Program Management

Edit Program
### Action Taken

<table>
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<tr>
<th>Date</th>
<th>Who</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/13</td>
<td>Susan Olivas</td>
<td>Document Created</td>
<td></td>
</tr>
<tr>
<td>9/18/15</td>
<td>Shayna Bailey</td>
<td>Update</td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents

1. Overview ............................................................................................................................................... 4
2. Opening the Edit Program Form ........................................................................................................... 4
3. Updating the Program Description ....................................................................................................... 6
4. Updating Program Learning Objectives/Outcomes .............................................................................. 7
5. Updating the Program’s Curriculum ..................................................................................................... 8
1 Overview

To update a program’s description, learning objectives/outcomes, or curriculum in the catalog, the online Edit Program form is used.

2 Opening the Edit Program Form

Step 1

In the Curriculum Management portlet in the Academics tab of the portal, select Program Management.

Step 2

In the Search field of the Program Management module, enter the name of the program to be updated. Use an asterisk (*) as a wild card key before and/or after the value.

Select the Search button.
Step 3
Select the program in the Search Results.

Information about the program will display below as well as buttons to access the forms for editing a program or for deactivating a program.

Step 4
Select the Edit Program button.

A new browser window will open with the form. Note that all fields outlined in red are required fields.
3 Updating the Program Description

Step 1  Go to the Program Description for the Catalog editing panel in the form.

The current catalog description for the program is displayed.

Step 2  Edit the description, keeping in mind that this panel is directly linked to the draft version of the new catalog and will automatically populate there.

Step 3  After making the edits, save the changes by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Program button in the Program Management home page.
If no further edits are being made to the program, select the Save and Submit button at the bottom of the form, so the proposed edit is submitted into electronic workflow for the catalog.

4 Updating Program Learning Objectives/Outcomes

Step 1  Go to the Program Requirements and Curriculum editing panel in the form.
If there are learning objectives/outcomes for the program, they will display at the top of the panel.

Step 2  Edit the program learning objectives/outcomes, keeping in mind that this panel is directly linked to the draft version of the new catalog and will automatically populate there.
Use the scroll bar on the right side of the panel to navigate.

Step 3  After making the edits, save the changes by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Program button in the Program Management home page.
If no further edits are being made to the program, select the Save and Submit button at the bottom of the form, so the proposed edit is submitted into electronic workflow for the catalog.

5 Updating the Program’s Curriculum

Step 1

If courses offered by another department are being added or removed from the curriculum, respond Yes to “Does this proposal require consultation with another department?”

Another field will display will a pull down menu to list department(s) to be consulted.

Select the department from the pull-down menu. Another row will automatically display to allow multiple departments to be selected, if needed.

Step 2

Go to the Program Requirements and Curriculum editing panel in the form.

If needed, use the scroll bar on the right side of the panel to navigate to the curriculum.

Double-click on ‘Course List’ in the blue frame.
The Course List editor will display.

Step 3 Use the Course List editor to update the curriculum.
Making very basic updates with the Course List editor may be intuitive, e.g. removing a course, but others will require some expertise. Contact catalog@calpoly.edu for assistance with updating a Course List and maintaining Cal Poly’s catalog standards.

Following are examples of how the Comment, Cross Reference, Or Class, and Footnote fields are used, as well as the Indent checkbox.
Exit the Course List editor to return to the Edit Program form.

**Step 4**
If courses offered by another department have been added or removed from the curriculum, attach consulting memos to the form, by selecting the Attach Documents button.
When the form is saved, the files will be uploaded.

**Step 5**

After making the edits, save the changes by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Program button in the Program Management home page.

If no further edits are being made to the program, select the Save and Submit button at the bottom of the form, so the proposed edit is submitted into electronic workflow for the catalog.