INSTRUCTIONS FOR USING CURRICULOG
(20220201)

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 (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[1].

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

1. **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 check 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.
4. Fill in the form. If you do so in more than one seating, 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. 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]

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[1] **PLEASE NOTE:** New contents/iterations of courses identified as *Topics Courses* in the course catalog (e.g., ARAB310, JAPN 308, HISP390), do **NOT** require EPC approval; however, new course offerings with COLL100 or COLL150 attribute are NOT considered *Topics Courses* and, hence, **must** be approved by EPC **before** they are offered (See "General Timeline" at the end of this document).

6. Once you have completed all the fields, attach the syllabus.
7. Once the form has been filled and the syllabus has been attached, go again to the bottom of the form; **at this stage, you should still NOT "VALIDATE AND LAUNCH"; simply "SAVE ALL CHANGES".**
8. After saving the proposal, 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. So, at the very top of the proposal, find the printer icon:

9. When the print dialogue pops up, click on "Print Options;" then, select "Print Proposal":
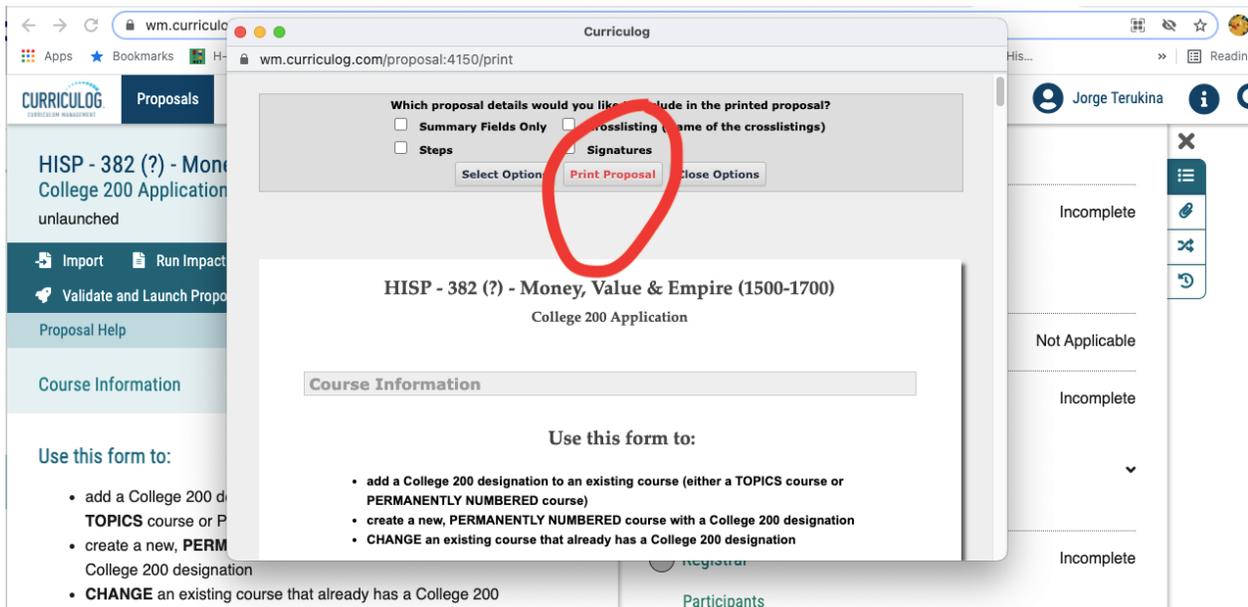
10. When the print dialogue asks you to select the printer, click on the drop-down menu, and select "Save as PDF;" save the proposal in your computer indicating clearly your last name and the course number (e.g., "TerukinaHISP382.pdf")
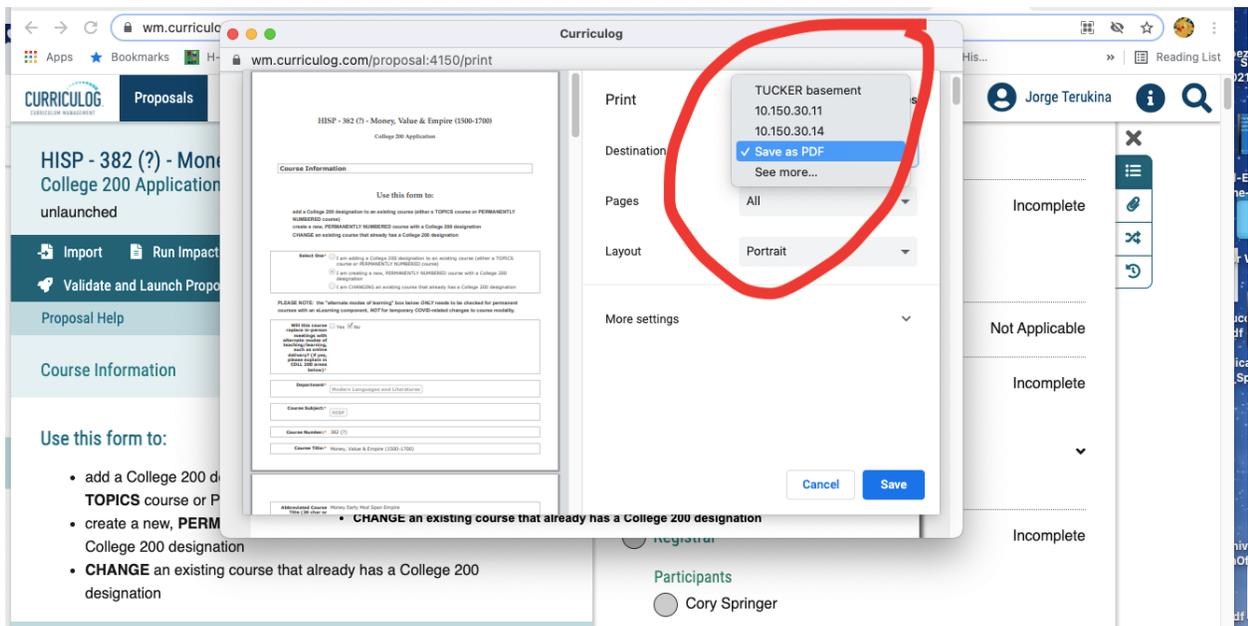
11. **Share the PDF (and the syllabus) with your PD, and be patient.**
12. Your PD will seek anonymous feedback from the rest of your program first (allow for a maximum of **1 week**). If you receive any feedback, please incorporate it into the original form online: simply login to Curriculog, use the 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 8-11 above. If no edits were suggested by the program, then your PD will simply submit the same documents to the MLL Policy Committee. Allow for **1 week** to receive feedback from Policy.
14. If your PD receives feedback/suggestions from Policy, 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), please login to Curriculog, find your proposal, and **now you can finally** **"VALIDATE AND LAUNCH"** it. This will send the proposal and the syllabus to the MLL Associate Chair for Educational Policy for one final check, and within 24 hours it will be forwarded to EPC.
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., new courses with COLL100/150 attribute; a course that seeks to add the COLL350 attribute) that meets also once a week on a different day. 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, questions from the full EPC, 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 EPC approves a proposal, the registrar's office makes final approval.

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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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