

Curriculum Process System (CPS)

<http://infosys.etsu.edu/cps/>

The screenshot shows the homepage of the Curriculum Process System (CPS) at East Tennessee State University. The header features the university's name and logo. A sidebar on the left contains a menu with links: Home, CPS Quick Info, Input Forms, Pending, Approval Track, Archives, and FAQs. The main content area displays the user's login status as 'mjones', the date 'Monday, January 09, 2006', and a 'Home' link. Below this is a section titled 'Curriculum Process System' with a welcome message and a link to view proposals from the old CPS system.

EAST TENNESSEE STATE UNIVERSITY
...becoming the best regional university in the country.

Curriculum Process System

» **Home**

» CPS Quick Info

» Input Forms

» Pending

» Approval Track

» Archives

» FAQs

Currently logged in as mjones Monday, January 09, 2006

» Home

Curriculum Process System

Welcome to ETSU's Curriculum Process System

To view proposals submitted under the old CPS system, click the link below.
<http://infoserv.etsu.edu/cps/>

The orientation session for the Curriculum Process System (CPS) includes:

1. An overview of the CPS
2. Instructions for entering new course proposals.
3. Instructions for reviewing the status of previously submitted course proposals.
4. Instructions for accepting, rejecting, or deleting submitted course proposals.
5. Procedures for whom to contact if you have questions or problems when entering or approving course proposals.

CPS Overview:

The screenshot shows a sidebar menu with the following links: Home, CPS Quick Info, Input Forms, Pending, Approval Track, Archives, and FAQs. Each link is preceded by a double arrow icon.

» **Home**

» CPS Quick Info

» Input Forms

» Pending


» Approval Track

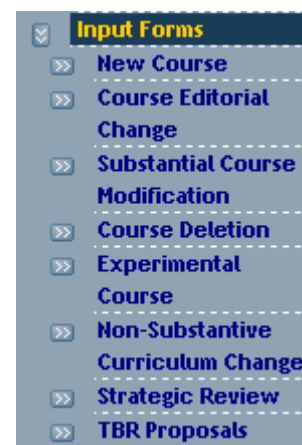
» Archives

» FAQs

- CPS Quick Info – A quick review of any proposals that you have saved, submitted, or that are awaiting your approval.
- Input Forms – Electronic input forms for creating all types of course proposals.
- Pending – Review submitted course proposals that are awaiting approval.
- Approval Track – Contains detailed information regarding where each proposal is in the approval process.
- Archives – Contains all completed course proposals. *Please note: archives from the old CPS system will not be available here.*
- FAQs – Answers to commonly asked questions.


Course Proposal Input Forms:

1. Click on the arrow  **Input Forms** adjacent to the Input Forms button to reveal the sub-menu.
2. The types of course proposals are: New Course, Course Editorial Change, Substantial Course Modification, Course Deletion, Experimental Course, Non-Substantive Curriculum Change, Strategic Review, and TBR Proposals.
3. Click on the name of the proposal type to view any saved but not submitted proposals or to enter a new proposal.



Changing College or Department Information:

College:	ATS College
Department:	ATS Department
Change College/Department	



If you are completing a proposal for a college or department other than your own or if you report to two colleges or departments, you will need to change the information listed before entering your proposal to insure that the proposal is routed to the proper individuals for approval.

1. Select Change College/Department.
2. Choose the proper College/Department from the window that appears.
3. Click Submit.

New Course Proposal:



Click on the question mark icon to access the CPS Help System.

1. Click Enter New “New Course Proposal” to submit a proposal for a new course to be added to the curriculum.
2. You will first need to enter the information for the proposal itself. You are not required to enter data into each field, but you should be as descriptive and detailed as possible.
3. Each field contains a Help link that will provide information about the data to be entered. Click the question mark icon to access this information.
4. You may create your answers in a word processing program and paste them into the proper course proposal fields. Please use a consistent font format for each field, if possible.

- When you have completely entered your information, you will be prompted to submit or save. *You are required to create a syllabus before you may submit a New Course Proposal.*
- Click Enter Syllabus to begin creating a Syllabus or Submit/Save to save the proposal and return to the syllabus at a later time.

Submit or Save	
A syllabus must be entered for this proposal before you can submit it. Click the "Enter Syllabus" button to enter a syllabus for this proposal.	
<input type="radio"/> Submit	I am finished. I want to SUBMIT this Proposal.
<input checked="" type="radio"/> Save and Exit	I am not finished. I want to SAVE this Proposal for later editing.
Enter an optional comment:	
<input type="text"/>	
<input type="button" value="Submit/Save"/>	<input type="button" value="Enter Syllabus"/>

New Course Syllabus:

- The information you entered on the proposal page will be repeated at the top of the Syllabus page.
- It is strongly encouraged that you follow the structure presented on the Syllabus page. This is the approved syllabus format for the university.*
- The following fields are listed and each must contain information: Purpose and Goals, Major Course Topics, Learning Outcomes, Major Assignments, Grade Assignment, Grading Scale, Attendance Policy, Other Information, Required Textbook(s), Required Reading(s), and Bibliography, Recommended Readings, and/or Supplemental Materials.
- A text editor is available for each field. *As noted in the Course Syllabus instructions, it is recommended that you create your syllabus in a word processing program and then copy and paste each section to the Syllabus submittal page.*
- Please use a consistent font that is easy to view (12 pt, Times New Roman or something similar is suggested.)

Submit or Save:

1. After completing the information required for the Syllabus, you are presented with the option to Submit, Save or Delete.
2. If you choose **Delete**, the Proposal will be permanently removed from the system.
3. If you choose **Save**, the Syllabus and Proposal will be saved so that you can edit it later and Submit for approval. Each of section of the Syllabus is saved individually so it may take several seconds.
4. The **Submit** option will save the Syllabus and submit it for approval. You will not be able to edit the Syllabus once it has been submitted. If you skipped a section of the Syllabus you will be prompted to return to the Syllabus to enter the information. **You must Submit the proposal after submitting the Syllabus.**

Submit or Save	
<input type="radio"/> Submit	I am finished. I want to SUBMIT this Proposal.
<input checked="" type="radio"/> Save and Exit	I am not finished. I want to SAVE this Proposal for later editing.
<input type="radio"/> Delete	I want to DELETE this proposal from the system. (This operation cannot be undone!)

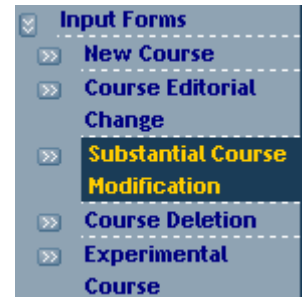
Course Editorial Change:

1. Click Course Editorial Change to create a new proposal or edit an existing proposal.
2. The options will expand when you click in the box of the item you wish to edit.
3. Choose to Submit or Save and Exit when you have completed the proposal.

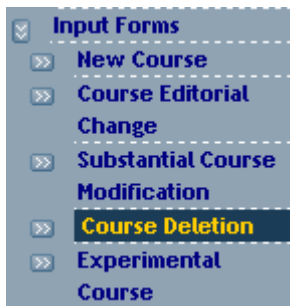
<input checked="" type="checkbox"/> Change Course Subject Prefix ?	
Current Course Prefix ?	Proposed Course Prefix ?
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Change Course Number ?	
Rationale For Proposal ?	

Substantial Course Modification:

1. Click Substantial Course Modification to create a new proposal or edit an existing proposal.
2. The options will expand when you click in the box of the item you wish to edit.
3. You are required to complete a syllabus before you can submit the proposal.
4. Choose to Submit or Save and Exit when you have completed both the proposal and the syllabus.



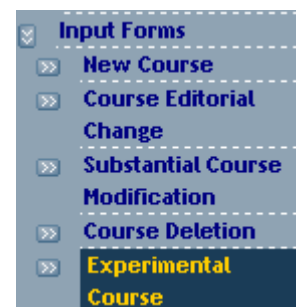
Course Deletion:



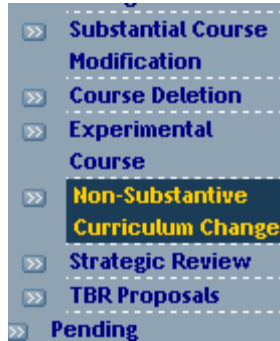
1. Click Course Deletion to create a new proposal or edit an existing proposal.
2. Choose to Submit or Save and Exit when you have completed the proposal.

Experimental Course:

1. The Experimental Course proposal is very similar to the new course proposal.
2. Click Substantial Course Modification to create a new proposal or edit an existing proposal.
3. You are required to complete a syllabus before you can submit the proposal.
4. Choose to Submit or Save and Exit when you have completed both the proposal and the syllabus.



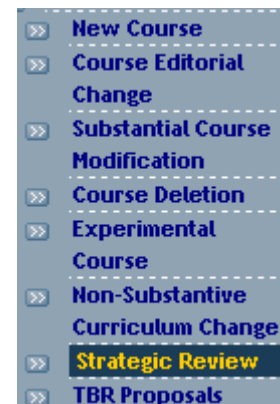
Non-Substantive Curriculum Change:



1. Click Non-Substantive Curriculum Change to create a new proposal or edit an existing proposal.
2. Choose to Submit or Save and Exit when you have completed the proposal.

Strategic Review:

1. While the fields required by the Strategic Review proposal are different than the fields listed for other proposals, information is entered in the same way as other proposal types.
2. Click Strategic Review to create a new proposal or edit an existing proposal.
3. Click to enter information in each field.
4. Click on the question mark icon for a description of the data required for each field.
5. Choose to Submit or Save and Exit when you have completed the proposal.



TBR Proposals:



1. Click TBR Proposals to expand the TBR items.
2. Click TBR Forms and Information to view detailed instructions and download the forms necessary to complete a TBR proposal.
3. Click TBR Proposals to enter the proposal information.
4. Click Browse to upload the saved and completed application. Locate the Microsoft Word file on your computer and click Open.
5. Choose to Submit or Save and Exit when you have completed the proposal.
6. When the proposal is saved or submitted, the file will be stored in CPS.

Editing Proposals:

Proposal	Last Modified
MEDA_5860	1/9/2006 1:04:36 AM



Enter New "New Course Proposal"

1. Once you have added an activity in any category, you may edit or continue adding activities from this screen.
2. Click the Course Number to select the proposal you want to edit.
3. This will retrieve the original proposal.
4. You may make any changes and have the option to Submit or Save and Exit or Delete.

Pending – Approving or Rejecting Pending Course Proposals:

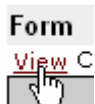
- New Course
- Course Editorial Change
- Substantial Course Modification
- Course Deletion
- Experimental Course
- Non-Substantive Curriculum Change
- Strategic Review
- TBR Proposals
- All Pending

1. You may view any pending course proposal.
2. Click on the course proposal type you wish to view or select “All Pending” to view all types pending by all submitters.
3. If you choose to view “All Pending,” the proposals will be sorted alphabetically by proposal type.

Editorial Change					
Form	Proposal	Start Date	College	Department	Created By
View	CSCI-4250	11/22/2005	Ats College	Ats Department	Bimbi Koduru

4. You may choose to view pending proposals awaiting your approval by placing a check in the “Show only proposals waiting on me.” box.

☒ Show only proposals waiting on me.



5. Click View to review the details of the proposal.

6. You can see where the request is in the approval process.
7. If a step is marked “Completed” the person at that step in the process has reviewed and Approved the proposal.
8. “NotStarted” indicates that the proposal has not been reviewed by a particular step.

Approval Snapshot			
	Name	Approved	Action Date
Department Chair	ATS 1	Completed	12/9/2005
College/School Curriculum Committee	ATS 4	Completed	12/9/2005
College/School Dean	ATS 2	Completed	12/9/2005
Teacher Education Council	ATS 3	Completed	12/9/2005
Undergrad Curriculum Committee	ATS 5	NotStarted	
Graduate Council	ATS 6	NotStarted	
VP Academic Affairs	ATS 7	NotStarted	
Catalog	ATS 9	NotStarted	
* If marked complete, the name will show the person who actually approved it.			

9. After reviewing, you may Approve, Reject, or Delete the proposal.
10. Click the appropriate action button and then click Submit.
11. If you choose to Reject the proposal, an e-mail message will be sent to the initiator to let them know that they should re-submit their proposal. Their proposal will have been returned to the Input Forms section, where they can modify it. The status is changed to “Rejected.”
12. You must also enter text in the comment area to indicate why the proposal was rejected or suggestions for improvement to the proposal.
13. *Please Note: Only system administrators may edit the information in the proposal.*

<input checked="" type="radio"/> Approve	I want to APPROVE this Proposal.
<input type="radio"/> Reject	I want to REJECT this Proposal, and send it back to the initiator for changes.
<input type="radio"/> Delete	I want to DELETE this Proposal. It is no longer valid.
<input type="radio"/> Edit Form	I want to EDIT the form. (Only CPS Administrators have this option.)
Comments (required if rejecting proposal)	

Sending Email to Approval Committee Member:

Approval Snapshot		
	Name	Approved
Department Chair	ATS 1	Completed
College/School Curriculum Committee	ATS 4	Completed

1. You may send an email to anyone listed as a member of the approval process by clicking on the person’s name (ATS 1 in the example shown.)
2. You must have an email client (such as Microsoft Outlook) installed and configured on your computer to use this feature.

Approval Track – Review status on submitted course proposals:

1. You may view any pending course proposal.
2. Click on the course proposal type you wish to view or select “All Pending” to view all types pending by all submitters.
3. If you choose to view “All Pending,” the proposals will be sorted alphabetically by proposal type.

- New Course
- Course Editorial Change
- Substantial Course Modification
- Course Deletion
- Experimental Course
- Non-Substantive Curriculum Change
- Strategic Review
- TBR Proposals
- All Pending

Editorial Change						
Dept	Course Info		Approval Steps			
CSCI	View Form		DC	RR	VPAA	Inv
	Created By: Bimbi Koduru on 11/22/2005		C	C	Rdy	NS
	Under Grad: CSCI4250		Cat			
	College Ats College		NS			
	Department Ats Department		Mouse over abbreviation for description. Click for more information. * denotes Parallel step			

4. You may review the basic information of a proposal, or click View Form to see the entire course proposal. (If you are involved in the approval process, you may approve or reject this proposal from this screen.)

5. Hover over any of the items listed to see a brief description or click on the item to view complete details.
6. The letters in grey indicate approval steps in the course proposal workflow. (All steps will not apply to all proposals.)
 - DC – Department Chair
 - CCC – College/School Curriculum Committee
 - CSD – College/School Dean
 - TEC – Teacher Education Council
 - UCC – Undergraduate Curriculum Committee
 - GC – Graduate Council
 - VPAA – Vice President of Academic Affairs
 - Inv – Inventory
 - Cat – Catalog
 - Lib – Library

Approval Steps			
DC	RR	VPAA	Inv
C	C	Rdy	NS
Cat			
NS			
Mouse over abbreviation for description. Click for more information. * denotes Parallel step			

The letters located beneath the approval steps indicate the progress of that step. A completed step has already been approved. Ready indicates that the step is ready for approval. Not Started is waiting on other steps to be completed. Not applicable indicates steps that are not necessary in a particular proposal.

- C – Completed
- Rdy – Ready
- NS – Not Started
- NA – Not applicable

Archives:

<u>Department</u>	<u>Created By</u>
Oit Analysts	Paul Fleenor
Ats Department	Mark Teague
Ats Department	Mark Teague
Ats Department	Mark Teague
Ats Department	Mark Teague
Ats Department	Bimbi Koduru

1. The archives contain all proposals that progressed completely through the system.
2. You may view any archived course proposal.
3. Click on the course proposal type you wish to view or select “All Pending” to view all types pending by all submitters.
4. If you choose to view “All Pending,” the proposals will be sorted alphabetically by proposal type.
5. Click on the headings Proposal, Start Date, College, Department, or Created By to sort the entries within a particular proposal type.
6. Click View to review the original proposal in its entirety.

FAQs – Frequently Asked Questions:

Visit this page to review the help materials that have been assembled for your use.

If you need further assistance or information regarding the CPS system, please contact

Myra Jones
Technology Development Coordinator
Academic Technology Support
439-8614
mjones@etsu.edu

You may also contact the OIT Helpdesk at 439-4648 or send email to oithelp@etsu.edu.