



Curriculum End User Instructions

Departmental Training and Reference Guide

Fall 2023





Table of Contents

Contents

Curriculum Overview	3
Types of Proposals.....	3
Logging In	3
The Coursedog Home Page	4
Proposing a New Course or Program.....	5
Option #1: Curriculum Homepage Right Side Bar - <i>select +New Proposal</i>	5
Option #2: Course or Program Page Left Side Bar – <i>select +Propose New Program</i>	6
How to Fill Out the New Course Form.....	7
How to Fill Out the New Program Form	9
Example of a completed program	12
Propose Change to a Course or Program.....	15
Course Change Form.....	15
Course Deletion-Inactive Course	16
Program Deletion Form:	17
Curriculum Change Form:	18
Managing Curriculum Proposals	19
Proposal Dashboard Overview.....	19
Tracking Proposals	20
Customizing Proposal Columns.....	21



Curriculum Overview

The Coursedog Curriculum module assists Tennessee Tech in automating the GSEC submission process for all new and existing programs, courses and university exceptions. The platform allows the department to submit the departmental approval memo through the Coursedog system. Once submitted, the proposal routes through the College of Graduate Studies and GSEC, and if needed; to the Academic Council, TTU Board of Trustees, THEC and the TTU Registrar.

As a department and college, your approval process will not be altered using Coursedog. With this roll-out you will continue to have your committees discuss, approve, and document your changes. The only thing that changes is that a Coursedog form will be completed and the approval memo attached to the form, versus emailed to Graduate Studies.

Types of Proposals

The following forms are available for your GSEC submission:

- New Program
- Program Deletion
- New Course
- Course Change
- Course Deletion
- Curriculum Change
- Graduate Exception to University Requirement

Logging In



Coursedog

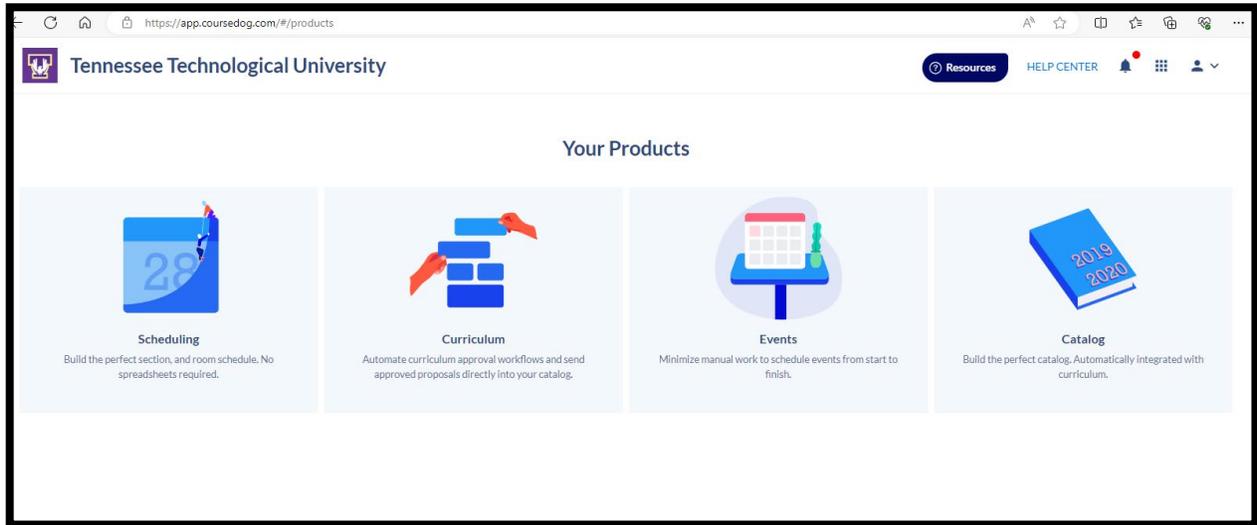
The department will determine who will submit the GSEC proposal through the Coursedog system. The representative will log in to Coursedog at app.coursedog.com or by clicking on the icon on their Tech Express Menu and entering his/her institutional email address.

Remember that all “proposal and course” forms submitted through Coursedog must have the departmental/college approval memo and documents attached to the Coursedog form. All course and program additions, changes, and deletion submissions will be voted on by the Graduate Studies Executive Committee

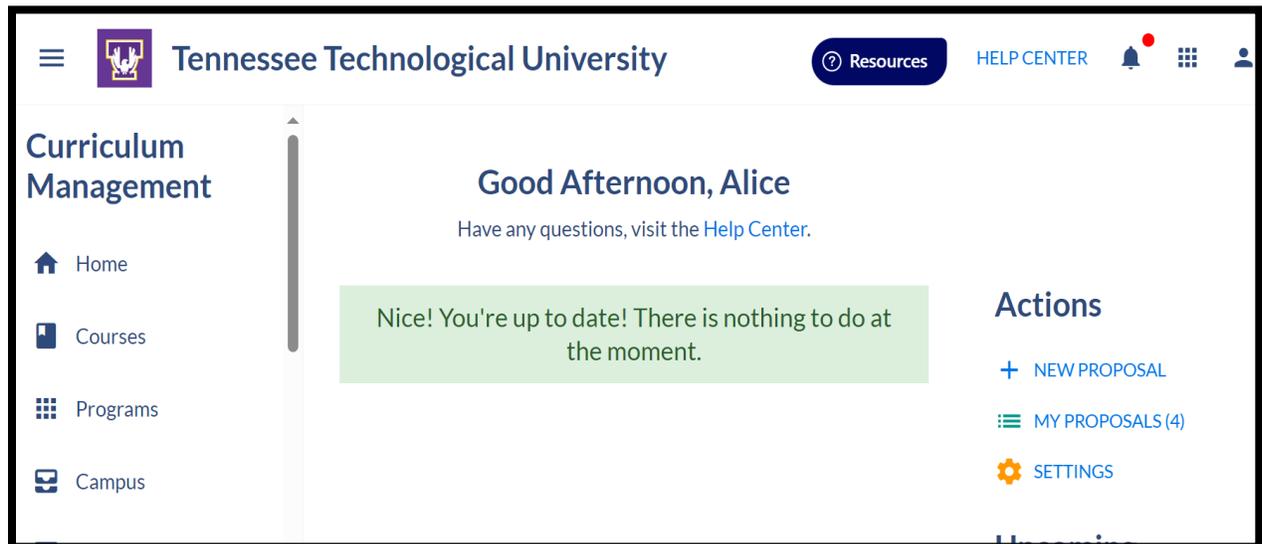


The Coursedog Home Page

You will then see the following homepage. *Your home page may look different.



The waffle or 9 square menu, right top, will allow you to change which product you are working in. Most work will be done in Curriculum.





Proposing a New Course or Program

*Note: Proposals Auto-save

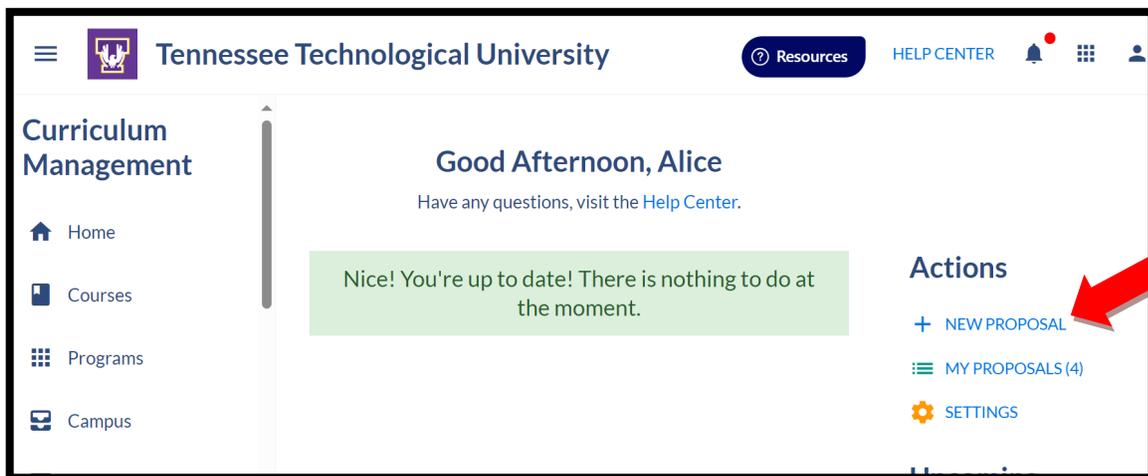
All changes to your proposal will **auto-save**. If you need to navigate away from the page before you submit your proposal- and need to access your draft later – you can find that at Curriculum > Drafts on the left-hand side bar. Proposals will be sorted by the order in which they were created – not the date edited –with the oldest at the top, the newest at the bottom.

HINT: When drafting a proposal, it is helpful to complete the “Program Title” field first, so that names of your proposal appear in your list of drafts.

You can submit a proposal for a new program or course in two ways:

Option #1: Curriculum Homepage Right Side Bar - *select +New Proposal*

Click “+New Proposal” from the Curriculum homepage and then follow the on-screen prompts.



Choose which type of proposal you want to start from a drop-down menu.

*Your options may be different.





Option #2: Course or Program Page Left Side Bar – select +Propose New Program

Navigate to the type of item you are proposing, “Course” or “Programs” tab on the left-hand side of your screen and then select “+Propose New Course/Program” located at the top middle of the screen.

The screenshot shows the 'Curriculum Management' interface. On the left is a navigation sidebar with 'Home', 'Courses', 'Programs', and 'Campus'. The main area is titled 'Programs' and features a '+ PROPOSE NEW PROGRAM' button. Below this are filters for 'Effective Start Term' (set to 'Spring Term 2024') and 'Effective End Term'. A search bar is present with a '1 FILTER' indicator. At the bottom, a table header shows columns for 'PROGRAM CODE', 'PROGRAM LONG TITLE', 'EFFECTIVE START DATE', and 'DEPARTMENT(S)'. Red arrows point to the 'Programs' sidebar item and the '+ PROPOSE NEW PROGRAM' button.

The screenshot shows the 'Courses' page with a '+ PROPOSE NEW COURSE' button. A modal window titled 'Add new course' is open, displaying a 'Select form' dropdown menu. The options are 'ADMIN - New Course Creation', 'Graduate - New Course Proposal' (highlighted in blue), and 'Undergraduate - Course Addition Proposal'. The background shows a table of courses with columns for 'CODE', 'COURSE TITLE', 'DEPARTMENT', and 'STATUS'.

Select Graduate level course or program form.

If you choose to add from the Course or Program Page, it may give you the option to Pre-populate Data. You must know the course number or program which you are going to copy. Verify all copied information for relevance to new course or program.

The screenshot shows the 'Graduate - New Course Proposal' form. It includes a 'Pre-populate Data' section with a 'COPY FROM COURSE' button. Below is a 'Governance' section with a required question: 'Has a subject code and course number been approved by the Registrar's office for this course?' with 'YES' and 'NO' radio buttons. There are also dropdown menus for 'College/School' and 'Department' (marked as required), and a search input for departments.



How to Fill Out the New Course Form

The screenshot displays the 'New Course Form' in the Curriculum Management system. The form is titled 'Are you seeking to propose a new undergraduate course or a new graduate course?' and is set to 'Graduate'. The 'Governance' section includes a 'required' checkbox for 'Has a subject code and course number been approved by the Registrar's office for this course?'. Below this are fields for 'College/School', 'Department', 'Course Title', 'Effective Start Term', 'Academic Level (Course Level)', 'Course Description', 'Grade Modes', 'Instruction Modes', 'Equivalent Courses', and 'Cross Listed Courses'. The 'Course Title' field has a character limit of 30. The 'Effective Start Term' field has a character limit of 30. The 'Academic Level' field is multi-select. The 'Course Description' field is a large text area. The 'Grade Modes' field has a tooltip: 'Determines which grading bases a student will be able to choose from when enrolling in the course. Examples: Pass-Fail-Audit.' The 'Instruction Modes' field is multi-select. The 'Equivalent Courses' field is multi-select. The 'Cross Listed Courses' field has a 'Click to edit...' button and a tooltip: 'List course(s) cross-listed which are active course(s)'. On the right side, there is a sidebar with 'ACTIONS' (SUBMIT PROPOSAL, DELETE PROPOSAL) and 'Contents' (Governance, Learning Outcomes, Credits, Requirements, Justification, Financial Impact).

Required Information:

- In “Course Description”, begin with listing any requisites.
- Required information will have a red [required] box next to it.
 - “Learning Outcomes” and “Requirements” do not have a red requirement box, **but you will not be able to submit the proposal without the box being activated.**
- Ensure you attach a current valid syllabus for the course.
- For “Learning Outcomes”, follow the instructions located within the box on the proposal. You may use bullet points or numbers to list outcomes, if you would like.
- A signed approved memo for the addition of the course should be attached in the “Justification” box. The justification should be typed in the text box.



- 2 The “Requirements” box allows you to add prerequisites, corequisites, and completion requirements and creates a corresponding tab in the online catalog.

A screenshot of a web interface titled "Requirements". At the top, there is a tab labeled "SIMPLE REQUIREMENTS". Below this, the word "Prerequisite" is displayed with a small grid icon to its left and a "Shown in catalog" button with an upward arrow to its right. The interface is divided into several sections: "Type" with a dropdown menu set to "Prerequisite"; "Visibility" with a toggle switch labeled "Show in catalog" that is currently turned on; "Name" with a text input field containing "Prerequisite"; "Rule Condition" with a dropdown menu set to "Complete All Of"; "Data type" with a dropdown menu set to "Courses"; "Filter by:" with a dropdown menu set to "Subject code" and a "CLEAR FILTER" button; "Select course" with a search input field containing "Type here to start searching"; and "Rule Notes" with a rich text editor toolbar and an empty text area. At the bottom left, there is a red "REMOVE" button with a minus sign, and at the bottom right, there is a blue "STOP EDITING" button with an 'X' icon.

Directly underneath the Name box, there will be a blue ‘ADD REQUIREMENT RULE” button. Clicking this will expand to the screen pictured above. From here you will be given several drop-down menus you can use to add the requirement information. Once you have selected the type of requirement, it will give you the option to name the requirement. We recommend leaving it untitled because it causes a second title to appear.

- ★ If the course does not have any requirements, you can add and then immediately delete the requirement to bypass the submission issue.



How to Fill Out the New Program Form

When you select the New Program Form, you will need to select the which type of program to add.

Programs + PROPOSE NEW PROGRAM EXPORT RESULTS

Add new program

Select form

CANCEL SUBMIT

PROGRAM CODE PROGRAM LONG TITLE EFFECTIVE START DATE

There are two form options:

- Graduate Request for University Exception
- Graduate - New Program Proposal

Select the form needed and complete all the [required] items.

The option to copy an existing program. PrePopulate Data can be found at the top of the page. Ensure information is correct for new program.

Graduate - New Course Proposal

Pre-populate Data

COPY FROM COURSE

Governance

Has a subject code and course number been approved by the Registrar's office for this course? **required**

YES NO

College/School



General

Name **required**

Program Type **required**

Program Long Title **required**
 This title is displayed on the catalog. Program long titles should be of the form, "Program Title", "Concentration Title", "Degree Code".

Program Level **required**

*Program Long Title: should be in the format Program name, concentration, degree code

For example:
 Nursing, Family Nurse Practitioner, NURS-NUFNP

Complete all required boxes. Effective start term will automatically fill in the start date, which is pulled by the university calendar.

College/School College/School Dean **required**

Department(s) **required**

Please provide a description of the program you are proposing **required**

Effective Start Term **required** Effective Start Date **?**

Information And Additional Notes **?**

Please attach your college approval memo here

[ADD FILES](#)

Though there is no required box, please attach the signed approval memo to the proposal.





Program Requirements

PROGRAM REQUIREMENTS

Degree Requirements:

Rich text editor toolbar with icons for image, table, HR, undo, redo, bold, italic, link, unlink, list, and bulleted list. Below the toolbar is a large empty text area for entering requirements.

No requirements yet

No Requirements

ADD +

Use this section to name and describe the requirements for the program. It is recommended that you complete this section using the builder, which will help the Registrar to construct the degree audit accurately. [View CourseDog tutorial.](#)

1. Click "+ add requirement" to create a new part of the program, usually a Completion Requirement, taken during the program.
2. Enter a name for each requirement, such as core courses, required courses, elective areas or distribution requirements, open electives, etc.
3. For each requirement, click "add requirement rule" to describe how students may complete this requirement. For example, students may be required to complete all courses from a list, or any 2 of their choice.
4. Search for existing courses that satisfy each requirement and click "add course" to enter each one.
5. For new courses not yet part of the catalog, or for open electives that are not tied to specific courses, use the Freeform Text option under Rule Condition.

Continue to complete all required information.

The Program Requirements box, though it does not have a required box, it must be activated in order to submit the proposal.

If you do not want to include a 'Program Requirement', you can add a requirement and immediately delete it. This will allow you to bypass the requirement.

Remember that you will also insert the departmental/college approval memo and other documents in designated locations.

Any other information or photos are optional.

Justification

Justification required

Rich text editor toolbar with icons for image, table, HR, undo, redo, link, unlink, bold, italic, list, and bulleted list. Below the toolbar is a large empty text area for entering justification.

Include the reasons for proposing the changes desired, and any additional information which you believe might be of assistance to the members of the committee in acting upon the proposal. In addition, state how the proposed changes(s) relate to the departmental student outcomes goals and the financial impact of these changes. In some cases, it is the tendency to tailor curricula for faculty expertise instead of student outcomes. Please be conscious of this concern as curricular changes are pursued.

Financial Impact

Financial Impact required

Rich text editor toolbar with icons for image, table, HR, undo, redo, link, unlink, bold, italic, list, and bulleted list. Below the toolbar is a large empty text area for entering financial impact.

Include the resources needed for the proposed change. Specify None if no additional resources are required.

THEC Form Submission

THEC Guidelines

1. Proposals for new degree programs must follow policies set by the Tennessee Higher Education Commission. Please refer to THEC Policy A1.0 New Academic Programs: Approval Process and Policy A1.1 Academic Program Modifications for detailed requirements. The THEC policies and checklists, and other forms are available on THEC's website (<https://www.tn.gov/the/bureaus/academic-affairs/program-approval---academic-policies/academic-policies--checklists-and-forms.html>) and TTU's Office of the Provost website.
2. Requests for a THEC Academic Action Notification items must be reported to THEC on the THEC Academic Action Notification Forms along with the proposal to the University Curriculum Committee. The proposal should include justification, financial impact, implementation date, and phase-out date (if applicable). THEC Policy A1.5 Academic Actions Notification and related forms can be found on the TTU Provost's Office website.

Upload completed THEC forms here required

ADD FILES

SUBMIT PROPOSAL



The following is an example of a completed program. Note the type of information that is provided in the form.

Governance

SIS ID
—

College/School
Arts and Sciences

College/School Dean
—

Department(s)
Biology

Program Governance and Overview

Status
Active Defaults to "Active".

Program Type
CONCENTRATION Select the program type.

Program Level
UG Program Level Descriptions

- DR - Doctoral
- ED - Education
- GR - Graduate
- UG - Undergraduate

Program Code
BIOL-BOT Program codes must be unique and of the form "Academic Department Subject Code" - "Degree Code". For example, ACCT - BSBA.
When a degree designation is not available, replace "Degree Code" with "Program TYPE". For example, ACCT - MIN for a minor in Accounting.
For concentrations within a major, use the form "Academic Department Subject Code" - "Concentration Code". For example, AGRI - AGBE for Agriculture, Agribusiness Management Concentration, B.S.AG.

CIP Code
0813030112 You may refer [here](#) to the NCES full list of CIP Codes.

Degree Code
B.S.

Degree Description
Bachelor of Science

Program Title
Biology Typically program umbrella title.

Program Long Title
Biology, Botany Concentration, B.S. This title is displayed on the catalog. Program long titles should be of the form, "Major Title", "Concentration Title", "Degree Code".

Effective Start Term
Spring Term 2023 The term when the program is first offered. This term is used to display the correct program revision in the catalog. To create new revisions of a program, change the effective start term.

Effective Start Date
Jan 12, 2023

Approval Date



Catalog Information

Catalog Full Description

—

Full program description as it should appear in the public facing catalog.

Catalog Short Description

Bachelor of Science in Biology with a concentration in Botany

This is the short description of the program to appear in the "Description" column on the Department page. This description is also displayed as a subheading for the program in the program list.

Information And Additional Notes

—

Catalog Image



Image description

—

Important: The Web Content Accessibility Guidelines require all images to have a description to convey the purpose of the image to users using assistive technologies. Please provide a description to ensure your catalog remains WCAG 2.0 compliant.

Requirements

PROGRAM REQUIREMENTS

Degree Requirements:

—

Biology, Botany Concentration (120 hours)	Shown in catalog	▼
Biology, Botany Concentration	Shown in catalog	▼

Use this section to name and describe the requirements for the program. It is recommended that you complete this section using the builder, which will help the Registrar to construct the degree audit accurately. [View CourseDog tutorial.](#)

1. Click "+add requirement" to create a new part of the program, usually a Completion Requirement, taken during the program.
2. Enter a name for each requirement, such as core courses, required courses, elective areas or distribution requirements, open electives, etc.
3. For each requirement, click "add requirement rule" to describe how students may complete this requirement. For example, students may be required to complete all courses from a list, or any 2 of their choice.
4. Search for existing courses that satisfy each requirement and click "add course" to enter each one.
5. For new courses not yet part of the catalog, or for open electives that are not tied to specific courses, use the Freeform Text option under Rule Condition.

Biology, Botany Concentration Shown in catalog ^

Plan code

No Plan Code Set

Requirement level

Degree Requirements

Name

Biology, Botany Concentration

SIS ID

No SIS ID Set

Type

Completion Requirement

Biology, Botany Concentration Core

Complete ALL of the following Courses:

- o BIOL1113 - General Biology I
- o BIOL1123 - General Biology II
- o BIOL2310 - General Botany
- o BIOL3130 - General Ecology
- o BIOL3140 - Cellular Biology
- o BIOL3200 - General Microbiology
- o BIOL3230 - Health Science Microbiology
- o BIOL3810 - General Genetics
- o BIOL3920 - Biological Comm Skills
- o BIOL3240 - Field Botany
- o BIOL4310 - Plant Anatomy
- o BIOL4320 - Plant Physiology
- o BIOL4330 - Plant Ecology



Curriculum

Degree Plan - Biology, Botany Concentration, B.S. 

Use this section to describe one or more pathways students may take to complete the program. At least one curriculum table is required for all programs. [View CourseDog tutorial.](#)

Each map is organized by semester, which can include specific courses or other requirements. Total credits are calculated automatically as requirements are added.

1. Click "+ new map" to create a new plan for students.
2. Enter a name for each map, such as full-time, part-time, spring entry, etc.
3. Each map is organized by semesters, with requirements for each. Click "+ new semester" to add a new term and select the year and semester. Multiple requirements can be added to each semester.
4. You can edit each requirement to add existing courses from the catalog.
5. For new courses not yet part of the catalog, or for electives that are not tied to specific courses, use the Generic option under Requirement Type and enter the actual credits (minimum) under the Details tab.

It is recommended that you use this builder to assist the Registrar in conducting accurate degree plans.

Curriculum Notes

Curriculum Notes

—

Dependencies

No dependencies



Propose Change to a Course or Program

To include: Program Deletion, Course Change, Course Deletion, Curriculum Change

Option #1: From the home screen, select + NEW PROPOSAL on the right side then select the type of form you would like to use.

The first screenshot shows the 'Edit course' form with a dropdown menu set to 'Edit Course Form' and 'CANCEL' and 'SUBMIT' buttons. The second screenshot shows the 'New Proposal' form with a welcome message, a dropdown menu set to 'Edit Course Form', and a search box for courses.

Option #2: Navigate to the course/program to be changed. Select “Propose Change” on the right action bar.

Course Change Form

From here, it’s as simple as changing the correct fields and clicking ‘Submit Proposal’ on the right hand actions toolbar. All required information will have a red box next to it.

The screenshot shows the 'Course Change Form' with various fields and a right-hand actions toolbar. The 'Goverance' section includes fields for Course Subject Code (ACCT), College/School (Business), Course Title (Auditing and Attestation), Academic Level (Doctoral, Specialist in Education, Graduate, Undergraduate), Course Number, Department, and Schedule Type (Lecture). The right-hand actions toolbar includes 'SUBMIT PROPOSAL', 'VIEW CHANGES', and 'DELETE PROPOSAL'. A 'Contents' sidebar lists 'Goverance', 'Learning Outcomes', 'Credits', 'Requirements', 'Justification', and 'Financial Impact'.

- The only exception is the “Learning Outcomes” is required to submit the form.



Course Deletion-Inactive Course

The screenshot displays the 'Graduate - Inactivate Course Proposal' form within the Tennessee Technological University Curriculum Management system. The interface includes a left-hand navigation menu with options like Home, Courses, Programs, Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area is titled 'Graduate - Inactivate Course Proposal' and contains several sections:

- What type of form are you looking for?** Course Deletion
- Are you seeking to remove an undergraduate course or a graduate course?** Remove a Graduate Course
- Justification**
 - What term should this change take into effect? **required** (dropdown menu showing 'Fall Term 2027')
 - Why should this course be deleted? **required** (text input field)
- Financial Impact** (text input field)
- Governance**
 - Course Number (text input)
 - Course Subject Code (text input)
 - College/School (text input)
 - Department (text input)

On the right side, there is an 'ACTIONS' panel with buttons for 'SUBMIT PROPOSAL', 'VIEW CHANGES', and 'DELETE PROPOSAL'. Below the actions is a 'Contents' table of contents listing the form sections: Justification, Financial Impact, Governance, Learning Outcomes, Credits, and Requirements.

- The only requirement is the Justification for deleting the course.
- Once submitted, it will enter a workflow to GSEC.



Program Deletion Form:

General

Name required

Program Type required

Long Title

Program Level required

College/School required

College/School Dean required

Department(s) required

Description required

Attach Your College Approval Memo Here

[ADD FILES](#)

Effective End Term required

Effective End Date ?

Information And Additional Notes ?

Justification

- The required information will have a red box next to it.
- College Approval Memo needs to be attached.
- Once submitted, it will enter a workflow to GSEC.



Curriculum Change Form:

Graduate - Edit Existing Program Form

What type of form are you looking for?
Curriculum Change

Are you seeking to change an undergraduate program or a graduate program?
Change a Graduate Program

In cases where a college wishes to change existing graduate policies, procedures, and exceptions, the Dean of that college must send a written request to the Dean of the College of Graduate Studies for submission to and approval by GSEC.

Changes Requested

What changes would you like to make to this program? required

Is this change applicable to all of your concentrations within the program? required

YES NO

Program Name Change

Curriculum Changes

Credit Hour Changes

Change to admissions requirements

Change to degree requirements

Status
Active

At the top of the form, is a drop-down menu to select the type of change being requested.

Once the type of change is selected, it is as simple as changing the desired fields and submitting the proposal. All required information will have a red box next to it. Once submitted, it will enter a workflow to GSEC.



Managing Curriculum Proposals

Proposal Dashboard Overview

Coursedog's Proposal Dashboard makes it easy to manage any proposals you've created or need to vote on.

Depending on your permissions, you might see up to five categories: Vote Required, Assigned to ME, Created by Me, All Requests, and Archived Requests.

Clicking each tab could potentially show a different set of proposals.

You can add columns and apply filters to change what you see: save your views: save a default view: and export results.

NAME	PROPOSAL TYPE	CURRENT STEP	REQUEST STATUS
Test New Program	New Program	Vote Required	Pending

Vote Required: The “Vote Required” tab includes all requests where the assigned user must cast their vote to move the request along the approval workflow.

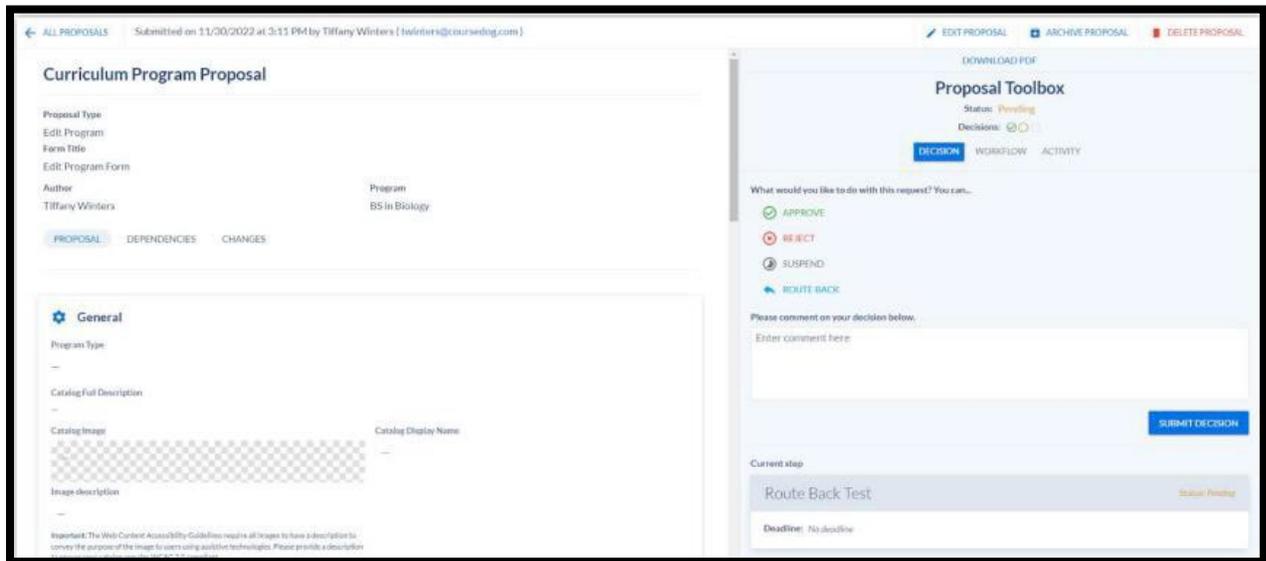
Assigned to Me: The “Assigned To Me” tab contains requests that the faculty member has not yet voted on or has voted on in the past. This tab is useful for record keeping purposes of past actions.

Created by Me: The “Created By Me” tab shows all requests created by the faculty member specifically.



Tracking Proposals

If you are looking to see the status of an existing proposal, navigate to the proposal and select “Workflow” in the proposal Toolbox on the right. Here you can see all the steps the proposal has been through and needs to be through to be approved.



The “Proposal Toolbox” contains the following three tabs:

Decision: The “Decision” tab contains the final decision on whether the proposal has been approved or rejected.

Workflow: The “Workflow” tab shows the approval path the proposal has or will go through in the process and whether the proposal was approved or rejected in that step.

Activity: This tab contains an entire overview of the actions taken on the proposal, from user submitted information to the activity of the committee approving or disapproving the proposal. Faculty members can also use this tab to discuss and communicate the proposal in question.



Customizing Proposal Columns

The Column dropdown in the Course or Program page allows the end user to edit and customize which columns are displayed on the page.

CODE	COURSE TITLE	DEPARTMENT
BIO151	Introduction to Quantitative Modeling in Biology (Basic)	Biology
BIO152	Introduction to Quantitative Modeling in Biology (Advanced)	Biology
BIO153	Fundamentals of Ecology and Evolution	Biology
BIO987	Course Title	Math
ENGL0005	English for Students	English
ENGL101	English 101	English

By selecting the Columns dropdown, the faculty member can determine what information is displayed on the Course and Program page. Faculty can also drag and drop each column element to order the columns in a preferred manner.

The custom column view can be saved by the faculty member by clicking on the “Saved Views” icon and then clicking “Save Current View”. This will bring up a pop up that allows them to review their preferred options and name the specific view setting.

Save view ✕

You can choose which rules should be saved

Name required

Base Filters

Columns is Program Code, Status, Author, Created at, Degree Designation, Effective end date

CLOSE SAVE