

Curriculog Technical Review Checklist

Proposal type	✓	What to check	If incorrect, what to do	Where to look	Why it matters
New or modified program		Contact college dean’s office for resource and demand review	If the dean’s office does not approve, reject the proposal.	Full proposal	To ensure that these elements have been adequately assessed by the dean’s office before they proceed further in curricular review
All		Correct form is used	Reject. Ask originator to start a new form and delete incorrect form.	Left side > Under the title of the proposal; Use “Type of change,” “Concise summary of change” and “Describe rationale for action/change” answers to determine which form is needed	Each form has a different approval process (i.e. UCC reviews gen ed courses for undergraduate courses). The correct form will have the correct committees in the workflow.
All		Routing questions are answered correctly	Reject or ask. If rejecting, have originator start a new form with correct answers and delete incorrect form. Or ask registrar’s office to see if there is a way to achieve correct routing through custom routes.	The Curriculog support webpage has current routing information. Users should ask department chair if they need to review.	These routing questions need to be answered correctly before the proposal is launched to set the workflow. These questions determine conditional approval steps. The workflow is locked after the proposal is launched.
Course or program modification		“Type of change” question	If your college allows technical reviewers to make edits, check boxes as applicable. Alternatively, you can reject the proposal so the originator can check the boxes.	Left side > Under the “Type of Change and Rationale” section for the question and under the red line for tracked changes	Committees look here to see what is changing
All		“Concise summary of change” box explains <i>what</i> the proposed change is; “Describe rationale for action/change” explains <i>why</i> the proposed change is needed	Reject. Ask originator to edit field(s).	Left side > Under the “Type of Change and Rationale” section	Committees will return the proposal if they do not find these answers sufficient, delaying approval and potentially the effective term.
Program modification		“Concise summary of change” to see if admissions was previously suspended. If so, check with registrar’s office.	If admissions was suspended 5 or more years ago, then a new program proposal is needed. If unsure, check with the registrar’s office.	Left side > Under the “Type of Change and Rationale” section	External approvals from ODHE that are submitted through Graduate Studies or the Provost’s Office
Course modification or deactivation		Impact report is copy/pasted	Reject. Ask originator to run impact report and copy/paste results on form. If the impact report lists courses or programs from other departments, the originator will have to provide the other department’s support of the proposed change.	Left side > Under the “Impact” section	If a course is used by another department, support of the change is needed from the other department.
Course or program modification		Tracked changes work	Reject. If the form still shows the current catalog content, have the originator update it to the proposed content.	Right side > Turn tracked changes on by selecting “Show current with markup” at the top; Left side > Scroll down under the “General Catalog Information” section (marked by the red line of stop signs)	Committees use tracked changes to see what is changing. The registrar’s office only updates fields that show modifications.

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Program modification	Prospective Curriculum tracked changes work	Reject. If the form still shows the current catalog content, have the originator update it to the proposed content.	Left side > Under the “General Catalog Information” section > “Prospective Curriculum” field > Click the “Preview Curriculum” icon. Turn on tracked changes by clicking the red pencil in the upper right corner.	Committees use tracked changes to see what is changing. The registrar’s office only updates fields that show modifications. What is on the Curriculog form (as opposed to any attachments) is what will go in the catalog.
New or modified graduate and undergraduate courses that are crosslisted	Cross listing of no more than one level (i.e. 400/500)	Reject. Ask originator to correct course number.	Left side > Under “General Catalog Information”	Graduate Council will return the proposal if this isn’t correct.
	Distinct expectations for undergraduate versus graduate (assignments, additional work, grading scale)	Reject. Ask originator to clearly define expectations and/or correct grading scale.	Right side > Files tab > Syllabus file	Graduate Council will return the proposal if this isn’t clear.
All	Attachments open	Reject. Ask originator to attach file with a new, unique file name.	Left side > Look under “Attachments” to see which files should be attached; Right side > Files tab	There is a known bug where if someone uploads files with the same name (for instance, if they remove it to fix something and then reattach it using the same file name), the file will corrupt.
New or modified undergraduate major	Degree map is attached	Reject. Ask originator to attach file.	Right side > Files tab	Committees will return the proposal if it’s not attached.
Graduate program modification	Side-by-side comparison of the curriculum is attached	Reject. Ask originator to attach file.	Right side > Files tab	Graduate Council will return the proposal if this file is not provided.
New or modified course	Syllabus follows CSU Syllabi Template	Reject. Ask originator to attach a corrected syllabus with a new, unique file name.	Right side > Files tab. Syllabus template is on Faculty Senate’s webpage at csuohio.edu/facultysenate Grading scales are on the registrar’s webpage at csuohio.edu/registrar/grades	Committees will return the proposal if this isn’t correct.
New or modified gen ed course	Syllabus has gen ed category criteria and if applicable, skill area criteria. Two skill area worksheets are required for the following categories: Arts and Humanities, Social Sciences, Natural Sciences, African-American Experience, and U.S. Diversity. Capstone courses need to identify three skill areas but do not need to attach skill area worksheets.	Reject. Ask originator to attach corrected files with a new, unique file name.	Right side > Files tab General education information at csuohio.edu/gened/	UCC will return the proposal if this isn’t included.

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All	"Associated Proposals" area has related proposals listed	If your college allows technical reviewers to make edits, type in associated proposal names as applicable. Alternatively, you can reject the proposal so the originator can make the update.	Left side > Under the "Associated Proposals" section for the text; Use "Concise summary of change", "Describe rationale for action/change", and "Impact" answers to determine if there are related proposals	Committees may wait to review associated proposals in a batch. The registrar's office will hold associated proposals until they are all approved so that they all have the same effective term. For example, a course change may no longer be needed if the program proposal does not get approved.
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Items that can be clarified after approval

Field	Common issue	Resolution
Component	Two components (i.e. lecture and lab)	Since this has scheduling implications, the registrar's office reaches out to the originator to confirm this setup was intended. If changing, the registrar's office will update the form and add a comment.
Effective term	Left blank	Registrar's office will make proposal effective as soon as possible based on deadlines. If the effective term needs pushed back, the registrar's office will update the form.
Prospective Curriculum	Formatting	Registrar's office can adjust formatting when updating the catalog.