Office of the Provost
and Vice President for
Academic Affairs

Curriculum @ KSU

2016-2017 Issue #2

Curriculum
NEWSLETTER

Hello! This is an ongoing monthly update concerning all curriculum and curriculum-related items at KSU. We hope this newsletter provides you with an easy-to-use resource.

If at any time you have items you would like to add to an upcoming newsletter, please email Amy Vasinko at avasinko@kennesaw.edu

In this issue...

- How do I import catalog information into a proposal?
- UPCC Updates
- GPCC Updates
- Upcoming Meetings
- BOR New Program Review Guidelines
- Curriculum Contacts

CHANGES COMING TO NEW PROGRAM PROPOSAL PROCEDURES

Effective November 1, 2016, the Board of Regents will implement changes to its procedures and forms for new program proposals. Any unit currently working on a new program proposal that has yet to be submitted to the BOR should contact Academic Affairs to ensure compliance with the most recent policy changes.

How do I import catalog information into a proposal?

If you would like to make changes to a course or program that already exists in the catalog it is important that you import the current catalog information into your proposal before you make any changes. By following a few simple steps in the begging to import current catalog information, it could save you lots of time and aggravation in the future.

1. To begin an import please be sure you are logged in to Curriculog by verifying your name is in the upper right hand corner. Click "Start Proposal".

2. Select either Change to Existing Course, or Change to Program Name, Requirements or Policies proposal forms. Only existing course or program information can be imported. If you are trying to create a new course or program you will not be able import any data. Click the Start Proposal Icon.

3. Once the proposal is open click the "Import" icon in the upper left corner (Blue Arrow)

4. Select the appropriate Graduate or Undergraduate Catalog. You may use the filter fields to find courses or programs.
- If you are looking for a course select "Prefix" as a filter field and type in the course prefix (ex: BIOL, CHEM, ENGR, HON)
- If you are looking for a program select "Name" a filter field and type in a word or phrase in the program title (ex: "English", "Engineering", "Business")

5. Be sure the box marked "Exclude Previously imported items" is UNCHECKED, then select "Search Available Curriculum"

6. Select the appropriate course or program from the list and Click "Import this Item". Successfully imported catalog information will automatically populate sections of your proposal. Please make any changes to the information and complete all required questions as usual.

Undergraduate Curriculum Notes:

Meetings:
September 8, 2016
September 22, 2016

New Courses
- CPE 1000
- CPE 3000
- CPE 3020
- CPE 3030
- CPE 3040
- CPE 4010
- CPE 4020
- CPE 4030
- CPE 4040
- CPE 4200
- CPE 4250
- EE 3706

Course Changes
- ES 2300
- ES 4200
- CM 3270

Program Changes (Effective Fall 2017)
- Art History Minor
- BS Software Engineering (Effective Fall 2016)

Graduate Curriculum Notes:

Meetings:
September 7, 2016

Course Changes
- EDRS 9100
- EDRS 9200
- EDRS 8900 (Discontinuation)

Upcoming Meeings:
UPCC:
October 6, 2016
October 20, 2016

GPCC:
October 5, 2016
November 2, 2016

General Education Council:
October 19, 2016
November 16, 2016

Curriculum Contacts

For questions concerning curriculum at KSU, please contact:

Dr. Valerie Whittlesey, Associate Vice President for Curriculum: vwhittle@kennesaw.edu

Mr. Jamie Grimes, Manager of Curriculum Systems and Academic Affairs Webmaster: jgrimes8@kennesaw.edu

Ms. Amy Vasinko, Assistant Manager of Curriculum Systems: avasinko@kennesaw.edu

Ms. Marilee McClure, Curriculum Data Editor: mmclure@kennesaw.edu

For questions about curriculum approval procedures, please contact the chairs of the UPCC or GPCC.

For assistance with the Curriculog Curriculum Management Solution, please contact the system administrators at curriculog@kennesaw.edu.