



Office of Online Learning

Indian Hills Community College

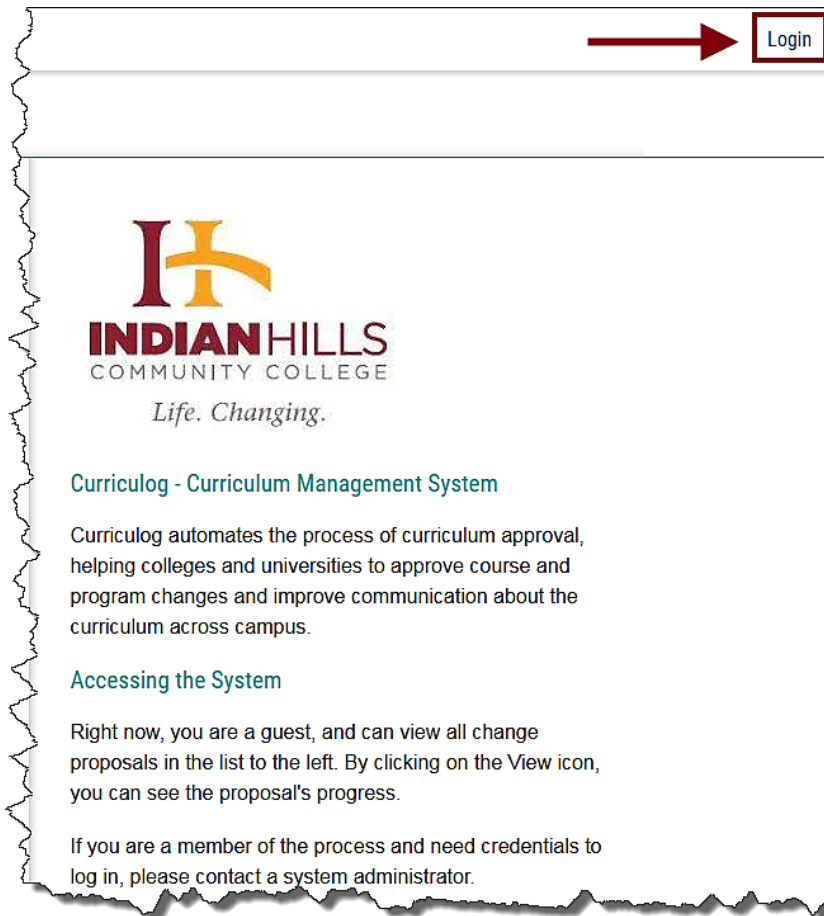
Curriculum Management Tutorial – Program Deactivation Request Form: How To: Make Revisions to Programs and Courses

Purpose: To demonstrate how to log in to Curriculog and create and make changes to Programs and Courses at Indian Hills Community College.

Log in to Curriculog

To access the Curriculog, go to: <https://indianhills.curriculog.com/>

This will take you to the “Curriculog” home page. Click “Login.”



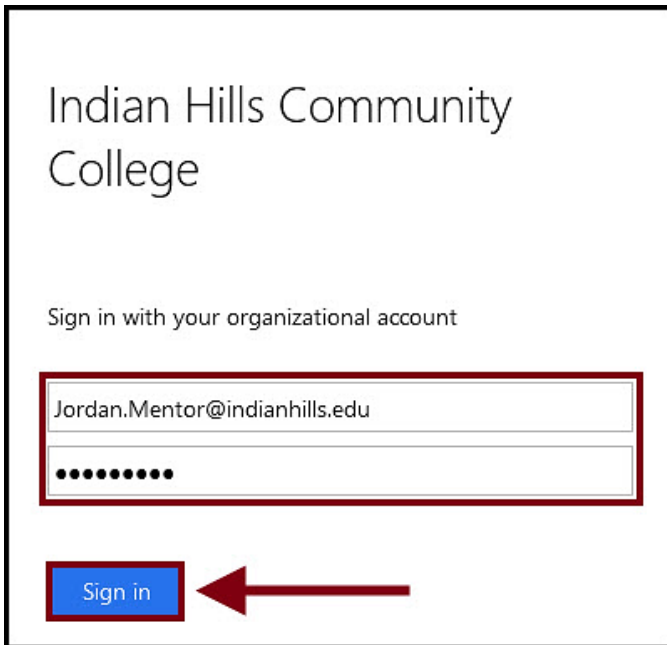
On the “Curriculog” login page, enter your “Username” and “Password” in the spaces provided.

Username: your IHCC email address.

For example, Jordan Mentor’s username is “Jordan.Mentor@indianhills.edu”

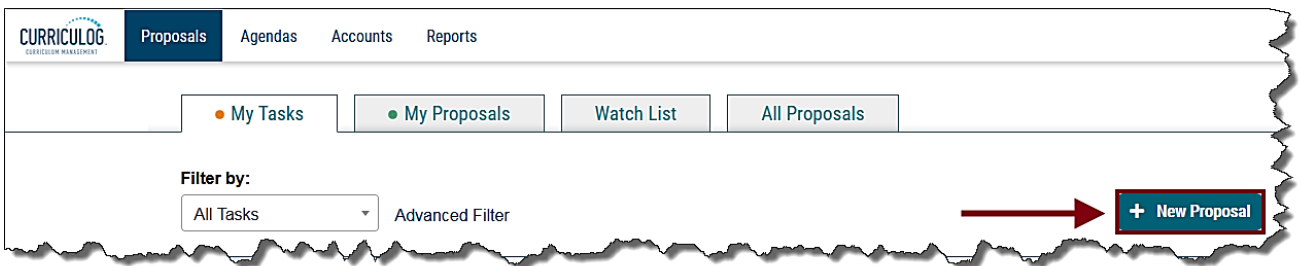
Password: your computer login password

Click “Sign in.”



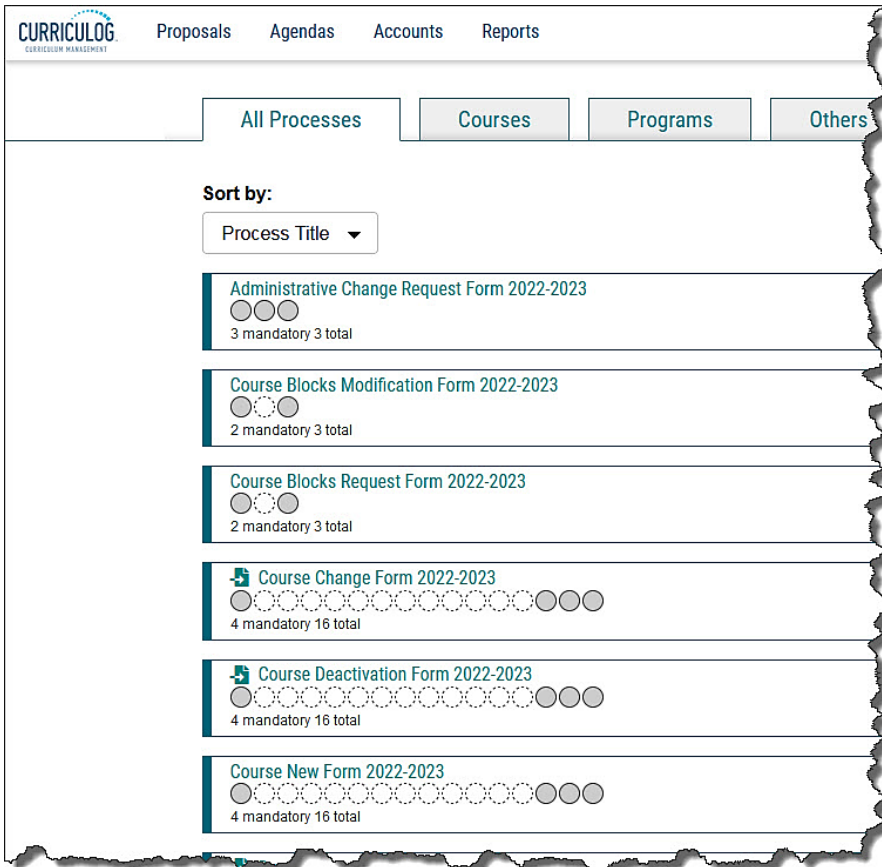
You will be taken to the Curriculog home page.

To begin making a Program or Course change, click “New Proposal.”



The page that opens lists Processes that include **Program/Course New Form, Program/Course Change Form, Program/Course Deactivation Form, and Notice of Intent.**

Note: Only the current catalog year will be available for editing. Also, there are multiple pages of processes, so if you don't see the process you wish to complete, scroll to the bottom and go to the next page.



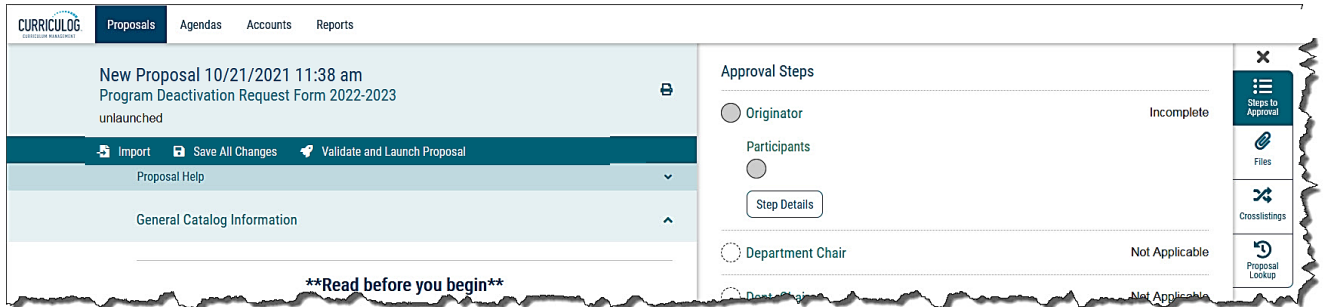
We will work through the **Program Deactivation Request Form.**

Find **Program Deactivation Request Form 2022-2023** and open it by clicking the checkmark icon.



The page that opens has all the steps necessary to deactivate a program, an area to attach supporting documentation, an acknowledgement section, and the final launch submission.

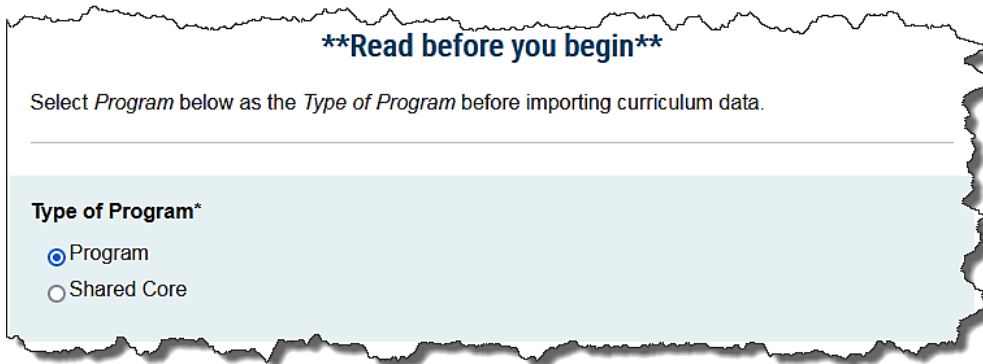
Note: All fields marked with an * must be filled in.



Using the screenshots provided, we will step through the definitions of each required field.

You must select the Type of Program before you are able to complete other steps. The type will either be a stand-alone **Program** or a **Shared Core**.

Note: If you attach a Shared Core to a program, you won't be able to edit the Shared Core within the program. It would require a separate proposal to make changes to the Shared Core. Changes to a Shared Core will impact all programs that it is attached to.



Use the drop down menu to select the **Division/Department in Catalog, Division, and Arts & Sciences or Academic Program Area** (if applicable).

For Programs for the Arts & Sciences or Academic Program area, select the program area that will need to approve this request at the department level.

Division/Department in Catalog*

Business/Social Science x

Division*

Arts and Sciences x

Arts & Sciences or Academic Program Area

Business/Social Science x

For Programs for the Arts & Sciences or Academic Program area, select the program area that will need to approve this request at the department level.

Use the drop down menu to select the **Program Type**.

If the Program Type or Degree Type needed for this request is not available in the lists below, please complete the "New Prefix & Type Form" to request those new types. Once the request has been processed you will be able to resume this proposal.

Program Type*

Select an option

Associate Degree

Certificate

Diploma

Requirements

Transfer Major

Degree Type*

Select an option

Use the drop down menu to select the **Degree Type**.

If the Program Type or Degree Type needed for this request is not available in the lists below, please complete the "New Prefix & Type Form" to request those new types. Once the request has been processed you will be able to resume this proposal.

Program Type*
Associate Degree ✕

Program Title*

Description*

Degree Type*
Select an option
Associate of Applied Science
Associate of Applied Science-Bachelor of Arts
Associate of Arts
Associate of Arts, Non-Degree

Type in the **Program Title and Description**.

Note: The Description *must* include the **Program location, catalog description, total credits, and learning outcomes**.

Program Title*
Social Work

Description*

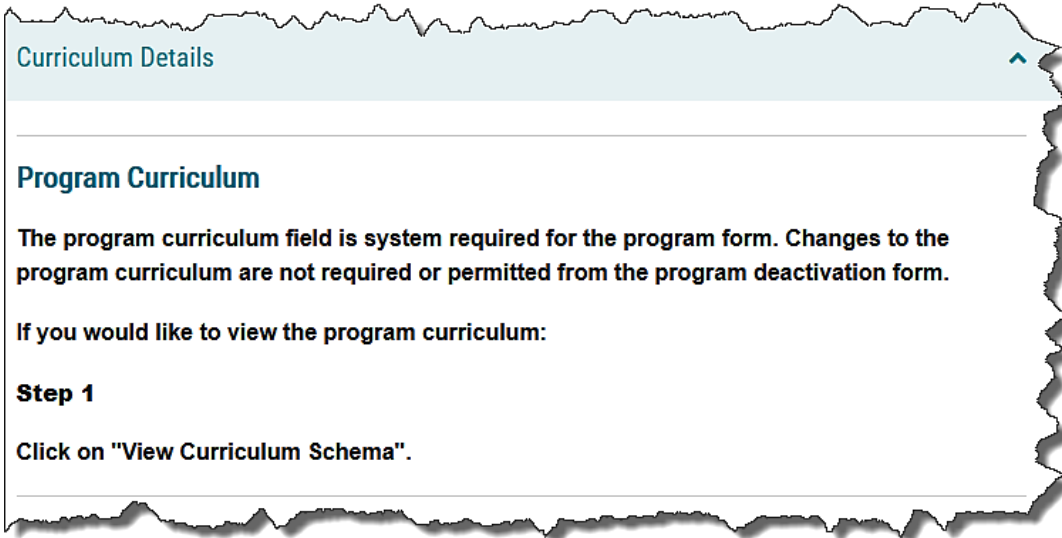
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Online and On Campus
Study in Social Work will help you gain skills in critical thinking, research methods, understanding the way society works, and understanding the relationship between individuals and the societies in which we live.
62 total credits
Outcomes:
Demonstrate Ethical and Professional Behavior
Engage Diversity and Difference in Practice

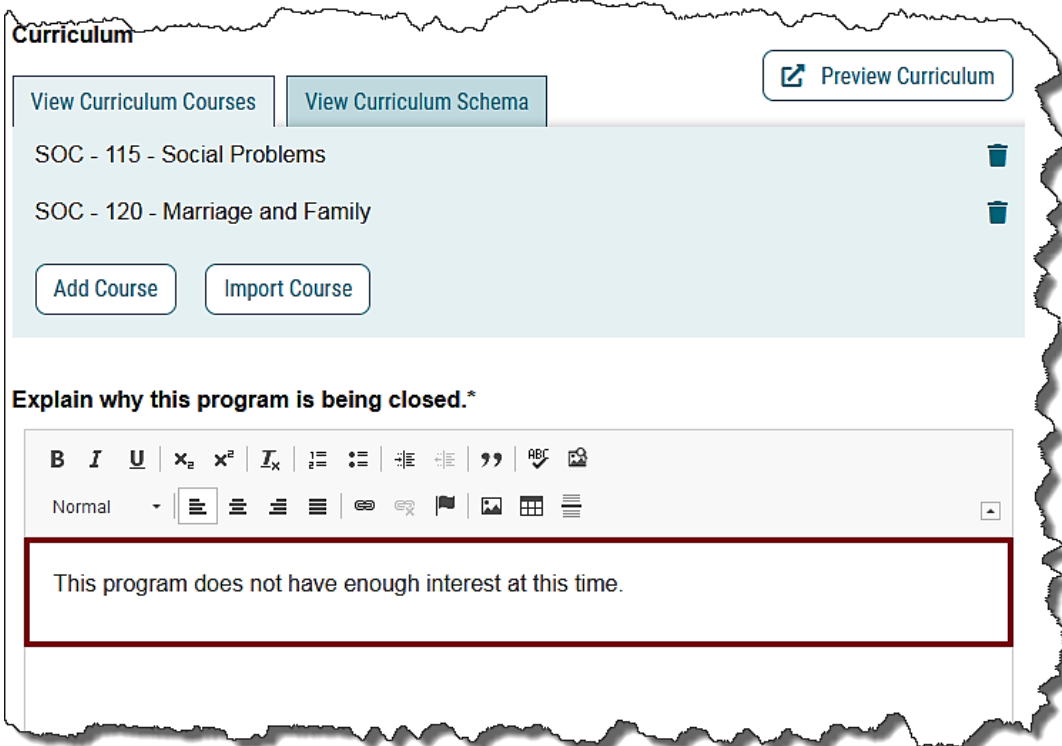
Update the description to provide program location, catalog description, total credits, and learning outcomes.

Review the **Curriculum Details** before proceeding to the Curriculum section.



The screenshot shows a page titled "Curriculum Details" with a light blue header. Below the header is a section titled "Program Curriculum". The text in this section states: "The program curriculum field is system required for the program form. Changes to the program curriculum are not required or permitted from the program deactivation form." Below this, it says "If you would like to view the program curriculum:" followed by "Step 1" and "Click on 'View Curriculum Schema'".

Complete the information in the Curriculum section including **Explain why this program is being closed, Explain the plan for deactivating any program courses, Explain the advising plan for current students, Explain the advising plan for those who've applied to start the program in a future term, Last Year Program Courses Will Be Offered, and Last Term Program Courses Will Be Offered.**



The screenshot shows the "Curriculum" section of a form. At the top, there are two buttons: "View Curriculum Courses" and "View Curriculum Schema". To the right is a "Preview Curriculum" button with an external link icon. Below these are two course entries: "SOC - 115 - Social Problems" and "SOC - 120 - Marriage and Family", each with a trash icon to its right. Below the course entries are two buttons: "Add Course" and "Import Course". Below the buttons is a text area with the prompt "Explain why this program is being closed.*". The text area has a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, quote, quote right, undo, redo, and insert link. The text area contains the text "This program does not have enough interest at this time." which is highlighted with a red border.

In the **Attachments & Acknowledgment** section, attach any supporting files necessary by clicking the **Paperclip (Files)** icon. This is not required, but encouraged if you have additional files pertaining to the course being proposed.

Then, check the **Acknowledge box** and the **Attached box** (if files have been attached).

Finally, click **Save All Changes**.

Attachment & Acknowledgement

ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking "Files". Academic Standards Administrator: Unlaunched

Acknowledge*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Attached

I have attached additional documentation to support this request.

Catalog Manager Section - Please Do Not Modify

Acalog OID

Acalog Status

Active-Visible

Inactive-Hidden

The final step in this process is to click **Validate and Launch Proposal**.

Catalog Manager Section - Please Do Not Modify

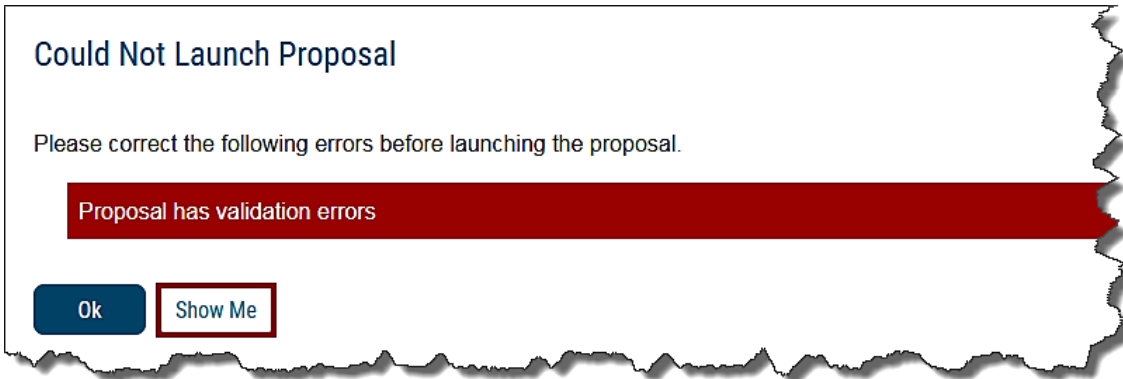
Acalog OID

Acalog Status

Active-Visible

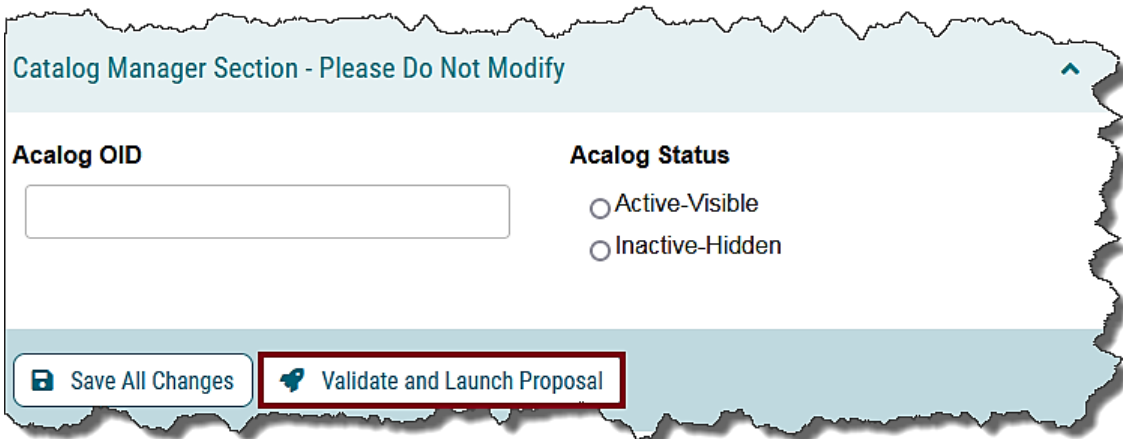
Inactive-Hidden

If there are incomplete fields, you will be notified at this time. Click **Show Me**.

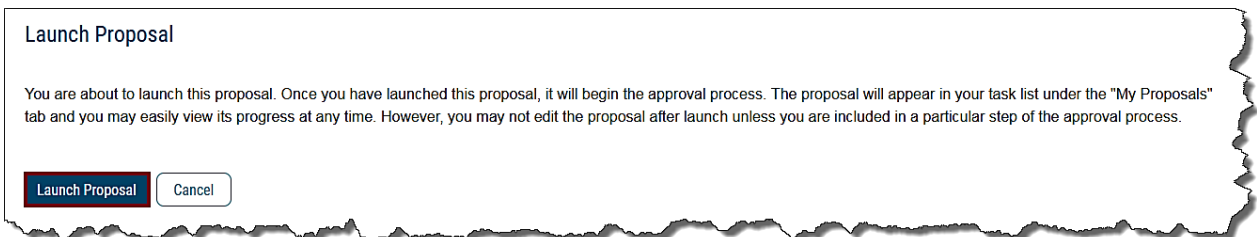


You will be directed to sections that are incomplete.

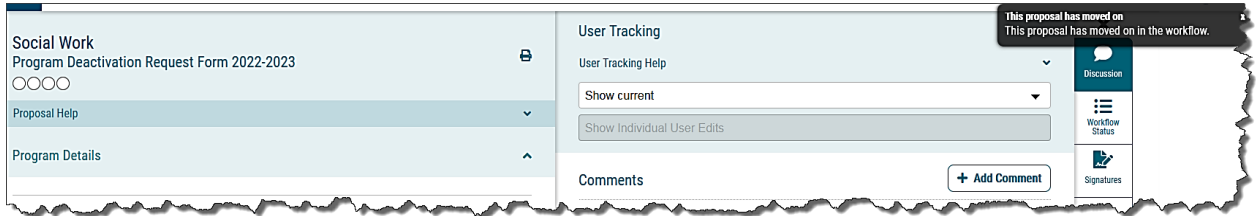
Correct any missing information and click **Validate and Launch Proposal** again.



The **Launch Proposal** page will open. "You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process." If you are ready to launch the proposal, click **Launch Proposal**.



Congratulations! You have successfully created a **Program Deactivation Request Form** in Curriculog! You can use the dialog screen to track the progress.



Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For technical assistance, please contact the **IT Help Desk**

Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk