

Curriculum Review using OnBase

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Learning Objectives

The learner will be able to:

- 1. Access Curriculum Review
- 2. Complete a Curriculum Review Proposal
- 3. Attach Documentation to a Proposal
- 4. Understand OnBase Terms
- 5. Approve and Return Proposals
- 6. Search for Proposals
- 7. Understand Workflow
- 8. View Proposal Attachments
- 9. View Proposal Examples for Six Total Proposal Types

1.0 Version Control

Version	Date	Person	Change
1.0	11/01/2018	Erica King	New Application

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Curriculum Review Reference Guide

Training & Instructional Support

www.rowan.edu/irt-training

Overview

The University Senate and Office of the Provost are automating the curriculum submission process using an application called OnBase. OnBase provides a streamlined, paperless process that will automatically route proposals to the appropriate parties, allow users to keep track of revisions, and provide status updates with just a few keystrokes. The approval steps for proposals are the same, only the process has changed.

Accessing Curriculum Review

Sponsors/Co-Sponsors will submit their proposals through a form using an internet browser. Approvers will make decisions on the proposals through OnBase. Google Chrome is recommended for the best results, however, Curriculum Review is also supported by Internet Explorer 11.

To begin a new curriculum proposal as a Sponsor/Co-Sponsor, visit

https://go.rowan.edu/Curriculumreview

To review a proposal as an Approver, visit https://go.rowan.edu/onbase

To log in to the OnBase system to view proposals while away from campus you will be directed to the standard VPN view, if you have VPN access. If you do not have VPN access:



Follow the link and log in with your Rowan username and password. Click on the **Administrative** folder, then click on the **Curriculum Review New Proposal** icon. This will download Citrix to allow you to access the system. Go to the bottom left-hand corner of your browser window and click the **launch.ica** file. Log in again with your credentials and complete the **Duo** process if prompted.

Using Emailed Links to Forms Off Campus

If you are attempting to access a Curriculum Review proposal from off campus and are not logged in using VPN, you will not be able to launch OnBase or view a proposal by clicking the link provided in email notifications you receive. To use the links provided to you in email notifications, you will first need to visit **applications.rowan.edu** and enable a **Chrome** browser, located under the folder **Web Browsers.** Then copy and paste the link found in your email notification into the web browser.





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Important Terms For Sponsor / Co-Sponsors

Sponsor/Co-Sponsor - Sponsors and Co-Sponsors will access a form online to submit one of six types of proposals for review. **Returned** - If a proposal is returned, notes, recommendations for improvements, or a r further documentation will be present in th

Approve / Return - Approve pushes the document to the next level of approvals, return sends the document back to the Sponsor/Co-Sponsor with suggestions.

Save - There is no "Save" button on proposals for Sponsors/Co-Sponsors. The way to "Save" a proposal is to answer No to the question "Is this proposal complete?" Then hit Submit to have the proposal saved for completion later. **Returned** - If a proposal is returned, notes, recommendations for improvements, or a request for further documentation will be present in the approver section of the form. When changes are made and the proposal is resubmitted, it will resume from the place in the process it was returned from.

Review - Regardless of email notifications received, the Sponsor/Co-Sponsor can review the proposal at any time and discover which queue their proposal is in.

Email Notifications - Emails will be sent for every step in the process. Every person involved in the process will receive the emails, but action will not always be required.

Sponsors / Co-Sponsors

Sponsors/Co-Sponsors will access the form online to submit one of six types of proposals:

- New Course requests
- Changes to Existing courses
- New Degree/Program requests
- Changes to Existing Degree/Programs
- Accelerated Undergrad/Grad Dual Degree Program
- Quasi Curricular Proposals.

Once the form is accessed, depending on the proposal type, each field must be completed in each section of the form. If the intent is to submit the form and the answer to the question at the bottom of the form **"Is this Form Complete"** is **Yes**, all supporting documentation should be attached and **Submit** will be chosen. If the answer is **No** and the form will be completed in the future, supporting documentation will need to be added later when the form is complete and ready to be submitted. If a proposal needs to be saved to finish at a later date, there is no "Save" button on the proposal form. The way to "Save" a proposal is to answer **No** to the question **"Is this proposal complete?"** Then hit **Submit** to have the proposal saved for completion at a later date.

Once a proposal is submitted only a Sponsor/Co-Sponsor can withdraw the proposal. If the proposal needs to be reinstated, the Sponsor/Co-Sponsor must contact the support desk either by emailing support@rowan.edu, or by visiting support.rowan.edu. Please include the proposal number in your request.

To attach necessary documentation to your proposal, follow these steps:

- 1. Each Section that requires an attachment contains an attach button
- 2. Click on the attach button
- 3. Navigate to the file on your computer
- 4. Click on the file you need uploaded
- 5. Click on the Open button (Choose button on a Mac)
- 6. Repeat these steps for each section that requires an attached document
- 7. Click on the Submit button to save the attached documents to the form

Please see the appropriate Appendix to view examples of each of the six proposal types, and to view answers to questions regarding how they are completed.

Information for Approvers

Once the proposal has initially been submitted, all approvers can access proposals requiring approval through a link to the form, which will be emailed to the appropriate parties depending on where it is in the approval process. Please see Page 4 for directions using links if you are off campus. If approval is needed, the expectation is that the appropriate person within the process will review the proposal and any documentation attached, and either **Approve** the proposal, which forwards it to the next approver in the process or **Return** the proposal. If the proposal is returned, notes should be included as to why, as well as suggestions on missing information that must be included if the proposal is to be approved when resubmitted. In the event of a **Returned** proposal, all subsequent approvers will receive an email notification to inform all involved parties where the proposal is in the process.

IMPORTANT NOTE

The link to an OnBase form is emailed to you as the Sponsor / Co-Sponsor when it has been saved as a draft, or returned by an approver. When you follow the link the fields are editable. If that email is forwarded to another person, they will be able to edit the fields, attach documents and submit the form on your behalf. Be certain you are comfortable with someone editing your proposal fields or attaching documents on your behalf as Sponsor / Co-sponsor before you make the decision to forward the email.

Proposal Approvers

If there is a proposal to review, an Approver will receive an email notification. There will be a link to the proposal and the Approver can click the link to view the information. An approver can also log in to the OnBase system to view one or more proposals awaiting their approval. See Page 4 of this guide for directions on how to access the OnBase system and how to use links while off campus.

Important Terms For Approvers

Here is useful terminology used while logged in to OnBase to view, review, approve and return proposals:

Workflow - Workflow is an electronic document routing system that enables users to process work more efficiently, quickly, and more accurately than with traditional paper. OnBase Workflow handles successive points of input or action required in order to complete a task, process, or procedure. From processing transcripts to reviewing exceptions, Workflow streamlines collaboration.

Queue - Queues are the basic elements in a Workflow. A queue represents a document's current state or point in a process

Document Retrieval - Document Retrieval is a view that allows you to search for a proposal form. You can select one type or multiple types of curriculum review forms and view supporting attachments, using a variety of criteria and keywords. **Life Cycle -** A series of queues and transitions, or how the material submitted progresses through OnBase using the steps of approval.

Approve / Return – For OnBase users, this is the ability to approve or deny a request by using the two buttons available in OnBase. One button is an approve button and the other a return button.

Custom Query - Pre-configured document retrieval formats used for displaying documents (or groups of documents) that are frequently or routinely accessed.

Keyword Search - Keyword search is the ability to search through curriculum proposals using specific criteria. Items like date, change type, status, proposal ID, effective year and term, and many other types of criteria can be used.

Document Retrieval			OnBase [*]	\$	King, Erica Rosenthal 🗸
Document Types CR Assessment CR Consultation Letter CR Curriculum Change Proposal Form CR Library Resource Form CR Program Guide EIS DOCUMENTS EIS-Demo-Doc 1 SELECTED	•	Document Search Results Drag a column header here to group by that column. DOUMENT NAME V Contains CR Curriculum Change Proposal Form – Proc. and ID: 3589600 EXISTING COURSE – Prop Date: 17/7201 – Status: DEPARTM CR Curriculum Change Proposal Form – Proposal ID: 3589494 12/18/2014 – Status: DEPArt MENT CURRICULUM CHAIR REE Items: 2	3 - Sponsor: TRICIA YURAK - College: COLLEGE OF EDUCATION - TENT CURRICULUM CHAIR REVIEW 4 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. & CREA VIEW	Dept: LANG LIT & SOCIOCULTURAL EDU - Type: CHANGE T TIVE ART - Dept: ART - Type: NEW COURSE - Prop Date:	DOCUMENT DATE マ Contains 0 1/7/2019 12/18/2018
Document Date		Curriculum Change Proposal	Form Proposal Status DEPARTMENT CURRICULUM CHAIR REVIEW Proposal Sponsor*	Proposal ID 3589603 Sponsor's Email Address *	ĺ
CR Proposal Status CR Curriculum Change Type	=	TRICIA YURAK	TRICIA YURAK Co-Sponsor	YURAK@ROWAN.EDU Co-Sponsor Email Address	
CR Proposal Originator CR Proposal Originator Email Address YURAK@ROWAN.EDU CR Proposal Submission Complete	-	Effective Term & Year* 202040 - FALL 2020 Curriculum Change Proposal Type* CHANGE TO EXISTING COURSE	Proposing School/College * College of EDUCATION	Proposing Department *	
CR Proposing College	-	Course Information Course Subject*	Course Number For example, XXXYY - Thus, include both the 2 dipit prefix, as well as the 3 digit course number.	Course Title * Intro to LLSE	

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Approve or Return Proposals

To Approve or Return a proposal:

- 1. Many of the fields will auto populate with the correct information when the approver accesses the form. These fields are read-only.
- 2. After reviewing the form requiring action, if additional documentation is needed by the approver, it can be attached by selecting the button **Attach Approver Supporting Document**.
- 3. Once you have selected the button, navigate to the document needed on your computer and click to choose the file, then select **Open** (**Choose** on a mac). Then chose **Submit** to attach the document(s).
- 4. Notes is a free-form text field for the approver to log notes regarding the proposal after selecting Approve or Return. There is a limit of 100 characters in this field. If you have more feedback than 100 characters, you should write the feedback in a document and attach it via the Attach Approver Supporting Document button. This will need to be done before approving. If you have less characters than the limit, the feedback can be entered after the Approve or Return button is selected in the Notes box.
- 5. Choose the green **Approve** or red **Return** button under the inbox section of the page. **Approve** will push the proposal to the next approver, **Return** will alert the **Sponsor** that there are notes regarding the proposal. This is how a decision on the proposal is made.



Attach Approver Supporting Document allows you to attach documents needed to support your decision. Then hit the **Submit** button to attach the document(s).

Searching for Proposals in OnBase

Log in to Onbase to view proposals when you don't have a link or you need to view multiple proposals. Upon entering OnBase, most approvers will be able to view only those proposals that are in their queue to review, **Approve** or **Return**. Proposals can be located using a variety of criteria, for example:

- Date Range
- Proposal ID
- Proposal Date
- Proposal Status
- Curriculum Change Type

- Proposal Originator (Sponsor/Co-Sponsor)
- Proposal Originator Email Address (Sponsor/Co-Sponsor Email)
- Completion Status

And many more. You can also search by Approval Details such as Current Date, Approver Name, Queue Name, Decision, and Approver Notes.

Document Retrieval	😭 🛛 KINGE 🗸	
Document Types CR Assessment CR Consultation Letter CR Curriculum Change Proposal Form CR Library Resource Form CR Program Guide EIS DOCUMENTS EIS-Demo-Doc 1 SELECTED	 4 Document Search Results Drag a column header here to group by that column. DOCUMENT NAME	DOCUMENT DATE ▼ Contains 10/23/2018 10/22/2018 10/22/2018 10/19/2018
Image: CR Proposal Originator Image: CR Proposal Originator CR Proposal Originator Email A Image: CR Proposal Originator Email A MUELLERA@ROWAN.EDU CR Proposal Submission Comp CR Proposing College Image: CR Proposing Department CR Proposing Department Image: CR Proposing Department Image: CR Proposing Department Image: CR Proposing Department Image: CR Proposing Department Image: CR Proposing Department Image: Department Image: Department Image: Department Image: Department	6 10/23/2018 7 Proposal Status 9 10/23/2018 9 10/23/2018 9 10/23/2018 9 10/23/2018 9 10/23/2018 10/23/2018 9 10/23/2018 10/23/2018 9 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/23/2018 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014 10/2014	demic Subcommittee
Document Retrieval DOCUMENT Custom Queries New Form WORKFLOW Open Workflow STATUSVIEW Open StatusView USER Locked Objects	 Main Menu - Document Retrieval, Custom Queries, New Form, Open Workflow, Open StatusView, Locked Objects Curriculum Change Proposal Forms - View submitted and incomplete Curriculum Change Proposal Forms Search Criteria - Search for forms using a variety of criteria Document Search Results - View returned results with information about the proposal. Main Menu - Document Retrieval, Custom Queries, New Form, Open results organized date by clicking o or filter results usi filter button Document Viewer that was searched proposal Status - proposal is in the appropriate appro- queue should take time. 	- View the by contents, or n the field name ng the - View the form d. Where the queue. Only the over within the e action at this

Finding Proposals with Document Retrieval

■ Document Retrieval 1	Document Date	٦
DOCUMENT	Contraction <	
Document Retrieval	Search Type	-
Custom Queries	KEYWORDS NOTES	
New Form	CR Proposal ID =	*
WORKFLOW	CR Proposal Date =	11
■ Document Retrieval	MM/dd/yyyy	
Document Types	CR Proposal Status =	
Q	DEPARTMENT CURRICULUM CHAIR REVIEW	
ACADEMIC AFFAIRS	CR Curriculum Change Type =	
AA - SOM Handbook CURRICULUM REVIEW CR Additional Supporting Document	CR Proposal Originator =	
CR Approver Supporting Document CR Assessment	CR Proposal Originator Email Address =	
CR Curriculum Change Proposal Form CR Library Resource Form	CR Proposal Submission Complete =	
	CR Proposing College =	÷
4	🕒 ি 🖧 🗠 Search	

1. To search for a proposal, choose the Main menu and then choose **Document Retrieval**.

- 2. Then choose CR Curriculum Change Proposal Form.
- 3. Enter the desired search criteria. Click the **Search** Button or hit the **Return** key on your keyboard.
- 4. Choose the proposal you would like to review by double clicking the title.
- 5. If there is only one result it will load automatically.

Document Search Results	
Drag a column header here to group by that column.	
DOCUMENT NAME	DOCUMENT DATE
♥ Contains	♥ Contains
CR Curriculum Change Proposal Form - Proposal ID: 3589676 - Sponsor: AMY MUELLER - College: COLLEGE OF BUSINESS - Dept: ACCOUNTING & FINANCE - Type: CHANGE TO EXISTING COURSE - Prop Date: 1/15/2019 - Status: DEPARTMENT CURRICULUM CHAIR REVIEW	1/15/2019
CR Curriculum Change Proposal Form - Proposal ID: 3589667 - Sponsor: TRICIA YURAK - College: COLLEGE OF PERFORMING ARTS - Dept: MUSIC - Type: QUASI CURRICULAR PROPOSAL - Prop Date: 1/11/2019 - Status: DEPARTMENT CURRICULUM CHAIR REVIEW	1/11/2019
CR Curriculum Change Proposal Form - Proposal ID: 3589661 - Sponsor: TRICIA - College: COLLEGE OF SCI & MATH - Dept: CHEMISTRY & BIOCHEMISTRY - Type: ACCELERATED UNDERGRAD/ GRAD DUAL DEGREE PROGRAM - Prop Date: 1/11/2019 - Status: DEPARTMENT CURRICULUM CH	1/11/2019
CR Curriculum Change Proposal Form - Proposal ID: 3589659 - Sponsor: TRICIA YURAK - College: COLLEGE OF HUM. & SOC, SCI Dept: HISTORY - Type: CHANGE TO EXISTING DEGREE/ PROGRAM - Prop Date: 1/11/2019 - Status: DEPARTMENT CURRICULUM CHAIR REVIEW	1/11/2019
CR Curriculum Change Proposal Form - Proposal ID: 3589646 - Sponsor: CHRIS TAYLOR - College: COLLEGE OF SCI & MATH - Dept: BIOLOGY - Type: QUASI CURRICULAR PROPOSAL - Prop Date: 1/10/2019 - Status: DEPARTMENT CURRICULUM CHAIR REVIEW	1/10/2019
CR Curriculum Change Proposal Form - Proposal ID: 3589640 - Sponsor: AMY MUELLER - College: COLLEGE OF BUSINESS - Dept: ACCOUNTING & FINANCE - Type: CHANGE TO EXISTING COURSE - Prop Date: 1/10/2019 - Status: DEPARTMENT CURRICULUM CHAIR REVIEW	1/10/2019
Items: 14	·

Finding Proposals with Custom Queries

	E Custom Queries
	Query Types
1	CR - Curriculum Change Proposal Search CR - Curriculum Change Request All Documer EIS - All Docs
E Custom Queries	
DOCUMENT	
Custom Queries	
New Form	Document Date
	Search Type
	KEYWORDS CR Proposal ID
	CR Proposal Status
3	CR Proposing College *Business -
	CR Proposing Department
	🕑 ি 🖉 🗠 Search

- 1. To search for a proposal using **Custom Queries**, choose the Main menu and then choose **Custom Queries**.
- 2. Then choose CR Curriculum Change Proposal Search.
- 3. Enter the desired search criteria. Use the Proposal ID if you have it. The * on your keyboard is a wildcard. If you know the college or department name, use an * followed by the college or department name. For example ***Business** to search College of Business proposals.
- 4. Click the **Search** Button or hit the **Return** key on your keyboard.
- 5. If there is only one result it will load automatically.

Workflow



Items: 14

F

OnBase	☆≡⊭	Curriculum Change Proposal Form		
LIFE CYCLE VIEW WORK FOLDER	•! ≗ \$ T	Proposal Date Proposal 01/15/2019 DEPARTM Submitted By* Proposal	Status IENT CURRICULUM CHAIR REVIEW Sponsor *	Proposal ID 3589676 Sponsor's Email Address *
CR Department Curriculum Chair CR Department Chair CR Department Administrative Hea CR Department Administrative Hea CR Depart Office	ad	AMY MUELLER AMY MUE	sor	MUELLERAØROWAN.EDU Co-Sponsor Email Address
CR College Curriculum Committee CR Rowan Core Committee Chair CR Senate Curriculum Committee CR University Senate President CR Associate Provest	Chair Chair	Ellective Term's Year* Proposin 202040 - FALL 2020 COLLEGE COLLEGE COLLEGE CHANGE TO EXISTING COURSE	g School/Conege *	ACCOUNTING & FINANCE
	~	Course Information		
INDOX Drag a column header here to group by that column. CR CURRICULUM CHANGE T CR PROPOSAL ID Contains Cr Contains Cr Contains	CR PR	Course Subject * Course I ACCT well as the * 11.111	Number For example, XX.YYY - Thus, include both the 2 digit prefix, as 8 digit course number.	Course Title * asdfdasf
CHANGE TO EXISTING 3589676 COURSE 3589667 QUASI CURRICULAR 3589667	1/* 1/*	Curricular Effect		
ACCELERATED UNDERGRAD/ GRAD DUAL 3589661 DEGREE PROGRAM	1/*	Elective/Required * Elective Course Effect for Students days after the mean and an interview of the second	to is no effect an excidence state DONE	
CHANGE TO EXISTING DEGREE/ PROGRAM 3589659	1/*	Consection account of account acc	re is no effect of scoleris, size none.	
QUASI CURRICULAR 3589646 PROPOSAL 3589646	1/			
CHANGE TO EXISTING COURSE 3589640	1/:	Course Effect on Other Courses Address which courses will be dropped or may be offered in *	less frequently as a result of this proposal. If there is no effect on other courses, sta	te NONE.
NEW DEGREE/ PROGRAM 3589635	1/:	sadfdsaf		
CHANGE TO EXISTING 3589603 COURSE	1/:	Course Effect on Other Programs, Departments or Colleges Address which Pro	ograms, Departments or Colleges may be effected as a result of this proposal. If the	re is no effect on other Programs Departments or Colleges, state NONE.
Items: 14 Department Carricular Chair- Approve	5	0 Note(s)		

To View and Approve or Return a proposal, enter the Workflow Interface Display.

- 1. Choose **Open Workflow** from the Main Menu. The Workflow Interface Display opens in a new window.
- 2. In the Workflow Interface Display, under Life Cycle View, double click **CR Curriculum Review**, and choose the appropriate queue based on role.
- 3. Choose the proposal you would like to review by clicking on it.
- 4. If there is supporting documentation for the proposal it will be available in the work folder section. Double click on the documentation you would like to view. For directions on how to find and view your attachment in your downloads folder see page 11.
- 5. From this view you can also review the proposal, download and review the supporting documentation, **Approve**, **Return**, or **Generate Link to Form Email** for the purpose of sharing the proposal if needed with committee members. **Generate Link to Form Email** will only appear in some queues.

Viewing Proposal Attachments and Finding Downloaded Files

To view the attachments supporting the curriculum proposal, the approver may need to download the supporting documentation. When reviewing the documents, they will be downloaded into the downloads folder on your computer. To view those documents, take note of the title of the supporting documentation on the form. Click on the attachment. If the document does not open automatically, follow these steps:

- 1. On a PC, navigate to the windows explorer and on the left hand side choose the downloads folder. Find the title of the supporting documentation and double-click to open.
- 2. On a Mac, click on the finder icon. Navigate to the downloads folder on the side bar and then search for the appropriate documents. Double-click to open.
- 3. If proof your document downloaded is visible in the internet browser window, you can also right click on the document and chose **"show in folder"** on a PC or **"show in finder"** on a Mac.



Proposal Examples - Nev	w Course Part 1	
	OnBase	
Curriculum Change Proposal Form		
Proposal Date 12/18/2018 Submitted By* TRICIA YURAK	Proposal Status DEPARTMENT CURRICULUM CHAIR REVIEW Proposal Sponsor * TRICIA YURAK Co-Sponsor	Proposal ID 3589494 Sponsor's Email Address * YURAK@ROWAN.EDU Co-Sponsor Email Address
Effective Term & Year* 202020 - SPRING 2020 Curriculum Change Proposal Type* NEW COURSE Any field with an * needs to be filled	Proposing School/College * College of Com. & Creative Art	Proposing Department *
Course Information		
Course Subject * ART Credit Type * Fixed Grade Mode * Regular (A,B,C,etc.) *	Course Number For example, XX.YYY - Thus, include both the 2 digit prefix, as well as the 3 digit course number. * 5.100 Student Credits * 5 6 5 5 5 5 5 5 5 5 5 5 5	itle * urt History t and Faculty Credits do not match, please provide an explanation:
Additional grade mode option/include explanation Prerequisites: Sponsors must include course prefix(es) and title(s). If there are no prerequisites, state NONE. * None	Co-Requisite(s)	
Rowan Core Rowan Core Selection Assessment Objectives documentation must be attached below. Artistic Writing Intensive Course Description * Insert course description here.		
Could this course be offered online or by Rowan Global now or in the future? Course Rationale Explain the appropriateness and significance of the proposed course: department program, college reserve trationale for course here.	and university goals may be discussed here. Include distinguishing characteristics, especially when there might be perceived overlap with existing o	iourse.
This checkbox must be check		
 The course proposed will k the future 	bed II. De offered online through Rowan G	lobal now, or in
 The course will be offered degree completion progra 	through Rowan Global as part of a m	n undergraduate
 The course proposed is pa program. All Post-Bac, gra Rowan Global 	rt of a Post-Baccalaureate, Master's aduate level programs are administ	s, or Doctoral ered through

roposal Examples - New Course Part 2
Curricular Effect
Elective/Required *
Course Effect for Students Address the effect this proposal may have have on students. If there is no effect on students, state NONE.
* Required for Art majors
Course Enection Other Courses Address which courses will be dropped or may be offered less frequently as a result of this proposal. If there is no effect on other courses, state NUNE. * None
Course Effect on Other Programs, Departments or Colleges Address which Programs, Departments or Colleges may be effected as a result of this proposal. If there is no effect on other Programs Departments or Colleges, state NONE.
Students in majors other than Art may use as an elective.
Essence of the Course
Topical Outline/Content Provise a general outline of the proposed courses topics. A complete syllabul is not needed. * Insert topic outline here Insert topic outline here
Evaluation of Students and Grading Procedure These should be generic and should not include specific classroom requirements.
Insert evaluation of students and grading procedures here.
Course Evaluation and Assessment Describe the procedures that will be used to assess the success of the course in meeting the goals and objectives of the college as well as the objectives of the course (e.g., student evaluations, departmental curriculum review and program review).
Insert course evaluation and assessment here.
Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.
Resource Requirements
Fruitmant Cases Technology
Current Resources are Sufficient
Staffing Resources*
Current Resources are Sufficient
Library Resources *
Current Resources are Sufficient
Results of Consultation
Consultations Requested *
Yes
Consultations Received
Chair of the Rowan Core committee
Consultations Not Received
None
Response to Consults *

None

Proposal Examples - New Course Part 3

Supporting Documentation
Program Guide (1)
Required CR Program Guide – Proposal ID: 3589494 – Sponsor: TRICIA YURAK – College: COLLEGE OF COM. & CREATIVE ART – Dept: ART – Type: NEW COURSE – Proposal Date: 12/18/2018 Attach Program Guide
Program Guide
Required Please include two program guides accounting for both the new Rowan Attach Program Guide Core and the old General Education models.
Library Resource Form (1)
Required <u>CR Library Resource Form – Proposal ID: 3589494 – Sponsor: TRICIA YURAK – College: COLLEGE OF COM. & CREATIVE ART – Dept: ART – Type: NEW COURSE – Proposal Date: 12/18/2018 Attach Library Resource Form</u>
Assessment - Include any sections of your department's program/student learning goals and student learning outcomes that are relevant to the proposed course. Do not create new ones for the cou
Required CR Assessment – Proposal ID: 3589494 – Sponsor: TRICIA YURAK – College: COLLEGE OF COM. & CREATIVE ART – Dept: ART – Type: NEW COURSE – Proposal Date: 12/18/2018 Attach Assessment
Concultation Letters (1)
Required CR Consultation Letter - Proposal ID: 3589494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. & CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018 Attach Consultation Letters
Additional Supporting Documentation
Attach Additional Supporting Documentation
la thia Form Complete?
No - There is no "Save" button on proposals. The way to "Save" a proposal is to answer No to the question "Is this proposal complete?" Then hit Submit to have the proposal saved for completion later.
Yes - If Yes is chosen, supporting documentation should be attached and the Submit button will be chosen. Yes will forward the proposal to the first Approver .
Is this Form Complete?*
Approval Notes
CR Approval Details
Current Date Approver Name* Decision* Notes* Queue Name
Attach Approver Supporting Document
Submit Approvers attach documentation in this section only using the Attach Approver

Supporting Document button after the form is submitted by the Sponsor / Co-Sponsor.

roposal Examples - C	nanges to Existing Course	es Part I
Curriculum Change Propo	sal Form	
Proposal Date	Proposal Status	Proposal ID
01/22/2019	DEPARTMENT CORRICCEOM CHAIR REVIEW	5363102
Submitted By* TRICIA YURAK	Proposal Sponsor * TRICIA YURAK	Sponsor's Email Address * YURAK@ROWAN.EDU
	Co-Sponsor	Co-Sponsor Email Address
Effective Term & Year *	Proposing School/College *	Proposing Department*
202120 - SPRING 2021	COLLEGE OF EDUCATION	LANG LIT & SOCIOCULTURAL EDU
Curriculum Change Proposal Type*		
CHANGE TO EXISTING COURSE	×	
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Sponsor / Co-Sponsor will need	to complete these fields before the	form can be submitted.
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LLSE d	ligit prefix, as well as the 3 digit course number. Secondal	y Sociocultural Ed
	08.150	
Curricular Effect		
Flective / Required *		
Required		
Course Effect for Students Address the effect this proposal may have	have on students. If there is no effect on students, state NONE.	
nsert info here		
		<i>h</i>
Course Effect on Other Courses Address which courses will be dro *	pped or may be offered less frequently as a result of this proposal. If there is no effect on othe	r courses, state NONE.
Insert info here		
Course Effect on Other Programs, Departments or Colle	POPS Address which Programs. Departments or Colleges may be effected as a result of this needed	ronosal. If there is no effect on other Programs Departments or Colleges, state NONE
*		
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Course Changes		Ad
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	· · · · ·	
Click the Add button for e	ach course change. This optio	n allows you
to enter information pertai	ning to each change.	Add

	onangee t		Courses		
Results of Consultation					
Consultations Requested *					
NO					
Supporting Documentation					
Program Guide (Required)					
<u>CR Program Guide – Proposal ID: 3589703 – Spons</u>	or: TRICIA YURAK – College: C	COLLEGE OF EDUCATION	- Dept: LANG LIT & SO	CIOCULTURAL EDU – Type: CH	ANGE TO EXISTING COURSE -
Attach Program Guide					
Library Resource Form					
Attach Library Resource Form					
Consultation Letters					
Attach Consultation Letters					
Additional Supporting Documentation					
Attach Additional Supporting Documentation					
Is this Form Complete?* YES					
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Proposal Examples - New Degree / Program Part 1

Proposal Date	Proposal Status	Proposal ID
01/10/2019	DEPARTMENT CURRICULUM CHAIR REVIEW	3589635
Submitted By*	Proposal Sponsor*	Sponsor's Email Address*
TRICIA YURAK	TRICIA YURAK	YURAK@ROWAN.EDU
	Co-Sponsor	Co-Sponsor Email Address
Effective Term & Year*	Proposing School/College *	Proposing Department*
202120 – SPRING 2021	COLLEGE OF ENGINEERING	CHEMICAL ENGINEERING

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Degree/Program Information	
Degree Program Credential* Degree Program Name* Ph.D. (including M.S.) PhD in Chemical Engineering	Date of BOT Academic Subcommittee Approval*
Could this course be offered online or by Rowan Global now or in the future? Classification of Instructional Program CIP Lookup CIP Code Number* CIP Title* O9.5467 Chemical Engineering Scope and Size of Program* Insert info here Related Curriculum Proposals Being Submitted Simultaneously* Insert info here	 This checkbox must be checked if: The course proposed will be offered online through Rowan Global now, or in the future The course will be offered through Rowan Global as part of an undergraduate degree completion program The course proposed is part of a Post-
Click here to find the	Baccalaureate, Master's, or Doctoral program. All Post-Bac, graduate level programs are administered through Rowan Global
number and title.	
Requirements for Admission & Graduation Admission Indicate the requirements for admission to the program (e.g., GPA, standardized test scores, etc.) If no changes are being made * Insert info here	z, state 'no changes'.
Graduation Indicate any program-specific requirements for graduation (other than "Student in Good Standing"; e.g., completion of thesis, * Insert info here	, etc.) If no changes are being made, state 'no changes'.
Student Status This generally refers to the CPA or to other requirements a student must maintain to remain in the program. NOTE: The default of undergraduate program is requiring standards above this (such as a 2.5 or higher in program coursework), a detailed justification for the standard mu as well as other limits. Sponsors may use this section to specify such requirements as well as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times a student may repeat graduate court requirements as the number of times as the number of tintegraduate as the number of times as the number of times as	response to this question for an undergraduate program is "A student must maintain good academic standing as defined by the University." If the ast also be included. Graduate programs often require an average GPA higher than 2.0 as well as minimum grade requirements for individual courses, sework where the minimum GPA has not been met. If no changes are being made, state 'no changes'.
Rationale	
General Merit of Proposal * Insert info here	
Relationship to Existing Programs or Offerings * Insert info here	

Proposal Examples - New Degree / Program Part 2

aviament Grace Technology*	Evaluation of Additional (CET) Decourses
Additional Resources are Needed	Insert info here
taffing Resources *	
Current Resources are Sufficient	▼
ibrary Resources *	
urrent Resources are Sufficient	
sults of Consultation	
onsultations Requested *	
es Y	
onsultations Received	
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onsultations Not Received	
one	
esponse to Consults*	
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Proposal Examples - New Degree / Program Part 3

Is this Form Complete?*	
YES	•

Is this Form Complete?

No - There is no "Save" button on proposals. The way to "Save" a proposal is to answer No to the question "Is this proposal complete?" Then hit Submit to have the proposal saved for completion later.

Yes - If Yes is chosen, supporting documentation should be attached and the **Submit** button will be chosen. Yes will forward the proposal to the first **Approver**.

Approval Notes				
CR Approval Details				
Current Date	Approver Name *	Decision *	Notes *	Queue Name
Approver Supporting Documentation	ion			
Attach Approver Supporting Document				
Submit				
Approvers attach docu Document button after	mentation in this section of the form is submitted by	only using the Attac the Sponsor / Co-S	h Approver Sup ponsor.	porting

oposal Date /22/2019 bmitted By*					
bmitted By*		Proposal Status	Pro	oposal ID	
bmitted By*		DEPARTMENT CURRICULUM CHAIR REV	VIEW 35	89705	
		Proposal Sponsor *	Sp	onsor's Email Address *	
ICIA TURAN		TRICIA YURAK	YL	JRAK@ROWAN.EDU	
		Co-Sponsor	Co	-Sponsor Email Address	
ective Term & Year*		Proposing School/College*	Pro	oposing Department*	
2140 - FALL 2021		COLLEGE OF ENGINEERING	EL	ECTRICAL & COMPUTER EN	GIN
rriculum Change Proposal Typ)e*				
ANGE TO EXISTING DEGREE/ PR	ROGRAM				
Any field with an * no Sponsor / Co-Spons	eeds to be filled or will need to	complete these fields be	n, the fields rec fore the form c	quired will turn re can be submitted	d and the
egree/Program Information					
egree Program Credential *	Degree	Program Name *			
.S.	BS in E	lectrical & Computer Engineering			
elated Curriculum Proposals Being	Submitted Simultaneously	*	Four or More Chang *	es Count each specific change individual	ly
Sert monere			NO	•	
Degree /Program Changes					
From Treasure 123 total credits required 1.	0 20 credits required	Statement of Need for Change Insert info here			Remo
sults of Consultation					
onsultations Requested *					
Click the Add bur enter informatior	tton for each n pertaining t	i course change. Thi o each change.	s option allo	ows you to	Add

Proposal Examples - Changes to Existing Degree / Programs Part 2

Program Guide (Required)
CR Program Guide – Proposal ID: 3589705 – Sponsor: TRICIA YURAK – College: COLLEGE OF ENGINEERING – Dept: ELECTRICAL & COMPUTER ENGIN – Type: CHANGE TO EXISTING DEGREE/
PROGRAM – Proposal Date: 1/22/2019 – Uploaded: 1/22/2019
Consultation Letters
Attach Consultation Letters
Additional Supporting Documentation
Attach Additional Supporting Documentation
Is this Form Complete?* YES
Is this Form Complete?
No - There is no "Save" button on proposals. The way to "Save" a proposal is to answer No
to the question "Is this proposal complete?" Then hit Submit to have the proposal saved for completion later.
Yes - If Yes is chosen, supporting documentation should be attached and the Submit button
will be chosen. Yes will forward the proposal to the first Approver .
Approval Notes
CR Approval Details Add
CR Approval Details Add Current Date Approver Name* Decision* Notes* Queue Name
CR Approval Details Add Current Date Approver Name* Decision* Notes* Queue Name Approver Supporting Documentation
CR Approval Details Add Current Date Approver Name* Decision* Notes* Queue Name Approver Supporting Documentation Attach Approver Supporting Document Attach Approver Supporting Document Attach Approver Supporting Document
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CR Approval Details Current Date Approver Name* Decision* Notes* Queue Name
CR Approval Details Current Date Approver Name* Decision* Notes* Queue Name
CR Approval Details Current Date Approver Name* Decision* Notes* Queue Name Approver Supporting Documentation Attach Approver Supporting Document Submit Approvers attach documentation in this section only using the Attach Approver Supporting Document button after the form is submitted by the Sponsor / Co-Sponsor.
CR Approval Details Current Date Approver Name* Decision* Notes* Queue Name Approver Supporting Documentation Attach Approver Supporting Document Submit Approvers attach documentation in this section only using the Attach Approver Supporting Document button after the form is submitted by the Sponsor / Co-Sponsor.
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А 1 -

oposal Date	Proposal Status	Proposal ID
/11/2019	DEPARTMENT CURRICULUM CHAIR REVIEW	3589661
bmitted By*	Proposal Sponsor*	Sponsor's Email Address *
RICIA YURAK	TRICIA YURAK	YURAK@ROWAN.EDU
	Co-Sponsor	Co-Sponsor Email Address
ective Term & Year *	Proposing School/College *	Proposing Department *
2120 – SPRING 2021	COLLEGE OF SCI & MATH	CHEMISTRY & BIOCHEMISTRY
CELERATED UNDERGRAD/ GRAD DUAL Any field with an * needs to b Sponsor / Co-Sponsor will ne	DEGREE PROGRAM	elds required will turn red and the e form can be submitted.
egree/Program Information		
Indergraduate Degree Program Credential *	Undergraduate Degree Program Name* BS in Biochemistry	
8.5.	Graduate Degree Program Name *	
iraduate Degree Program Credential *	MS in Pharmaceutical Science	
lassification of Instructional Prog	Iram	
IP Lookup	, an	
ndergraduate CIP Code Number*	Undergraduate CIP Title *	Scope and Size of Program*
8.0813	Biochemistry	Insert info here
iraduate CIP Code Number*	Graduate CIP Title *	L
4.0//2	Pharmaceutical Science	
Related Curriculum Proposals Being Subn nsert info here	nitted Simultaneously*	
insert monere		
→ Click here to find the a	appropriate CIP code number a	nd title.

Proposal Examples - Accelerated Undergrad / Grad Dual Degree Part 2

Requirements for Admission & Graduation
Admission Address the admission criteria for both the undergraduate and graduate degrees individually. Explain at what point students will apply to the graduate portion of the program and list all additional requirements - including any requirements related to the application process, GPA, required coursework the applicant should have completed, etc.
Insert info here
Graduation Specify the requirements for graduating with the dual degree. This would include GPA for both the undergraduate and graduate degrees. Note: Students who meet the requirements for the graduate degree will receive both degrees simultaneously.
Insert info here
Student Status Explain any requirements the student must meet to remain in the program, particularly the graduate program, such as maintaining a certain GPA, earning a minimum final grade for individual courses, full-time status, etc. Sponsors also should provide an "opt-out" clause for students who have begun the graduate portion of their coursework for the degree but who cannot complete the degree.
nsert info here
Rationale
General Merit of Proposal * Insert info here
Program Description
Program Curriculum Outline program structure and courses (required courses, electives, etc.); include course credit hours and total hours. Also take care to identify any new courses associated with the program.
Insert info here
Administration *
Insert info here
Program Evaluation * Insert info here
Resource Requirements
Equipment, Space, Technology* Explanation of Additional (EST) Resources Additional Resources are Needed Insert info here
Staffing Resources * Current Resources are Sufficient
Library Resources * Current Resources are Sufficient

Proposal Examples - Accelerated Undergrad / Grad Dual Degree Part 3

Results of Consultation					
Consultations Requested*					
Yes	-				
Consultations Received					
Insert info here					
Consultations Not Received					
Insert info here					
					//
Response to Consults *					
Supporting Documentation	n				
Program Guide (Require	d)				
<u>CR Program Guide - Proposal</u> ACCELERATED UNDERGRAD	ID: 3589661 - Sponsor: TRICIA	 College: COLLEGE O Proposal Date: 1 + 1 + 1 	SCI & MATH - Dej	DT: CHEMISTRY & BIOCHEM	<u>ISTRY – Τγρε:</u>
Attach Program Guide					
Consultation Latter(s) (anired				
Consultation Letter(3) (required,				
ACCELERATED UNDERGRAD	GRAD DUAL DEGREE PROGRAM	Proposal Date: 1/11/	2019	DEDC. CHEMISTRY & BIOC	HEMISTKY - Type.
Attach Consultation Letter	5				
0					
Additional Supporting D	ocumentation				
Attach Additional Support	ing Bocumentation				
	Is this Form Comp	lata?			1.0
In this Form Complete 14	No - There is no "S	ave" button on	proposals T	he way to "Save"	a proposal is to
YES	answer No to the c	uestion "Is this	proposal cor	nplete?" Then hit	Submit to have
,	the proposal saved	for completion	i later.		
Yes - If Yes is chosen,	supporting documer	ntation should b	e attached a	nd the Submit bu	tton will be
Approval Notes	na trie proposal to tr				
Approval notes					
CR Approval Details					Add
Current Date	Approver Name *	Decision *	Notes *	Queue Name	
Approver Supporting Do					
Approver Supporting Do	cumentation				
Attach Approver Supporting	Document				
		+			
Submit Approvers at	tach documentation	in this section c	only using the	Attach Approve	r Supporting
Document bu	utton atter the form is	s submitted by t	the Sponsor .	/ Co-Sponsor.	

Proposal Examples - Q	uasi Curricular Proposal P	Part 1					
Curriculum Change Prop	posal Form						
Proposal Date 01/11/2019 Submitted By* TRICIA YURAK	Proposal Status DEPARTMENT CURRICULUM CHAIR REVIEW Proposal Sponsor* TRICIA YURAK Co-Sponsor	Proposal ID 3589667 Sponsor's Email Address * YURAK@ROWAN.EDU Co-Sponsor Email Address					
Effective Term & Year * 202040 - FALL 2020	Proposing School/College * COLLEGE OF PERFORMING ARTS	Proposing Department * MUSIC					
Curriculum Change Proposal Type* QUASI CURRICULAR PROPOSAL Any field with an * needs to be fil Sponsor / Co-Sponsor will need t	Curriculum Change Proposal Type* QUASI CURRICULAR PROPOSAL						
Quasi Curricular Proposal							
Quasi Curricular Reason * Change the name or structure of a department, sch	nool or college, or academic unit						
Rationale							
General Merit of Proposal * Insert info here							
Curricular Effect							
Course Effect on Other Programs, Departments or Insert info here	r Colleges*	1.					

Proposal Examples - Quasi Curricular Proposal Part 2

Supporting Documer	ntation				
Progam Guide					
Attach Program Guid	le				
Library Resource Fo	orm				
Attach Library Resou	irce Form				
Assessment					
Attach Assessment					
Consultation Letters	ID: 3589667 – Sponsor: TRICIA Y	<u> 'URAK – College: COLLE</u>	GE OF PERFORMING	ARTS – Dept: MUSIC – Type: QU	ASI CURRICULAR
PROPOSAL - Proposal Date: 1/11/ Attach Consultation Letters	2019				
Additional Supporting Docu	mentation				
Attach Additional Supporting D	ocumentation				
Is this Form Complete?*	s this Form Complet	e?			
YES N a th	lo - There is no "Save nswer No to the que ne proposal saved fo	e" button on p stion "Is this p or completion l	roposals. The roposal comp ater.	e way to "Save" a p olete?" Then hit Suk	roposal is to omit to have
Yes - If Yes is chosen, su chosen. Yes will forward	upporting document d the proposal to the	ation should b first Approve	e attached ai r .	nd the Submit butto	on will be
Approval Notes					
CR Approval Details					Add
Current Date	Approver Name *	Decision *	Notes *	Queue Name	
Approver Supporting Docu	mentation				
Attach Approver Supporting D	Document				
Submit Approvers at	tach documentation	in this section	only using th	ne Attach Approvei	r

Approvers attach documentation in this section only using the **Attach Approver Supporting Document** button after the form is submitted by the Sponsor / Co-Sponsor.