

Login

Go to sunyocc.curriculog.com, click “Login” in the upper right corner. You will use your existing OCC credentials.

Dashboard

• My Tasks • My Proposals Watch List All Proposals

Filter by:
All Tasks ▼ Advanced Filter + New Proposal

No Proposals Found

Approve Selected

Show: 10 results ▼

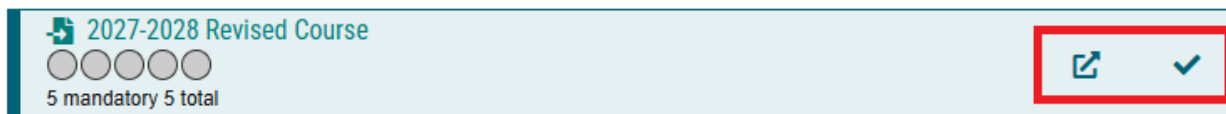
- **Tasks** – These are proposals that need attention. They could show various steps in the workflow, such as Technical Review, Curriculum Committee, or Faculty Senate.
- **My Proposals** – Proposals that you have initiated are saved here before and after launching the proposal.
- **Watch List** – If you choose to “Watch” any proposals, they will show up on this tab.
- **All Proposals** – A compilation of all proposals in the other tabs.

Creating a New Proposal

1. Click on  to display the list of forms.
 - There are currently forms for undergraduate courses, programs, and microcredentials. Workforce forms will continue to utilize the current paper process.
2. Choose the form needed.
 - There are 4 tabs at the top that will filter the forms based on type – courses, programs, and others. All forms are in Courses or Programs.



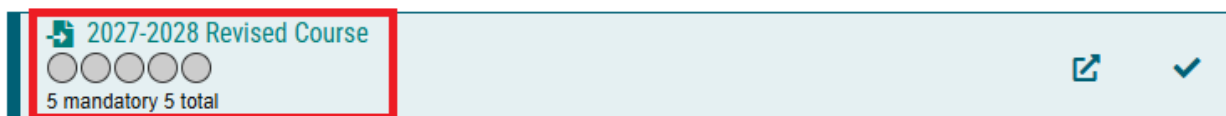
- There are two icons to the right of each form name.



-  Preview the Form
-  Start the Form

General Information and Instructions for All Forms

General Notes



- The  icon in front of a form name indicates that the form can import data. This will only be available for course and program revisions or deactivations.
- The year in the form name indicates which catalog year the proposal will go into effect upon approval. Please remember that this is subject to change, especially if external approvals are required.
- If the form or program begins with a Z, skip that option because it either means the form is outdated or is not a program that can be edited.
- The circles underneath the form name indicate the number of workflow steps for each form. As steps are completed, the circles will fill in with different symbols, allowing users to see where forms are in the workflow.
 - For example, this indicates that the proposal has successfully completed the first 3 steps:
 
 - Clicking on the form name will open a “Process Steps” pane on the right. This lists the steps in the workflow.

Instructions

- Once you have accessed the form, the proposal form *and* approval steps will open. The approval steps panel is informational and can be closed by clicking the “X” in the upper right corner to expand the form.

- Begin at the top, reading each section and referring to the Curriculum Handbook linked within the form as needed.
- Many fields have guiding questions or instructions underneath them. **Please ensure you are answering all guiding questions and not editing fields that say “DO NOT EDIT.”**
- Fields with an asterisk (*) are required.
- Fields that say “Select an Option” have a drop-down menu.
- System Administrator sections at the bottom of each proposal are for the ADRC to utilize **only**.
- Once you have completed the proposal, click “Save All Changes” at the bottom.
- Scroll back to the top and click the  icon. Click “Print Options” in the upper right of the pop-up window, then “Print Proposal.” Leave all the boxes unchecked.

Which proposal details would you like to include in the printed proposal?

☐ Summary Fields Only
 ☐ Crosslisting (Name of the crosslistings)

☐ Steps
 ☐ Signatures

- Print the file as a PDF to share with your department for voting.
- **After the department has voted on and approved the proposal**, return to the proposal in Modern Campus. Select Validate and Launch Proposal at the very bottom of the page to submit the proposal into the workflow.

Troubleshooting

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

- If you receive this error after clicking “Validate and Launch Proposal” it means that a required field was left blank.
 - Click on “Show Me” to see the field(s) that need to be fixed.

Total Credits*

Total Credits is required

- Once all fields have been corrected, click “Validate and Launch Proposal” again.

After Submission

- Proposal initiator will receive notification at each decision stage and can also monitor proposal status in the dashboard.
- Questions/comments may be prompted from the ADRC or from Technical Review that need attention from the initiator.

New Course

Section 1: Catalog Information

- **Official Course Title** – Enter the full name of the course as it will be displayed in the College Catalog.
- **Transcript Title** – Enter the name of the course as it will appear on the student’s transcript. This field is limited to 29 characters.
- **Is this course a Selected Topics?** – Select Yes or No.
- **Course Prefix** – Select from the drop-down menu.
 - If using an existing prefix, select it from the drop-down menu.
 - If creating a new prefix, select *New Prefix.
- **New Course Prefix** – If the subject is new, enter a proposed 3-letter prefix. The final prefix will be determined by the ADRC based on system availability.
- **Course Number** – Enter the desired course number for this course. The final course number will be determined by the ADRC based on system availability.
 - Course numbers are limited to 3-digits.
 - If the course is Selected Topics, the number will be between either 195-199 or 295-299 depending on course level.
- **Credit Hours** – Enter the number of credit hours for this course.
- **Department** – Select from the drop-down menu.
- **Catalog Description / Prerequisites, Co-Requisites, and Restrictions** – Each course must have a course description that will appear in the catalog. Be sure to include any requisites and follow the prompts for courses that will require department approval/petition.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 1.

Section 2: Course Information

- **Student Learning Outcomes** – Enter the Student Learning Outcomes as a numbered list.
- **Topics Covered & Hours**
 - Click on Table 
 - Enter the number of needed rows + 2 for a heading and total row.
 - Enter the number of needed columns. If the course has only one instructional method, such as “Lecture,” the number of columns will be 2. If the course has two instructional methods, such as “Lecture” and “Lab,” enter 3.
 - Click OK.
 - In the top left cell, type “**Topics Covered**”. In the top right cell, type “**Lecture Hours**”. If there is a 2nd instructional method, it will be in the last column. Enter the totals in the bottom row.
 - Example: 1 instructional method

Topics Covered	Lecture Hours
Sample	12
Sample	13
Total Hours:	25

- Example: 2 instructional methods

Topics Covered	Lecture Hours	Lab Hours
Sample	12	13
Sample	12.5	12.5
Total Hours:	25	25

- Additional rows can be added by right-clicking in a field and choosing to add or delete columns.
- The curriculum software does not sum the lecture/lab/clinical hours. Please calculate and enter the total number of lecture/lab/clinical hours at the bottom of the table.
- **Content Outline** – Select from the drop-down menu.
- **Method of Evaluation**
 - Click on Table 
 - Enter the number of needed rows + 2 for a heading and total row.
 - The number of columns will always be 2.
 - In the top left cell, type “**Method of Evaluation**”. In the top right cell, type “**% of Grade**”. In the bottom left cell, type “**Total Percent:**” and enter the total in the bottom right cell.
 - The curriculum software does not sum the % of Grade column. Enter “**100%**” even if there is a range of grades that have different totals.
 - Example table:

Method of Evaluation	% of Grade
Sample	100
Total Percent:	100%

- **Grading Policy** – Select from the drop-down menu.
- **Grade Scheme** – Select from the drop-down menu.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 2.

Section 3: Course Designations

- **Liberal Arts & Sciences**
 - **Designation** – Check the box if the course should be designated as Liberal Arts.
 - **Liberal Arts Types** – If the course is Liberal Arts and falls into one of the following categories, enter the category exactly as written underneath the box.
 - Humanities – enter Liberal Arts Humanities
 - Natural Sciences/Math – enter Liberal Arts Natural Sciences/Math
 - Social Sciences – enter Liberal Arts Social Sciences
- **High Impact Practices** – High Impact Practices are course types that SUNY requires us to track. Click the drop-down menu under **HIP Designation(s)** to indicate any categories the course fulfills. You may select more than one category, and definitions of the categories are linked.
 - *NOTE: Only select a category if it applies to all sections of this course. If the category may apply to specific sections only, leave this section blank and indicate the category when building the master schedule of classes instead.*
- **SUNY Gen Ed** – Indicate whether you will be submitting a SUNY Gen Ed proposal for this course. If yes, list the categories and/or competencies you will be applying for.

- *NOTE: Filling out this section does not qualify the course for SUNY Gen Ed designation. A SUNY Gen Ed proposal must be submitted to LOAC separately.*

Section 4: Master Schedule Instructions

- **Instructional Method 1** – Select from the drop-down menu.
- **Instructional Method 2** – Select from the drop-down menu, if applicable.
- **DL/Capacity** – Enter the desired DL/Capacity.
- **Course Equates** – If this course can replace another course, enter that course here.
 - This should only be done if a student who previously completed the old course should automatically get credit for the new course without repeating it.
 - The two courses must have the same number of credits to be equated.
 - If the old course is no longer offered, a Course Deactivation form should be submitted.
- **Semester Cycle** – Select from the drop-down menu. Only select “All Semesters” if this course will also be offered in the “Winter” session.
- **Yearly Cycle** – Select the drop-down menu.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 4.

Section 5: Course Implications

- **Academics**
 - If applicable, list the course(s) (prefix and number) that partially or substantially overlap with this course and justify the overlap.
 - If applicable, list the specific organization, agency, business, etc. this course is designed for.
- **Finances** – Answer the questions regarding additional staffing and cost for students.
- **Scheduling** – If applicable, explain the non-traditional semester schedule and/or off-campus location(s) for this course.