UNCP's Curriculum Management System—A Brief User's Guide

Basic Orientation
1. Go to https://uncp.curriculog.com (or follow links from Academic Affairs Forms page or Faculty Senate Curriculum page)
2. Click "Login" in the upper right corner—this should take you to the UNCP Shibboleth log-in page. Use your standard UNCP id and password, and then you'll be routed back into the Curriculog system. You should enter your main Dashboard.
3. Your Dashboard should show any notifications (about proposals in which you have a role) or upcoming meetings on the right-hand side. On the left, you'll see a number of tabs—the two you will use most often are "Tasks" and "Proposals."
4. At the bottom of the Dashboard page, you will see a link to "Contact System Administrator"—this is connected to an internal email account (curriculog@uncp.edu). Messages sent through this link will go to the Curriculum Chair and Registrar.

Proposals
1. Under the My Tasks or My Proposals tab at the left side of the dashboard, click "New Proposal" to create a new proposal. You now have five options: New Course Proposal, Course Revision/Deletion Proposal, New Program Proposal, Program Revision/Deletion Proposal, and General Education Course Proposal. Choose the most appropriate option.
2. Select the proposal type you want by clicking on the checkmark that will appear next to its name when you scroll over titles.
3. When you open a new proposal, the form itself will be on the left-hand side of your screen. The right side of your screen will display all required approval steps for your specific proposal. Instructions for each type of proposal are embedded in the forms themselves. Make sure you click the "information" icon (a small i in a circle) at the top of the form to show all help text. (Note that help text will always display above the item in question.)
4. Special instructions and reminders based on proposal types:
   - For new course proposals, you will need to upload a course syllabus. The document upload area is on the right side of your work space.
   - For revised course and program proposals, use the downward arrow at the top of the page to import existing information directly into your proposal. Do not change anything yet—first complete all the required sections, and then launch your proposal using the rightward arrow at the top of the page. Then, you can re-enter your proposal as the Originator and the system will track all your changes.
   - If you are revising a General Education course, the Chair of the General Education Subcommittee will review your Curriculum proposal and note any concerns—but you will still need to submit a separate General Education Course Proposal.
5. To continue working on a saved (not yet launched) proposal, use the "My Proposals" tab and select the proposal in question. An icon with a blank document and green diamond will appear next to any proposal you have permission to edit—click that icon to enter edit

mode. You may be able to edit a launched proposal if the next person in the process has not yet approved that proposal.

Approval Process:
1. Rather than a two-tiered approval process for electronic and paper proposals, this new system streamlines and automates most steps in the proposal process. The proper chair and dean for each proposal, as well as whether the proposal needs approval by the Teacher Education Committee and/or Graduate Council, will be determined by the information you provide in your proposal.
2. All approvers have the right to edit proposals prior to approval. Those edits will be tracked and labeled.
3. In a Course or Program Revision proposal, the Originator must re-enter and approve the proposal after making his/her revisions. This step was created so that we can track changes to proposal content more effectively.
4. Department Chairs must request "Custom Routes" for extra approvals if your course or program proposal affects another department:
   - Existing cross-listings will display in the Course Revision form when you import the course information into the proposal.
   - You should also run an impact report for all Course Revision proposals to find out if that course is included in another department's program. The button for this is at the top of the left side of the work area.
   - Be sure to specify who you want to review the proposal, what you want them to do (full department vote or chair approval), why you need this custom route, and what should happen to the proposal once the other department chair has approved it—typically you'll want it to come back to you so you can record your department's vote count and send it to the next level.
5. If your approval step also requires a vote count (department or committee), you should list that vote count in the "comments" section. Note: if you are rejecting a proposal, you are required to provide comments of some sort.
6. Approved proposals move to the next step in the process. Rejected proposals are generally returned to their originators.
7. Proposals must move through the approval process in the stated order. It will not be possible to skip steps and return to them at a later time. Pay attention to meeting dates and deadlines, and start your proposals in advance. We cannot guarantee that proposals launched less than three weeks prior to a meeting will make it on the agenda for that meeting. (Note that agendas must be published one week prior to meetings, and there are a minimum of four approval steps between originator and the first committee that will see any given proposal.)