Tutorial for Submitting a General Education or University Studies Designation Proposal in Curriculog

Any requests for a designation of a course that has not been approved by the EPC will not be considered. They will be held or rejected until a course has been approved for creation and addition to the catalog. To request a new course, use Curriculog form 1.2.

For cross-listed or dual-listed courses:
- Any cross-listed courses approved for a designation will also have that designation approval for the cross-listed course.
- Please list ALL cross-listings and dual-listings for courses on the proposal form.
- ONLY the undergraduate portion of a dual-listed course will receive a designation. Grad courses do not require or receive designations.

Log in to Curriculog with your A number and strong password.

Be sure the Proposals tab is highlighted at the top of the page.

Click on the +New Proposal button.

In the list of proposal forms, find 1.3 General Education or University Studies Designation Proposal. Then click on the checkmark to the far right of the form name.
The General Education Designation Request form will open.

Only instructors should fill out this form so that they are directly involved in the proposal process.

Please read through ALL instructions on the form carefully.

The first step to request a designation is to contact the subcommittee chair or chairs for the designations you would like to request.

- Contact information for subcommittee chairs is on the Gen Ed website. You can also contact Michelle Smith at michelle.smith@usu.edu or 797-1166 to find out who to contact.
- Discuss your proposal, your course, and your assignments, along with the rubric criteria for the designation with the chairperson. (Rubric criteria for designations and assignments is on the Gen Ed website. Links to the website are on the form in the introduction information.)

Fill out the first question under section 1.1 on the form after consulting with the subcommittee chairperson(s) for your designation.

Section 1.1

Import the course information from the General Catalog. Anything that is not imported must be filled in manually. If the course is a new or not yet in the catalog, you will need to fill in the fields manually.

To import information to the form, scroll to the top of the form and click on the import icon.
This opens a new window. Select the Acalog: (?YEAR? Working or General Catalog – name differs by year) listed as the external system for the form by clicking on the name of the external system (highlighted in a tan color).

In the next window, in the Filter by Field drop-down menu, scroll down to select Prefix.

In the Prefix field, type the prefix of your course. Then click Search Available Curriculum.
This will bring up a list of courses with that prefix already in the catalog.

Select the correct course from the list by clicking on the name of the course.

In the next window, be sure all the items with data available are checked. Then click Import This Item.
All the data from the catalog will now be imported into your form. Any fields not imported must be manually entered. If the course is new and not yet in the catalog, all fields will need to be manually entered.
- If a field has a star next to the name, it is a required field. If the question doesn’t apply to the course, type N/A.
- If you don’t know the information requested, look in the general catalog or contact your department.
- **PLEASE list any cross-listed or dual-listed courses that correspond to the course in the appropriate field on the form.**

**Section 1.2.**

Fill in the required fields and any other applicable information. For the designation request, select the appropriate designation from the drop-down menu.

**1.2 DESIGNATION REQUEST INFORMATION**

![Proposed Designation Action](image)

- [ ] New course designation request
- [ ] Remove designation for a course

![Requested Designation(s)](image)

Please note that you may choose from the following options:

- One breadth
- One depth
- A breadth and a CI
- A breadth and a QI
- A depth and a CI
- A depth and a QI
- Either a CL1, CL2, or CI
- A QL
- A QI

For double designation requests (Breadth/CI, Breadth/QI, Depth/CI, DEPTH/QI) please note the following information:

- Designation requests for more than one designation combination must prove that they are and always will be taught by instructors who are qualified to teach both designations.
- In the past, two depth designations were considered and approved. However, only one designation will count towards a student’s progress. A student cannot take a course and receive
both depth designations. The student will be given credit for only one, typically whatever depth designation the student needs to fulfill University Studies requirements.

- The committee is not likely to approve further requests for two depth designations assigned for one course due to the difficulty in ensuring that the course is taught by instructors qualified to teach both designations, unless there are two qualified instructors - one for each designation - teaching the course.
- Both subcommittees for each designation must also be consulted prior to submitting a request in Curriculog.
- Both subcommittees for each designation must approve each designation.
- If a request for two designations is rejected by one of the subcommittees, the proposal can be revised and resubmitted to the subcommittee that rejected the proposal, or it may continue forward for only the approved designation. The instructor(s) may choose how to proceed.

Follow the instructions to run the impact report, then copy and paste the information into the Impact Report field.

Scroll to the top of the form to find the Impact Report button.
After clicking on the button, in the new window, click on the Acalog catalog as the impact report external system (top selection highlighted in a tan color). Then click GENERATE REPORT.

Copy and paste all information from the report into the Impact Report field.

Designation Request Sections

Following Section 1.2 are the designation request sections. Fill in only the section that pertains to the designation(s) you are requesting. Leave other sections blank.
General Education Breadth Designations

In this section, please fill out all fields and upload documents required for this designation. Consult with the designation subcommittee chairperson prior to submitting a Curriculog request so the proposal and course meet all necessary requirements.

- Each breadth designation has a rubric of student outcomes that should guide the design and instruction for the course. These rubrics are on the Gen Ed website. Links to these rubrics are in the instructions of this section.
- Breadth designation courses should be a broad introduction to the basic core principles of a general education area and not major specific.
- Breadth designation courses will be assessed on student learning outcomes per USHE and accreditation requirements. Two assignments for each course will aid in the assessment of how well students meet rubric learning outcomes. One assignment is given early in the course and one assignment is given late in the course.
- Please provide the instructions and rubrics for both assignments in separate documents uploaded to the proposal.
In the appropriate fields, type the name of the assignment given early and the name of the assignment given late in the course. Then upload these assignment documents to the form.

Instructions on how to upload a file to the form:

To the top right of the form there are tabs. Locate the FILES tab with a paperclip. Click on this tab.

In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.

Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.

In the last two fields of the Breadth section, type the names of each assignment chosen for assessment of student learning outcomes.
Communications Literacy and Communications Intensive Section

Please read instructions for this section carefully. The Communications designations require a thorough proposal typed in Word format or a pdf format. Consult with the Communications Subcommittee Chairperson prior to submitting this form so that your proposal is adequately prepared and your course is designed with enough oral and written assignments to meet the Communications designation outcomes.

Links to requirements and instructions for Communications designations are located at the beginning of this section.
Fill in all fields as requested. Upload the proposal and assignment documents to the proposal form.

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Quantitative Literacy and Quantitative Intensive Section

Please read instructions for this section carefully. The Quantitative designations require a thorough proposal typed in Word format or a pdf format. Consult with the Quantitative Literacy Subcommittee Chairperson prior to submitting this form so that your proposal is adequately prepared and your course is designed with enough oral and written assignments to meet the Quantitative designation outcomes.

Links to requirements and instructions for Quantitative designations are located at the beginning of this section.
Fill in all fields as requested. Upload the proposal and assignment documents to the proposal form.

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University Studies Depth Designation Section

Please read through the instructions of this section carefully and click on all links as needed to find pertinent information for depth designation requests. Consult with the subcommittee chair for your requested designation prior to filling out this proposal form.

The depth designation is granted for University Studies courses. These courses are more focused in content and can be major specific but must also be offered to nonmajors. They are meant to build on information, learning outcomes, and rubrics from General Education level courses.

Upload a typed Word or pdf document explaining how your course meets the requirements for a depth designation rubric and University Studies goals and objectives.

• While depth courses will not be required to undergo General Education assessment, they do require that assignments in these courses be catered to learning outcomes for the Citizen Scholar objectives.
• Proposals will be evaluated based on whether the course meets depth rubric criteria and Citizen Scholar objectives.
• These goals and objectives are found in the USU General Catalog.
• A link to that part of the catalog is located at the beginning of this section on the Curriculog form.
• The depth designation subcommittees will review the syllabus, assignments, and proposal documents to determine whether the course meets criteria for the requested designation.
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Required Documents for Designation Request Proposals

All proposals must include an attached pdf copy of the syllabus uploaded to the FILES tab.
- If the syllabus has embedded links to assignment instructions, the pdf copy with those links will not allow the subcommittee to see your assignments. The subcommittee cannot access assignments in Canvas.
- Please download all necessary documents pertaining to assignments of the course to the Curriculog proposal.
- Breadth, Communications, and Quantitative designations require two assignments for assessment. Please upload all assignment documents for assessment to the form.
- All designation requests should include a Word or pdf document explaining how the course meets rubric criteria and learning outcomes for that designation.

Instructions on how to upload a file to the form:

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In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.

Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.
Once all sections are filled out for the appropriate designation request, it is time to save, validate, and approve the proposal.

**Approval Process**

Click the Save All Changes button at the bottom of the form.

The form will take a few minutes to reload as the appropriate approvers are pulled from the hierarchy in Curriculog and loaded in the workflow.
Read over the workflow to ensure all necessary approvers are listed. If any steps contain an orange warning or an exclamation point, contact Michelle Smith at michelle.smith@usu.edu.
Once the workflow and form are finalized, click on the Validate and Launch Proposal button at the bottom of the page.

1.1 COURSE INFORMATION

Any required fields that were not filled in will need to be addressed. A warning will indicate whether the form is missing required information. If you receive this warning, go back to the form and fill in the necessary information. If it is a fill-in field that doesn’t pertain to your proposal, type N/A.

Once your proposal is launched, you need to approve the proposal as the originator to send it on to the Provost’s Office for review. After this review it will move on to the General Education subcommittee for consideration.

To approve the proposal, look through the longer list of tabs that now appear to the top right of the form. A DECISIONS tab with a checkmark is now available. Click on this tab.
In the new window that appears to the right of the tabs, click on the button next to APPROVE. Then click on the MAKE MY DECISION button below. No comment is necessary for approvals, only for rejections.

At this point, the Provost’s Office staff assistant will review the form to ensure all fields are filled in as needed by the subcommittee, that all attached documents open correctly and are in a format as requested by the subcommittee, and that the proposal seems ready for consideration. Once that review is completed, the staff assistant will approve the form and send it to the subcommittee.

If there are any questions on form or attachments, the staff assistant will contact the form originator.

At any point in this process, feel free to contact the Provost’s Office General Education Committee Staff Assistant, Michelle Smith, at michelle.smith@usu.edu.