INSTRUCTIONS FOR USING CURRICULOG
(20220606)

Curriculog (https://wm.curriculog.com/) is the web/application used by faculty/programs to communicate with EPC (the Educational Policy Committee).

- PDs may use it, among other things, to submit changes to certain (but not all) kinds of information/portions of the curriculum and the course catalog (**please check** here for a list of changes that **require EPC approval or not**: https://www.wm.edu/as/facultyresources/committees/educationalpolicy/curricular-changes/index.php).

- Individual instructors may use it, for example, to submit proposals for new courses; or to add attributes (e.g., COLL200, COLL350, etc.), add domains (ALV, CSI, etc.); or to change some information to already-existing courses. **PLEASE NOTE:**
  - New courses with COLL100 or COLL150 attribute **MUST ALWAYS** be approved by EPC; this includes approval before they can even appear on Banner (!) for registration (See "General Timeline" at the end of this document);
  - In the case of already-existing topics courses (identified as such in the course catalog):
    - If the topics course itself has a COLL attribute (e.g., HISP 489), any new content offered as the topics course will automatically carry the COLL attribute—no need for further approval from EPC for that;
    - If the topics course itself does NOT have a COLL attribute (e.g., ARAB310, JAPN308, HISP390), but a new content offered as the topics course is meant to carry a specific COLL attribute, it will require EPC approval; thereafter, only that specific content (rather than the topics course as such) will carry the COLL attribute;
  - Topics courses are meant as a place to experiment—once a content has been offered a third time, it should be given a permanent course number in the course catalog. Hence, the instructor should discuss this with their PD and their program to find a suitable new course number (i.e., that has not been used in the last 5 years); then, they should seek approval from EPC and use the Curriculog form "New or Course Change application (no COLL curriculum designation)"; in the box "Reason for changing the course", they should explain that the content has been offered multiple times as a topics course and a permanent course number is sought. This form should be used for all cases of a specific content seeking a permanent course number (whether the content itself carries a COLL attribute or not).

When individual faculty prepare to submit a proposal (especially in the case of new courses), they should follow these steps (roughly):

1. **Read this document in full and discuss the proposal and the process with your PD**; check the EPC website (https://www.wm.edu/as/facultyresources/committees/educationalpolicy/about/index.php) to understand what kinds of curricular changes require EPC approval, and to find resources to help faculty, and a section of FAQs. Also, while the EPC website includes "deadlines" every semester, the best way to proceed is to plan ahead and submit materials **as early as possible** since there are multiple layers of vetting (at the program level, at the departmental level, and within EPC and its subcommittees), any of which may have suggestions or questions that may delay the process. See end of this document for a **general timeline**.
2. Login to wm.curriculog.com
3. Find and click on "[+ New Proposal]", and select the appropriate form, depending on the kind of proposal. **Make sure you use the correct form.**
4. Fill in the form. If you need to pause and complete the form in multiple sittings, go to the bottom of the form, where you are presented with two options: "Save All Changes" or "Validate and Launch Proposal". **DO NOT "VALIDATE AND LAUNCH"; simply "SAVE ALL CHANGES".**

5. If the form asks you to supply the info of your department chair. **For Curriculog matters only**, the "Chair" in MLL actually means the Associate Chair of Educational Policy [during 2020-2023 = Jorge Terukina, jlterukina, 757.221.5507]


6. Once you have completed all the fields, attach the syllabus. While a draft syllabus is appropriate for a totally new course, it is preferable that you review and incorporate the relevant sections of the latest version of the **MLL protocols for syllabi** (shared by Associate Chair at the beginning of every semester; also available in WM box).
    a. If seeking a **COLL200** attribute**:** color-code your readings in the syllabus so that it is clear (to the MLL Policy Committee and to EPC) which readings belong to which domain; in the proposal, the instructor must explain how students engage with the "reach out" domain(s) in two main ways: 1. Methodologically (i.e., understanding the methodologies of the "reach out" domain); and 2. Applying said methodologies in some assignment; in order to signal the methodological "reach out", please explicitly indicate the discipline of origin of any

methodological readings (e.g., in a ALV > CSI proposal, it would help EPC if they saw an explanation similar to the following: "The overarching questions of this class are discussed via Benedict Anderson's *Imagined Communities*, a cornerstone text in political theory, and Judith Butler's *Gender Trouble*, a key text in Gender Studies"), etc.; if the course engages with alternative disciplinary tabulae (i.e., non-Western or preterite disciplinary tabulae), explain in detail;

   b. If seeking a **COLL150** attribute, please remember that the minimum amount of writing expected is **24 pages**; hence, instructors should include the estimate length of each of the assignments in the syllabus; also, all COLL150 proposals must include opportunities for offering/receiving and incorporating feedback into a re-write, so please identify those opportunities clearly in your syllabus; **if course is offered in the target language**, remember that at least one assignment must be completed in English; mention the Writing Center as a resource; make sure to indicate explicitly the style guide used (MLA? Chicago?);

7. Once the form has been filled and the syllabus has been attached, proceed to the bottom of the form; ==at this stage, you should still **NOT** "VALIDATE AND LAUNCH," but rather "SAVE ALL CHANGES".==

8. After having saved the proposal on Curriculog, you will have to share a copy of the proposal (and your syllabus) with your PD for vetting by the Program, and then by the MLL Policy Committee. The simplest way to generate a copy of your proposal (**at least for Mac users**), is to generate a PDF by using the Print function on Curriculog. So, at the very top of your proposal, find the printer icon:

9. When the print dialogue pops up, click on "Print Options;" then, select "Print Proposal":
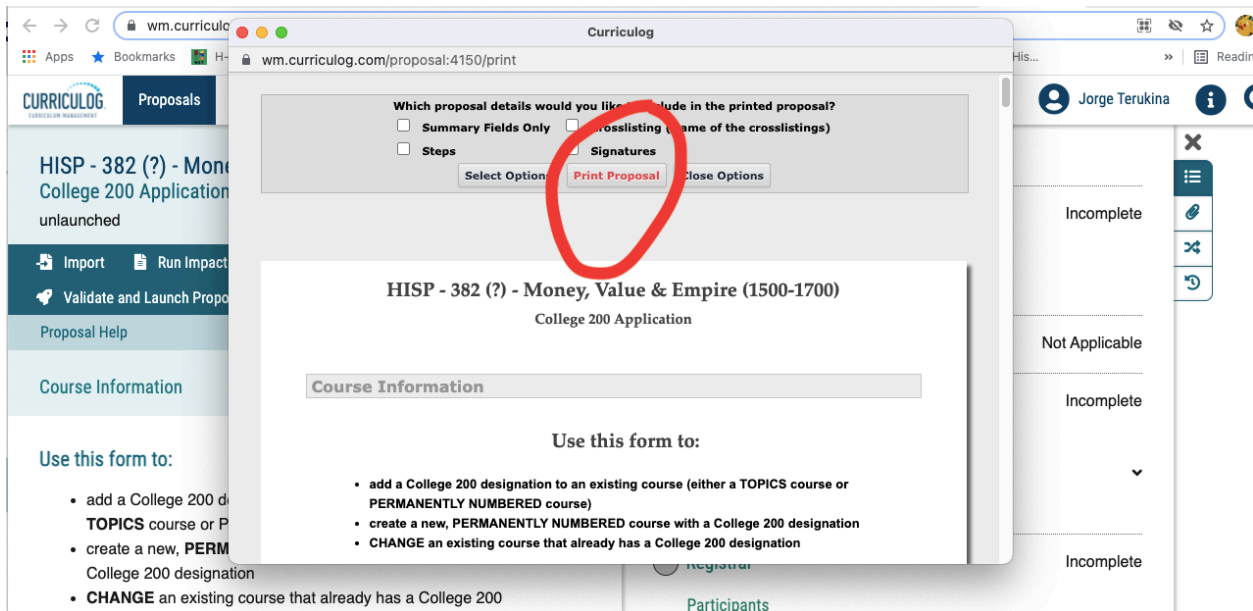
10. When the print dialogue asks you to select the printer, click on the drop-down menu, and select "Save as PDF;" save the proposal in your computer indicating clearly your last name and the course number (e.g., "TerukinaHISP382.pdf")
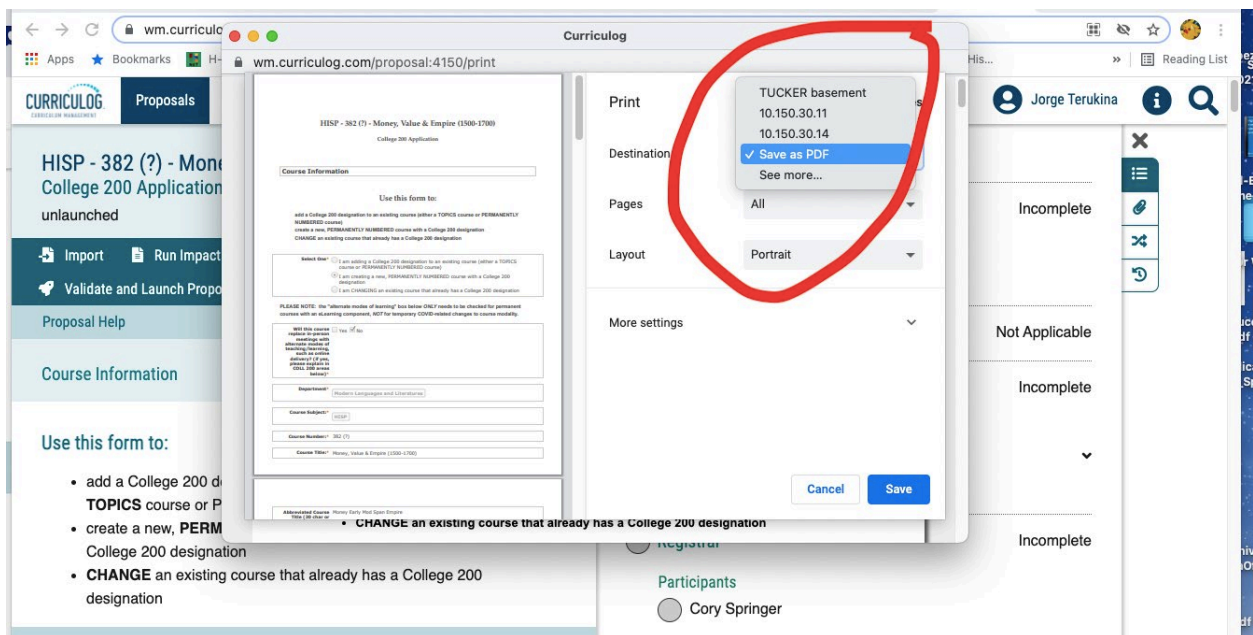
11. **Save the PDF on your desktop. Then, share the PDF (and the syllabus) with your PD, and be patient, as your PD seeks feedback both from the program and from the MLL Policy Committee. The time spent at this stage will make it easier for EPC to approve the proposal expediently.**

12. Your PD will seek anonymous feedback from the rest of **your program** first (allow for a maximum of **1 week**). If you receive any feedback, please incorporate it into the original form online: simply login to Curriculog, use the top tab "My Proposals" to find your proposal, and make the changes/edits directly onto the form. Again, at this stage **DO NOT "VALIDATE AND LAUNCH" the proposal yet-- simply "SAVE ALL CHANGES".**

13. After any edits have been made, your PD will seek feedback from the **MLL Policy Committee**, so you will have to share your proposal (and syllabus) again, and will have to repeat steps 8-12 above. If no edits were suggested by the program, then your PD will simply email the same documents to the MLL Policy Committee via the Associate Chair of Educational Policy; Policy (via the Associate Chair) should reply after **3 days** with feedback.

14. If your PD receives feedback/suggestions from the Policy (via the Assoc Chair), please incorporate into the original form online (repeat step 12 above). Once you do so (or in the case there is no feedback from Policy), you can login to Curriculog, find your proposal, and ==now you can finally **"VALIDATE AND LAUNCH"**== the proposal. This will send the proposal and the syllabus to the MLL Associate Chair for Educational Policy for approval; the Associate Chair receives notifications once a day at midnight, and shall approve and forward to EPC within 24 hours.

15. The full EPC meets once a week to vote on all proposals. Depending on the nature of the proposal, your proposal might be analyzed first by a specific subcommittee (e.g., COLL100+150 subcommittee; COLL350 subcommittee) that meets also once a week on a different day than the full EPC. Once the subcommittee has approved the proposal, it then moves on to vetting by the full EPC. Depending on multiple factors (e.g., too many proposals, questions from a subcommittee to you, questions from the full EPC to you, need to reformulate/clarify sections of the proposal/syllabus, etc.), a proposal may spend anywhere between ==**1-3 weeks at EPC**== before it is approved.

16. Shortly after the full EPC approves a proposal, the registrar's office makes final approval—==**PLEASE allow for 24-48 hours for the registrar's office to finalize the process**==.

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General timeline: when to prepare/submit proposals

EPC usually posts deadlines for submission of proposals in their website: https://www.wm.edu/as/facultyresources/committees/educationalpolicy/index.php **EPC > Submit Proposals to the EPC > Proposal Deadlines**. **However**, rather than think about deadlines, and considering that before submitting a proposal to EPC through curriculog, the document must undergo vetting by both the originating program **and** by the MLL Policy Committee, any proposals or curricular changes should be submitted **as early as possible** in the semester. As a very broad and **extremely tentative** suggestion:

During the fall semester:
- proposals for new courses to be offered in the following spring should ideally reach **step 11** above at least **4-5 weeks before advising period* starts** (5-6 weeks if COLL100/150/350) in order to become visible to students during at least part of the registration period.

During the spring semester:
- proposals for new courses to be offered in the following fall should ideally reach **step 11** above at least **4-5 weeks before advising period* starts** (5-6 weeks if COLL100/150/350) in order to become visible to students during at least part of the registration period.
- proposals for the following year's course catalog should reach **step 11** above approx. ==**March 1-7**== in order to be approved in time by April 15 (the usual deadline given by the registrar's office).

*N.B.: The timeline suggested above assumes that EPC approves the proposal/syllabus with no questions.
*Dates for **advising period** can be found in the academic calendar and change every semester: https://www.wm.edu/offices/registrar/calendarsandexams/ugcalendars/index.php

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