• Curriculum management
• Digital catalog production

Steve Reed and Kirsten Stock, Academic Systems
CURRICULUM CHANGE PROCESS

Unit Curriculum Change

Paperwork Submission

College Review and Approval

Governance Review and Approval

Administrative Review and Approval

Smart Catalog

Changes in Catalog, Banner, Website, Admissions
CURRICULUM CHANGE PROCESS

Curriculum Information

Unit Curriculum Change → Paperwork Submission → College Review and Approval → Governance Review and Approval → Administrative Review and Approval

Changes in Catalog, Banner, Website, Admissions
• Curriculum Dashboard
- Curriculum Dashboard
  - Forms for curriculum changes
Course Change Forms

- Allow you to pull in currently existing courses for revisions
- Automatically populates course description, information and prerequisites for revising
- Identifies where the course exists within approved programs
Program Change Forms

- Revised program forms automatically populate Banner program and major code, along with CIP code
- Options to identify your program as Degree in 3, STEM, High Impact
- Clear indication of delivery method

Banner Program Code: BARCH/ARCH
Banner Major Code: ARCB
CIPC: 04.0201
Degree in 3
STEM
High Impact
Delivery Method
Streamlined electronic process to review and approve curriculum revisions

Using the existing workflow process, content is electronically routed through appropriate approvers

Email notifications that link directly to Smart Catalog are sent for review and approval
Field of Study restrictions
If applicable, list any departmental, field of study (major, minor, or concentrations), class, level, degree, or program restrictions which should be placed on this course.

Dependencies

Course Dependencies
The following courses list this course as a pre- or co-requisite. Changing this course may affect the following courses.

Program Dependencies
The following programs list this course as fulfilling a requirement. Changing this course may affect those programs.

1. Major in English (BA), 1 course at the ENG 400-level (In Course List)
CURRICULUM CHANGE PROCESS

Status updates

Unit Curriculum Change → Paperwork Submission → College Review and Approval → Governance Review and Approval → Administrative Review and Approval

Changes in Catalog, Banner, Website, Admissions

EAGLE

BALL STATE UNIVERSITY
• A more efficient and transparent process
• Improved collaboration through online forms and approvals
CURRICULUM CHANGE PROCESS

Reviewing and Approving Proposals

Unit Curriculum Change
Paperwork Submission
College Review and Approval
Governance Review and Approval
Administrative Review and Approval

Changes in Catalog, Banner, Website, Admissions
• Direct links to proposals
• Download proposals to filter and search
Smart Catalog

Curriculum Change Process

- Compare current program to proposed revisions
- Similar to Attachments A and B
CURRICULUM CHANGE PROCESS

Course Information

Select a Course
- ENG 424 Genre Studies

College
- College of Sciences and Humanities

Academic Unit
- English

Proposed Revisions

Subject Code
- ENG

Number
- 424

Long Title
- Genre Studies

Proposed Title
- Genre Studies
### Postings files

#### Search filter:

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>Type</th>
<th>Proposal Name</th>
<th>Workflow</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Youth Family Studies</td>
<td></td>
<td>New Course</td>
<td>ANAT 121 Long</td>
<td>Approved</td>
<td>2/18/2019</td>
<td>Colleen O'Brien</td>
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<td>Accounting</td>
<td></td>
<td>Revised or Drop Course</td>
<td>ACC 302 Intermediate Accounting 2 CHANGE</td>
<td>Approved</td>
<td>2/14/2019</td>
<td>SC admin</td>
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<td>Communication Studies</td>
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<td>Revised or Drop Course</td>
<td>ACR 6211 Metals Studio</td>
<td>Approved</td>
<td>2/14/2019</td>
<td>SC admin</td>
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<tr>
<td>Biology</td>
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<td>Revised or Drop Program</td>
<td>Major in Communication Studies (BA/BS)</td>
<td>Approved</td>
<td>2/11/2019</td>
<td>SC admin</td>
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<td>College of Sciences and Humanities</td>
<td>English</td>
<td>New Course</td>
<td>ENG 431 Advanced Editing and Publishing</td>
<td>Approved</td>
<td>2/23/2019</td>
<td>Kirsten Stock</td>
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</table>
**Curriculum Change Process**

- Unit Curriculum Change
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**Curriculum Alignment**

*Changes in Catalog, Banner, Website, Admissions*
Unit Curriculum Change

Paperwork Submission

College Review and Approval

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Administrative Review and Approval

CURRICULUM CHANGE PROCESS

Improved efficiency in publishing digital catalogs
Digital archive of revision history

Curriculum Alignment

Changes in Catalog, Banner, Website, Admissions
• Forward-facing catalog operated through Sitecore
• Similar layout to current Web Catalog
### Smart Catalog

- Forward-facing catalog operated through Sitecore
- Similar layout to current Web Catalog
- Program webpages can link directly into Smart Catalog for specific curriculum

### MAJOR IN BUSINESS ADMINISTRATION (BA/BS),

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO</th>
<th>SHORT TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
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<td>Miller College of Business core, 45 credits</td>
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<tr>
<td>ACC</td>
<td>201</td>
<td>Principles of Accounting 1</td>
<td>3</td>
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<tr>
<td></td>
<td>202</td>
<td>Principles of Accounting 2</td>
<td>3</td>
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<td>BL</td>
<td>260</td>
<td>Principles of Business Law</td>
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<td>ECON</td>
<td>201</td>
<td>Elementary Microeconomics</td>
<td>3</td>
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<tr>
<td></td>
<td>202</td>
<td>Elementary Macroeconomics</td>
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<td>Business Statistics</td>
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<td>FIN</td>
<td>300</td>
<td>Principles of Finance</td>
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<td>ISOM</td>
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<td>Micro Apps for Business</td>
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<td>Foundations of Business Comm</td>
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<td>MATH</td>
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<td>Brief Calculus</td>
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<td>MGT</td>
<td>300</td>
<td>Managing Behavior in Org</td>
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CURRICULUM CHANGE PROCESS

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Curriculum Alignment

Changes in Catalog, Banner, Website, Admissions
Curriculum Change Process

Academic Systems manages curriculum data flow within Smart Catalog
**Curriculum Change Process**

- **Unit Curriculum Change**
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Changes in Catalog, Banner, Website, Admissions

**Smart Catalog**
<table>
<thead>
<tr>
<th>Training Opportunity</th>
<th>Description</th>
<th>Duration</th>
<th>Audience</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>Smart Catalog Overview</td>
<td>In-person session giving participants a high level overview of Smart Catalog and how it will be used at Ball State.</td>
<td>30 min</td>
<td>Those involved with the course or curriculum revision process.</td>
<td>Monthly (July-October)</td>
</tr>
<tr>
<td>Smart Catalog Functionality</td>
<td>In-person training on Smart Catalog functionality. Session will be held in a computer lab with hands-on experience with the curriculum and course revision process. This will also cover workflow training.</td>
<td>1 hr</td>
<td>Those responsible for initiating and monitoring curriculum changes</td>
<td>Monthly (July-November)</td>
</tr>
<tr>
<td>Smart Catalog Workflow</td>
<td>In-person training covering the Smart Catalog workflow process. Session will focus on how users can monitor the status of requests and process needed approvals.</td>
<td>1 hr</td>
<td>Those in a position to approve curriculum or course revisions (all levels)</td>
<td>Monthly (July-November)</td>
</tr>
<tr>
<td>1-1 Sessions</td>
<td>Non-structured sessions where users can ask specific questions. Schedule an appointment with us and we will come to you.</td>
<td>Open</td>
<td>Those needing 1-on-1 assistance with Smart Catalog functionality.</td>
<td>By appointment starting in July</td>
</tr>
<tr>
<td>Online Training Videos</td>
<td>On-demand videos detailing specific processes in Smart Catalog. Accessible from the Academic Systems website.</td>
<td>3-5 min</td>
<td>Anyone needing a quick overview or refresher on system functionality.</td>
<td>On demand (available late July)</td>
</tr>
</tbody>
</table>
• Curriculum management
• Digital catalog production

Smart Catalog

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