting -- August 22, 2017
Academic Program Planning and Approval -- May 2017
Classification of Instructional Programs -- May 2017
Town Hall Presentation -- September 13, 2016
Overview of Curriculog

https://purdue.curriculog.com/
Contacts

Who do I contact for help?

Course/Curricula for Undergraduate Level:
  Kimberly Watley  kwatley@purdue.edu  765-494-8235
  Sandy Schaffer  seharvey@purdue.edu  765-494-6144

Course/Curricula for Graduate Level:
  Tina Payne  tlpayne@purdue.edu  765-494-6963

Course Specialists:
  UG -Bettie J. Cole  bjcole@purdue.edu  765-494-6308
  GR -Debbie Fellure  dfellure@purdue.edu  765-494-6963

Plan of Study for Undergraduate:
  Kylie Edmond  edmondk@purdue.edu  765-494-7228
Questions & Answers