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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 ▼

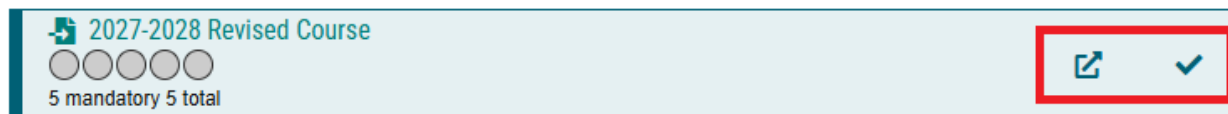
- **Tasks** – These are proposals that need attention. They could show various steps in the workflow, such as Technical Review, Curriculum Committee, or Faculty Senate.
- **My Proposals** – Proposals that you have initiated are saved here before and after launching the proposal.
- **Watch List** – If 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.



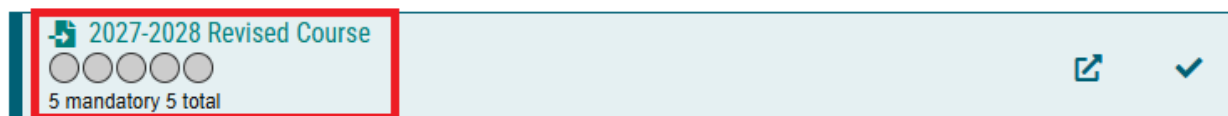
- There are two icons to the right of each form name.



-  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- If the form or program begins with a Z, skip that option because it either means the form is outdated or is not a program that can be edited.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 Microcredential

Section 1: Catalog Information

- **Official Microcredential Title** – Enter the full name of the microcredential as it will be displayed in the College Catalog.
- **Microcredential Code** – Enter your preference for a 3-letter code. The final code will be determined by the ADRC based on system availability.
- **Program Type** – Select Microcredential.
- **School** – Select from the drop-down menu.
- **Department** – Select from the drop-down menu.
- **Total Credits** – Enter the total credits for the new microcredential. Refer to the Curriculum Handbook for the minimum and maximum number of credits for each type of program.
- **Microcredential Description, Acquired Skills, Learning Outcomes, and Other Catalog Information** – Each microcredential must have a Program Description, Acquired Skills, and Learning Outcomes.
 - To format this section for accurate import/export with the College Catalog:
 - The Description should be entered first with no heading.
 - The Acquired Skills should be entered next with the title “Acquired Skills” formatted as Heading 2.
 - The Learning Outcomes should be next with the title “Learning Outcomes” formatted as Heading 2, and the statement “Successful students of this microcredential program will be able to:” in bold and italics.
 - Learning Outcomes must be in a numbered list.
 - If applicable, Other Catalog Information can be entered next. Headings should be formatted as Heading 2.
 - Other Catalog Information can include Admissions Requirements or Graduation Requirements (if different than the institution’s requirements), Tools/Supplies, Special Skills, etc.
 - Look at programs in the College Catalog for examples.
 - The ADRC will make any needed adjustments to formatting or headings if anything is missed.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 1.

Section 2: Microcredential Structure

- **Suggested Course Sequence**
 - Download the linked file for the Suggested Course Sequence (Microcredential).
 - The file is read-only, so you must open the file in Excel and save it to your computer to edit.
 - The Suggested Course Sequence must be uploaded directly into the proposal by clicking the Files icon  at the right side of the screen.
 - *NOTE: This will only accept Excel files with a **single worksheet**. If your program has multiple specializations or tracks with different course sequences, you will need to upload a separate file for each one.*
 - Although you will be able to click “Validate and Launch Proposal” without uploading a Suggested Course Sequence this document is **required**. Your proposal will not move forward until this document is received.

Section 3: Microcredential Implications

- **Academics**
 - For any courses required in the proposed microcredential that fall under another department's purview, that department must be consulted. By listing the names of the other departments here, you are confirming that those departments have been consulted and are aware of the proposal. This is **required**.
 - Name the specific organization, business, etc. the microcredential is designed for, if applicable.
 - List any industry certifications students may earn by completing the microcredential.
- **Finances**
 - Indicate whether there is an expected increase in budget and/or staffing. This is **required**.
 - Indicate whether there are any other budget areas that will be impacted by this proposal.
 - Indicate whether there are any additional costs for the students. This is **required**.
 - If there is an additional cost for the student, you must indicate what the cost is and how it will be billed. The additional cost should also be included in "Other Catalog Information" in section 1.
- **Scheduling**
 - Indicate whether the program will follow a non-traditional semester schedule or will meet at an off-campus location.
 - Indicate whether the program qualifies (or you would like it to qualify) for distance education at 50% or more, but not 100%, or 100%.
 - If you indicate 100% and the program does not qualify as written, additional paperwork will be sent to you.