

Online Curriculum System

Approvers



The Online Curriculum System was developed to improve the process by eliminating paper and streamlining the approval process electronically.

It went live August 18, 2008.

Contents

Topics	Page
Curriculum Web Site	1
Online Curriculum System	2
Course Action Request System Home Page.....	3
Voting.....	5
My Courses Needing Approval	6
Approvers.....	9
Levels for Review	
Academic Level	10
College Level	12
University Level.....	16
My Proposed Courses	17
Notes.....	18

CURRICULUM WEB SITE

<http://www.jmu.edu/curriculum>

This is general curriculum information. You can use links to go to specific areas.

Home Page

The curriculum and instruction (C&I) process at JMU is designed to allow faculty members to

- propose relevant course and programs.
- review university-wide offerings and modifications to curriculum.
- actively participate in the development of academic offerings at the university.

This site provides an overview of curricular review at the university. For specific information about the C&I process in your college, contact your Academic Unit C&I Chair or College C&I Chair.

If you have suggestions to improve this site, please email curric@jmu.edu.

► *Left Navigation*

All users get the same left navigation.

Home	Home page
Development Process	Introduction to curriculum and instruction (C&I) process.
Course Proposals	Explanation about course proposals.
Program Proposals	Explanation about program proposals.
Roles and Responsibilities	Explanations about roles and responsibilities.
Forms	Online and paper forms links are available.
Online Curriculum System	Faculty enter course proposal information. Approvers review and vote.
Glossary	Specific terms are explained.
FAQ	FAQ = Frequently Asked Questions.
OTHER LINKS	OTHER LINKS Description
JMU Computing	You can view the JMU Computing Web site.
JMU Registrar	You can view the JMU Office of the Registrar Web site.

ONLINE CURRICULUM SYSTEM

Click [Online Curriculum System](#) on the left navigation. Screen below.

Curriculum

- Home
- Development Process
 - Course Proposals
 - Program Proposals
- Roles and Responsibilities
- Forms
 - Online Curriculum System**
 - Glossary
 - FAQ
- OTHER LINKS
 - JMU Computing
 - JMU Registrar

ONLINE CURRICULUM REVIEW

This electronic workflow replicates JMU's existing curriculum and instruction (C&I) process and allows faculty to enter course proposal information into Web forms and to approve proposals electronically.

The new system will replace the existing Word templates, secure site postings and paper forms currently used in reviewing course proposals. Faculty members enter course information into secure Web forms and approvers are notified through email when course proposals are ready for review. The Web forms require the same information as the current paper forms, and the approval process is identical to the established C&I procedure.

The online curriculum system is available for the following actions:

- Creating new courses
- Modifying existing courses
- Deleting existing courses
- Requesting new subject identifiers

The existing forms will continue to be used for program proposals and graduate faculty approvals. Paper forms should be used for experimental courses.

Training is available for faculty and staff interested in learning more about the new system. For scheduled sessions, see <http://www.jmu.edu/curric/training.shtm>. If you are interested in scheduling a training session for your academic unit or college, please contact Kristi Shackelford (shackekl@jmu.edu).

This system reflects the joint efforts of Academic Affairs, Information Technology and faculty members working together to create a system that better meets the needs of JMU's increasingly complex curriculum. The online curriculum system works across platforms for undergraduate and graduate courses.

Access the site [here](#).

If you have problems accessing the site or questions, please email curric@jmu.edu or call 568-4064.

Log-in Box

Click [here](#) to get the Log-in Box.
You must log in to get the secure site.

1. Enter your e-ID.
2. Enter your password.
3. Click [OK].

Connect to www.jmu.edu

The server www.jmu.edu at JMU e-ID Authorization requires a username and password.

User name: 1.

Password: 2.

Remember my password

3.

COURSE ACTION REQUEST SYSTEM Home Page

► *Left Navigation*

All users get the same left navigation.

<p>HELPFUL LINKS</p> <ul style="list-style-type: none"> Curriculum Home Add Course Search for Course Create Subject Identifier My Proposed Courses My Courses Needing Approval Self Help E-mail For Help 	<p>HELPFUL LINKS Description</p> <p>This link goes to the COURSE ACTION REQUEST SYSTEM home page.</p> <p>Proposers can add a new course.</p> <p>You get access to your academic unit's existing courses.</p> <p>You get access to a form to request a new subject identifier.</p> <p>You only view courses that you submitted for approval.</p> <p>You only see courses at your level. You review and vote.</p> <p>Self Help explains specific topics. It appears in a new window.</p> <p>If you have any questions or ideas, e-mail goes to curric@jmu.edu.</p>
<p>ACADEMIC LEVEL</p> <ul style="list-style-type: none"> Courses Pending Academic Level Reviewing 	<p>ACADEMIC LEVEL Description</p> <p>These courses have not started the C&I process. They can be seen by others in your academic unit.</p> <p>Courses posted for the academic level to review.</p>
<p>COLLEGE LEVEL</p> <ul style="list-style-type: none"> College Level Reviewing Graduate Level Reviewing 	<p>COLLEGE LEVEL Description</p> <p>Courses approved at the academic level; pending review at the college level.</p> <p>Courses approved by the originating college(s); pending review by Graduate Council.</p>
<p>UNIVERSITY LEVEL</p> <ul style="list-style-type: none"> University Review Approved Courses 	<p>UNIVERSITY LEVEL Description</p> <p>All courses approved at the academic unit and college level are available to review at the university level.</p> <p>All can see the fully approved courses.</p>

COURSE ACTION REQUEST SYSTEM Home Page (continued)

► Main Section

Screen below is the main section on the home page.

You have your “**Level of Approvals:**” under **Undergraduate**, **Graduate** or both.

COURSE ACTION REQUEST SYSTEM

Welcome, Susan!

Here are your curriculum preferences:

Name: Reid,Susan Jackson (REIDSJ)
Associated Subject Identifiers: FAKE
Level of Approvals:

Undergraduate Academic Unit Head: (FAKE) College C&I Chair: (FAKE)	Graduate Program C&I Chair: (FAKE) Governance Committee: (FAKE)
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[Change Preferences](#)

This page is for course additions, deletions, or any modification(s) that change the content of a course.

[Create](#) | [Edit or Delete](#)



If levels of approval are not accurate, email curric@jmu.edu.

Voting

Three levels for reviewing: Academic Unit → College → University

LEVELS	UG	GRAD
	Final University Approval	
University	All faculty can review	
↑	Dean C&I Chair	Graduate Council Approval of GC
College		Originating College College Dean Chair, GGC
↑	AU Head / AU C&I Chair Others	AU Head / AU C&I Chair Others
Academic Unit		

UG = Undergraduate

GRAD = Graduate

C&I = Curriculum & Instruction

GGC = Graduate Governance Committee

- ↪ If any reviewer votes “No” for a course proposal, then it can be edited and revised by the original proposer.

My Courses Needing Approval

When a course proposal is ready for your review, you'll receive an email notification. You can also see any proposals waiting for your approval through the [My Courses Needing Approval](#) link.

Click the specific course listed in the **Course** column to view course details and vote.

Here are all the courses needing your approval.

Click on a course to review and vote. Your decision is needed to continue the review process.

Before courses can be voted on, you will need to make them available to vote. [Click here to see if any courses are available.](#)

Changes to courses cannot be made after a course has been approved. Please make all edits before voting.

If a course link is not active, the 15-day university posting period is not complete.

Course	Type	Proposed By	Step 1	Step 2	Step 3
FAKE 412	New Course	reidsj	View Step 1	View Step 2	View Step 3
FAKE 131	New Course	reidsj	Edit/View Step 1	Edit/View Step 2	Edit/View Step 3
FAKE 339	New Course	reidsj	View Step 1	View Step 2	View Step 3
FAKE 398	New Course	kinleywd	View Step 1	View Step 2	View Step 3

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

[Courses you have approved within the past year](#)

Example: click [FAKE 398](#), screen appears on the next page.

My Courses Needing Approval (continued)

The screen below shows course proposal details for FAKE 398.

Review Course Form (View Only)

[Printer Friendly Version](#)

Please make sure you have carefully reviewed all fields. Your vote is needed before the process can proceed.

Course Information

Subject Identifier: Course Number: Course Credit Hours:

Cross Listed: Subject Identifier: Course Number:

Dual Level: Subject Identifier: Course Number:

Course Title:

Short Course Title:

Course Description:

Academic Level Approvers (Academic Unit Head and Academic Unit C&I Chair) get this option at the bottom of the page. Only approvers receive this screen. Click "I approve..." or "I DO NOT approve..." and click [Submit].

I approve this course for further review.

I DO NOT approve this course for further review.

If you do not approve this course, please explain why. An e-mail will be sent to the original poster.

I have fully read through the course information and by clicking submit, I understand it will serve as my signature.

My Courses Needing Approval (continued)

If you click "I approve..." and [Submit], the screen appears below.

Thank You

You voted to **approve** the following course: FAKE 398

Before the class can proceed, all approvers at the academic unit level must vote to approve it.

If you click "I DO NOT approve..." and [Submit], the screen appears below.

Course NOT Approved

Thank you for making your decision.

You decided NOT to approve the course FAKE 311

If you have any questions, please feel free to e-mail curric@jmu.edu

[Go back to your approval page](#)

Academic Level Approver gets the automatic e-mail after clicking "I DO NOT approve...."

Subject: **Course NOT approved**

The following course has NOT been approved. If you need further explanation, please send a reply to this e-mail.

Course: FAKE 311

Explanation Below: This course is not available for the next 10 years.

Approvers

All approvers review and vote for each course proposal.

After approving the FAKE 312 course, this screen appears.

<p>1 Thank You</p> <p>2 You voted to approve the following course: FAKE 312</p> <p>3 Before the course can proceed, all approvers at the academic unit level must vote to approve it.</p>
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All approvers get the same text in lines 1 and 2. Line 3 changes to specific approval levels. Line 3 above is at **Academic Level**.

When a course proposal is being reviewed at Academic Level:

"Before the course can proceed, all approvers at the academic unit level must vote to approve it."

When a course proposal has completed Academic Unit Review, the final approver at the Academic Unit level sees this message:

"The academic unit level review is complete. An e-mail has been sent to all the College C&I Chairs associated with the course to begin the college level review process."

When a course proposal is at College Level being reviewed:

"Before the class can proceed, all approvers at the college level must vote to approve it."

If course proposal has completed college level, the final approver sees this message:

"Thank you for completing the review at the college level. An e-mail has been sent to the Dean."

When dean approves:

"Before the class can proceed, all deans must vote to approve it."

The final approver at the dean level votes, the approver receives this message:

"Thank you, the vice provost is the last person to approve this course."

Academic Level

There are two links — [Courses Pending](#) and [Academic Level Reviewing](#) — under ACADEMIC LEVEL.

Courses Pending: These proposals have been submitted by the original proposer for review by faculty in his/her academic unit. The proposal has not formally entered the C&I process and can be modified by the original poster.

Academic Level Reviewing: These proposals have begun the C&I process and are awaiting approval at the academic unit level.

When a course is being informally reviewed, it is in the Courses Pending area.

Courses Pending screen below shows no courses posted for review.

Courses Pending

Below are all the courses that have **NOT** been posted for approval. As soon as courses have been posted for approval, they will be located at the [Academic Level Reviewing](#) page. Please review the courses below.

Subject & Num	Type	Proposed By	Short Title	Description
There are no courses at this time that have not been posted for review.				

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

Courses Pending screen below shows specific courses that are posted for review.

Courses Pending

Below are all the courses that have **NOT** been posted for approval. As soon as courses have been posted for approval, they will be located at the [Academic Level Reviewing](#) page. Please review the courses below.

Subject & Num	Type	Proposed By	Short Title	Description
ACTG 675	Modify	REIDSJ	ACCOUNTING THEORY	new course description
FAKE 156	Delete	MACCHISP	FAKE ADMIN TEST	fake admin test

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

Click the specific course to view the course information.

➤ [Printer Friendly Version](#) appears at the top. You can click that link and print if you want a hard copy.

Academic Level (continued)

Click [Academic Level Reviewing](#) under ACADEMIC LEVEL. All faculty in the academic unit can view these courses.

When a course has been posted for approval, it appears in the Academic Level Reviewing area.

Screen below. Click the specific course to view the course information.

Academic Level Reviewing

Below are all the courses that have been sent to the academic level for review.

They will be available for one year.

Subject & Num	Type	Proposed By	Short Title	Description	Available until
ACTG 624	New	MACCHISP	ACCT THEORY	updated course description	August 2, 2009
FAKE 331	New	REIDSJ	NEW COURSE TODAY	Description	July 24, 2009
FAKE 131	New	REIDSJ	SPECIFIC FAKE INFO	Course Description	August 2, 2009
ACTG 411	Modify	REIDSJ	BUD AND CONTROLLERSHIP	description update	August 2, 2009
FAKE 312	New	REIDSJ	FAKE BUSINESS INFO	course description	August 2, 2009
ACTG 498	Delete	BENNINKP	ADV ACTG & INFO SYSTEMS	-	August 2, 2009
FAKE 278	New	BENNINKP	NEW COURSE FOR FAKE	Course Description	August 6, 2009

Courses Approved by University

Below are all the courses that have been approved by the university and originated from your academic level.

They will be available for one year.

Subject & Num	Type	Proposed By	Short Title	Description	Available until
ACTG 241	Modify	REIDSJ	NEW TITLE	The role of financial data in contemporary society; the problems of measuring and reporting income, assets, liabilities and equities; interpretation of financial statements. Prerequisite: Sophomore standing	July 2, 2009
FAKE 201	New	REIDSJ	FAKE INTRO	Description	August 6, 2009

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

☞ All at the academic unit level must approve before the course proposal moves to college level review.

College Level

After course proposals have been reviewed and approved at the academic unit level, they are ready for review by the college C&I committee.

Click [College Level Reviewing](#) under COLLEGE LEVEL. Approvers receive different screens based on their level of approval. Home page screens below for specific approvers.

Academic Unit Head, Academic Unit C&I Chair, Dean and all Faculty get this screen.

Courses Pending: College Level Reviewing

Below are all the courses that have been approved at the academic level currently pending approval at the college level.

If you are in the system as a faculty member that votes, an option will appear for your vote.

Subject & Num	Type	Proposed By	Short Title	Description
ACTG 624	New	MACCHISP	ACCT THEORY	Course Description
FAKE 501	New	REIDSJ	NEW WEB SITE	Course Description

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

- ★ Specific course proposal allows you to review and cast vote. [ACTG 624](#) (p. 13) shows the information.

College C&I Chair gets this screen.

Courses Pending: College Level Reviewing

Below are all the courses that have been approved at the academic level currently pending approval at the college level.

If you are in the system as a faculty member that votes, an option will appear for your vote.

As the College C&I Chair, you make the course available to vote. [Check now for courses.](#)

Subject & Num	Type	Proposed By	Short Title	Description
ACTG 624 Count Votes	New	MACCHISP	ACCT THEORY	Course Description
FAKE 501	New	REIDSJ	NEW WEB SITE	Course Description
FAKE 278 Votes	New	BENNINKP	NEW COURSE FOR FAKE	Course Description

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

College Level (continued)

All approvers get the course proposal information.

Course detail screen below appears at the top. More fields still appear on the page.

Course Information (View Only)

[Printer Friendly Version](#)

Voting is at the bottom of the page. Please review and cast your vote.

Subject Identifier: Course Number: Course Credit Hours:

Cross Listed: Subject Identifier: Course Number:

Dual Level: Subject Identifier: Course Number:

Course Title:

Short Course Title:

Course Description:

Course Description

► Cast Vote

Cast Vote is shown at the bottom of the page.

Cast Vote

Yes
 No
 I acknowledge

I have fully read through the course information and by clicking cast vote, I understand this will serve as my vote.

College Level (continued)

► *Cast Vote* (continued)

Click **Yes**. Screen below.

Vote Recorded

Thank you for voting!

You voted Yes for ACTG 624

[Course Action Request System Home Page](#)

[Vote on more courses](#)

Click **No**. Screen below.

Vote Recorded

Thank you for voting!

You voted No for ACTG 624

[Course Action Request System Home Page](#)

[Vote on more courses](#)

Click **I acknowledge**. Screen below.

Vote Recorded

Thank you for voting!

You voted Acknowledge for ACTG 624

[Course Action Request System Home Page](#)

[Vote on more courses](#)

College Level (continued)

After course proposals have been reviewed by the originating college(s), they are ready for review by the Graduate Council.

Click [Graduate Level Reviewing](#) under COLLEGE LEVEL. All viewers see the same screen.

Graduate Level Reviewing

Below are all the courses currently available to review.

Subject & Num	Type	Short Title	Description
FAKE 501	New	TEST	test
FAKE 502	New	TEST	test

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

Graduate council votes are not collected through the online curriculum system. The Graduate School sets voting deadlines and collects votes.

University Level

There are two links — [University Review](#) and [Approved Courses](#) — under UNIVERSITY LEVEL.

University Review: Course proposals viewable from this link have been approved by academic unit and college level. Any faculty member can review these course proposals.

Approved Courses: These courses have been fully approved. All faculty can view these courses.

The **University Review** screens are below.

University Review

Below are all the courses currently available to review.

Subject & Num	Type	Short Title	Description	Reviewable Until
There are no courses at this time that are in the college level.				

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

University Review

Below are all the courses currently available to review.

Subject & Num	Type	Short Title	Description	Reviewable Until
FAKE 131	New	SPECIFIC FAKE INFO	Course Description, updated CD info.	August 26, 2008
ACTG 624	New	ACCT THEORY	Course Description	September 4, 2008

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

The **Approved Courses** screen is below.

Approved Courses

Below are the courses that have been approved by the university.

Subject & Num	Type	Proposed By	Available until
ACTG 241	Modify	REIDSJ	July 2, 2009
FAKE 201	New	REIDSJ	August 6, 2009
FAKE 312	New	REIDSJ	August 12, 2009
FAKE 289	New	KINLEYWD	August 12, 2009
ENG 549	New	MACCHISP	August 12, 2009
FAKE 278	New	BENNINKP	August 14, 2009

My Proposed Courses

Click [My Proposed Courses](#) on the left navigation.

Screens below.

My Proposed Courses

Please note that you can only view the courses YOU submitted for approval.

Below are the courses that have been saved.

[See all the courses that have been posted for approval in your college.](#)



Only approvers get this link.

Subject & Num	Type	Step 1	Step 2	Step 3	Post For Review	Post For Approval	Current Status	Remove
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There are no courses at this time that you have proposed.

If a course you entered is not displayed, click [Curriculum Home](#) and try again.

Only approvers view this page.

Here are all the courses pending approval in your college

Please note that these courses are at various stages.

Course	Type	Proposed By	Current Status
FAKE 256	New Course	macchisp	Completed: Academic Unit Level
FAKE 100	Modify Course	shackekl	Academic Unit Level Reviewing

If courses are not appearing and should appear, click [Curriculum Home](#) and try again.

Notes

► Subject Identifiers

You get access to the specific Subject Identifiers in the academic areas you are affiliated with. If something not showing, email curric@jmu.edu.

► Approve Individual Courses

Approvers must review each course proposal individually. Approvers cannot approve all proposals with one click.

► Automatic E-mail

Two specific e-mails are shown below. Link goes to "Welcome" Home page. You must click **My Courses Needing Approval** to review and vote on the specific course proposals.

E-mail below automatically gets sent to the Academic Unit Head, Academic Unit C&I Chair and any other approvers indicated by the original proposer: dual-level, cross-listed, General Education, Honors, IDLS and Teacher Education.

Subject → Course Proposed: Needs review to proceed

The following course has been posted for you to review.

Course: FAKE 256

Course is NOT cross listed.

Course is NOT dual level.

Please review by clicking the following link: <https://www.jmu.edu/cgi-bin/curric/welcome.cgi> and then clicking 'My Courses Needing Approval.'

E-mail below automatically gets sent to the College C&I Chair when academic level reviewing is complete.

Subject → Course Proposed: Needs review to proceed

The following course has been approved at the Academic Unit Level.

Please follow the link to review and make the course votable.

Course: FAKE 256

Please review by clicking the following link: <https://www.jmu.edu/cgi-bin/curric/welcome.cgi> and then clicking 'My Courses Needing Approval.'

Notes (continued)

► Edit Courses

College C&I Chairs and Deans can edit any courses proposals that are new, modified or deleted in their college.

► Help

Two areas for Help on the left navigation: Self Help, E-mail for Help

Self Help

Click “Self Help” on the left navigation to get a separate window with information about the Web site.

E-mail for Help

Click “E-mail for Help” on the left navigation to get a new e-mail window that goes automatically to curric@jmu.edu. You will receive a response from the system administrators.