Curriculum Plan PROCEDURE (Changes)
(Course picker)

Start proposal

Click **+New Proposal**

Select **Curriculum – Change – Major v23.24**
   Curriculum – Change – Minor v23.24
   Curriculum – Change – Certificate v23.24
   Curriculum – Change – Major – K-State Core Only – v23.24

Click **Start Proposal**

In Search box, Name = **zTemplate**
  --may use wildcard *

Select **catalog =**
  Source: Undergraduate programs: <mark>select 2023-2024 Undergraduate Catalog</mark>

Click **Search**

  Click

Click **Build Proposal**

OR

Select **catalog =**
  For Graduate programs: <mark>select 2023-2024 Graduate Catalog</mark>

Search Curriculum Inventory

Program Type
◉ Program ○ Shared Core

Name

ZTemplate

Source

2023-2024 Graduate Catalog ▼

Exclude previously imported results ☐

Search

Click **Search**

Select for Undergraduate Templates:
- ZTemplate (BA) AS – only for use for College of Arts & Sciences Bachelor of Arts Majors
- ZTemplate (Bachelors)
- ZTemplate (BS) AS – only for use for College of Arts & Sciences Bachelor of Science Majors
- ZTemplate (Minor)
- ZTemplate (Undergraduate Certificate)
- Z Template Academic Degree Map

Select for Graduate Templates:
- ZTemplate (Accelerated)
- ZTemplate (Doctorate)
- ZTemplate (Graduate Certificate)
- ZTemplate (Masters)

Choose the template you are looking to launch and Click ⬇ **to Build the Proposal**

Department

Confirm correct department is displayed

Program/Plan Name

If the title of your program remains the same:
--do nothing
If the title of your program is changing:
--Edit the field to reflect the new program name
Click **Save All Changes**

Curriculum Plan field:

--three icons are available giving you viewing options:
1-View Curriculum Courses tab: displays all courses currently available in the program
2-View Curriculum Schema tab: displays all current cores within the program
3-Preview Curriculum button: pop-up window displays the current curriculum

NOT IN USE: Curriculum Template*

View Curriculum Courses	View Curriculum Schema	⧉ Preview Curriculum

| AMETH - 160 - Introduction to American Ethnic Studies | 3 🗑 |
| ANTH - 200 - Introduction to Cultural Anthropology | 3 🗑 |

1-View Curriculum Courses tab: displays all courses currently available in the program

--import courses to add courses to the program
--Once courses are added, assign to the appropriate core using the **View Curriculum Schema** module
--Courses deleted from cores should also be deleted here as well

View Curriculum Courses	View Curriculum Schema	⧉ Preview Curriculum

AMETH - 160 - Introduction to American Ethnic Studies	3 🗑
ANTH - 200 - Introduction to Cultural Anthropology	3 🗑
ANTH - 204 - A General Education Introduction to Cultural Anthropology	3 🗑
ANTH - 210 - Introduction to Cultural Anthropology, Honors	3 🗑

Import course (course currently in catalog)
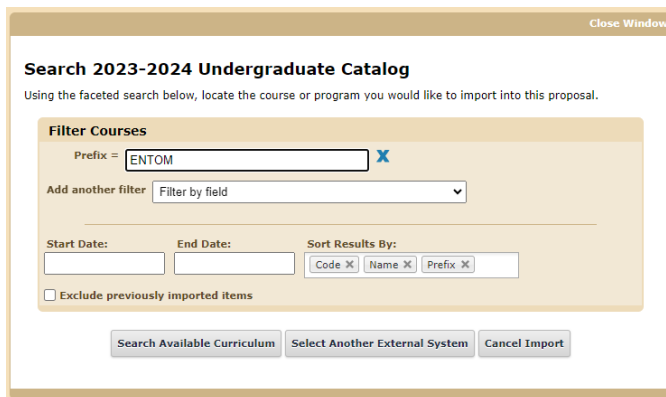In **View Curriculum Courses**, click **Import Course**
A new window will open: **Import Data Into Your Proposal**
Select [*catalog*]
--2023-2024 Undergraduate Catalog (for undergraduate programs)
--2023-2024 Graduate Catalog (for graduate and accelerated programs)
In **Filter Courses**, click **Or add filter**, click dropdown, and select **Prefix**
Type [*prefix*](i.e. ENTOM)
Click **Search Available Curriculum**

Search 2023-2024 Undergraduate Catalog
Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses
Prefix = ENTOM X
Add another filter: Filter by field

Start Date: ____ End Date: ____ Sort Results By: Code X Name X Prefix X
☐ Exclude previously imported items

Search Available Curriculum   Select Another External System   Cancel Import

Search Results displays a list of courses
Select {courses}
--Scroll down or click Next to find courses
--Click on a course to select
--Courses turn YELLOW when selected
--Click again to de-select if one is mistakenly chosen
--multiple courses can be selected
Scroll to bottom to review **Selected Courses**.
Courses may be removed by hovering over the course and clicking the blue X to the right

Click **Add Courses to Proposal**
Click **Save All Changes**

Repeat to add all courses

Add course (new course that is proposed but not currently in catalog)
Click **Add Course**
Enter **Prefix**
Enter **Code:** *{course number}*
Enter **Name:** use format = ****NEW COURSE** *{title of course}* **(X credits)**
Click **Add Course**
Click **Save All Changes**

Note: once the new course is approved and added to the catalog, and prior to importing this program into the catalog, this placeholder course <u>must be replaced by the imported course</u>

Delete course
Click **Trash** icon
Click **Save All Changes**

2-View Curriculum Schema tab: displays all current cores within the program. |

What it does:
--Click on the core/sub-core name once to expand
--This view allows you to:
--view/edit core title and core description (as needed)
--view/edit courses associated with the core (as needed)
--add courses (must first add the courses using "View Curriculum Courses")
--delete courses (click Trash icon)
--move courses within core using drag/drop
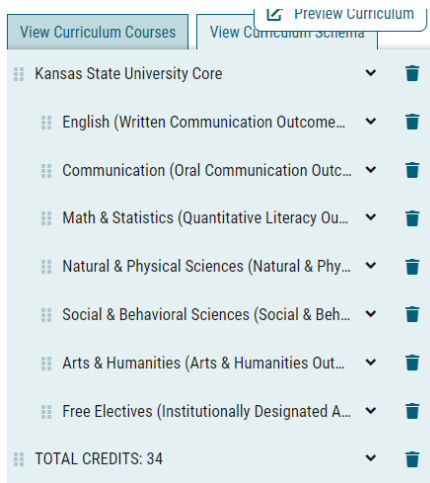--move courses between cores (using the Add Courses button/Delete icon)
--add custom text

Kansas State University Core

(NEW) K-State Core requirements and course lists may be automatically included in the template
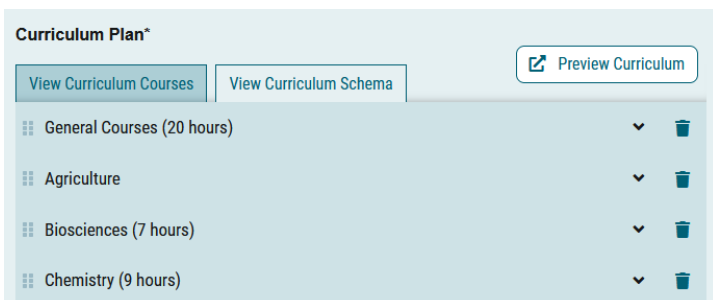No updates are required in this requirement
If desired, click down-arrow to expand requirement and view courses
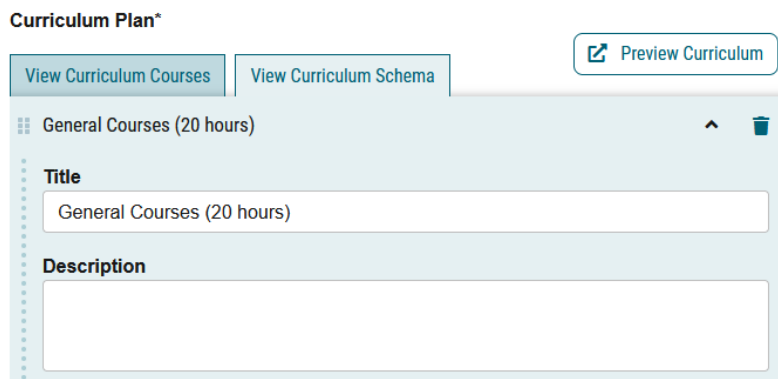

Requirements

Requirements are displayed

Click on a requirement to expand the entry area

Update **Title**, as needed
Update **Credit Hours**, as needed
Update **Description**, as needed
--Enter instructions that pertains to whole requirement.
Examples:
"Select 4 credits from:"

"Select 2 courses from:"
"Select from:"
Click **Save All Changes**

This description should be utilized if further explanation (beyond the title) of the nature of the grouping, or if there are additional requirements that coincide directly with this grouping of courses are desired.

Remember, you must first import courses under the "View Curriculum Courses" tab in order to choose them in this step

Click **Add Courses**
Select {courses}
--Courses turn blue when selected
--Click again to de-select if one is chosen mistakenly
Click **Add Course**

Courses added to the bottom of the core, and sorted by course number by default

To move a course, click and drag it to the desired location

Click **Save All Changes**

To group courses or include "and/or" situations
Use custom Text to add clarity and notations to your requirements, and to include "and" and "or" notations

Click **Add Custom Text**

Name (required, will not display on the gateway) = **Blank**
Insert a blank line: Position = **After**
Click **Add Text**

Name = **Or**
Insert a blank line: Position = **Before**,
Rich text box = **OR** (in caps and bold)
Click **Add Text**

Name = **And**
Insert a blank line: Position = **Before**,
Rich text box = AND (in caps and bold)
Click **Add Text**

Name = **Blank**
Insert a blank line: Position = **After**, click **Add Text**

Click and drag text to the desired location(s) to clarify the meaning of the requirement

Click **Save All Changes**

Examples:

<mark>To Add Custom Text</mark>

Whether editing or adding courses within a core, you have the option to Add Custom Text.
Custom text is text that provides clarification for options between courses, etc.
You must add a course before you may add custom text
--if no courses are selected in this requirement,

Examples of custom text:
o "or" when able to choose between two or more courses,
o "Select one course from the following:" before a list of courses
o other text
o footnotes
o BIOCH***
o ENTOM 400 or above

Note: If custom text is used to only describe a single requirement, then the Requirement "Description" field can be used instead.

Click **Add Custom Text**

Name (required, will not display on the gateway) = *{give it a name}*
Insert a blank line: Position = **After**, click **Add Text**
Rich text box = {enter text here}

Click **Add Text**

Click ⣿ and drag text to the desired location(s) to clarify the meaning of the requirement

Click **Save All Changes**

Click ⣿ and drag text right/left to the desired location(s) to indent and clarify the meaning of the requirement
Click **Save All Changes**

Add a Core
If you need additional requirements than provided in the template:
• In **View Curriculum Schema**, click **Add Core**.
• You will see a new row added to the end of the list titled **New Core**.
• Click once on New Core and type in the title, and description (optional).
• You can then add courses to this core, as referenced above.
Drag and drop the new core to the desired location

Delete course
Click **Trash Can** icon next to yours
Also remember to delete from "View Curriculum courses" view

Delete Core
Delete any unused requirement shells, if needed

Click **Delete Core from Proposal** icon to right (trash can icon)
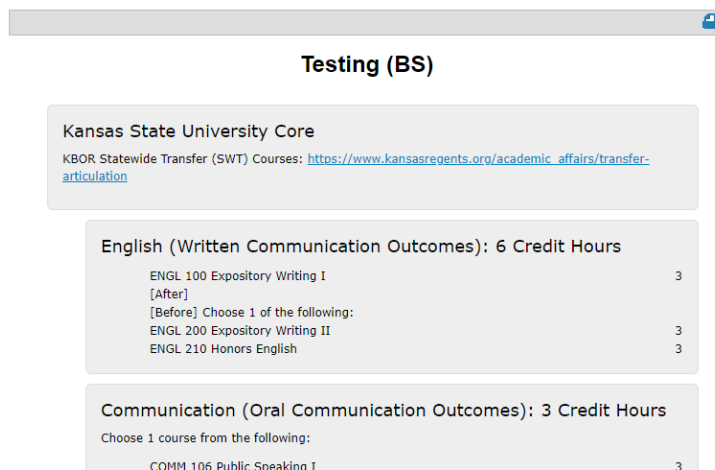Click **Delete Core**
Click **Save All Changes**

3-Preview Curriculum button: pop-up window displays the current curriculum |
(catalog view)
--good place to ensure credits add up to 120
--This view does not allow editing; click **View Curriculum Schema** tab to edit

Testing (BS)

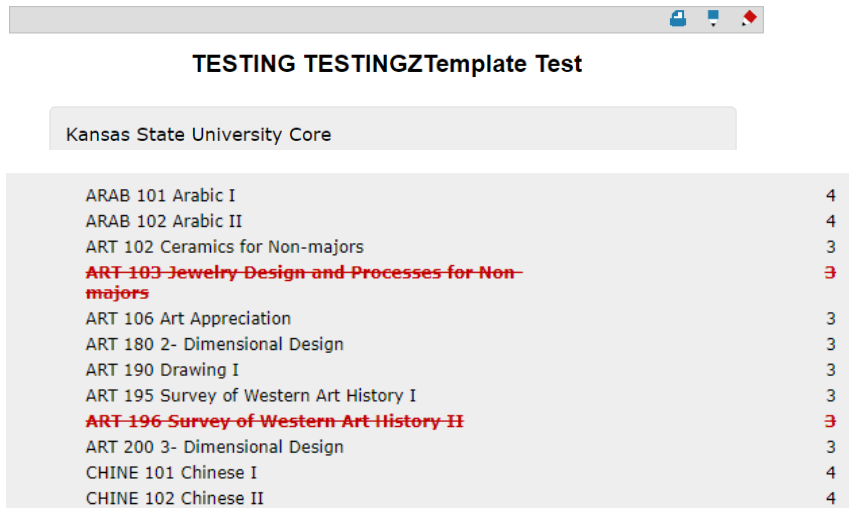**Kansas State University Core**
KBOR Statewide Transfer (SWT) Courses: https://www.kansasregents.org/academic_affairs/transfer-articulation

English (Written Communication Outcomes): 6 Credit Hours
ENGL 100 Expository Writing I   3
[After]
[Before] Choose 1 of the following:
ENGL 200 Expository Writing II   3
ENGL 210 Honors English   3

Communication (Oral Communication Outcomes): 3 Credit Hours
Choose 1 course from the following:
COMM 106 Public Speaking I   3

<mark>Show Curriculum Preview with Markup</mark>
--pop-up window displays the current curriculum in catalog view
--review for accuracy
--Make sure that ALL credit hours add up to the appropriate total (include all categories such as K-State Core Requirements, Program Requirements, Programs/Major Requirements)
--Once a proposal is <u>launched</u>, clicking the **red pencil icon** allows users to view mark-up reflecting changes in the curriculum

Example for CHANGE proposals:

<mark>Launch proposal</mark>
Click the **Launch and Validate Proposal** icon

<mark>Submit "Academic Degree Map" proposal</mark>
<u>REMEMBER:</u> If you are updating a <u>bachelor's</u> program, as required by the new K-State Core general education, you must <u>**also**</u> submit a separate proposal in Curriculog to update the **Academic Degree Map**