2026

Coursedog

USER GUIDE: CREATED 10·2026

NOTE: UPDATES TO THIS DOCUMENT WILL OCCUR MORE OFTEN THROUGH AT LEAST THE NEXT YEAR· CHECK THE CURRICULUM COMMITTEE RESOURCES AT THE BEGINNING OF EACH SEMESTER·

*COURSEDOG IS NOT COMPATABLE WITH SAFARI·

**COURSEDOG WORKS BEST WITH GOOGLE CHROME·

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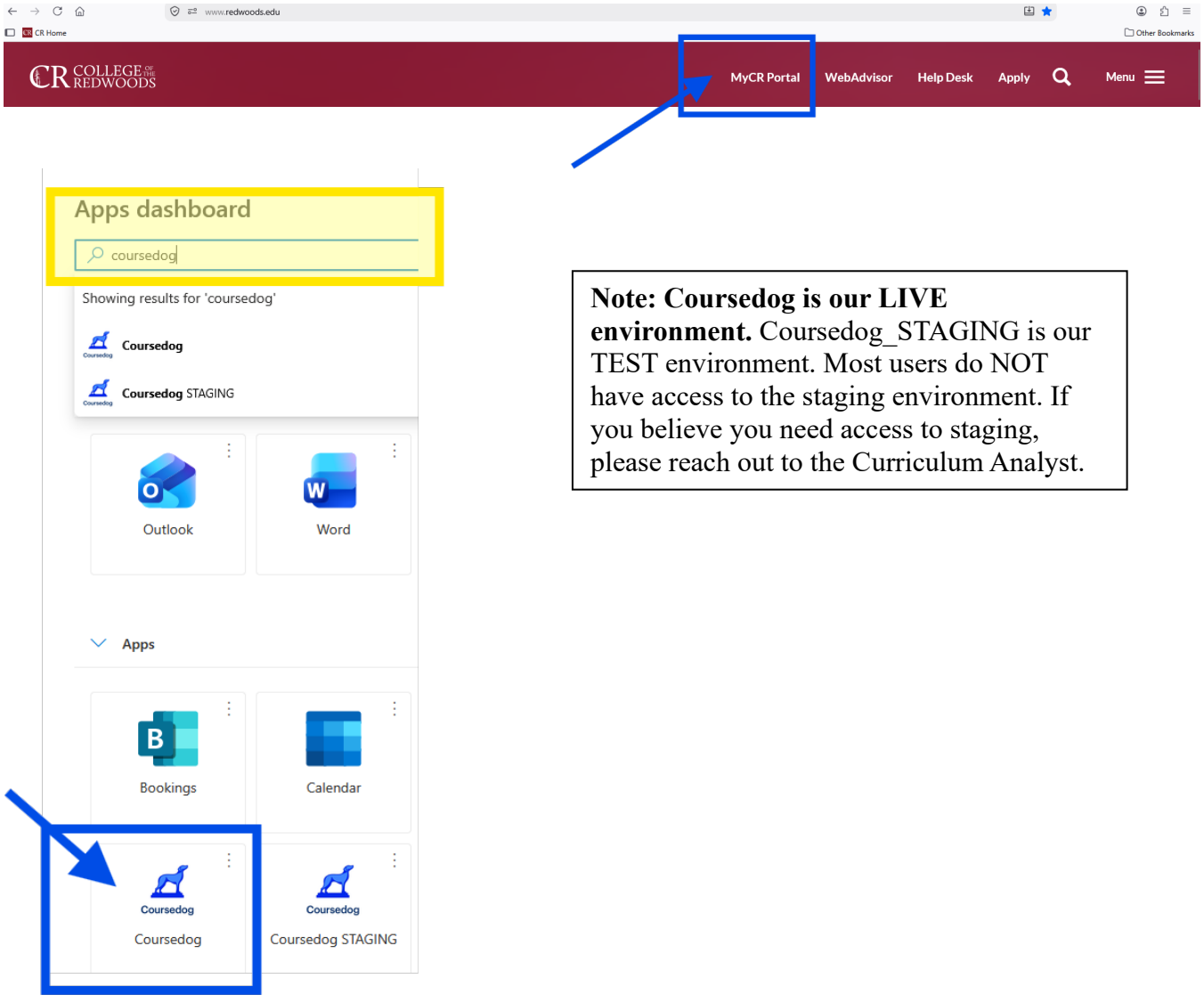
Overview

Logging In

Users can access Coursedog through their "MyCR Portal" directly on the College of the Redwoods homepage. In the top navigation pane, select "MyCR Portal" and select "Coursedog".

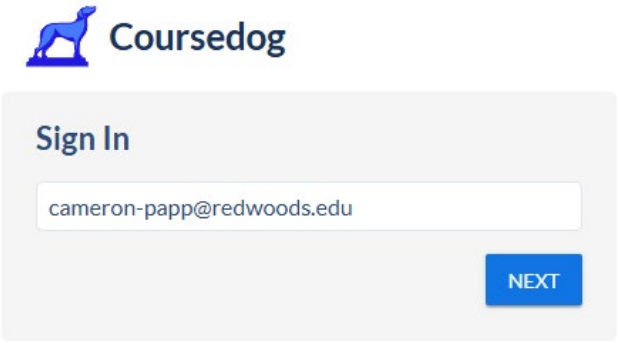
Note: If you do not see the application in your "MyCR Portal" you do not have access. Please have your direct supervisor request access for you, and include your primary, secondary, etc., department(s) if applicable, to the Curriculum Analyst.

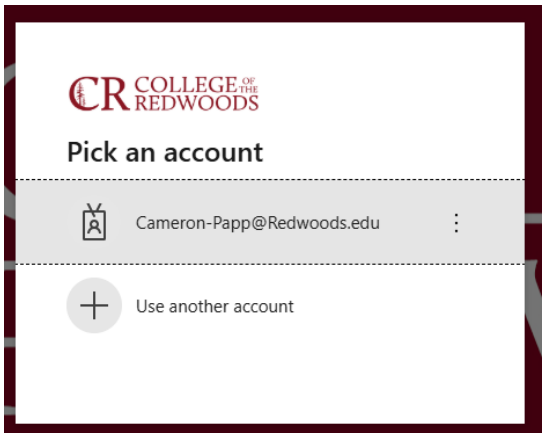
Users can also directly access Coursedog via this link:
https://staging.coursedog.com/#/login?continue=%2F



Note: Coursedog is our LIVE environment. Coursedog_STAGING is our TEST environment. Most users do NOT have access to the staging environment. If you believe you need access to staging, please reach out to the Curriculum Analyst.

Users will login to Coursedog via single sign-on (SSO) with their @redwoods.edu email address. Users can choose to enter their CR password or use their Multi-factor Authenticator (MFA) application.

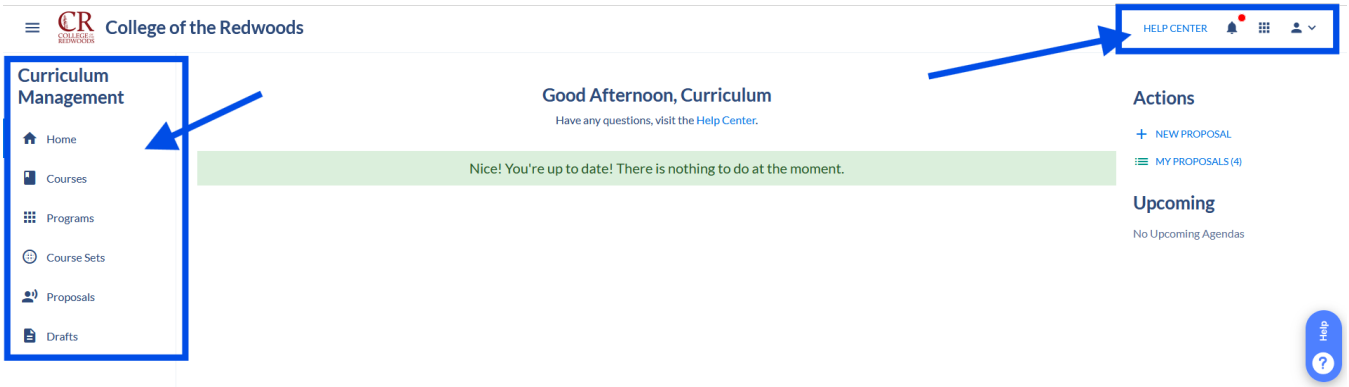






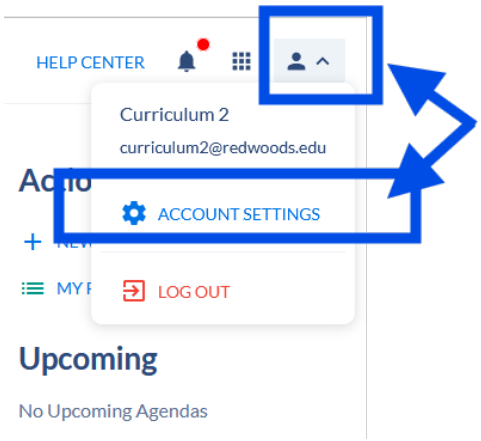
Home Page

After successfully logging in, you will be directed to the Curriculum Management home page. This page contains left-hand navigation to view courses, programs, and curriculum proposals. Users can access their account settings, notifications, and the Help Center in the upper right-hand corner.

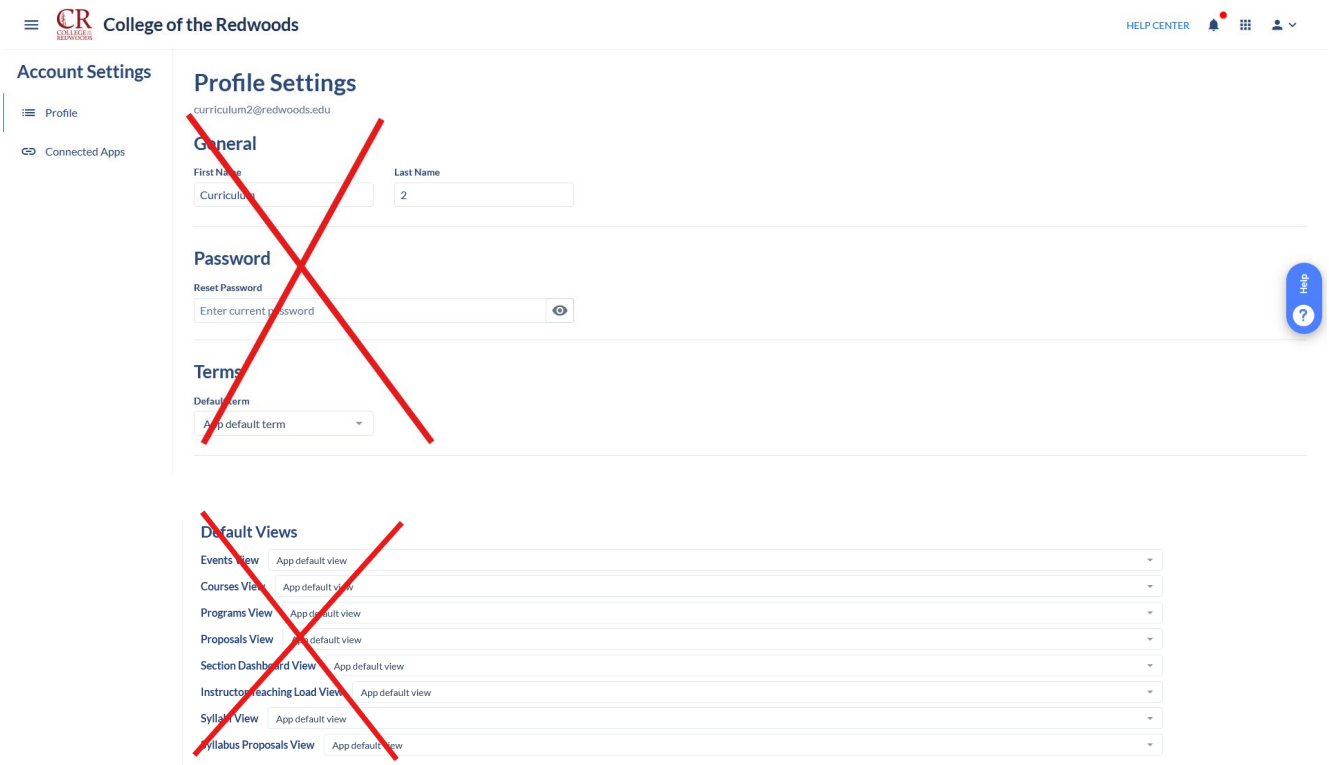


Account Settings: Email Notification Preferences

First thing you need to do is adjust your **email notification preferences** by selecting the image of the person in the far-right corner, and "Account Settings". This is also where you will log out of your account.



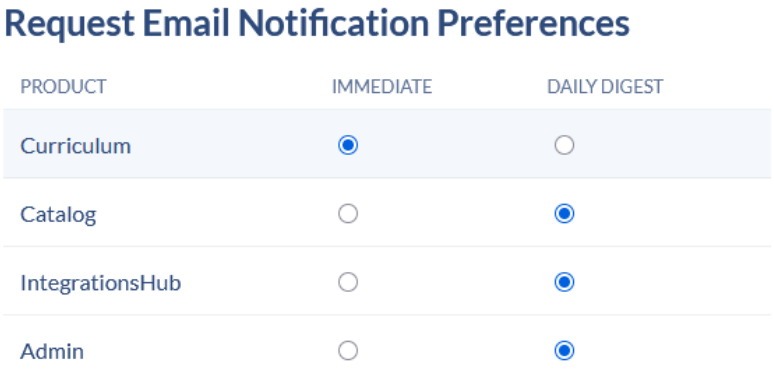
You will notice that you can change your name, reset your password, and change default views. **Do NOT change your name, password, Terms, or default views. This will affect your ability to access the system as necessary.** Scroll to the bottom of the page to adjust your email notification settings only.



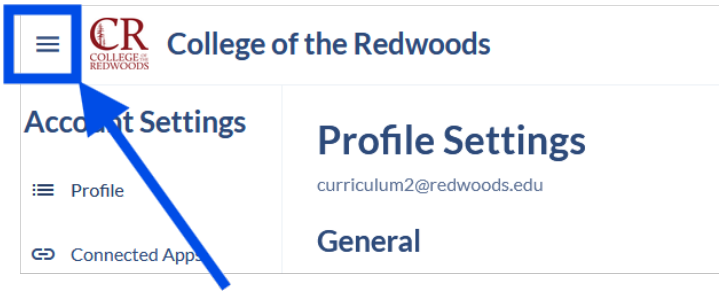
Individuals, such as **faculty and associate faculty**, who will be submitting new courses and programs and revising or inactivating existing courses and programs should set their **curriculum email notification** to **immediate**.

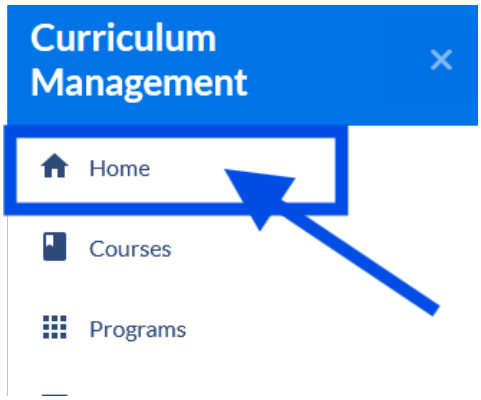
Individuals, such as **deans/directors and committee members**, who will be reviewing and approving curriculum should set their **curriculum email notification** to **daily digest.**

All users should set the remaining product email notifications (catalog, integrations hub, admin) to daily digest. Note, most users will not have access to these other products.



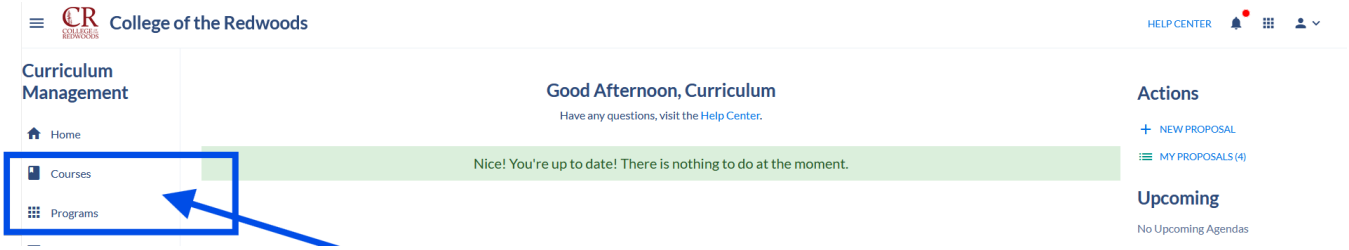
Coursedog will automatically save any changes made. So, after you have finished adjusting the email notification preferences, you can return to the homepage by selecting the hamburger in the far-left corner, and "Home".



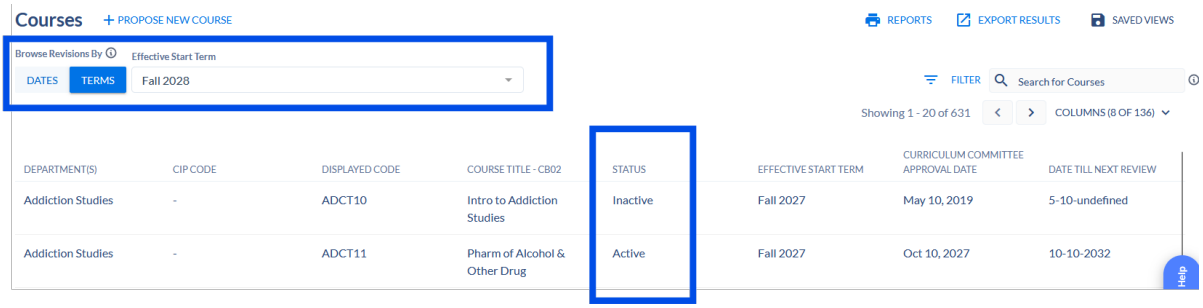


Courses and Programs

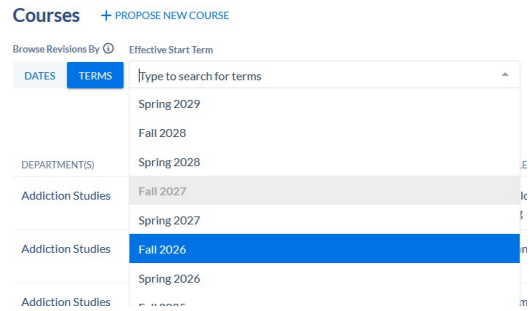
Courses and programs are accessed via the courses or programs library from the left-hand navigation.



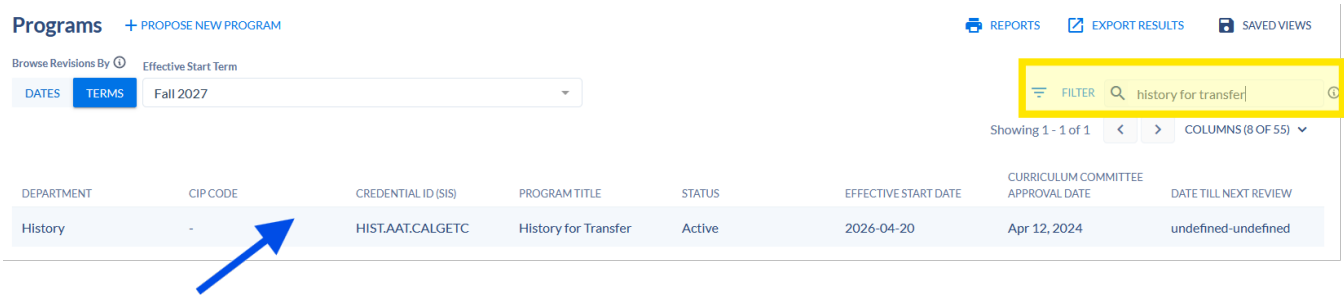
Both the courses and programs library show active and inactive courses and programs by default. And each library will show a future effective start term by default.



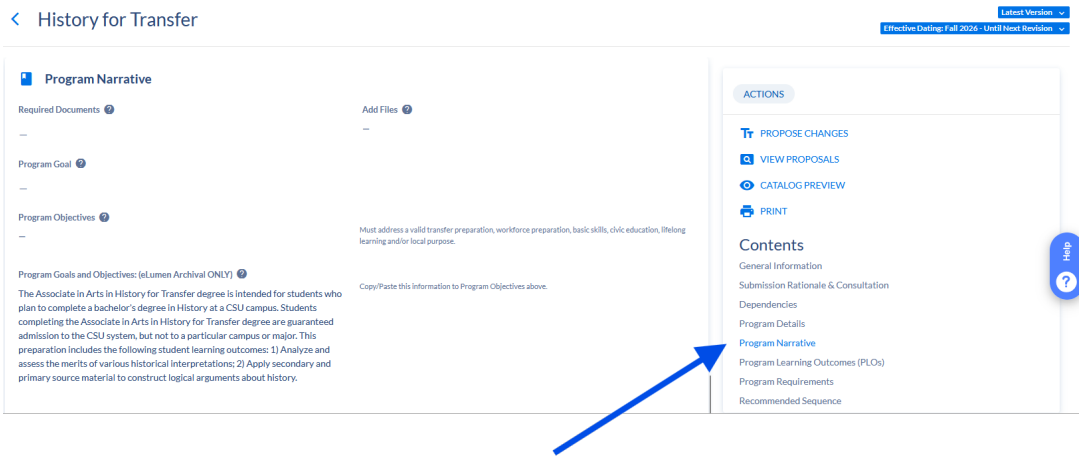
If you only want to view the current term for courses and programs, select the desired term from the "Effective Start Term" drop down menu. You will need to do this each time you log in.



To view a specific course, enter the course code without a dash (i.e. HISTC1001) into the search bar. To view a specific program, enter the program title (i.e. History for Transfer) into the search bar. Once the course or program appears, click the line to view.



Users can scroll through the course or program page to view the entire content. Users can also select a content area in the right-hand pane to view only specific information.

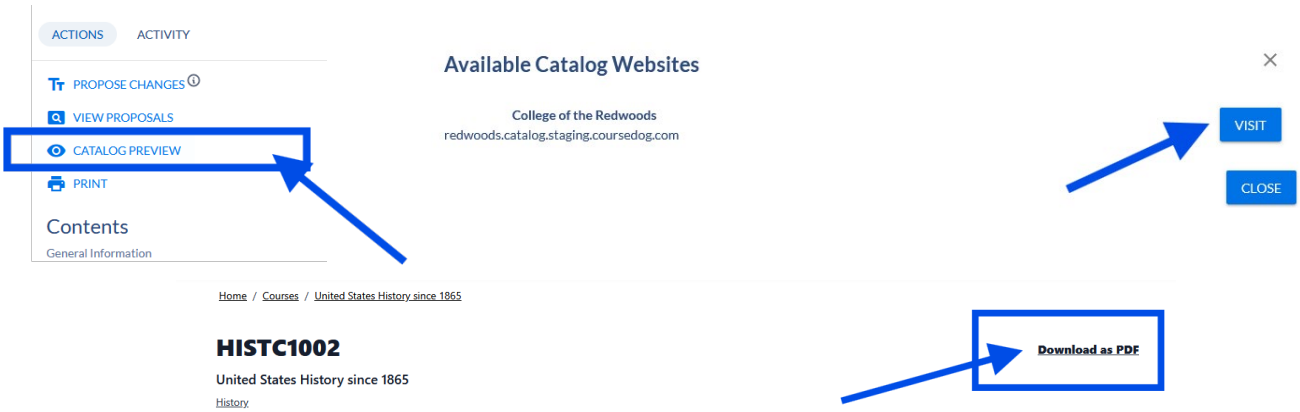


To view a previous version of the course or program, select the "Effective Dating:" drop down menu in the upper right corner. Then, select the previous version of the course or program as indicated by effective start date.



To save a pdf, select "Catalog Preview", "College of the Redwoods Curriculum", and "Visit". Once on the re-directed page, select "Download as PDF", then save to your desktop.

Note: If you instead select "Print", course requisites and advisories and program requirements will not be viewable. As of this writing, you MUST select "Catalog Preview" to see all course requisites and advisories, and program requirements.



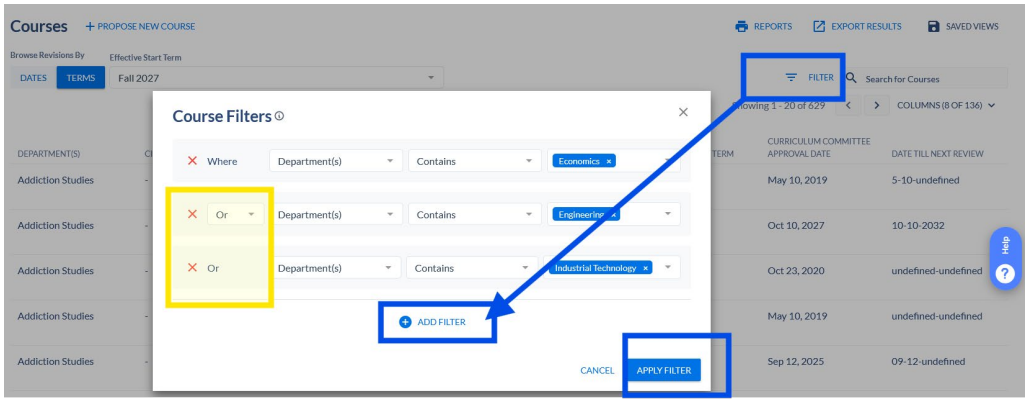
The courses and programs library offer “Saved Views” in which users can apply filters or adjust visible columns. There are user-specific saved views that are only available to that individual, and there are system-wide saved views that are available to all users. Users can set their own default saved view so that the courses and programs library shows specific columns and filter criteria – for example filter by department. Users cannot edit their saved view. They can only delete and re-save if necessary.

Note: It is important not to filter courses or programs by status (i.e. active only). This will likely remove curriculum that is currently active from view within the library.

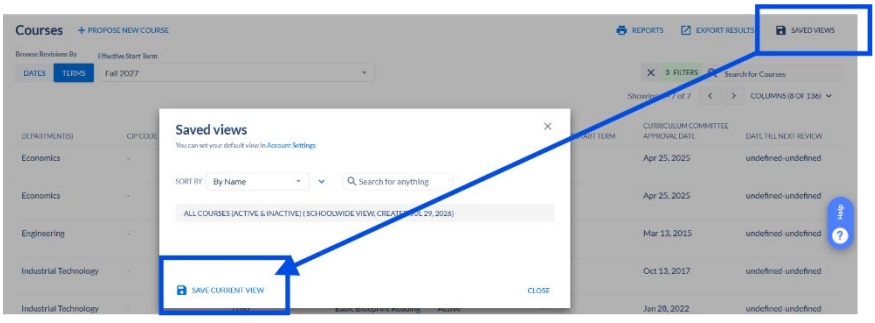
The Filter uses simple query logic where a specific field within the course or program is selected, and logic is applied to obtain a specific value. Below is an example of how a user can set their default courses (or programs) saved view for a specific department(s). Note, users will need to do this for courses and programs.

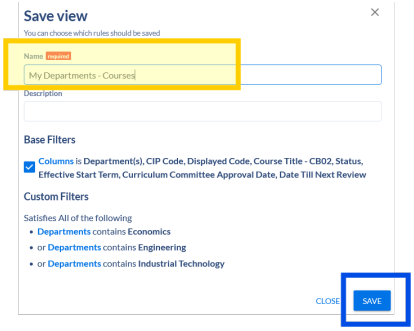
Creating a department-specific saved view:

1. Select “Filter” then “Add Filter”
2. Select “Department(s)”, “Contains”, and then add the specific department(s) from the drop-down menu. If selecting more than one department, you will need a new row for each department. Make sure to include “OR” instead of “AND”.
3. Select “Apply Filter”

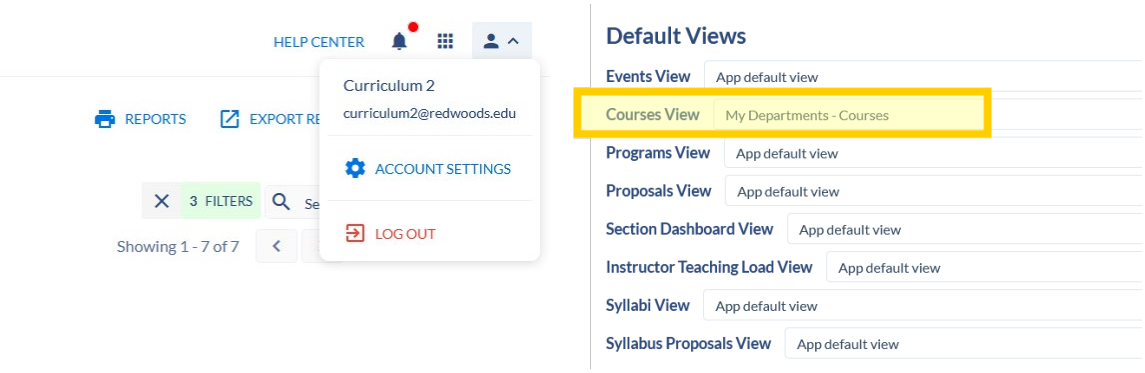


4. Make sure to save your view and provide a name. A description is not required but, a name is.

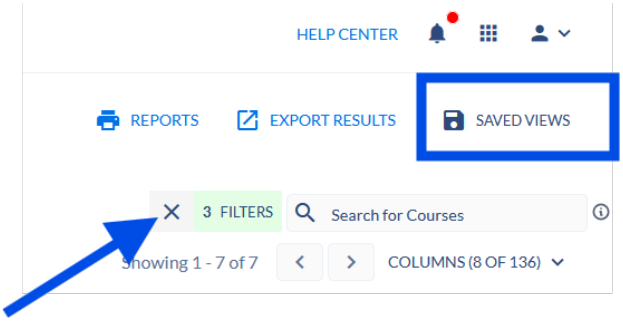




5. To make it your default saved view, go to Account Settings and select your saved view in Default Views.

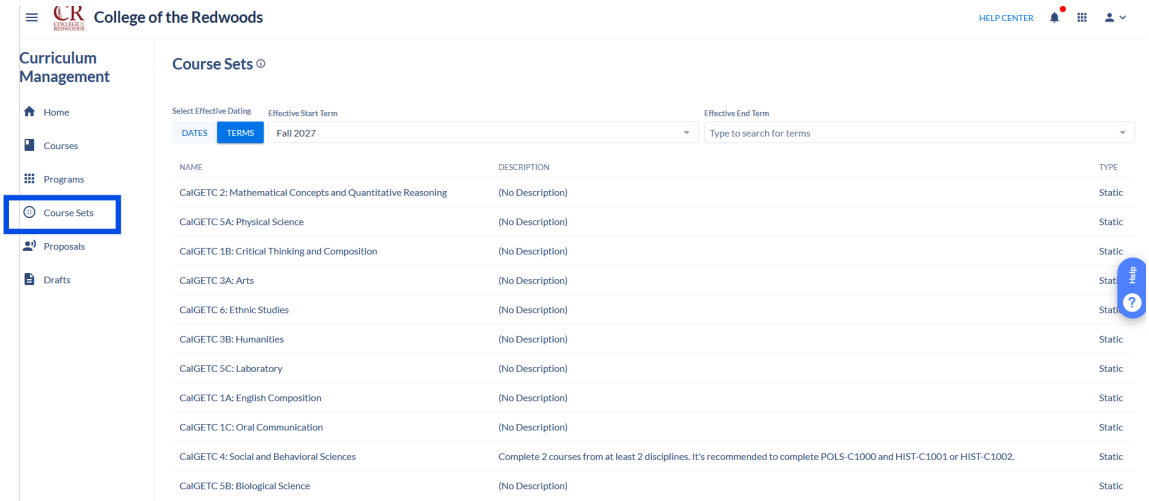


Once you have your default saved view applied, each time you login, this view will be displayed. Users can still select the system-wide saved views via the saved views menu or by hitting the "X" in filters.



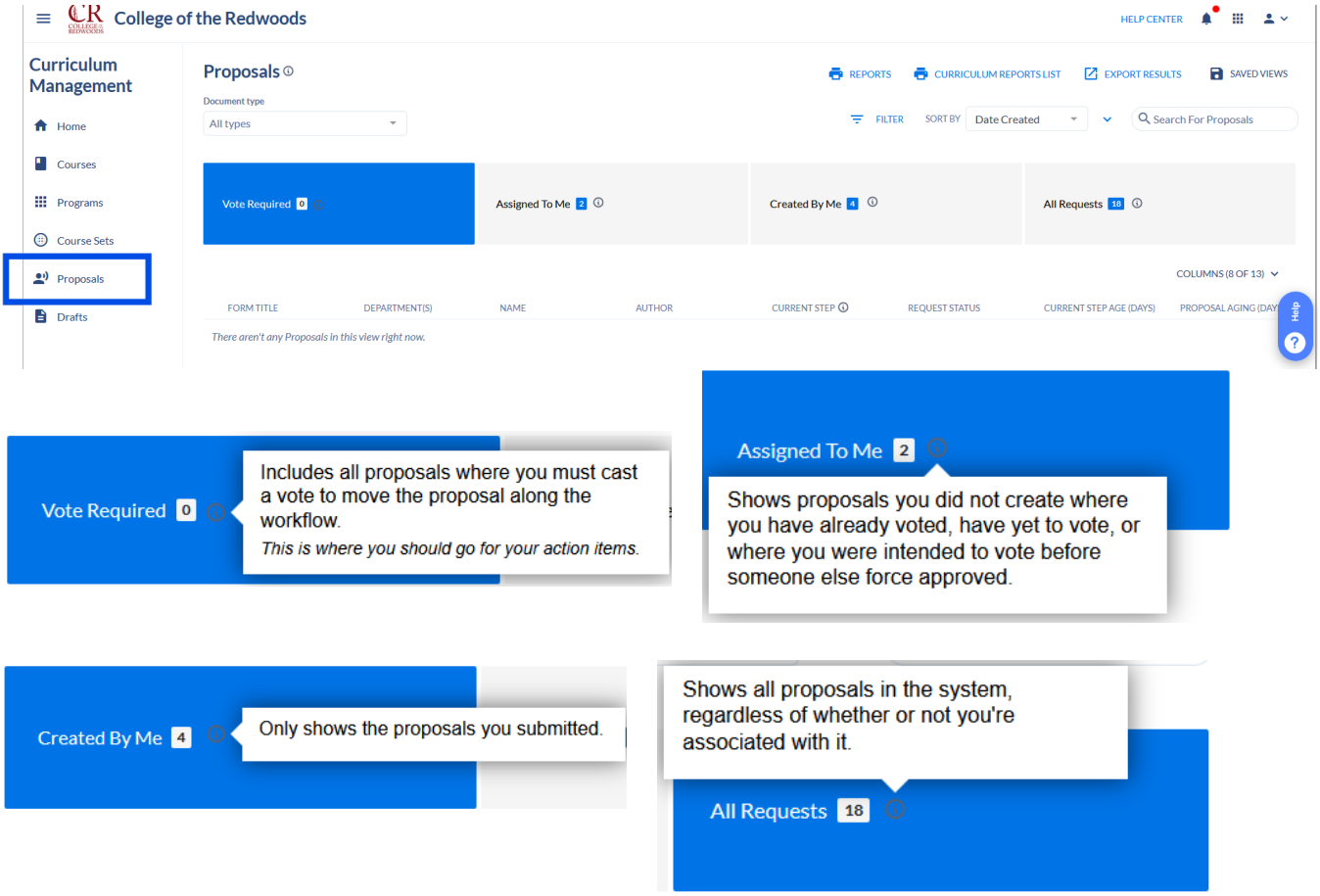
Course Sets

Course sets can be used to include general education within the recommended sequences of degrees. One major benefit of utilizing requirement and course sets when creating recommended sequences is that simply the general education area will show – i.e. CalGETC 4: Social and Behavioral Sciences, opposed to the full list of 41 courses. Unfortunately, each separate area will need to be added. Users will be able to view course sets but are unable to edit them.



Proposals

The proposals dashboard in Coursedog is where users can view their current curriculum proposals, i.e. new courses and programs and revisions and inactivations of courses and programs. There are four main tabs near the top of the dashboard: Vote Required, Assigned to Me, Created by Me, and All Requests. Most users, most of the time, will mainly utilize the Vote Required tab. It's important to note that in all other areas, curriculum can be at any stage of the workflow including fully approved and published.

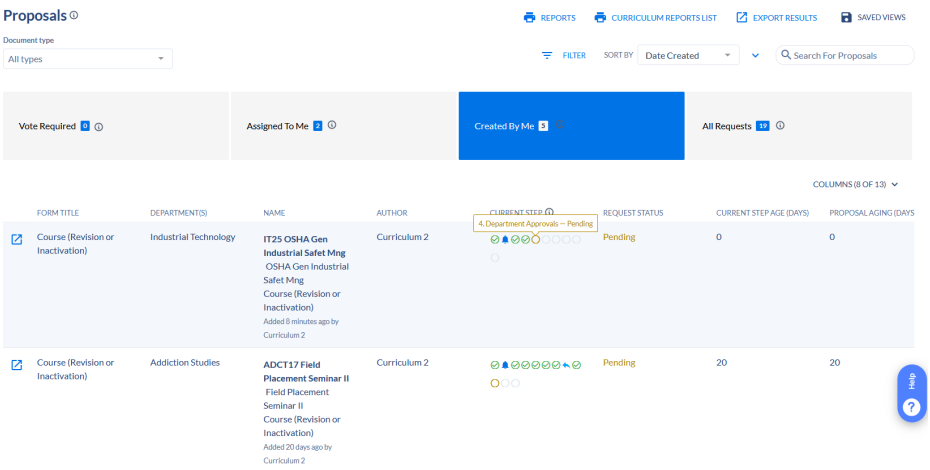


Vote Required: Important for curriculum authors, deans, directors, and articulation officer.

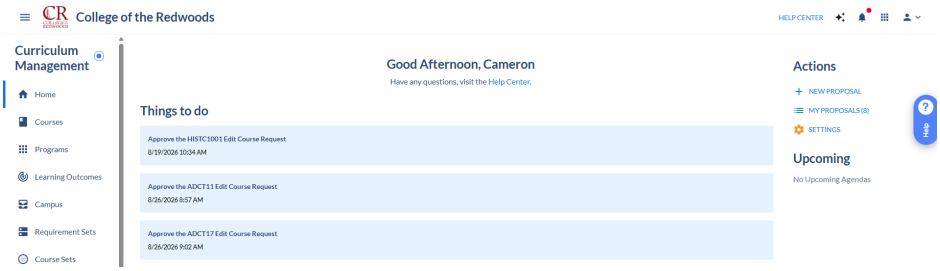
Assigned to Me: Important for Technical Review and Curriculum Committee members.

Created by Me: Important for curriculum authors when their proposal(s) are at a step in the workflow that they are not assigned to, i.e. Department Approval, Technical & Curriculum Committee Review. Available for users to view their curriculum submissions and their current stage in the workflow from author initiation to final approval.

All Requests: Important for Campus/Collegial Consultation. All users can also view all curriculum proposals at all stages.



Note: Users will also be able to see curriculum on the Vote Required tab on their home page when they first login.

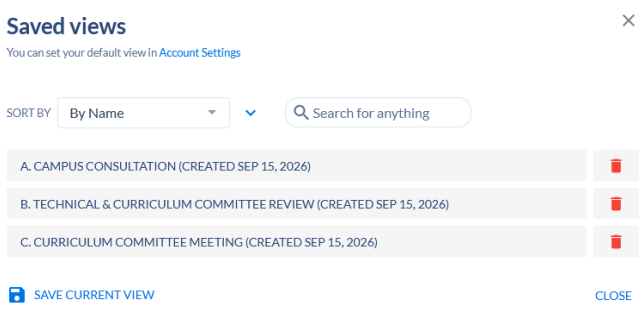


The proposals dashboard offers "Saved Views" like the courses and programs library. The system-wide default saved view is set to Vote Required. This default view is best for curriculum authors, deans and directors. There are additional system-wide views that users can access and set to their default saved view in settings depending on need and their role, as detailed below. **Note: Curriculum authors, deans and directors should NOT change their default view.**

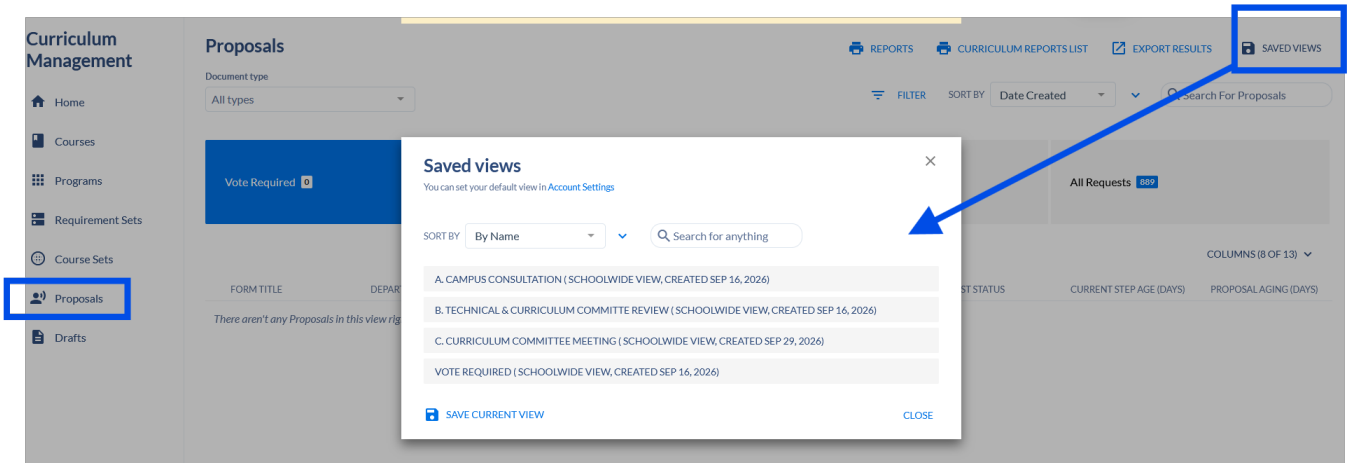
Campus Consultation: Recommended for individuals who will not be authoring curriculum and who are not a part of the regular curriculum review process.

Technical & Curriculum Committee Review: Recommended for those who are a part of the Technical Review Working Group and the Curriculum Committee.

Curriculum Committee Meeting: NOT recommended to be set as a default view. This view is for Curriculum Committee members and curriculum authors wanting to view a course or program that is agendized for a current meeting.

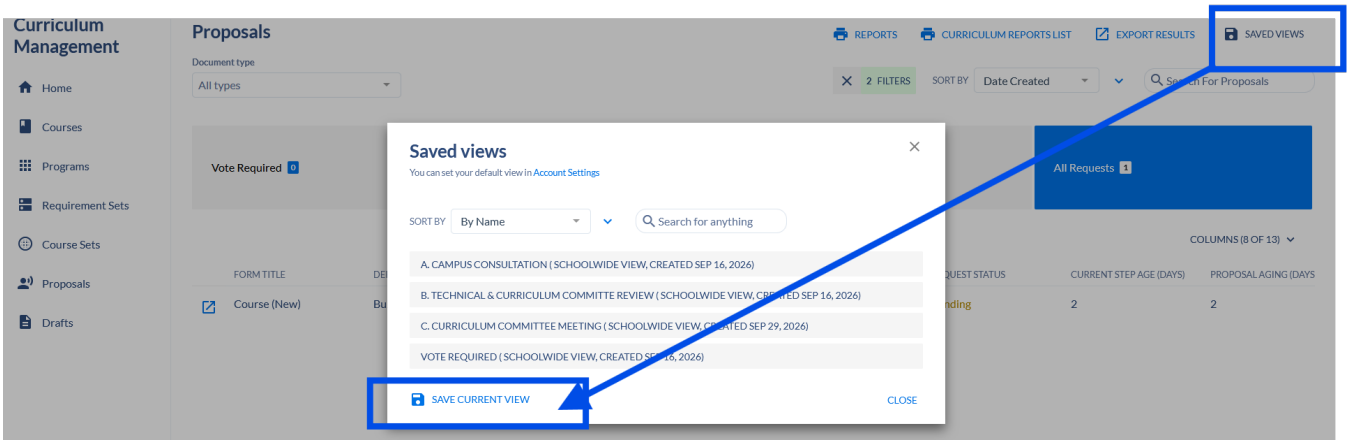


To change your default view from “Vote Required” (AKA App Default view), go to “Proposals” and click “Saved Views”. Select one of the saved views described above based on your role.

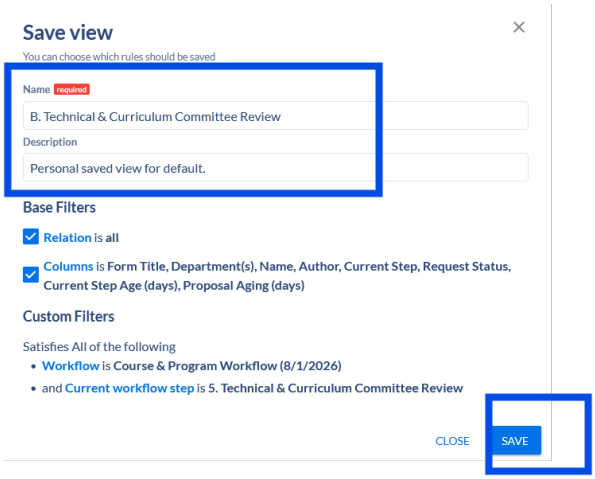


After you select one of the options, you will need to save the current view to be able to access it in your accounts page.

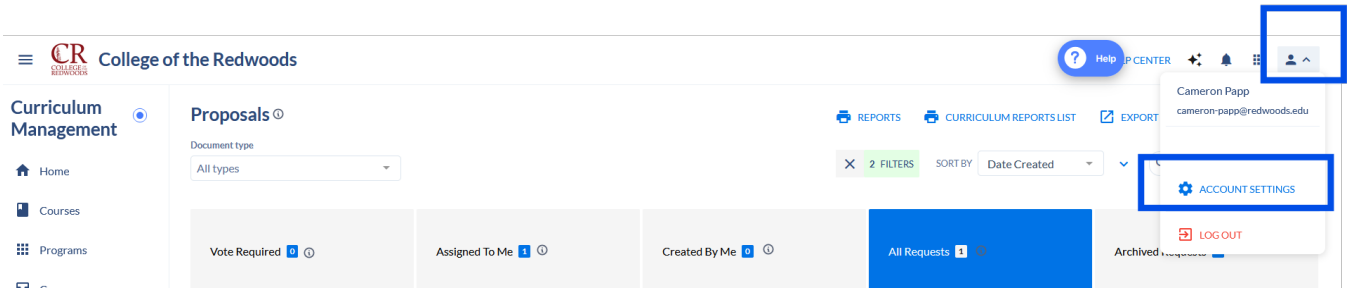
Select “Saved Views” again and save your current view.



Ideally, title it the same as the one you selected. You can provide a description and be sure to hit “Save”.



After you have saved the view, you can set it for your proposals default view in account settings.





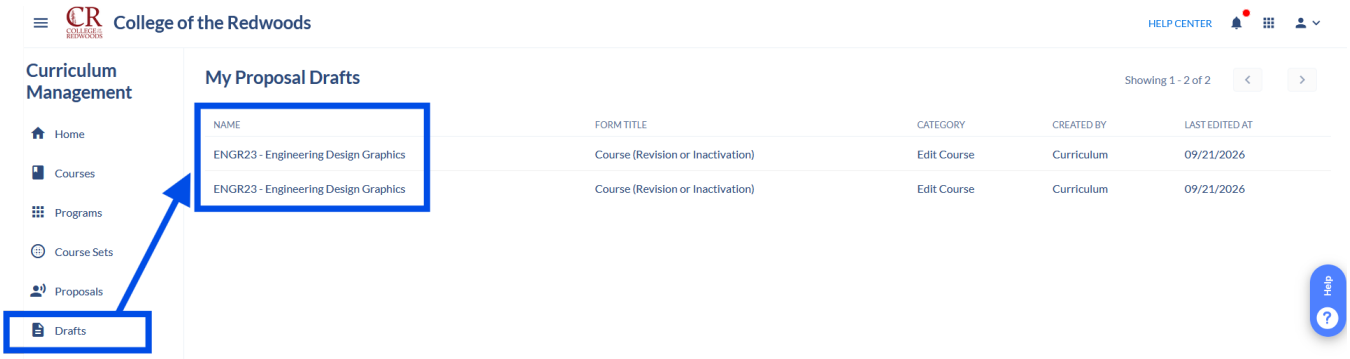
Drafts

It is strongly advised that curriculum authors do NOT utilize the drafts dashboard in Coursedog. Instead of saving a proposal to draft, users should submit their proposal to the next step. More detail on this in the workflows section below. However, it is important to note in this section that, if an active session was disrupted in Coursedog (i.e. power outage, internet outage, etc.), the work you began on a course or program submission is not lost and will auto-save in this area for retrieval.

Course and Program Workflow

Two major differences from eLumen are the save to draft functionality and current lack of ability to add contributors.

All proposals save in “Drafts”. However, only the author can view their own drafts page. And since the proposal is in draft state, it is not a part of a workflow. Ultimately, multiple individuals can each start a draft of the same course or program and whomever submits first will have their proposal move forward. Similarly, one individual can start a draft of a course or program, forget the draft exists, and start a new draft of the same course or program. And, whichever one is submitted first is ultimately entered into the workflow.



To resolve this issue, and to allow additional contributors to view course and program proposals, an additional step (Campus Consultation) was added to the workflow. **Authors should “submit” all course and program proposals to the second step, “Campus Consultation” to allow for additional contributors to view and add comments, and so that multiple drafts are not in competition with one another.** Authors can keep their course and program proposals in the Campus Consultation stage until they have completed their work and sought collaborative and collegial feedback. Once an author believes that their course or program proposal is ready to move forward through the entire curriculum review process, they can again submit their proposal to the third step – “Curriculum Analyst Review”.

Please also refer to Appendix A: Course and Program Workflow.

It is important to note in this section that, if an active session was disrupted in Coursedog (i.e. power outage, internet outage, etc.), the work you began on a course or program submission is not lost and will auto-save in this area for retrieval.

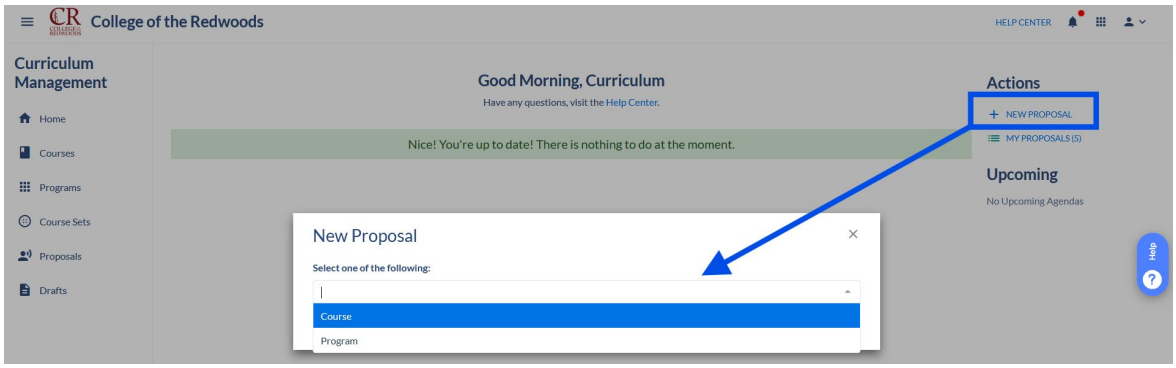
Course and Program Submissions

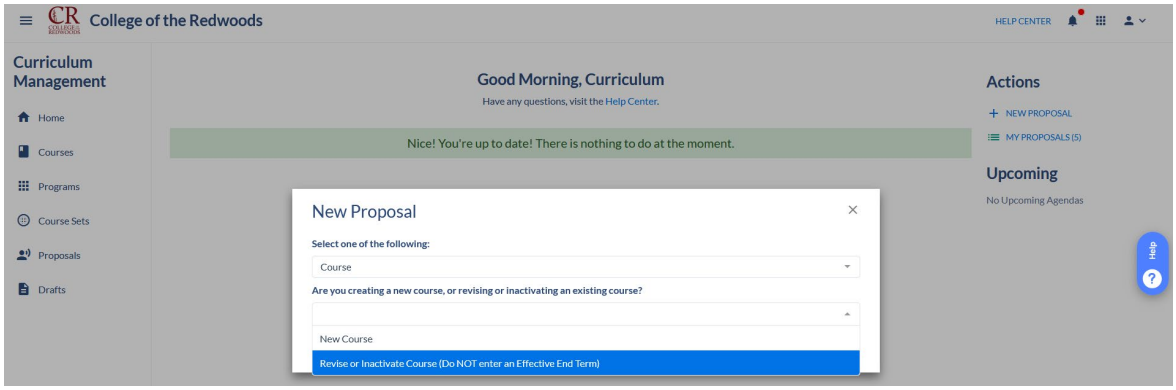
Getting Started: Faculty Author and Campus Consultation Stages

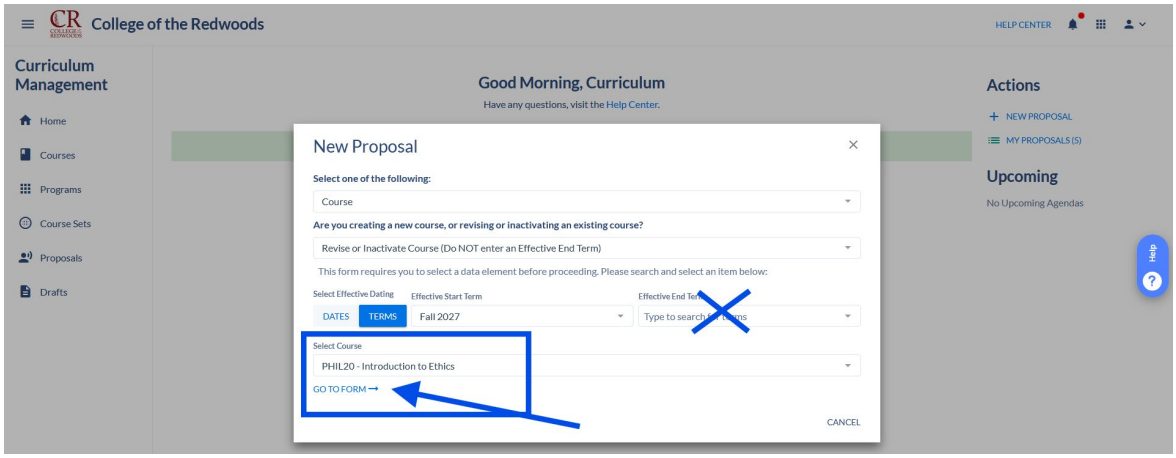
Users can submit a course or program proposal for creation, revision, and inactivation from the home page or from the course or program library.

If submitting from the home page, users will select "+New Proposal" under "Actions" in the right-hand pane, and answer a series of questions, which will direct the user to the correct form.

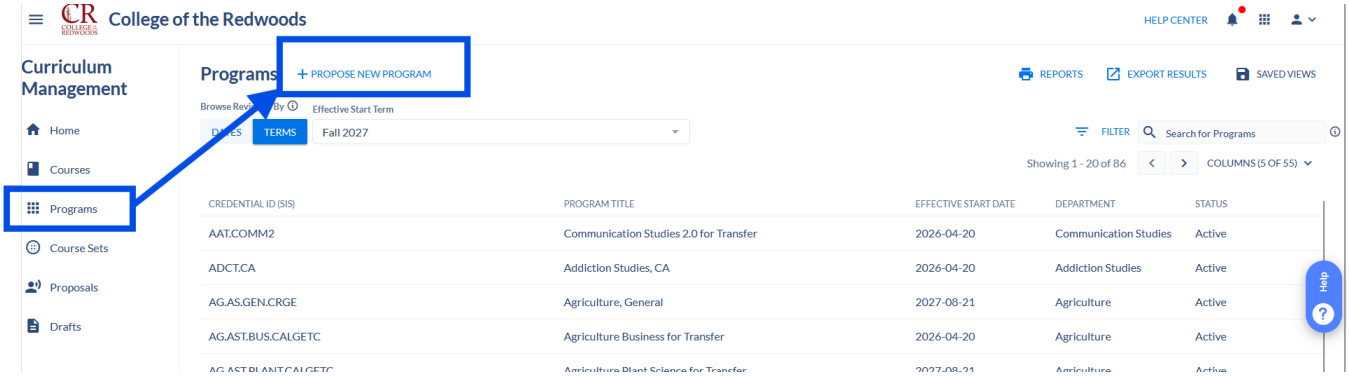
If submitting a course or program revision or inactivation, it's important that users do NOT enter an effective end term.

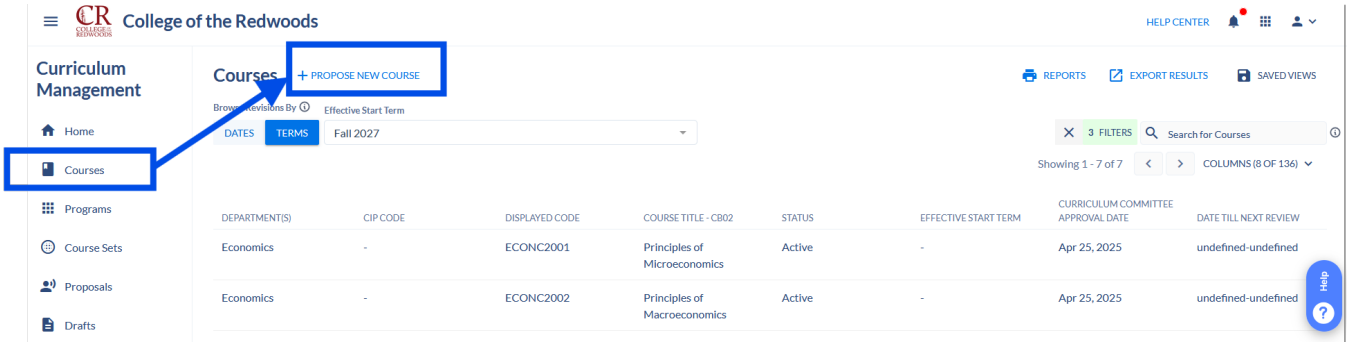




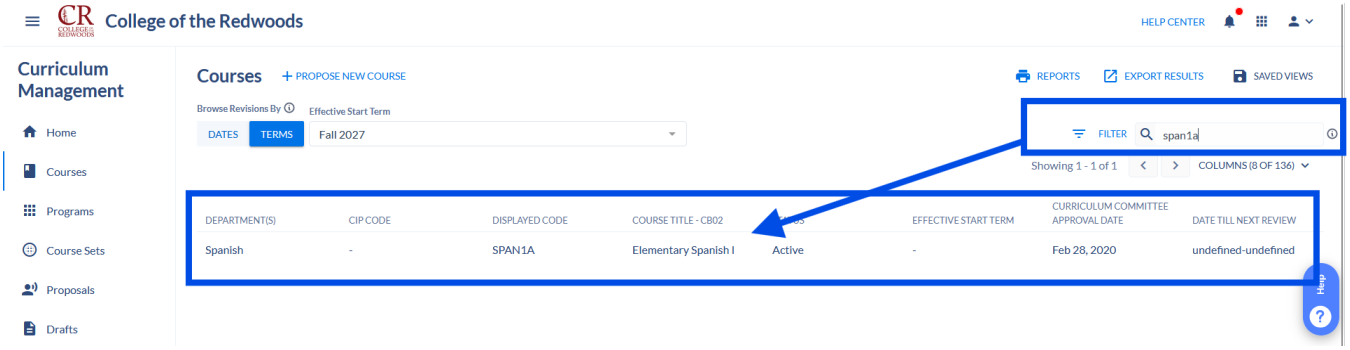


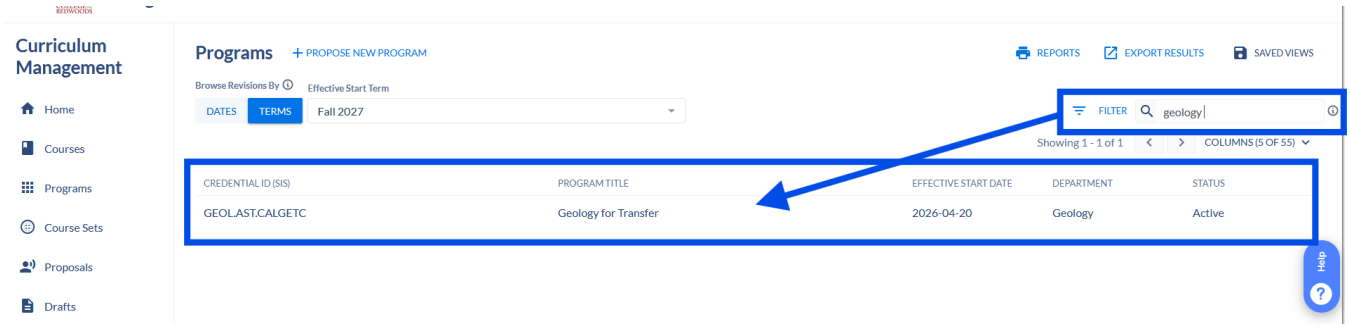
Alternatively, users can submit proposals from the course or program library. **To submit a new course or program**, select "+ Propose New Course" or "+ Propose New Program" from the top of the course or program library.



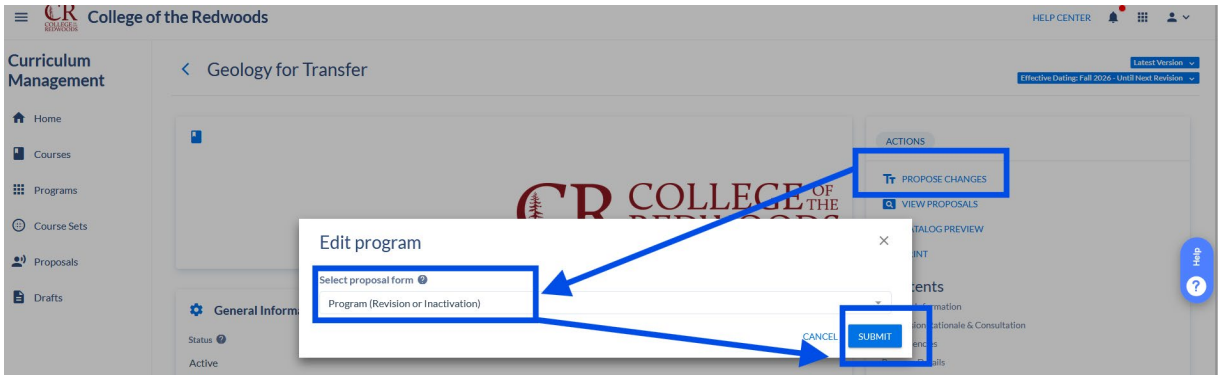


To revise or inactivate a course or program from the library, enter the course code or program title in the search bar. When the course or program appears, enter the course or program by clicking it.

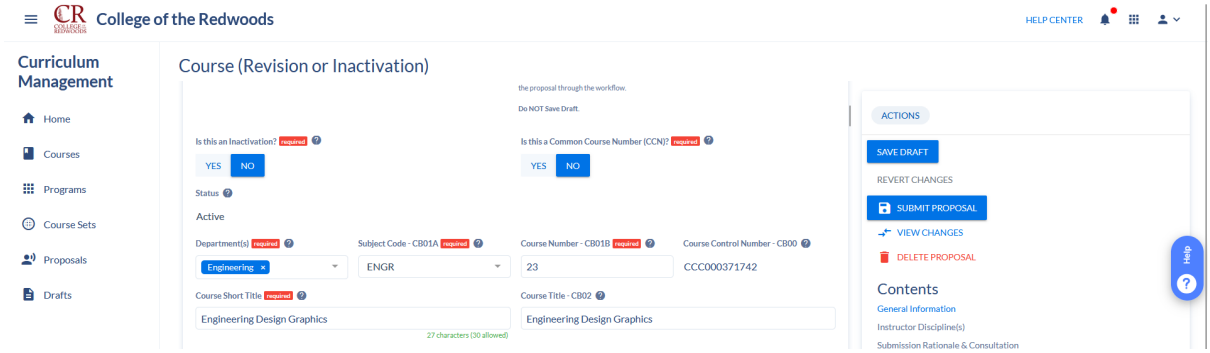




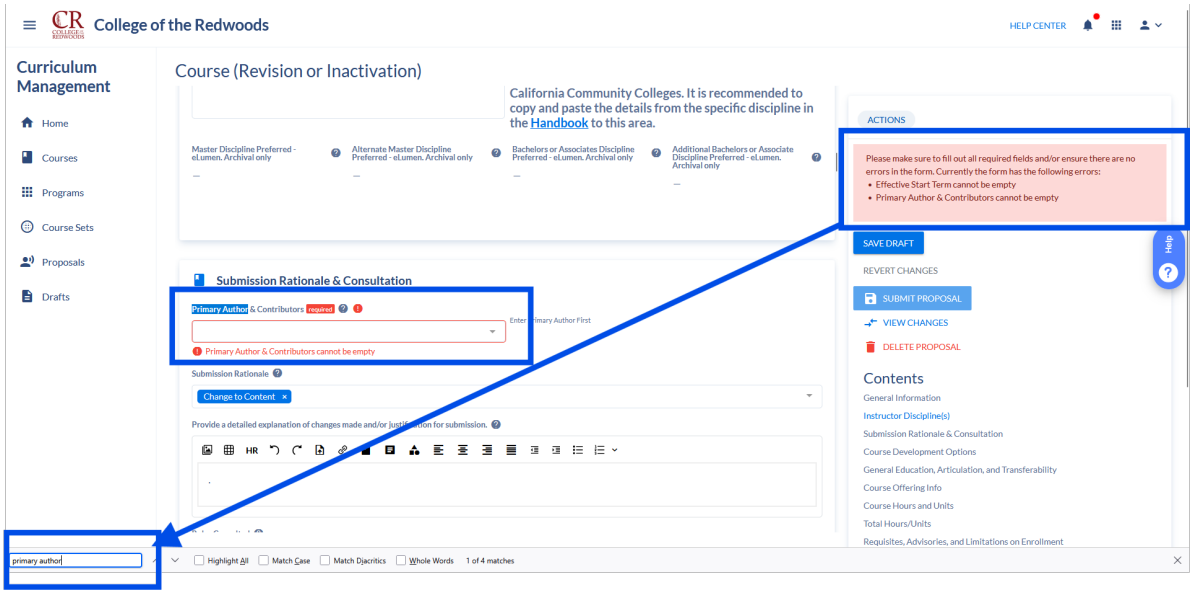
Once the item opens, select “Propose Changes”, the “Revision or Inactivation” form, and “Submit” to begin the revision or inactivation.



There are certain fields that are required before users can Submit their proposal to Stage 2 Campus Consultation. These fields are noted with a red “required” flag in each area.

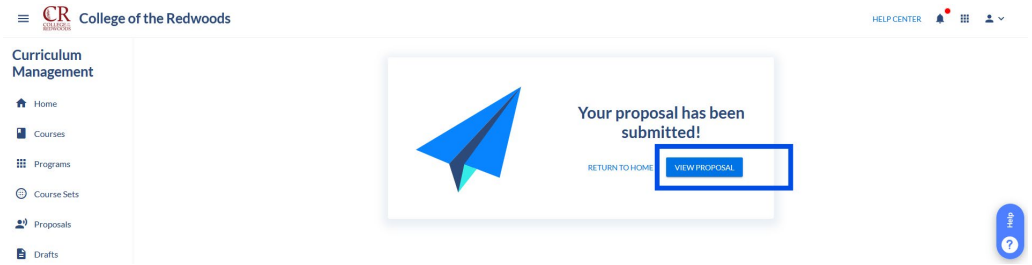


If a required area is not filled out and the curriculum author hits “Submit Proposal”, the fields will be noted in the right-hand navigation pane. Curriculum authors can enter Ctrl +F to search for required fields.

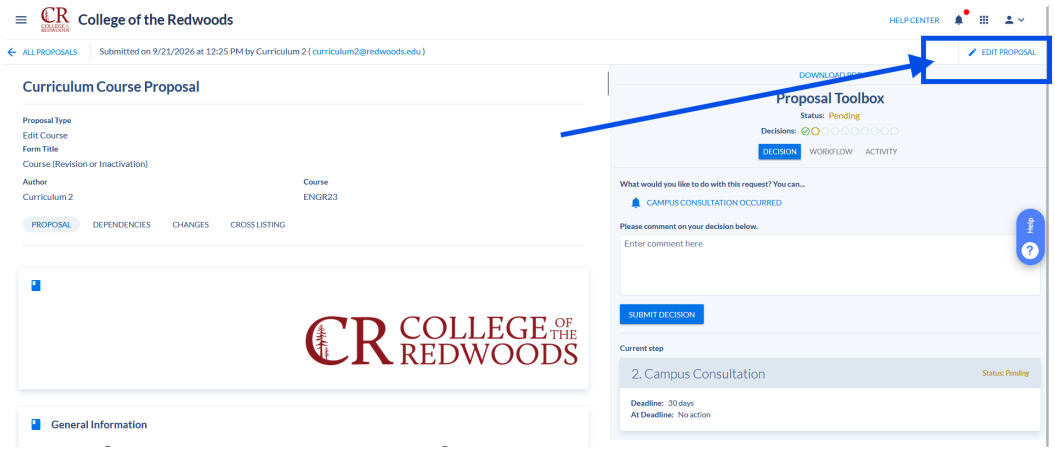


Remember, before logging out, curriculum authors must submit to Stage 2 Campus Consultation for the course or program to enter the workflow. Curriculum authors can continue to make changes after initial submission.

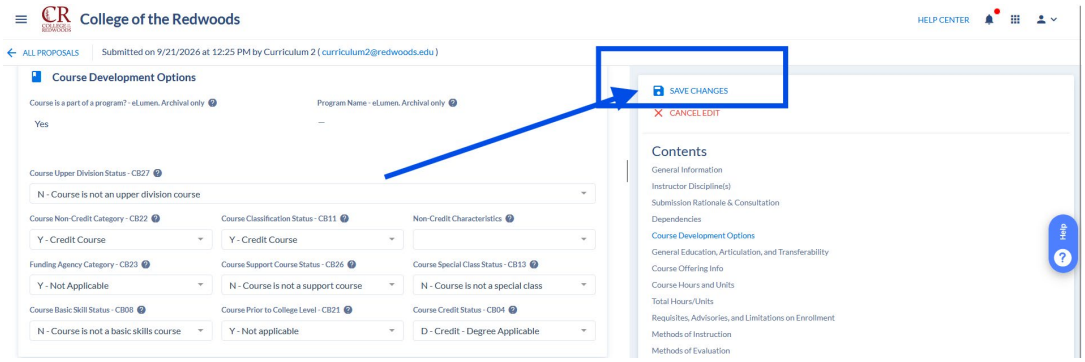




Once in Stage 2 Campus Consultation, curriculum authors will select “Edit Proposal” to continue working on their course or program.



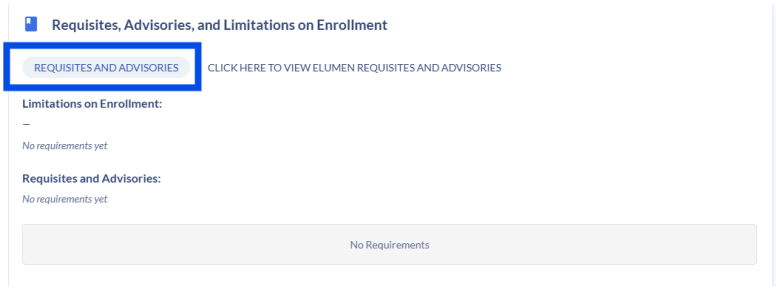
It is important curriculum authors “Save Changes” before navigating away from this screen.

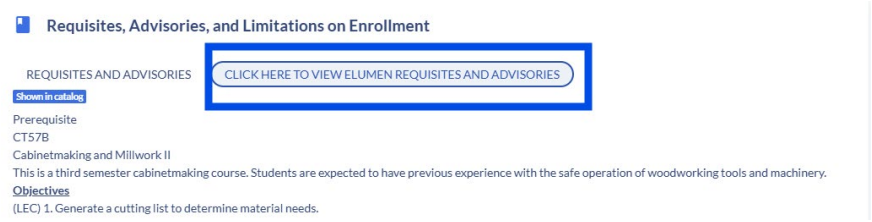


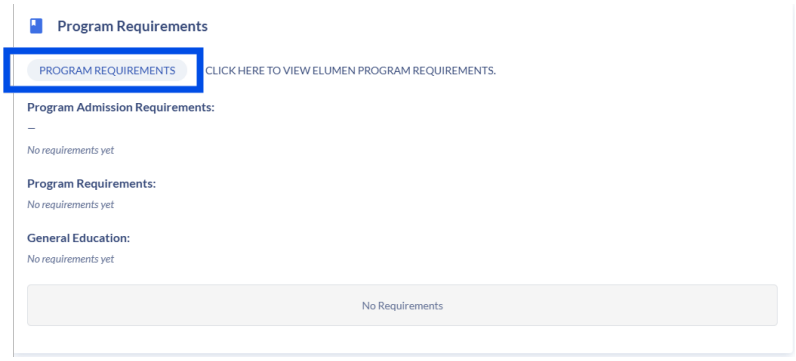
Course and Program Requirements: Overview

Please note that there are changes coming to the course and program requirements and program recommended sequences. This section will be updated when that occurs.

Within Coursedog, the course requisites and program requirements sections are very similar to each other regarding building out the simple requirements. It is important to note that, upon implementation, all previous data was imported as free-form text. So, until all courses and programs can be updated with the builder rules, users should click on the second tab in this section to view current requisites, advisories and program requirements, as the Coursedog display will always default to the first tab.





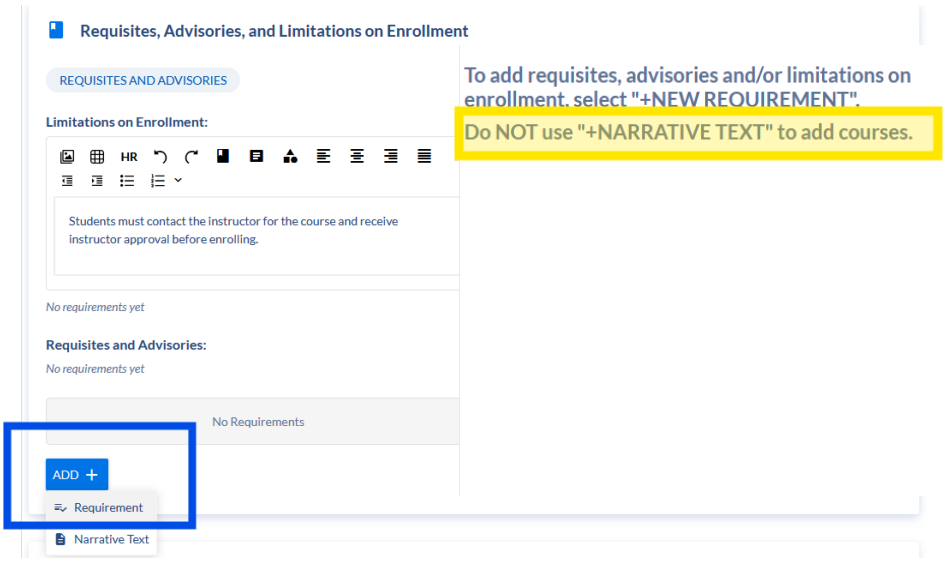




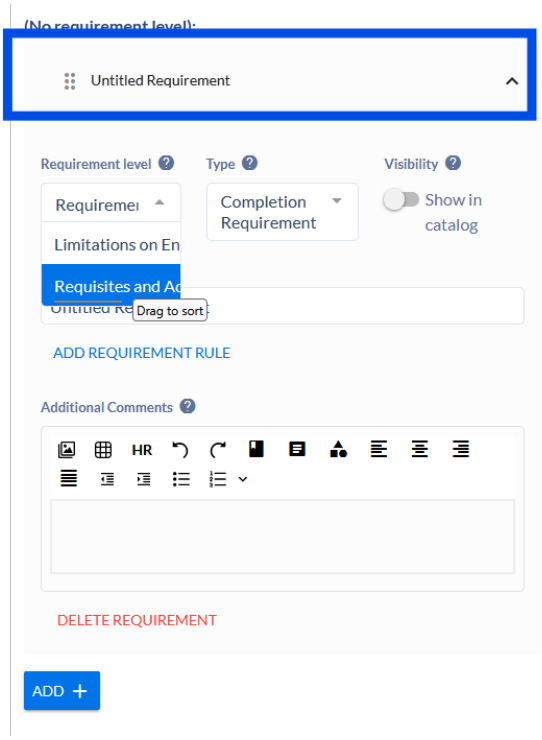
Course Requirements: Requisites and Advisories

Please note that there are changes coming to the course and program requirements and program recommended sequences. This section will be updated when that occurs.

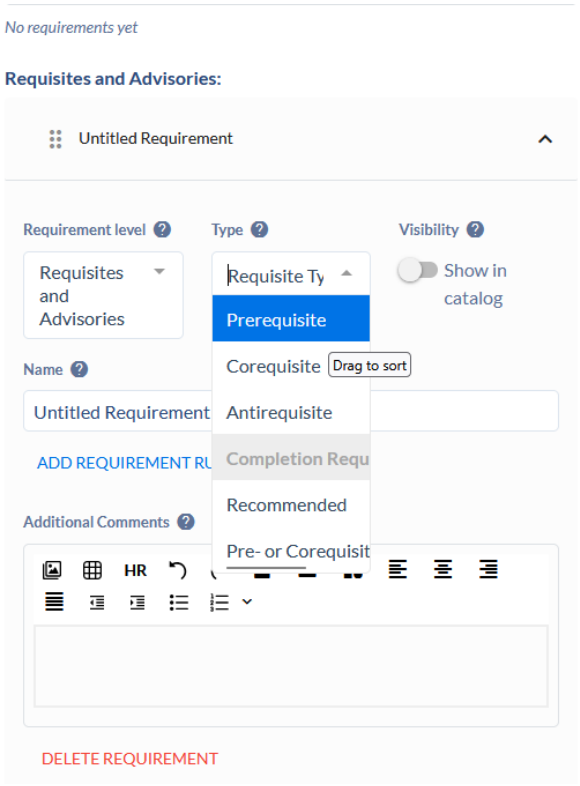
To add specific courses for requisites or advisories, select "Add" then "Requirement". As the text in this area indicates, do NOT select "Narrative Text".



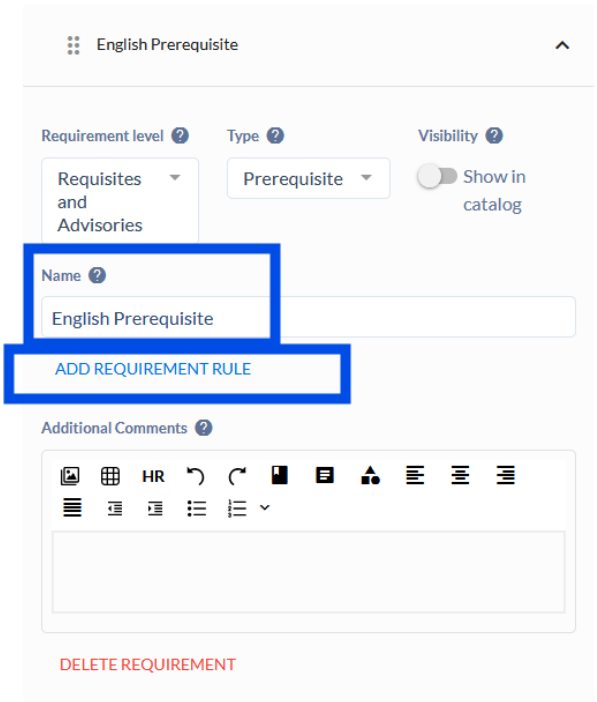
Next, click into the "Untitled Requirement" and select "Requisites and Advisories" for the "Requirement Level".



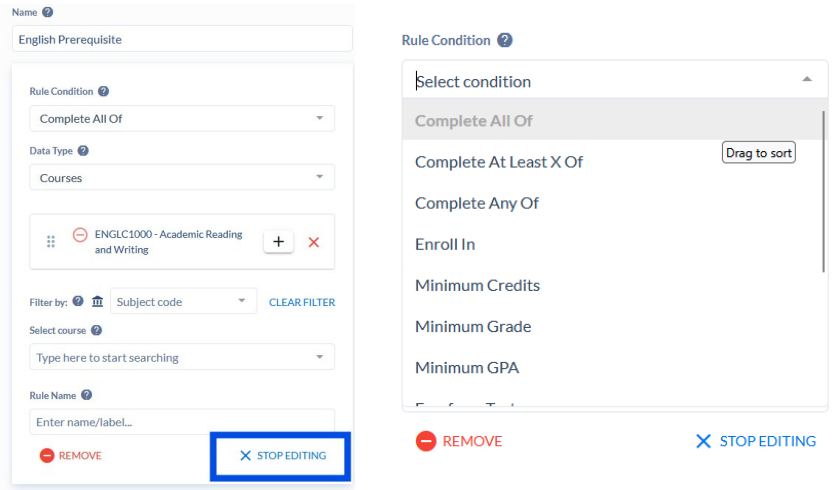
Under “Type”, select a relevant option. Advisories will always be “Recommended”.



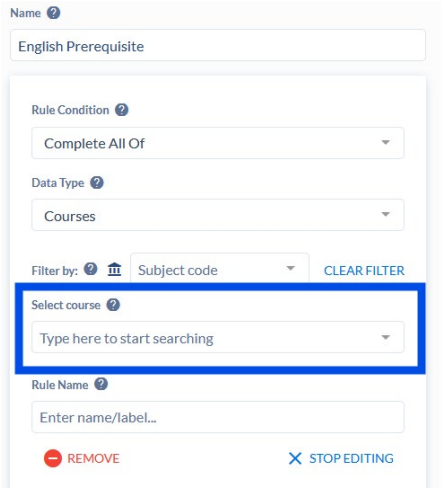
Provide a short description under “Name” – replacing “Untitled Requirement”. Next, select “Add Requirement Rule”.



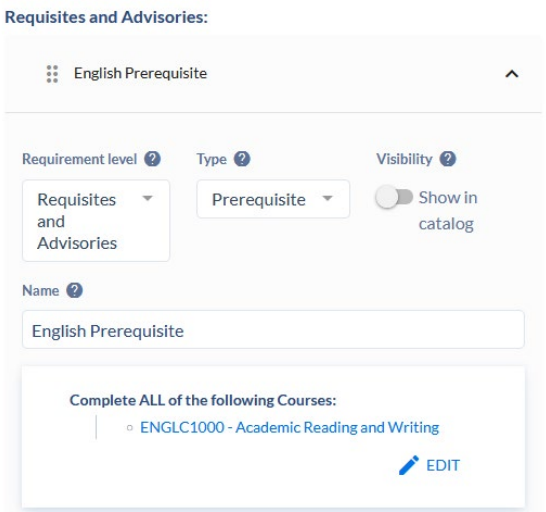
Select a “Rule Condition” from the first dropdown menu.



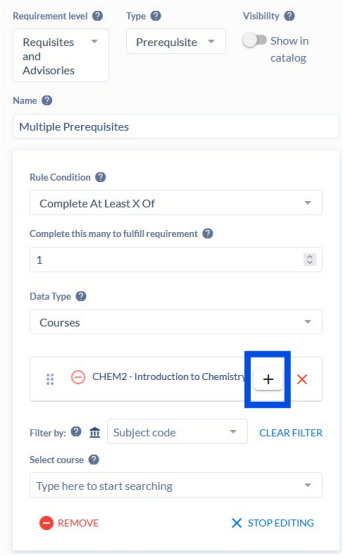
Select a course or courses from the third dropdown menu.



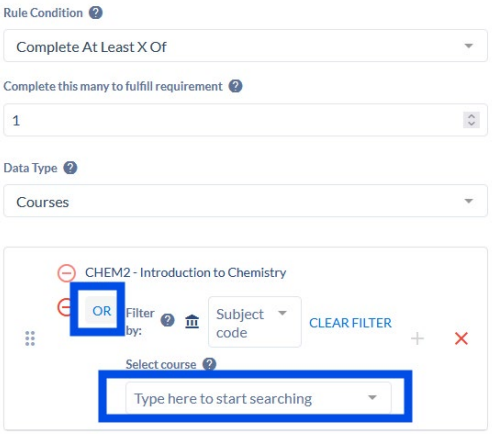
After the course or courses is selected, click “Stop Editing”.

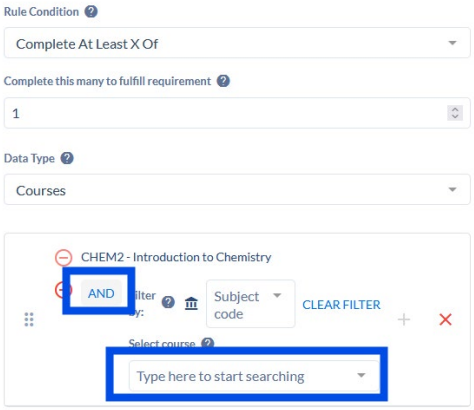


Creating multiple requisites with an and/or context will follow a similar process with the addition of selecting the plus sign after selecting the first course.

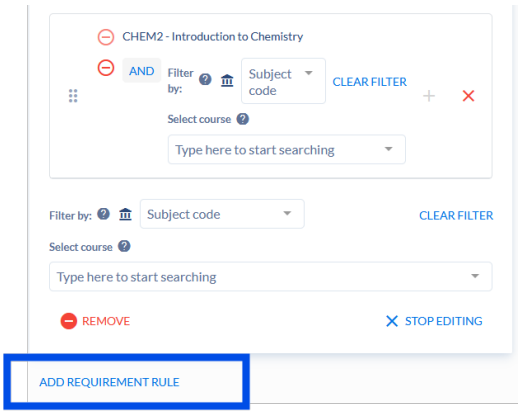


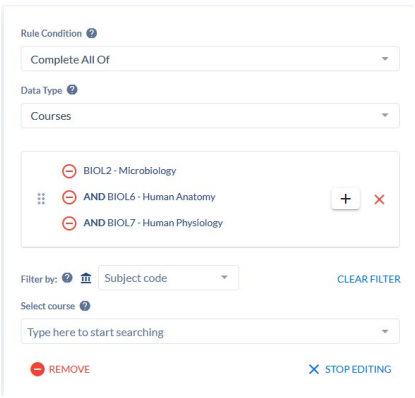
Then, toggle the “Or” or “And’ to get the relevant option, and enter the next course.



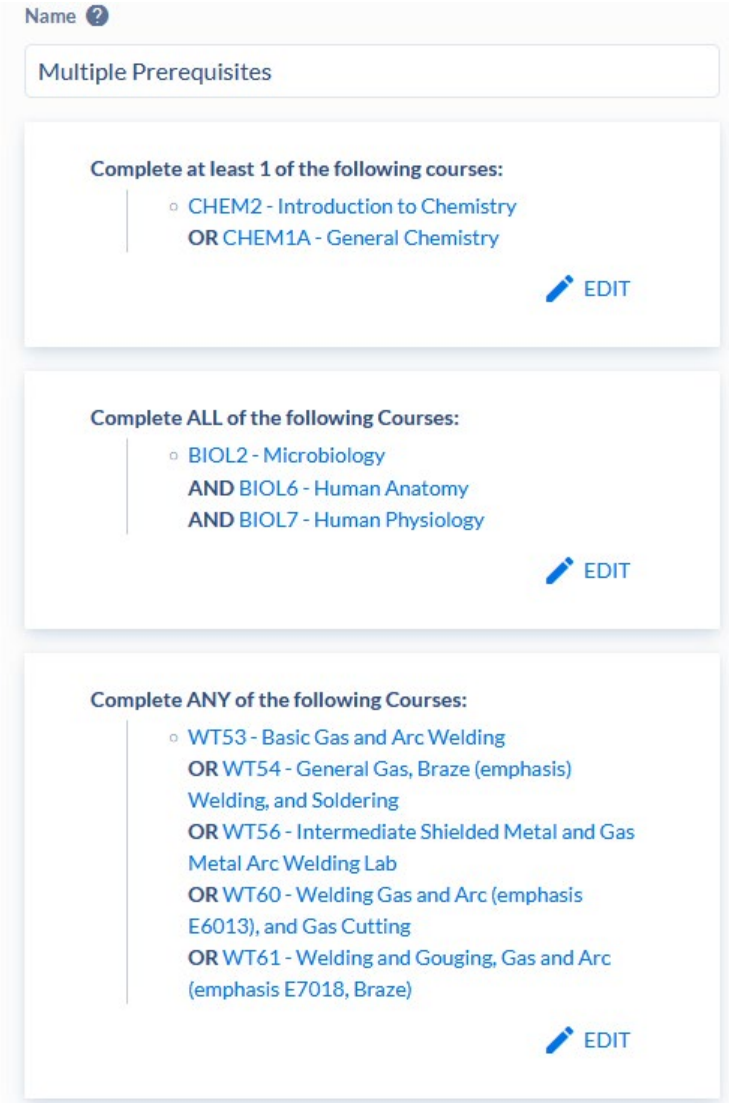


Users can select either “Or” or “And” per grouping. It is not possible to have “Or” and “And” in the same grouping. To add another requisite grouping, select “Add Requirement Rule”, and complete the same process.

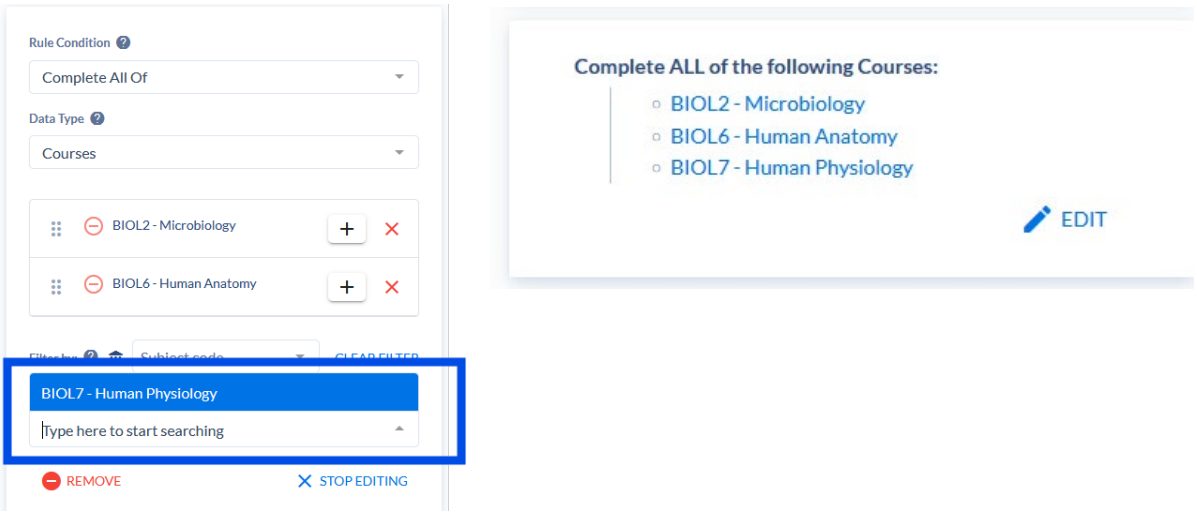




To view how it will appear on the COR and catalog, select “Stop Editing”.



To add multiple required requisites or advisories, users can also simply add courses into the same “Rule Condition” without adding an “AND” condition.

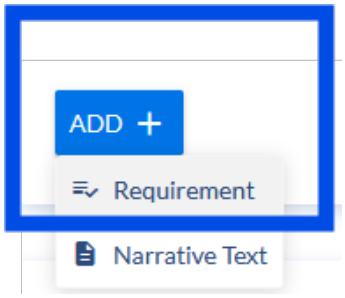


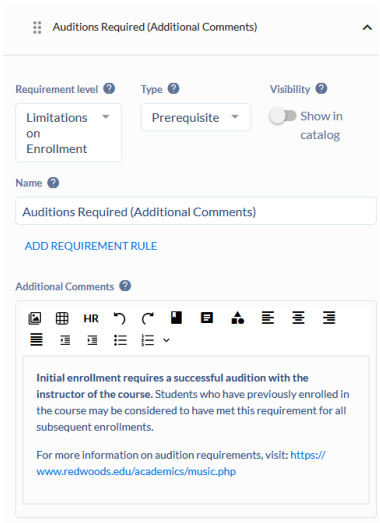
Non-Course Requirements: Limitations on Enrollment and Placement Prerequisites

Please note that there are changes coming to the course and program requirements and program recommended sequences. This section will be updated when that occurs.

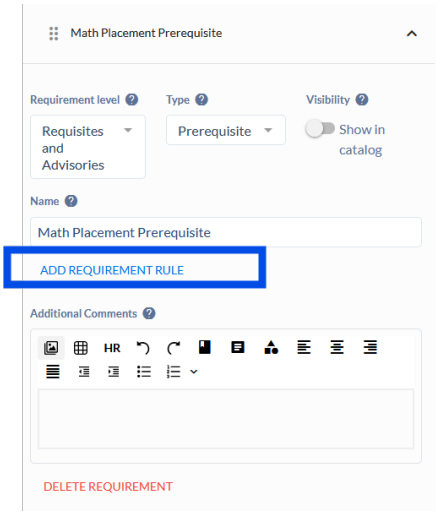
There are two ways to add requisites, advisories and limitations on Enrollment for non-courses.
The first is by adding comments into the **Additional Comments** box. This is recommended when rich text formatting will enhance the display of information (i.e. use of bullet points, or bold).
The second option is by adding **Freeform Text** as a new requirement. This option is recommended for simple text where rich text formatting is not required or beneficial (i.e. use of bullet points). This option is preferable for most situations.

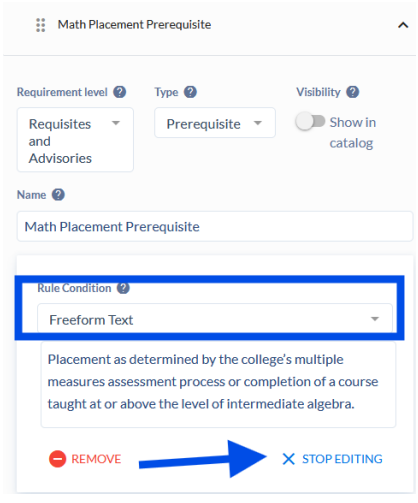
Additional Comments Method: Use only when rich text formatting enhances the information
Select "Add" then "Requirement". Complete the dropdown menus for "Requirement Level", and "Type". Enter a "Name". And enter the text into the "Additional Comments" box.

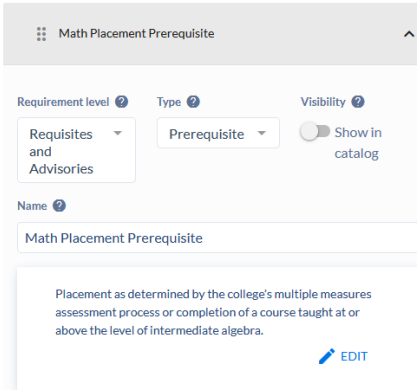




Freeform Text Method: Use for most non-course requisites and limitations on enrollment
Select, "Add" then "Requirement". Complete the dropdown menus for "Requirement Level", and "Type". Enter a "Name". And, select "Add Requirement Rule". In the "Rule Condition", scroll down to select "Freeform Text" and add the text into the textbox. Hit "Stop Editing" to view.



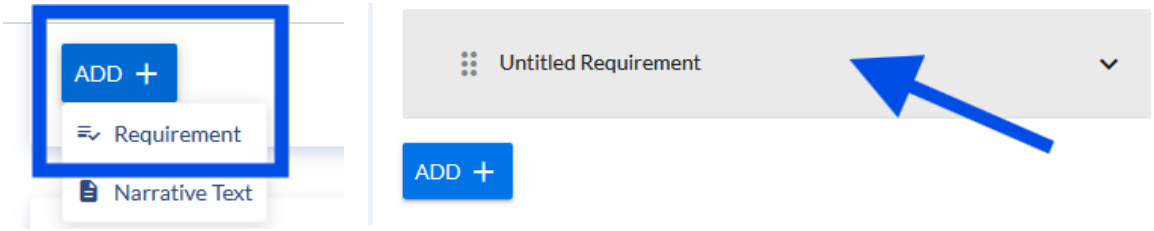


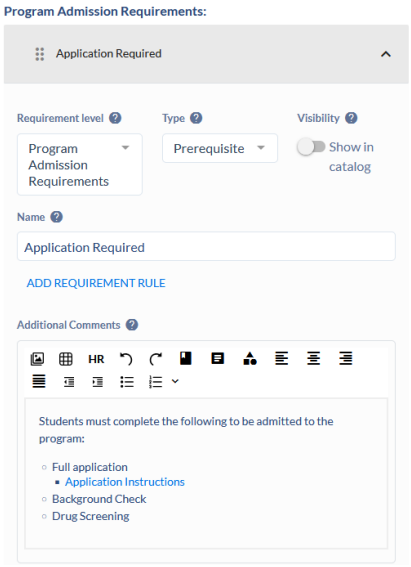


Program Requirements: Admissions Requirements and Prerequisites

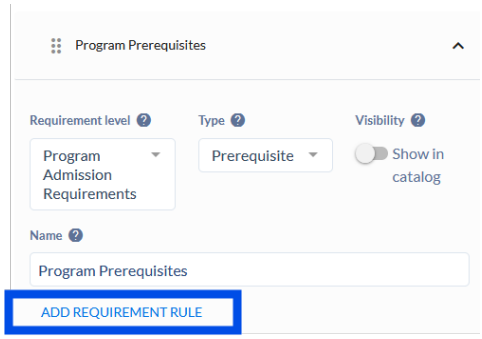
Please note that there are changes coming to the course and program requirements and program recommended sequences. This section will be updated when that occurs.

Program admissions requirements are entered in the comment box to allow for rich text formatting. Select "Add" then "Requirement". Click into the "Untitled Requirement" and enter a "Name" Complete all dropdown menus for "Requirement Level" and "Type" as shown in the image. And enter the text into the "Additional Comments" box.

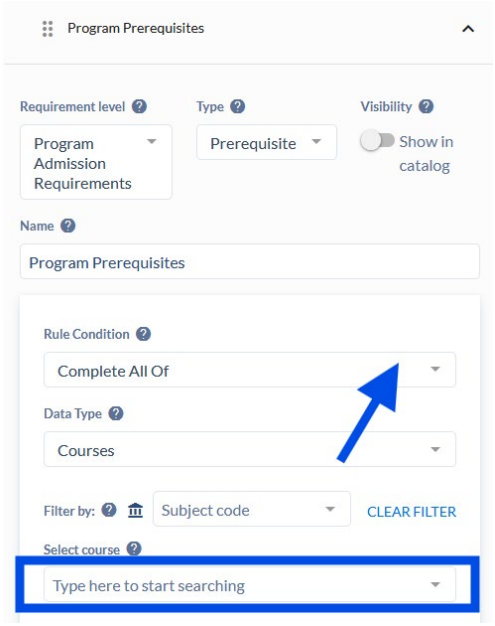




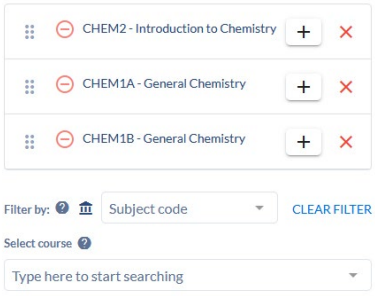
Program prerequisites that require specific courses should also be added to the Program Admissions Requirements area. This process is like adding course requisites and advisories as detailed in the previous sections. Select "Add" and "Requirement". Click into the "Untitled Requirement" and select "Program Admission Requirements" for the "Requirement Level", and "Prerequisite" for the "Type". Enter "Program Prerequisites" for the name. To add the specific courses, select "Add Requirement Rule"



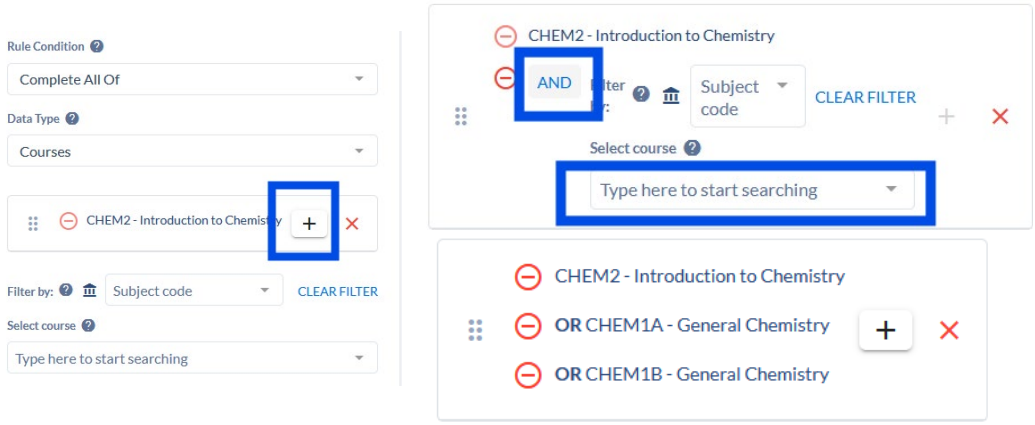
Begin by entering the course code in the select course field. The Rule Condition above is dependent upon the requirements, so be sure to select the appropriate option.



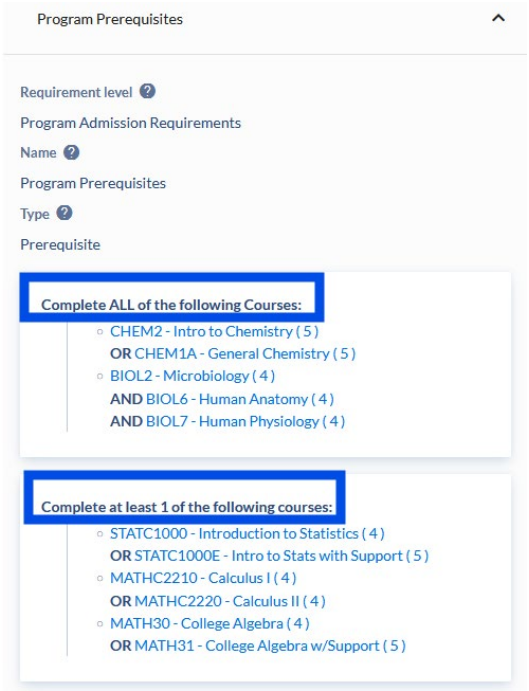
To add multiple required prerequisites, you can continue to add course codes in the select courses field.



Or, you can add the courses into the same course group by selecting the plus sign and toggling for "And" or "Or". You can select either "And" or "Or" for each requirement group. You cannot have a mixture of both.



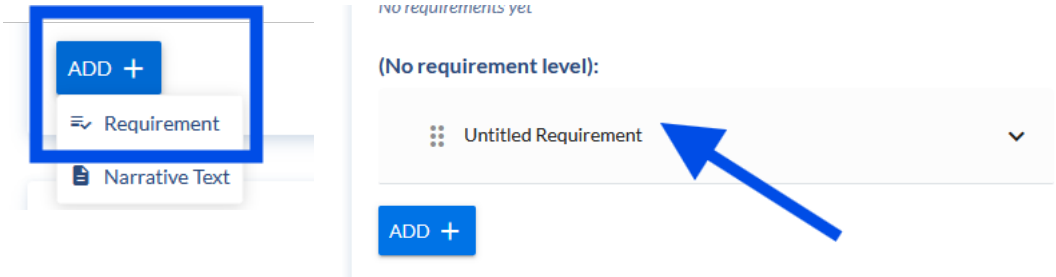
You can add multiple groupings as shown below. Think of each box as a separate grouping but, all within that same umbrella of the rule condition – "Complete All". You may need to "Add Requirement Rule" to have a different "Rule Condition".



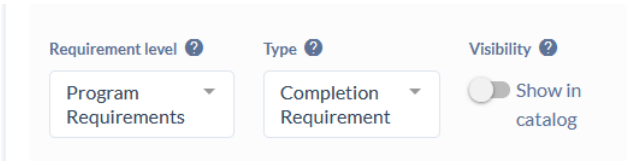
Program Requirements: Required Core and Restricted Electives

Please note that there are changes coming to the course and program requirements and program recommended sequences. This section will be updated when that occurs.

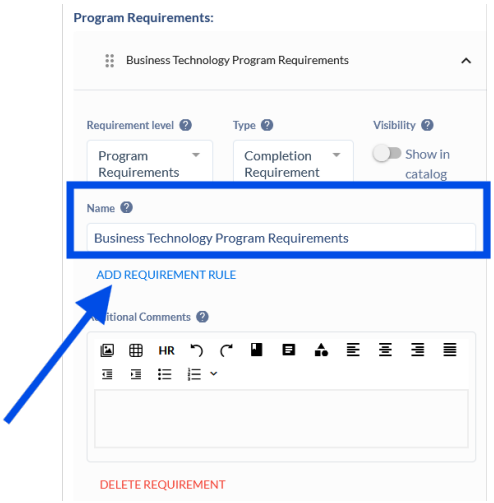
Adding specific courses to program requirements is a similar process to program prerequisites and course requisites and advisories. Select "Add" and "Requirement". Next, click on the "Untitled Requirement".



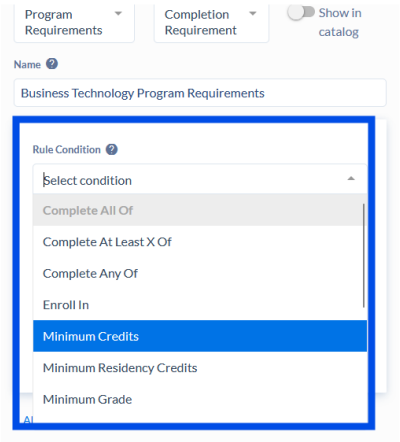
Select "Program Requirements" for the Requirement Level, then "Completion Requirement" for the core and restricted electives.



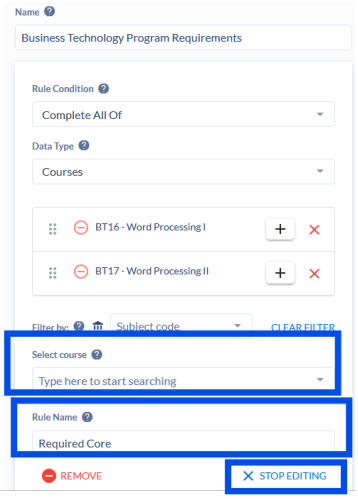
Title the requirement under “Name”, and then click “Add Requirement Rule”.

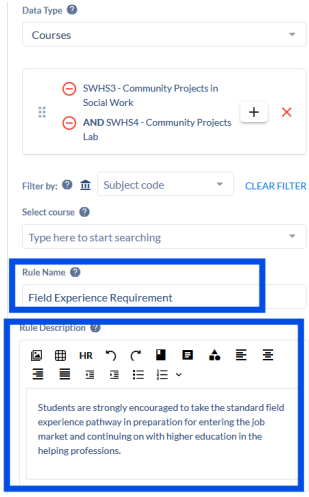


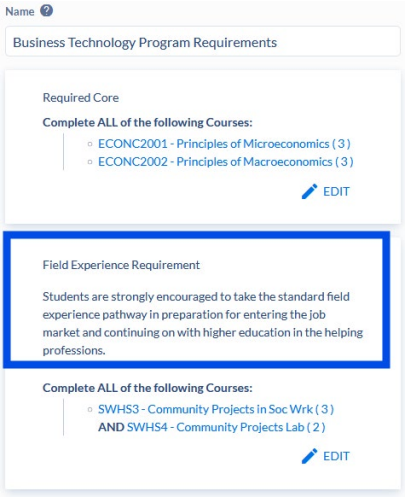
Select a relevant “Rule Condition from the first dropdown menu. For example, a required core may select “Complete All Of” and a group of restricted electives may select “Minimum Credits”.



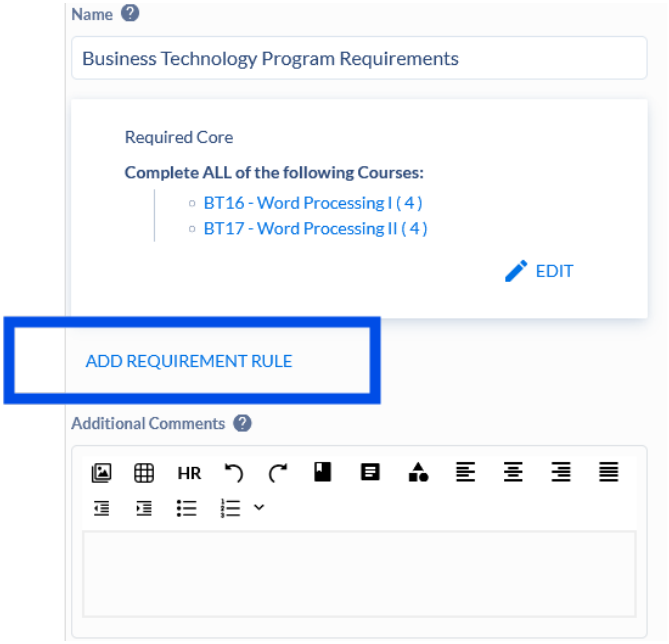
Select the courses, and title the requirement under “Rule Name”, i.e. Required Core, Restricted Electives List A. Then select “Stop Editing”. The “Rule Description” can be used to provide more detail.

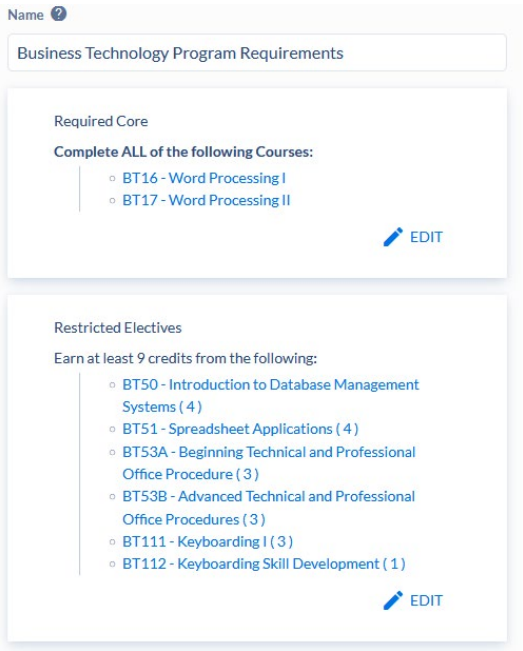






To add additional requirements, select “Add Requirement Rule” and repeat the process.

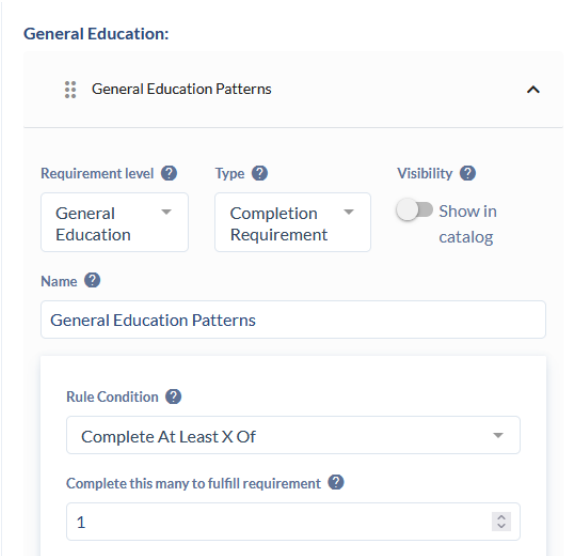




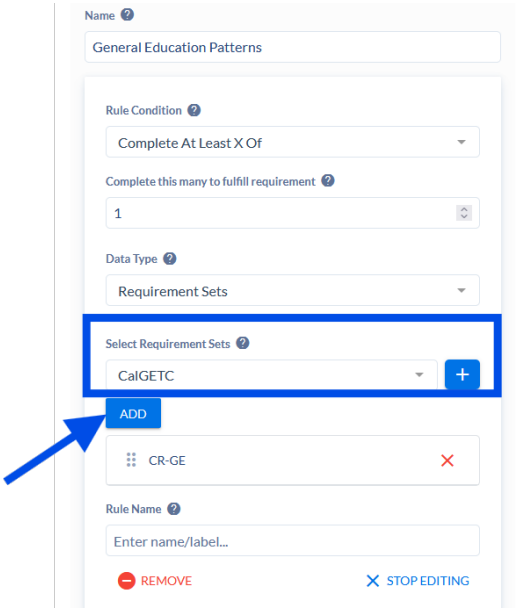
Program Requirements: General Education

Programs can also add General Education requirements in the Program Requirements area through a similar process as above.

Select “Add” and “Requirement”. Set Requirement Level to “General Education”. Title Name to “General Education Pattern” or “General Education Patterns” depending on if the degree allows for only CR-GE, only CalGETC, or the option of either. Rule Condition should be Complete at least X of, and set 1 in the entry number.



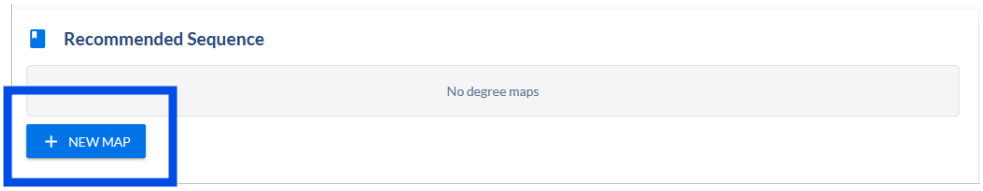
The main difference is that in the Data Type, select “Requirement Sets” and search for CR-GE and/or CalGETC, and select “Add”.

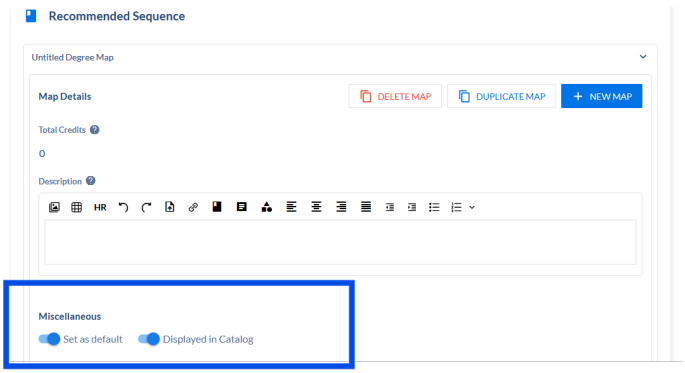


Programs: Recommended Sequence

Please note that there are changes coming to the course and program requirements and program recommended sequences. This section will be updated when that occurs.

To add a recommended sequence in programs, select “New Map”. The recommended sequence can be set as default and should be displayed in the catalog. Recommended sequences do NOT pull from program requirements. They essentially need to be re-built.

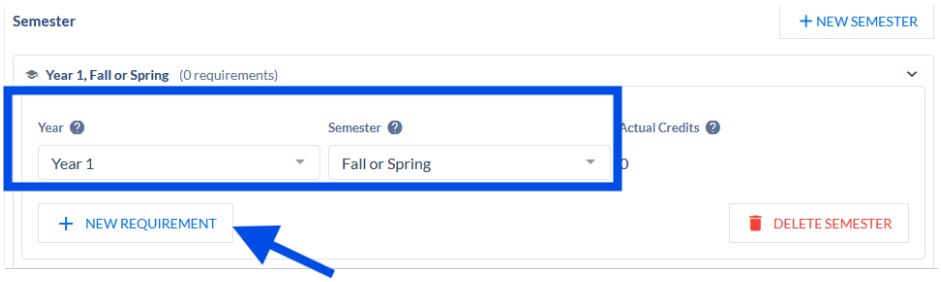




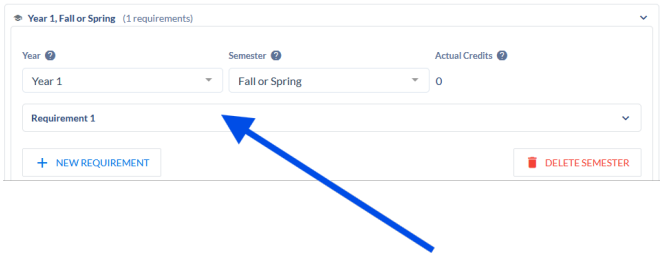
Select “New Semester” to build out the recommended sequence and select the dropdown that appears.

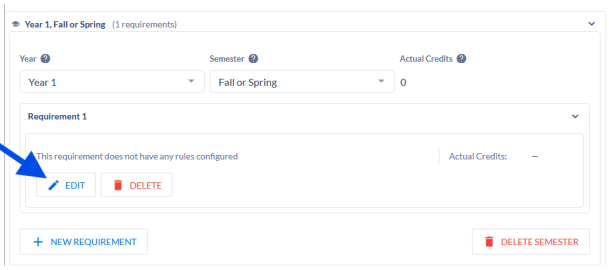


Enter the year and semester in the sequence, then “New Requirement”.

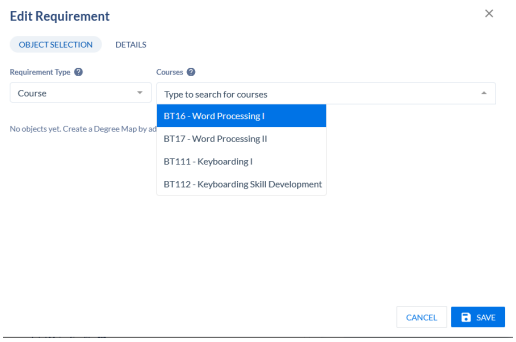


Click into the dropdown again, “Requirement 1” then “Edit”.

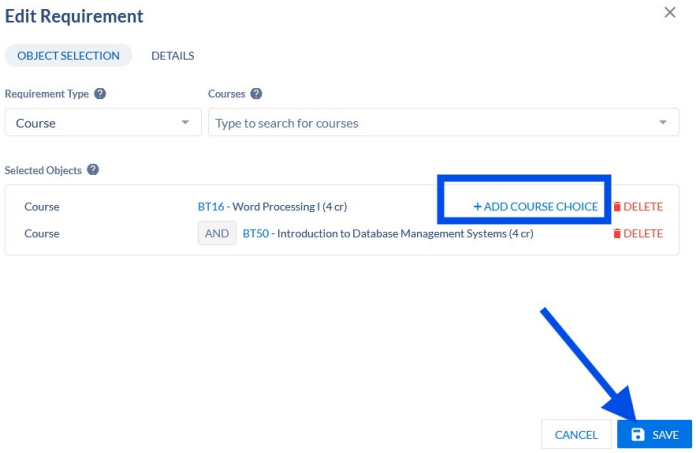




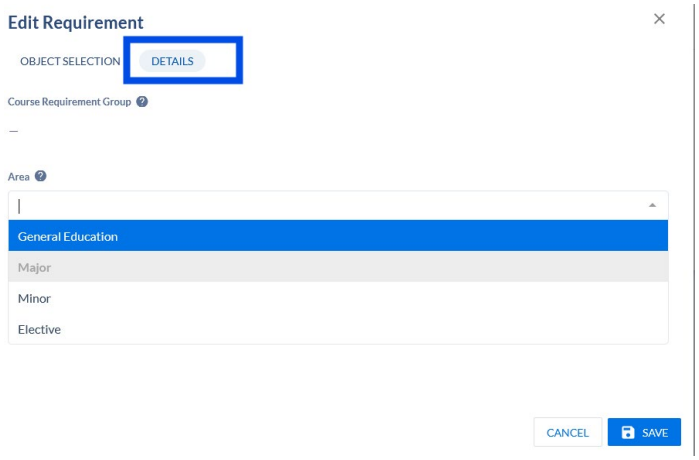
To include courses from the program requirements, select “Course” then enter the course in the search menu.



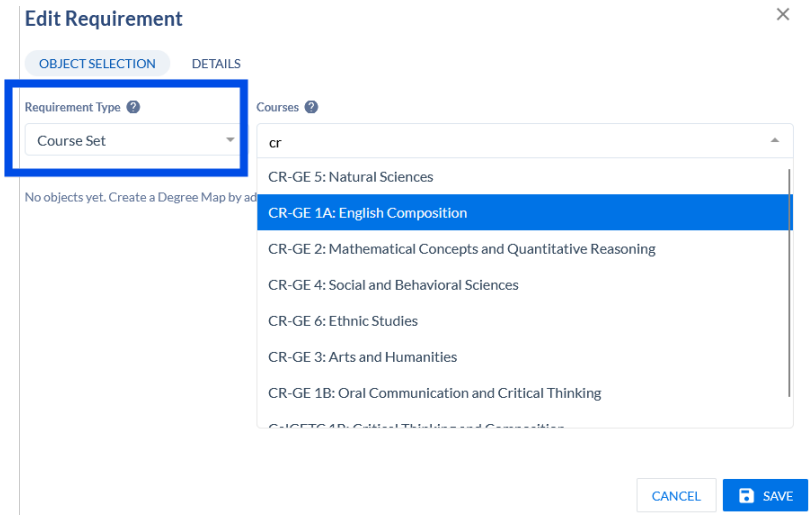
To add another course in the same semester, select “Add Course Choice”, then enter the course(s) in the search bar. Note: This includes “AND” only. There is not an “OR” option. Make sure to hit Save when done.



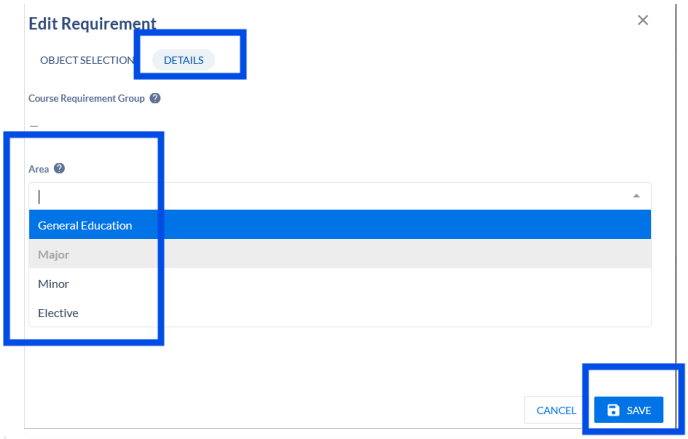
By selecting the second tab, “Details”, users can indicate what area the units should be calculated into.

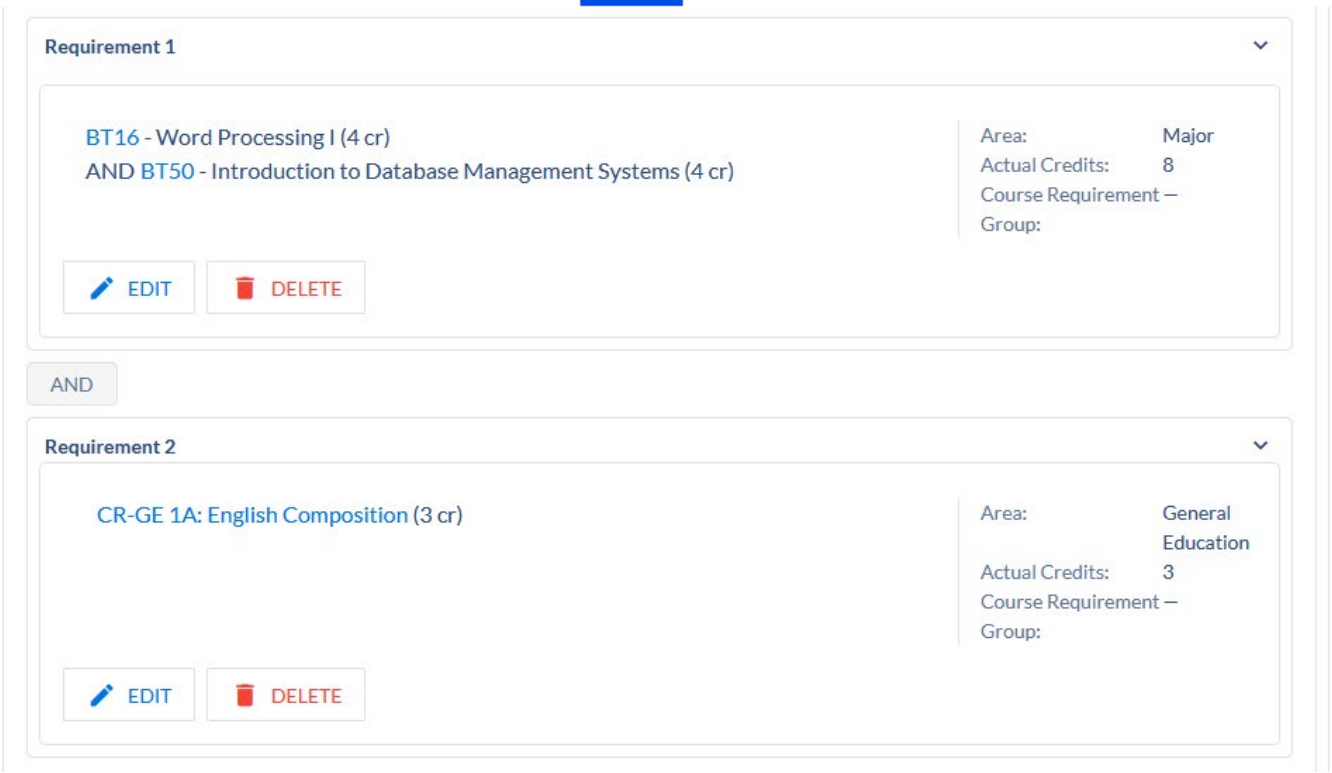


To add general education in the recommended sequence, select “Course Set” and enter either “CR-GE” or “CalGETC” in the search bar to select a general education area.



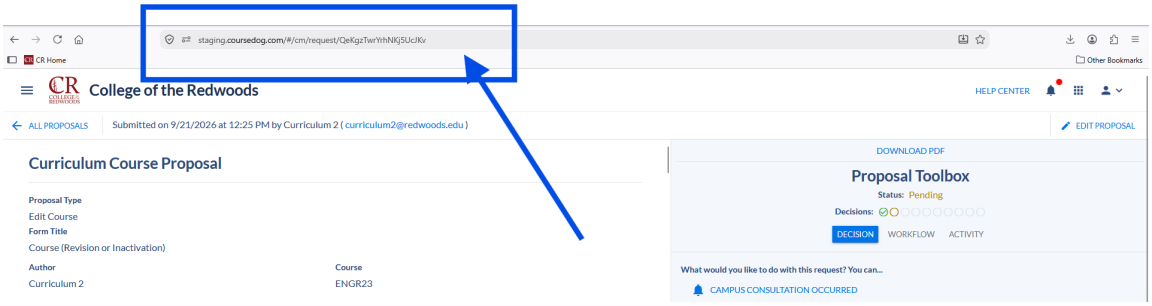
Remember to select the Details tab to select that this is a General Education requirement. And hit Save.



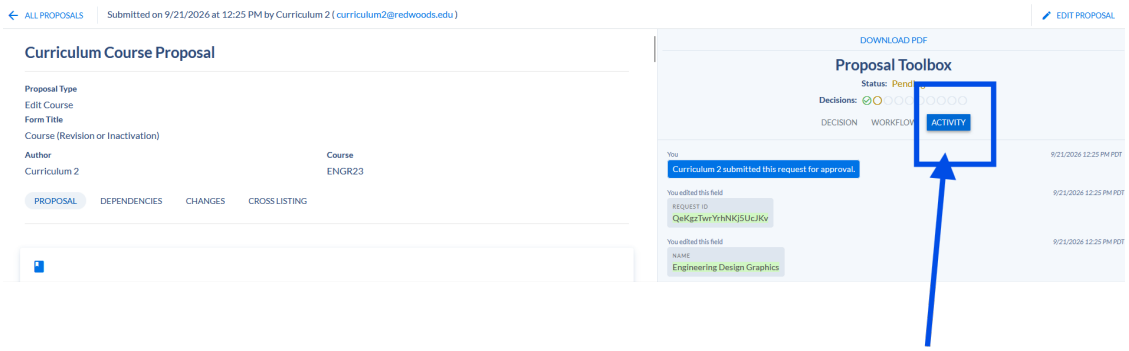


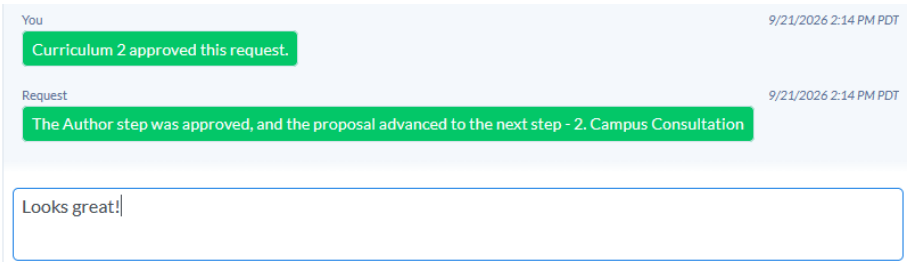
Campus Consultation Stage

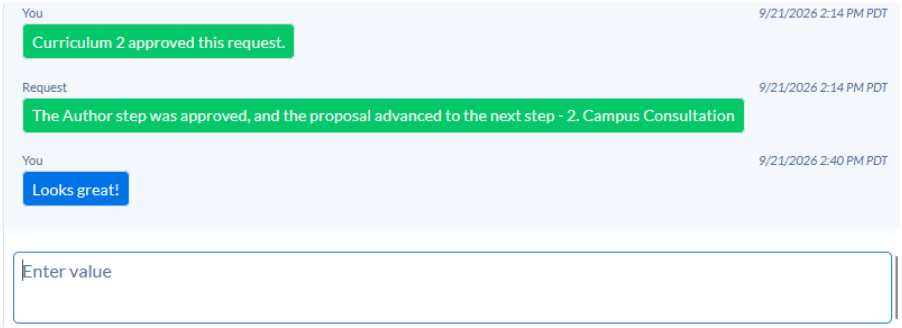
At this stage, curriculum authors can share their course or program proposals for collegial consultation. Curriculum authors will receive an email from Coursedog to their inbox if their email notifications are set to immediate. This email will contain a link directly to the course or program. Users will need to login before viewing the course or program link. Curriculum authors can also copy paste the link directly from the proposal page.



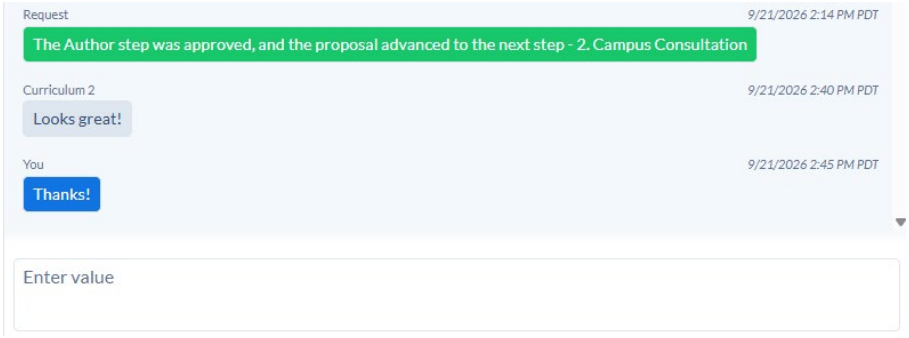
Users providing feedback on course and program submissions, can leave comments by selecting "Activity" and scrolling to the bottom of the Activity screen to leave a comment. After typing the comment(s), users will select "Enter" on the keyboard to apply the comment(s).





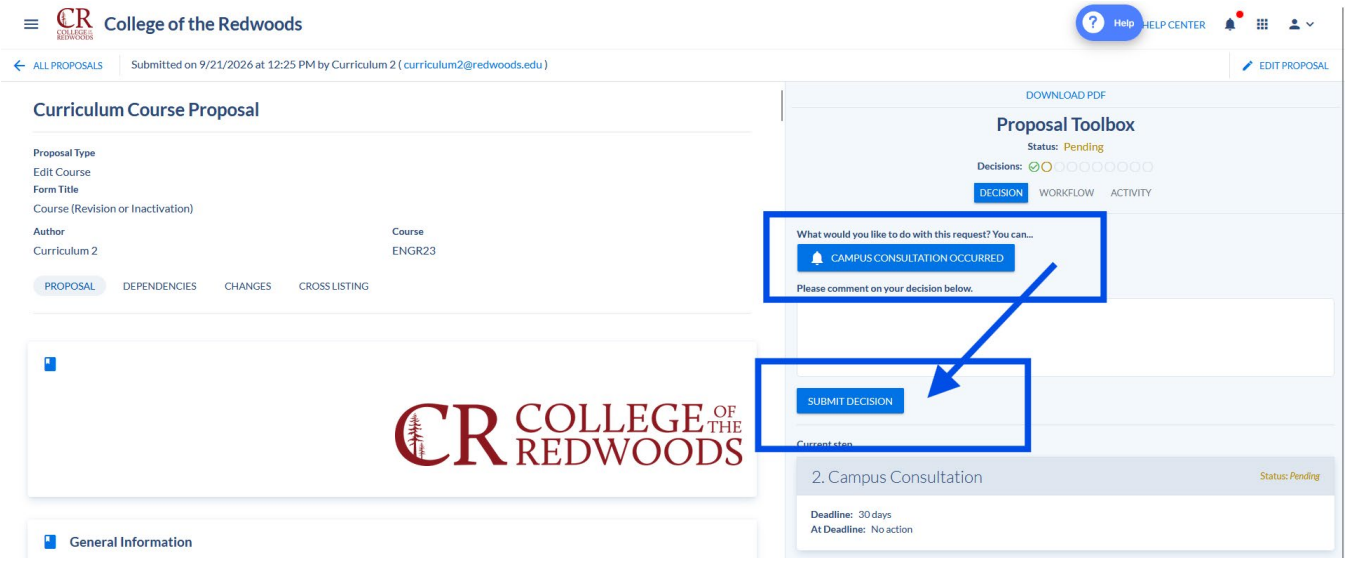


Curriculum authors can leave comments and reply to others during the Campus Consultation stage by also entering comments on the Activity screen.



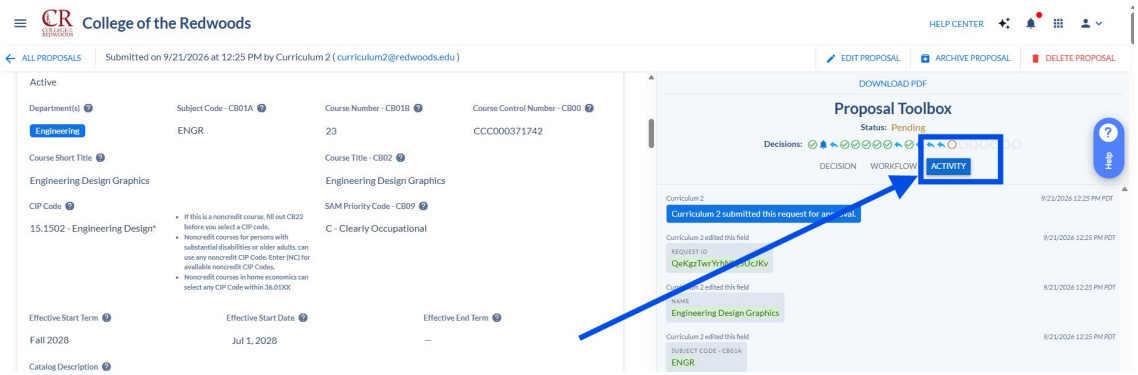
Once the curriculum author has received confirmation that everyone has had a chance to review the course or program and leave comments, the curriculum author can attend to suggested revisions by selecting “Edit Proposal” in the upper right-hand corner. Make sure to also Save Changes.

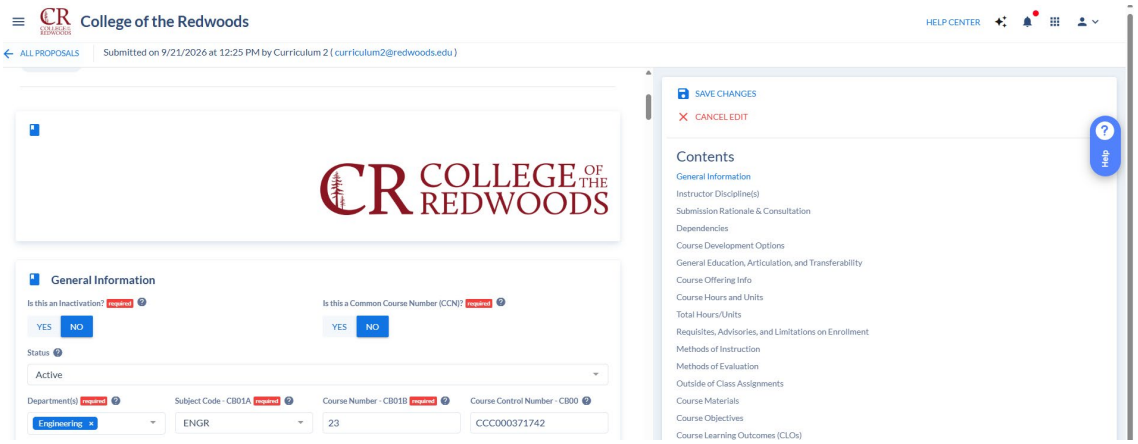
Once all modifications have been finalized, curriculum authors will select “Campus Consultation Occurred” and “Submit Decision” to continue moving the curriculum submission through the workflow.

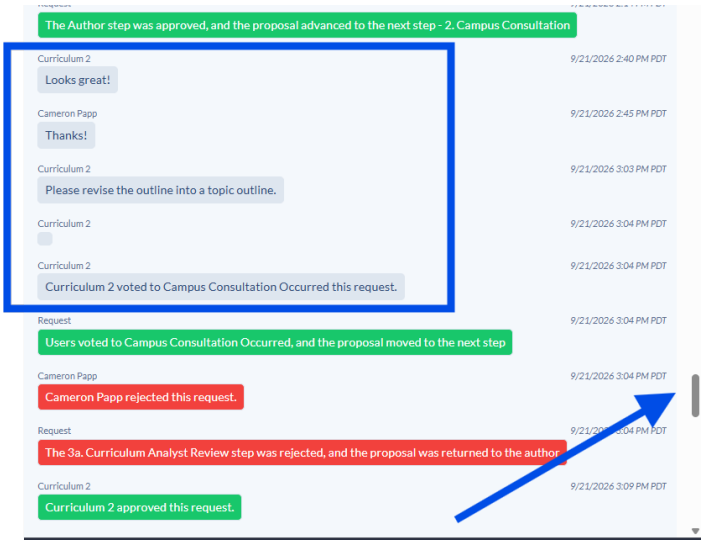


Viewing Comments and Attending to Requests

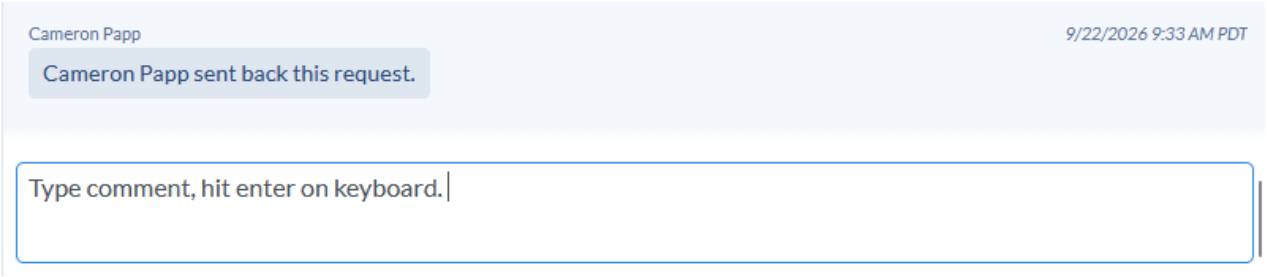
The reviewer's comments are viewable in the activity area. The curriculum author will need to scroll through this section to view all comments. **When in "Edit Proposal" comments in the "Activity" section are no longer viewable. It is recommended that curriculum authors screenshot (or copy/paste) the comments into a separate word doc.** Comments are typically near the end of this section. However, users may need to scroll up to view all comments.



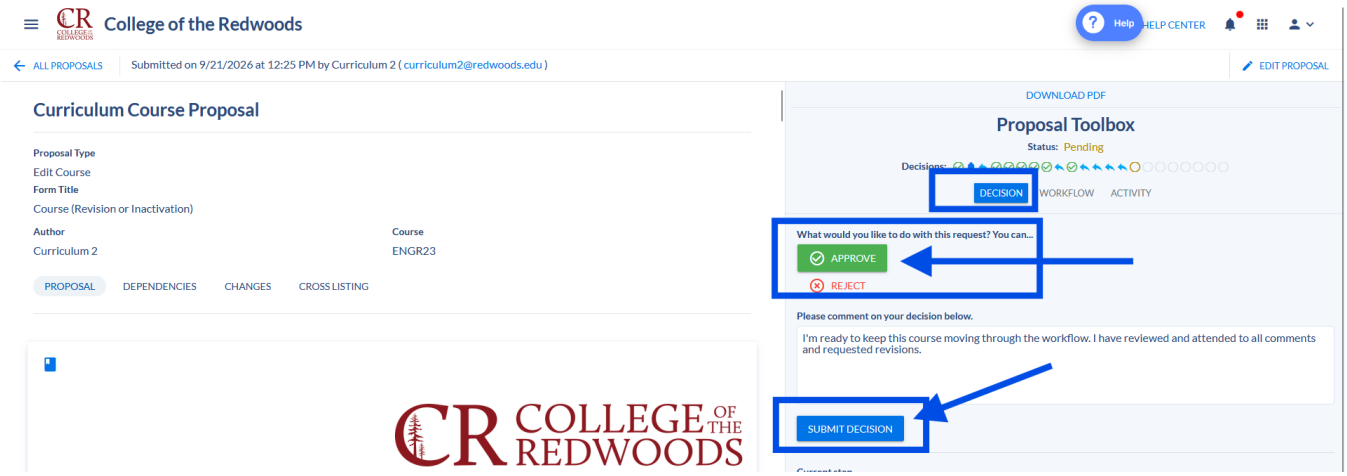




Authors can reply to reviewer comments in this same “Activity” area by scrolling to the bottom, typing their reply, and hitting enter on the keyboard.

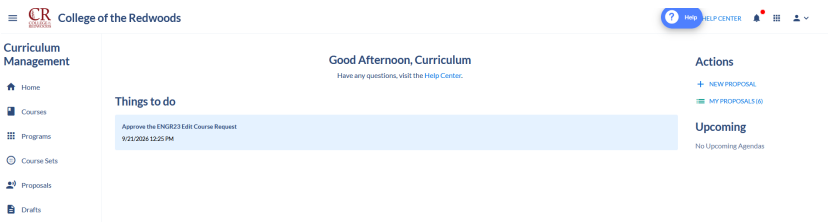


Authors can also add comments in the “Decision” area by typing their comment and hitting “Submit Decision”. **Note: This is only applicable if the author is ready to move the course or program through the workflow.**

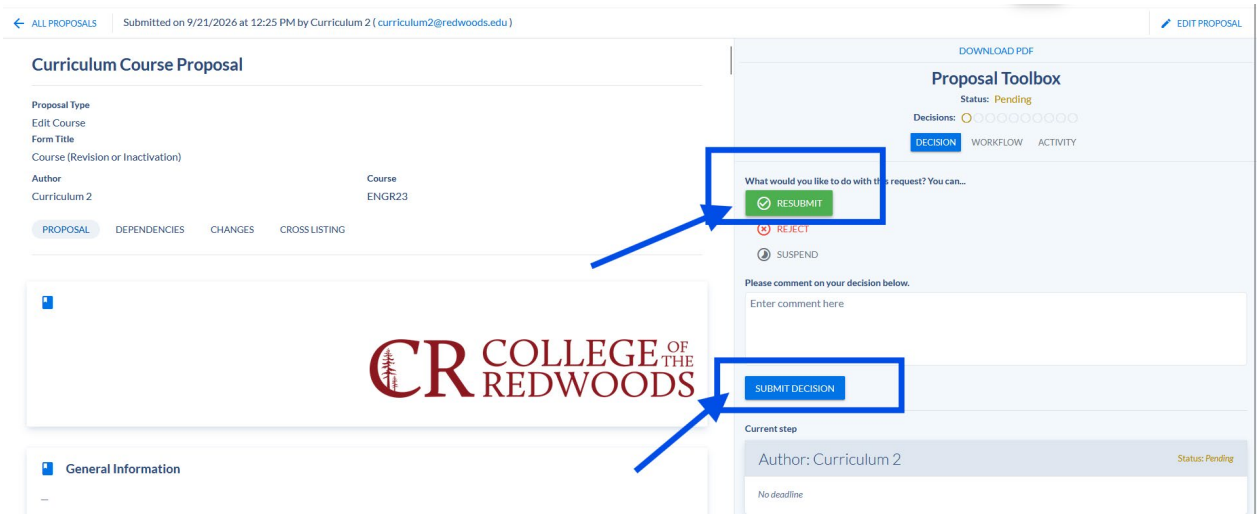


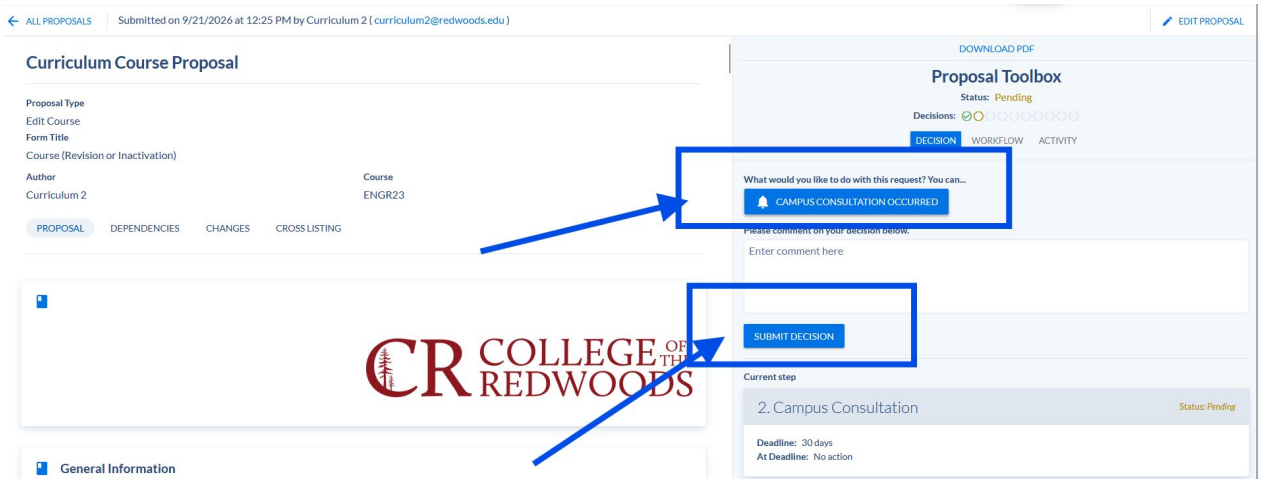
Curriculum Sent Back to Author

It’s important that curriculum authors are aware that their course or program can be sent back to the author stage throughout the review process. If a course or program is returned to the author stage, an email notification will be sent to the author so long as email notifications preferences are set to immediate. The course or program will also appear as “Things to do” on the home page when they login.



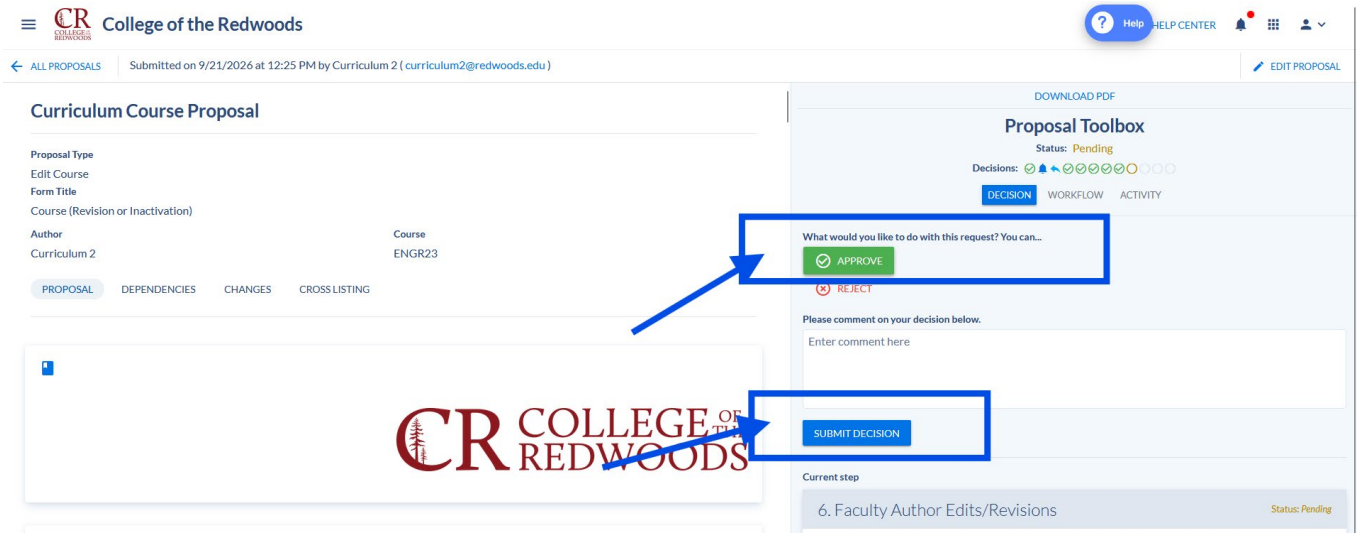
Once an author has finished attending to all the requested edits and reviewing reviewer comments, it's important to remember that **the course or program will need to be re-submitted twice.** Once to move it from Author stage to Campus Consultation stage. And a second time to move it from Campus Consultation Stage to Curriculum Analyst Review stage.





Faculty Author Edits/Revisions Stage

This stage occurs after curriculum has been reviewed by the Technical Review and Curriculum Committee. Like other reviewer stages, the Technical Review and Curriculum Committee will leave their comments in the Activity area of the curriculum proposal. At this stage, curriculum authors will need to attend to requests by editing the course or program and replying to reviewer comments. Once completed, the course or program will need to be submitted to the next stage: Curriculum Committee Meeting. Curriculum authors will have Friday the week prior to the Curriculum Committee meeting until the end of the day Wednesday, the week of the Curriculum Committee meeting to complete this step. **See Appendix B: Curriculum Deadlines**



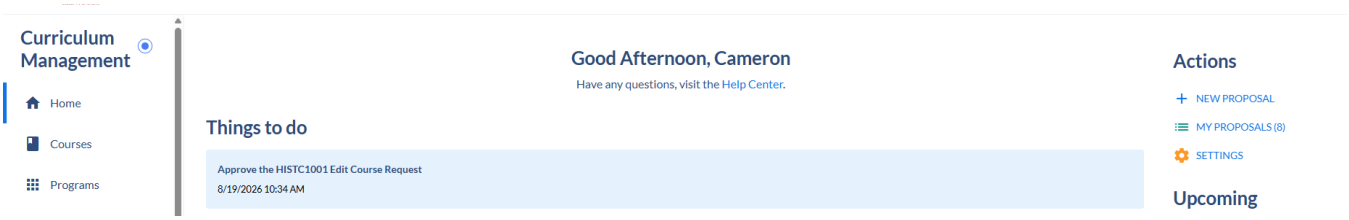
Final Approval

Once the course or program has received full approval from the Chancellor's Office and has been published in the library or courses or programs, curriculum authors will receive one final email notification that the course or program has been approved and published. Curriculum authors will receive a link to view their course or program.

Course and Program Reviewers

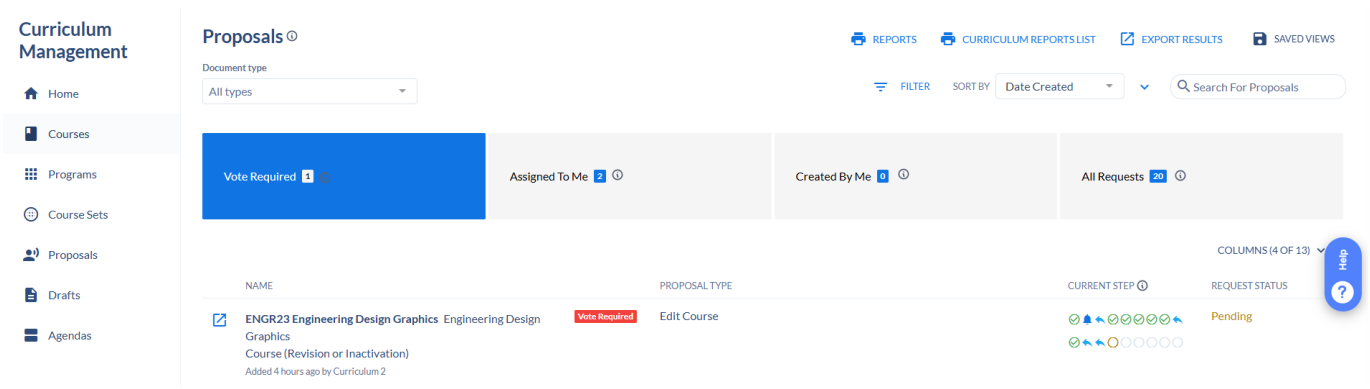
Accessing a Course or Program for Review

Courses and programs to be reviewed at the **Articulation Officer** stage and the **Department Approvals** (AKA Dean/Director review) stage will appear on the home page as "Things to do". If a reviewer is not associated with a course or program at a particular stage, it will not appear as to do.



Additionally, curriculum to be reviewed will show on the Proposals dashboard. For instructions on how to change your default view for proposals, see pages 11-13.

- **The Articulation Officer and Dean/Director** can rely on the default view of "Vote Required".
- **Technical Review and Curriculum Committee** will need to ensure that their Proposals Default View in their settings is set to "B. Technical & Curriculum Committee Review".
- **Campus Community** (individuals who will not be authoring curriculum and who are not a part of the regular review process) should ensure that their Proposals Default View in their settings is set to "A. Campus Consultation".

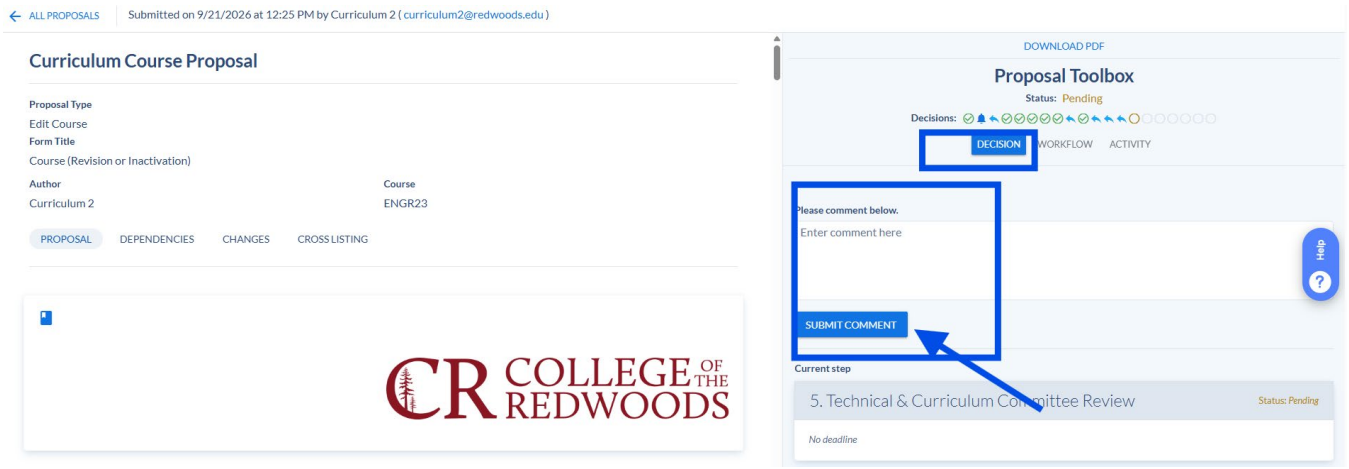


Commenting on a Course or Program for Review

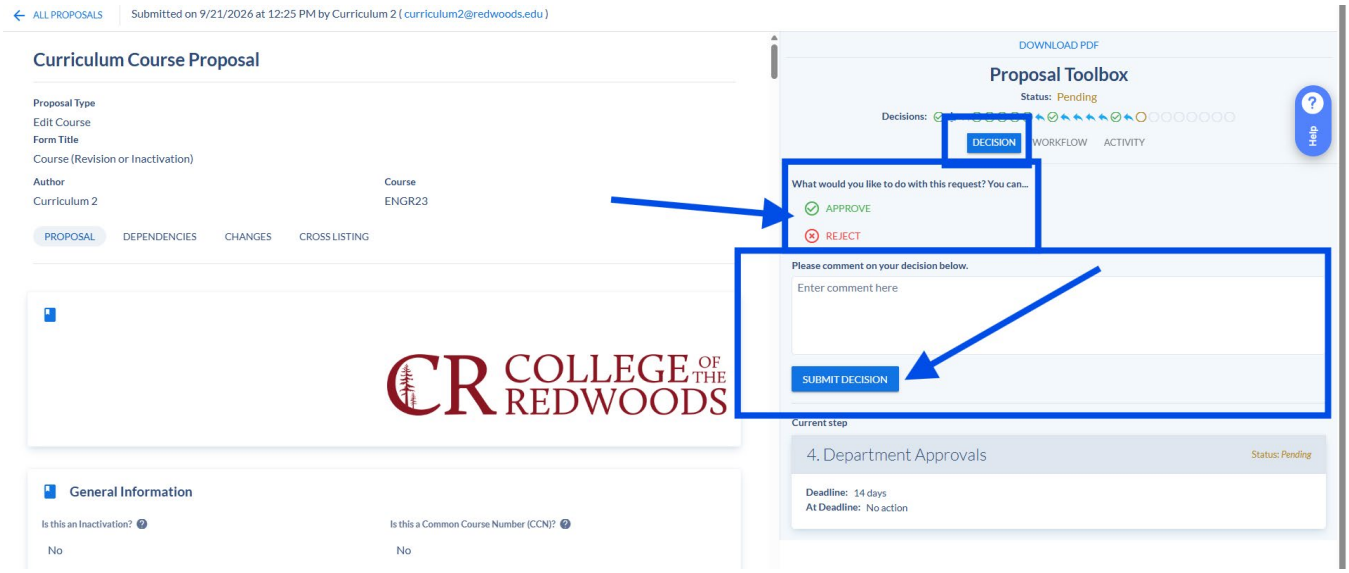
Reviewers will click on a course or program to view the proposal. Reviewers can leave comments in the comment box on the "Decision" tab or the "Activity" tab. It's recommended to first view the "Activity" tab to see previous comments, requested edits, and replies.

For Departmental Approvals (Dean/Director), the reviewer will need to also submit their decision to approve or reject the course or program before they are able to enter the comment. See second image below.

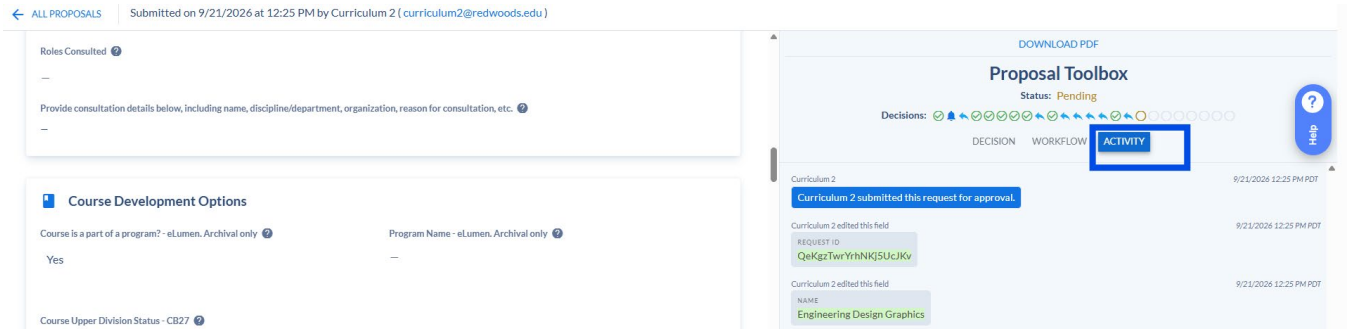
Technical & Curriculum Committee view:



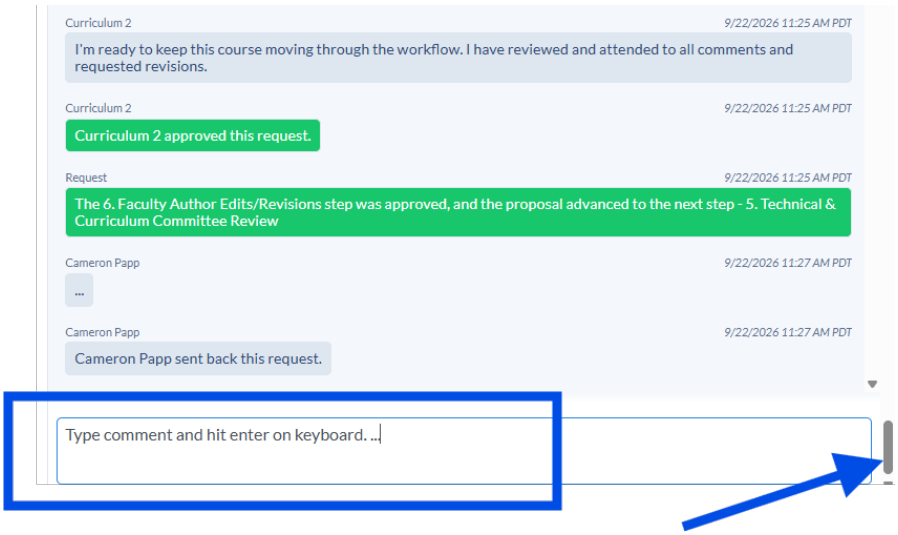
Department Approvals (Dean/Director) View:



To comment on the Activity tab, reviewers will need to scroll to the bottom of the section to access the comment area. Reviewers will type their comments and then hit enter on their keyboard to submit. Other comments will also appear near the end of this section but, users may need to scroll up to view all.





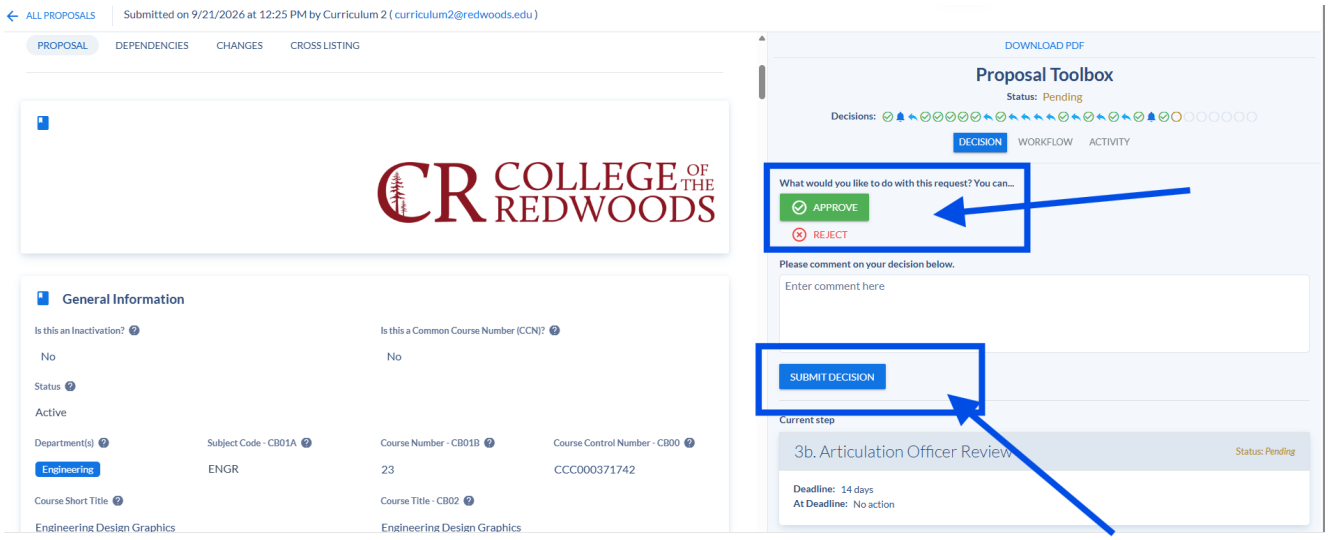


Voting on a Course or Program for Review

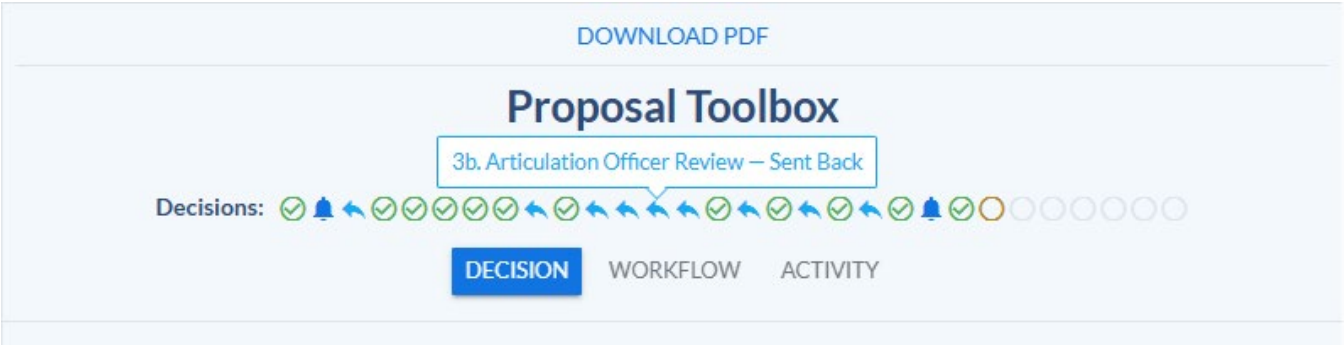
The reviewers listed below can "Approve" or "Reject a curriculum proposal at their respective stage.

- Curriculum Analyst
- Articulation Officer
- Dean/Director (Department Approvals)

When a curriculum proposal is approved, it will move forward to the next stage in the curriculum review process (See Appendix A: Course and Program Workflow). When a curriculum proposal is rejected, it will return to the Author stage and re-enter the entire workflow stages. Reviewers will select either "Approve" or "Reject" on the "Decision" tab of the proposal.



Reviewers can see at what stage and how many times a course or program has been sent back to the author by hovering over the Decisions icons near the top of the Proposal Toolbox.



If a reviewer returned a course or program to the author, it's important to note that they will need to re-review and approve the course or program before it moves forward in the curriculum process.

Appendix A: Course and Program Workflow



FACULTY DRAFT AND SUBMIT PROPOSAL
Faculty author drafts proposal and ***submits proposal same day*** - prior to leaving Coursedog.

CAMPUS CONSULATION AND FACULTY SUBMIT
Faculty author continues to work on their proposal at this stage till it's complete. Once completed, faculty seek collegial consultation by notifying all relevant parties the item is ready for review and comments. Once collegial consultation has occurred, faculty submit proposal to the Curriculum Analyst.

CURRICULUM ANALYST REVIEW
Proposal is reviewed for compliance and completeness. ***If there are requested changes, the proposal will be sent back to the faculty author to address requests and resubmit twice before the re-review occurs.***

ARTICULATION OFFICER REVIEW
Proposal is reviewed for compliance and completeness. ***If there are requested changes, the proposal will be sent back to the faculty author to address requests and resubmit twice before the re-review occurs.***

DEPARTMENT APPROVALS (DEAN/DIRECTOR REVIEW)
Proposal is reviewed for compliance and completeness. ***If there are requested changes, the proposal will be sent back to the faculty author to address requests and resubmit twice before the re-review occurs.***

TECHNICAL AND CURRICULUM COMMITTEE REVIEW
Proposal is reviewed and feedback is provided via comments within the proposal. This stage occurs 2 weeks prior to the next Curriclum Committee meeting. There is a 1 week review period beginning Monday and ending Friday at 1:00 pm.

FACULTY AUTHOR EDITS/REVISIONS
Faculty author reviews and incorporates feedback from Technical reviewers and Curriculum Committee members. Once all revisions have been completed, faculty **submit** the proposal for final Curriculum Committee review. This stage occures 1 week before the next Curriculum Committee meeting, Friday late after noon till end of day Wednesday prior to the meeting. ***If curriculum is unattended to, it will be tabled at the meeting.***

CURRICULUM COMMITTEE MEETING
The faculty author presents their proposal to the Curriculum Committee, who votes to approve, reject, or table the proposal. If the faculty author is unable to attend the meeting, they must select a representative such as another faculty member within the discipline and/or their Dean/Director, or Associate Dean.

PENDING FINAL APPROVALS (AS, BOT, CO)
The proposal sits at this stage until all approvals are finalized. *****After new curriculum is approved, add to SLOs.***

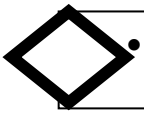
Appendix B: Curriculum Deadlines

April 2027						
Su	Mo	Tu	We	Th	Fr	**Sa**
				1	2	**3**
4	5	6	7	8	9	**10**
11	12	13	14	15	16	**17**
18	19	20	21	22	23	**24**
25	26	27	28	29	30	

May 2027						
Su	Mo	Tu	We	Th	Fr	**Sa**
						1
2	3	4	5	6	7	**8**
9	10	11	12	13	14	**15**
16	17	18	19	20	21	**22**
23	24	25	26	27	28	**29**
30	**31**					



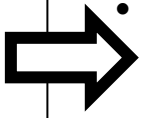
- Curriculum Committee Meeting (2nd & 4th day of each month).
- Deadline for curriculum to be agendized at next available meeting (2 weeks before Curriculum Committee meeting). Typically, agenda is finalized the Thursday before.



- Technical Review Meeting. Members will provide feedback on curriculum, and that feedback will be provided to curriculum authors via comments and/or an email.



- Curriculum Committee members deadline for review at 1pm.
- Curriculum items will be available to authors by the end of the day to address edits.



- Faculty Author edits deadline by end of day. Authors will need to attend to requested edits, reply to comments, and resubmit curriculum by the end of the day. If curriculum is not attended to, it will likely need to be tabled at the Curriculum Committee meeting and re-agendized.