



- Curriculum management
- Digital catalog production

Smart Catalog



Steve Reed and Kirsten Stock, Academic Systems

CURRICULUM CHANGE PROCESS



Smart Catalog

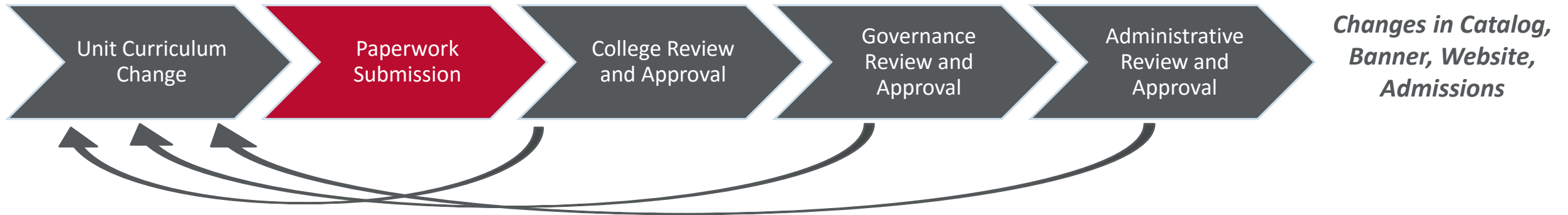


*Changes in Catalog,
Banner, Website,
Admissions*



CURRICULUM CHANGE PROCESS

Curriculum Information



CURRICULUM PAPERWORK

Post #: _____ Cert. Date: _____
(For Academic Systems Use only)

____ Yes, a complete assessment

Department Committee _____
Department Chairperson _____
College Committee _____
College Dean _____
Provost _____
PEC Chairperson _____
UEC/GEC Chairperson _____
President _____

Implementation effective _____

Program Title: _____

Total credits required _____

Undergraduate Majors _____

Major _____ + UCC _____

Please provide the following PREFIX _____ NO _____

See Attachment _____

Department Committee _____
College Committee _____
College Dean _____
Provost _____
PEC Chairperson _____
UEC/GEC Chairperson _____
President _____

() Draft (Use SCADE screen)
Old

New _____

Grad _____

Var _____

Is _____ Approved Univ _____

Type _____ Long Title on _____

Type _____ Course Descri _____
System _____ SCADE _____

Type New _____ Title on _____

Type New Course _____

Graduate Program _____
_____ major _____
_____ minor _____

Prerequisite _____

Grad _____
_____ graduate _____
_____ certificate _____

Degree Type (check one):
_____ BA/BS _____

New or Revised Program Check Sheet

8. Please provide the following information for all proposed courses in the proposed program (include new course/course revision forms where appropriate) where appropriate use N/A or none for courses with no prerequisite:

Pref/number	Prerequisites/Parallels	Other enrollment requirements	New (N), Rev. (R), or Estab (E)?
Example 199	BBBB 100; per	Open students	

8. Please provide the following information for all directed elective courses in the proposed program (include new course/course revision forms where appropriate) where appropriate use N/A or none for courses with no prerequisite:

Pref/number	Prerequisites/Parallels	Other enrollment requirements	New (N), Rev. (R), or Estab (E)?
-------------	-------------------------	-------------------------------	----------------------------------

Describe the impact of proposed changes on currently enrolled students (if any) and plans to insure timely graduation.

11. If the program includes more than two University Core Curriculum courses in the major, please list all required UCC courses.



Ball State University



CURRICULUM HOME

CURRICULUM FORMS

CURRICULUM DASHBOARD

MY ITEMS

ARCHIVED PROPOSALS

[New Course Form](#)

[Revised or Drop Course Form](#)

[New Program Form](#)

[Revised or Drop Program Form](#)

- Curriculum Dashboard

Ball State University



CURRICULUM HOME

CURRICULUM FORMS

CURRICULUM DASHBOARD

MY ITEMS

ARCHIVED PROPOSALS

[New Course Form](#)

[Revised or Drop Course Form](#)

[New Program Form](#)

[Revised or Drop Program Form](#)

- Curriculum Dashboard
 - Forms for curriculum changes

Smart Catalog

Program Change Forms

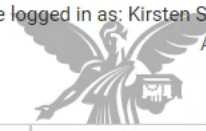
- Revised program forms automatically populate Banner program and major code, along with CIP code
- Options to identify your program as Degree in 3, STEM, High Impact
- Clear indication of delivery method

CURRICULUM CHANGE PROCESS

Banner Program Code	<input type="text" value="BARCH-ARCH"/>
Banner Major Code	<input type="text" value="ARCB"/>
CIPC	<input type="text" value="04.0201"/>
Degree in 3	<input type="text" value=""/>
STEM	<input type="text" value=""/>
High Impact	<input type="text" value=""/>
Delivery Method	<input type="text" value=""/>

Ball State University

You are logged in as: Kirsten Stock LOGOUT
Account Settings



CURRICULUM HOME

CURRICULUM FORMS

CURRICULUM DASHBOARD

MY ITEMS

ARCHIVED PROPOSALS

- [New Course Form](#)
- [Revised or Drop Course Form](#)
- [New Program Form](#)
- [Revised or Drop Program Form](#)

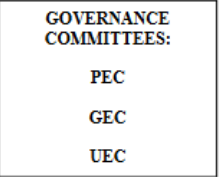
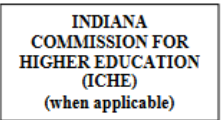
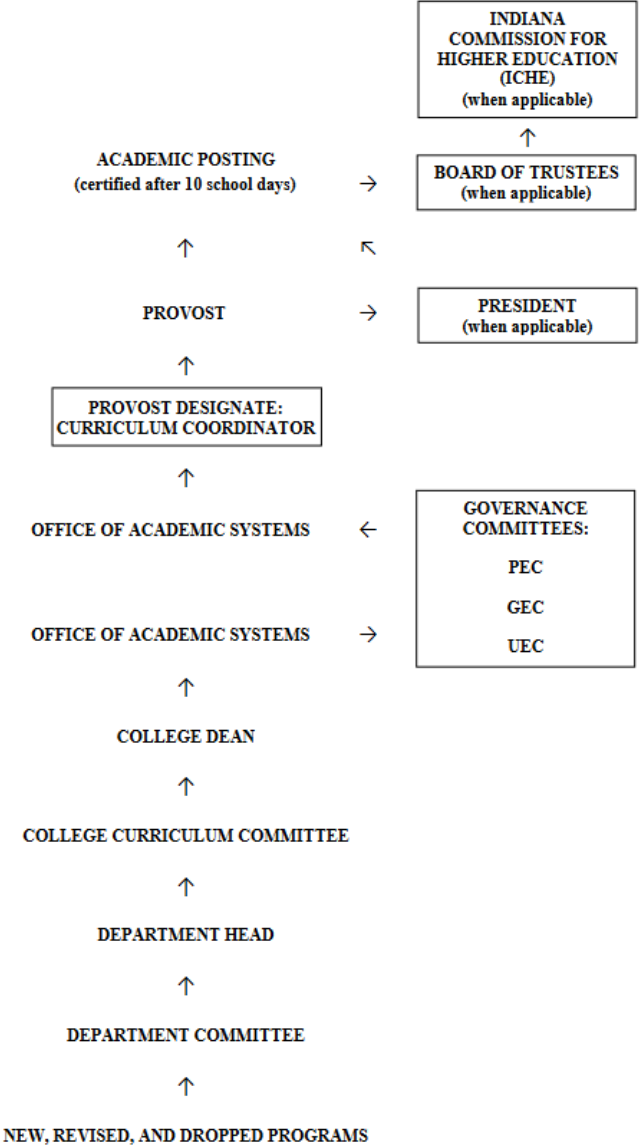
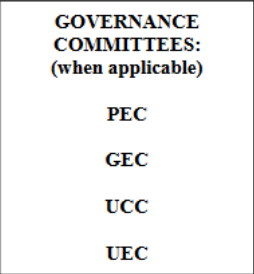
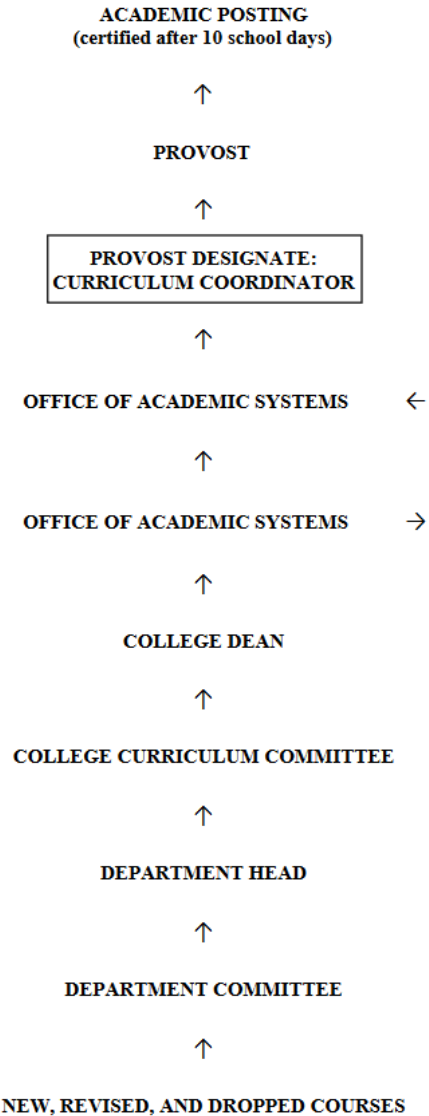


CURRICULUM CHANGE PROCESS

Workflows






WORKFLOWS



WORKFLOWS

Cert. Date: _____
(for Academic Systems use only)

Revised Course Form

Department Committee		Date	<u>7/28/11</u>
Department Chairperson	<u>Ch. Sanders</u>	Date	<u>17. IV. 1936.</u>
College Committee	<u>Col. Harland Sanders</u>	Date	<u>Nov. 1, 1940</u>
College Dean		Date	<u>2.1.4.58.</u>
Provost		Date	<u>8/23/99</u>



Smart Catalog

- 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



Audit Trail

There are 5 comments on this proposal.



8:14 AM ET on Tuesday,
May 14, 2019

Kirsten Stock

*Item was moved from College Dean
to Office of Academic Support
Systems*

college dean approved



8:13 AM ET on Tuesday,
May 14, 2019

Kirsten Stock

*Item was moved from College
Curriculum Committee to College
Dean*

committee approved, no edits
needed



8:10 AM ET on Tuesday,
May 14, 2019

Kirsten Stock

*Item was moved from Department to
College Curriculum Committee*

looks good!



8:10 AM ET on Tuesday,
May 14, 2019

Kirsten Stock

*Item was moved from Draft to
Department*

ready for review



8:16 AM ET on Monday,
May 13, 2019

Kirsten Stock

Item was moved from to Draft

Item created

CURRICULUM CHANGE PROCESS



Status updates



CURRICULUM CHANGE PROCESS



Status updates



- A more efficient and transparent process
- Improved collaboration through online forms and approvals

CURRICULUM CHANGE PROCESS

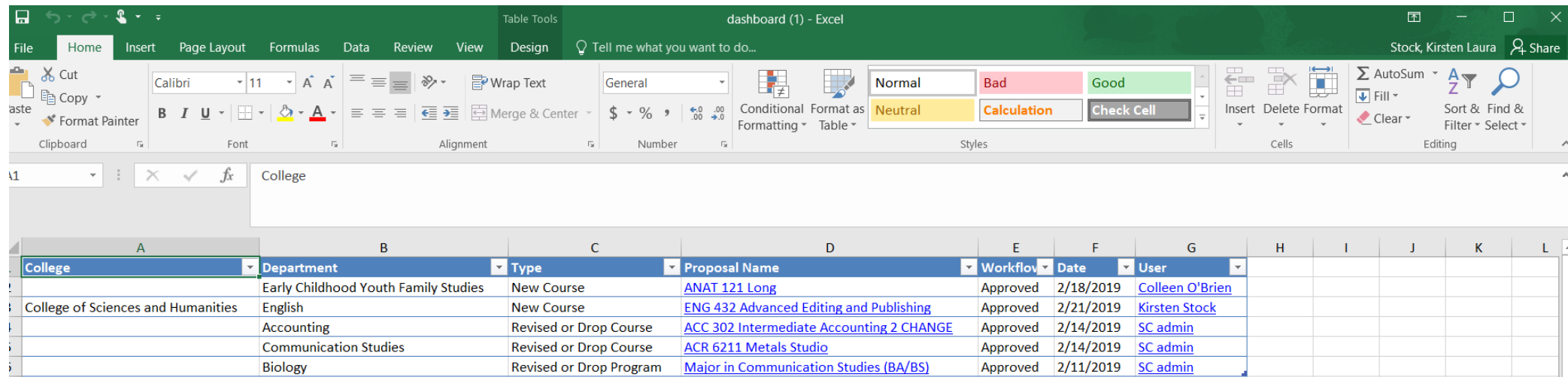
Reviewing and Approving Proposals



Smart Catalog

CURRICULUM CHANGE PROCESS

- Direct links to proposals
- Download proposals to filter and search



The screenshot shows an Excel spreadsheet with a table of curriculum change proposals. The table has columns for College, Department, Type, Proposal Name, Workflow, Date, and User. The data is as follows:

College	Department	Type	Proposal Name	Workflow	Date	User
College of Sciences and Humanities	Early Childhood Youth Family Studies	New Course	ANAT 121 Long	Approved	2/18/2019	Colleen O'Brien
College of Sciences and Humanities	English	New Course	ENG 432 Advanced Editing and Publishing	Approved	2/21/2019	Kirsten Stock
	Accounting	Revised or Drop Course	ACC 302 Intermediate Accounting 2 CHANGE	Approved	2/14/2019	SC admin
	Communication Studies	Revised or Drop Course	ACR 6211 Metals Studio	Approved	2/14/2019	SC admin
	Biology	Revised or Drop Program	Major in Communication Studies (BA/BS)	Approved	2/11/2019	SC admin

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

Compare Versions

[Close Compare Versions and Return to Proposal](#) | [Print Compare](#)

Select Version to Compare: 1. Original Major in Communication Studies (BA/BS) 02/11/2019 11:50:13 AM ET ▼

Select Current Proposed Version: 10. Major in Communication Studies (BA/BS) 02/11/2019 11:51:17 AM ET - SC a ▼

Compare Key
New Section (red dashed box) Deleted Section (blue dashed box) ABC New/Modified Text (red text) Deleted Text (blue text)

Select a Program: Major in Communication Studies (BA/BS)

Information

Is this an undergraduate major?
Yes (unchecked)

Hours to Graduate

Major Hours

Duplicate UCC hours

UCC Hours

Other required hours

Total hours to graduate

Other (specify)

CURRICULUM CHANGE PROCESS

Compare Versions

[Close Compare Versions and Return to Proposal](#) | [Print Compare](#)

Select Version to Compare: 1. Original ENG 424 Genre Studies 05/13/2019 01:30:21 PM ET - Kirsten Stock

Select Current Proposed Version: 8. ENG 424 Genre Studies 05/13/2019 01:33:35 PM ET - Kirsten Stock

Compare Key

- New Section
- Deleted Section
- ABC New/Modified Text
- ABC Deleted Text

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



Ball State University

You are logged in as: Kirsten Stock LOGOUT

Account Settings

DOWNLOAD SPREADSHEET



CURRICULUM HOME	CURRICULUM FORMS	CURRICULUM DASHBOARD	MY ITEMS	ARCHIVED PROPOSALS
-----------------	------------------	----------------------	----------	--------------------

Search:

Show entries

College	Department	Type	Proposal Name	Workflow	Date	User
	Early Childhood Youth Family Studies	New Course	ANAT 121 Long	Approved	2/18/2019	Colleen O'Brien
	Accounting	Revised or Drop Course	ACC 302 Intermediate Accounting 2 CHANGE	Approved	2/14/2019	SC admin
	Communication Studies	Revised or Drop Course	ACR 6211 Metals Studio	Approved	2/14/2019	SC admin
	Biology	Revised or Drop Program	Major in Communication Studies (BA/BS)	Approved	2/11/2019	SC admin
College of Sciences and Humanities	English	New Course	ENG 432 Advanced Editing and Publishing	Approved	2/21/2019	Kirsten Stock

College: Department: Type: Proposal Name: Workflow:

From:
to:

User:

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

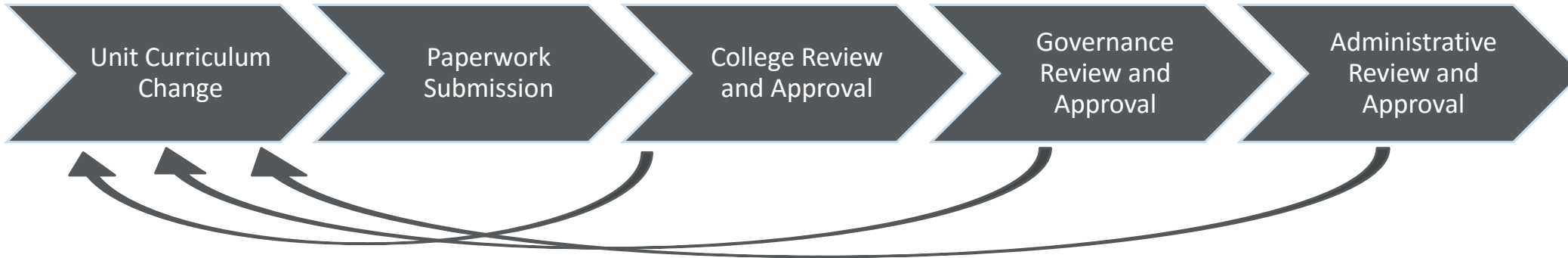


Postings files

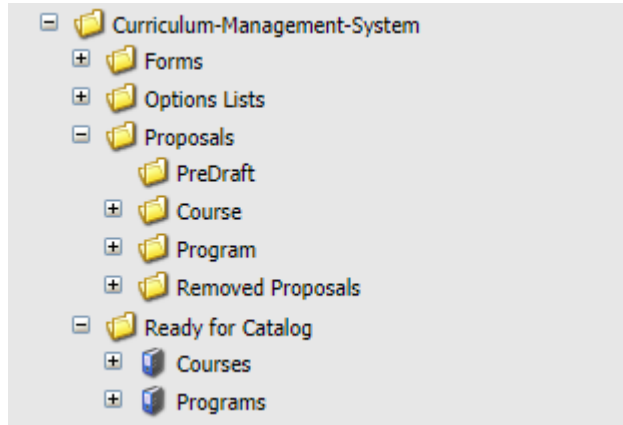
CURRICULUM CHANGE PROCESS

**Curriculum
Alignment**

*Changes in Catalog,
Banner, Website,
Admissions*

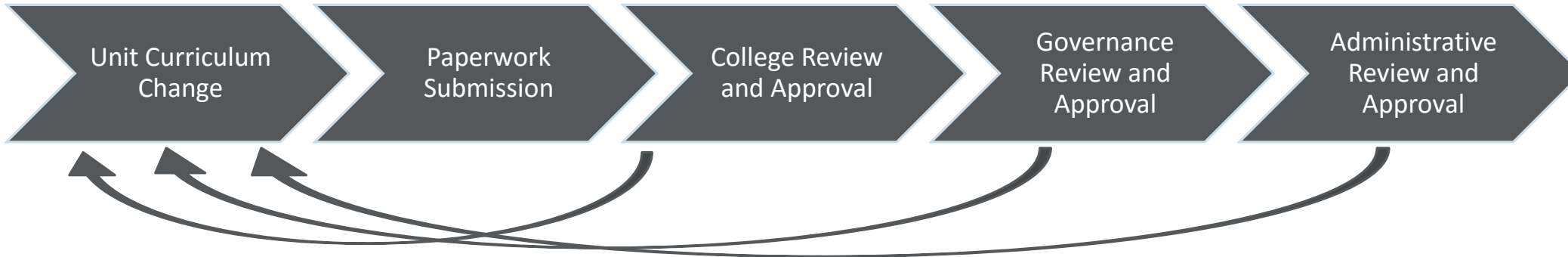


CURRICULUM CHANGE PROCESS



Curriculum Alignment

Changes in Catalog, Banner, Website, Admissions



Improved efficiency in publishing digital catalogs
Digital archive of revision history

Smart Catalog

PUBLISHED ONLINE CATALOG

- Forward-facing catalog operated through Sitecore
- Similar layout to current Web Catalog



The screenshot displays a web page for the 'Minor in Professional Writing and Emerging Media'. At the top right, there is a decorative image of red tulips. The page header includes navigation links: '2019-2020 Undergraduate Catalog » College of Sciences and Humanities » English » Minor in Professional Writing and Emerging Media'. Below the header, there is a dropdown menu for the '2019-2020 Undergraduate Catalog' and utility links for 'MyCatalog', 'Add this page', and 'Print this page'. The main title is 'Minor in Professional Writing and Emerging Media' with '15 credits' listed below it. A descriptive paragraph states: 'This program provides students with understanding and practice in the genres and conventions of effective professional writing and communication in both traditional and emerging media environments.' A section titled 'Required Courses' lists the following:

Course ID	Course Name	Credits
ENG 213	Intro to Digital Literacies	3
ENG 231	Professional Writing	3
ENG 329	Editing and Style	3
or		
ENG 489	Prac in Lit Edit and Publish	3
ENG 335	Writ and Read Public Discourse	3
or		
ENG 430	Document Design	3
ENG 431	Rhet Writ and Emerging Media	3

Total Credit Hours: 15

ENG 306, ENG 307, ENG 308, or ENG 310 should be taken to satisfy the prerequisite for ENG

On the right side of the page, there is a 'CONTENTS' sidebar with a list of navigation items: PROGRAMS OF STUDY, GENERAL INFORMATION, ADMISSIONS, DEGREE REQUIREMENTS AND TIME LIMIT, EDUCATIONAL OPPORTUNITIES AND STUDENT SERVICES, ACADEMIC PROGRAMS, UNIVERSITY CORE CURRICULUM, COURSE PREFIXES AND NUMBERS, INTERDEPARTMENTAL PROGRAMS, COLLEGE OF ARCHITECTURE AND PLANNING, MILLER COLLEGE OF BUSINESS, COLLEGE OF COMMUNICATION, INFORMATION, AND MEDIA, COLLEGE OF FINE ARTS, COLLEGE OF HEALTH, HONORS COLLEGE, and COLLEGE OF SCIENCES AND HUMANITIES.



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),

<i>PREFIX</i>	<i>NO</i>	<i>SHORT TITLE</i>	<i>CREDITS</i>
Miller College of Business core, 45 credits			
ACC	201	Principles of Accounting 1	3
	202	Principles of Accounting 2	3
BL	260	Principles of Business Law	3
ECON	201	Elementary Microeconomics	3
	202	Elementary Macroeconomics	3
	221	Business Statistics	3
FIN	300	Principles of Finance	3
ISOM	125	Micro Apps for Business	3
	210	Business Information Systems	3
	249	Foundations of Business Comm	3
	351	Operations Management	3
MATH	132	Brief Calculus	3
MGT	300	Managing Behavior in Org	3

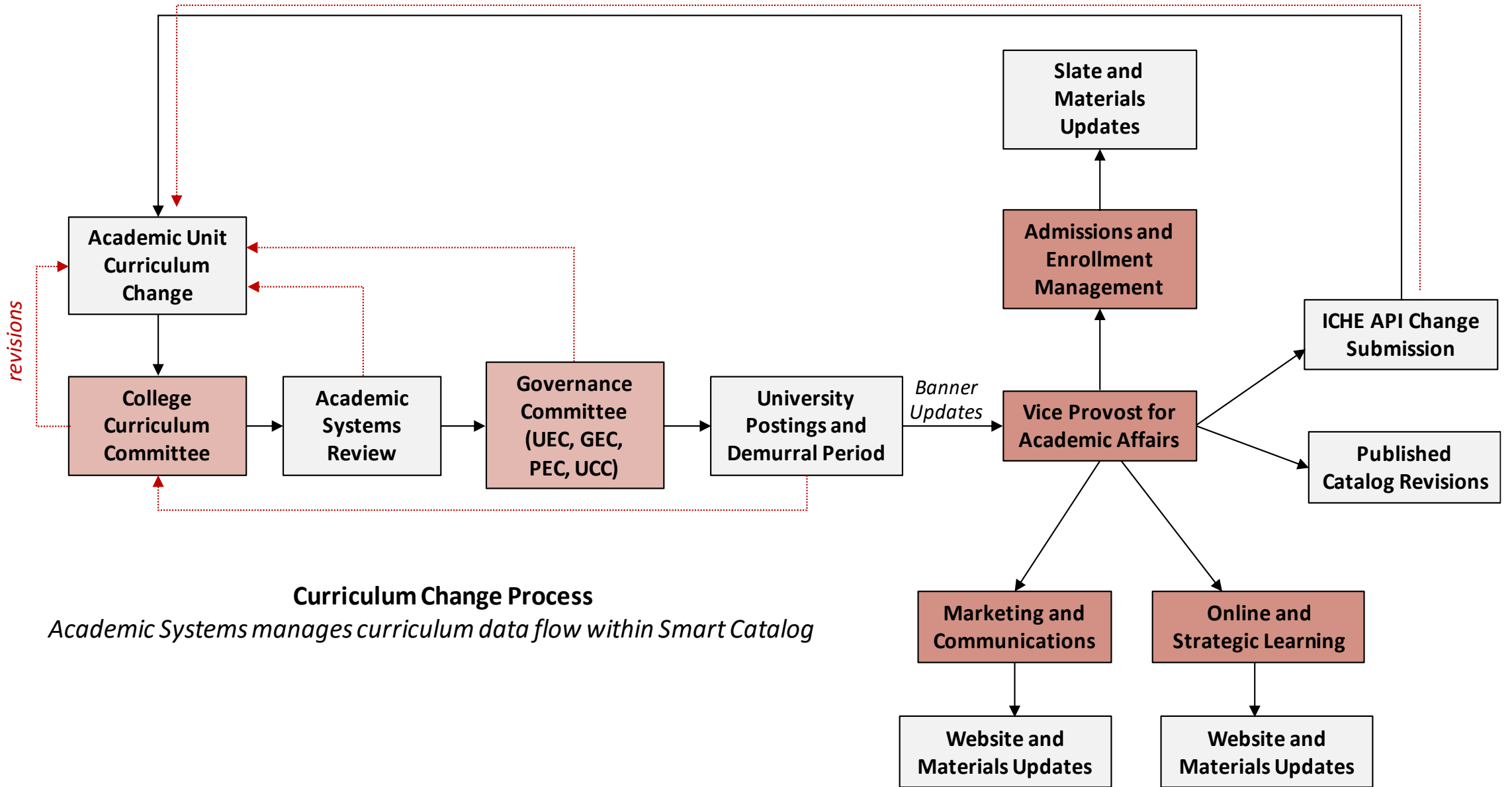
CURRICULUM CHANGE PROCESS



Curriculum Alignment

Changes in Catalog, Banner, Website, Admissions





CURRICULUM CHANGE PROCESS



Smart Catalog



*Changes in Catalog,
Banner, Website,
Admissions*



Smart Catalog Training

Training Opportunity	Description	Duration	Audience	Schedule
Smart Catalog Overview	In-person session giving participants a high level overview of Smart Catalog and how it will be used at Ball State.	30 min	Those involved with the course or curriculum revision process.	Monthly (July-October)
Smart Catalog Functionality	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.	1 hr	Those responsible for initiating and monitoring curriculum changes	Monthly (July-November)
Smart Catalog Workflow	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.	1 hr	Those in a position to approve curriculum or course revisions (all levels)	Monthly (July-November)
1-1 Sessions	Non-structured sessions where users can ask specific questions. Schedule an appointment with us and we will come to you.	Open	Those needing 1-on-1 assistance with Smart Catalog functionality.	By appointment starting in July
Online Training Videos	On demand videos detailing specific processes in Smart Catalog. Accessible from the Academic Systems website.	3-5 min videos	Anyone needing a quick overview or refresher on system functionality.	On demand (available late July)



- Curriculum management
- Digital catalog production

Smart Catalog



Steve Reed and Kirsten Stock, Academic Systems