



# Curriculum Management

**Program Management**  
**Propose New Program**

## Action Taken

Date	Who	Action	Pages
10/23/13	Susan Olivas	Document Created	
9/18/15	Shayna Bailey	Update	

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## 1 Overview

To propose a new **minor, concentration, specialization, or graduate certificate program**, the online Propose New Program form is used.

To propose a new degree program, contact the Academic Programs and Planning office.

## 2 Opening the Propose New Program Form

### Step 1

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



Curriculum Management

Use the online forms and electronic workflow in the Curriculum Management system to submit proposals for the catalog. For additional information, refer to the [Curriculum Handbook](#).

**Course Inventory Management**

- Edit (modify), deactivate, or propose a course.

**Program Management**

- Edit a program's description, learning objectives/outcomes, or curriculum.
- Deactivate or propose a concentration, graduate certificate, minor, or specialization. (Contact Academic Programs and Planning to propose a new degree program.)

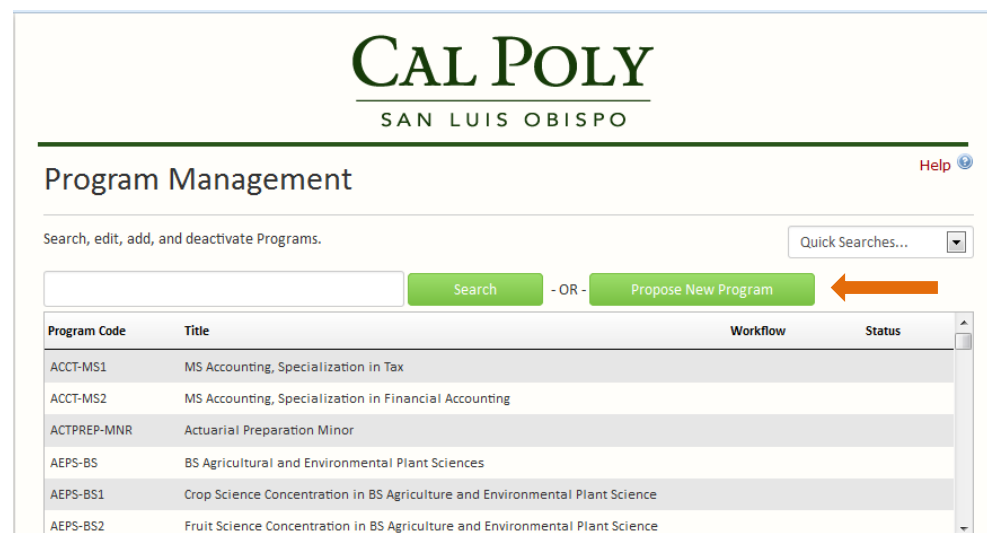
**Workflow**

- View and manage workflow, if you have approval responsibility, such as chair of a curriculum committee or chair/head of a department.

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### Step 2

Select the Propose New Program button.



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Program Management [Help](#)

Search, edit, add, and deactivate Programs. [Quick Searches...](#)

[Search](#) - OR - [Propose New Program](#)

Program Code	Title	Workflow	Status
ACCT-MS1	MS Accounting, Specialization in Tax		
ACCT-MS2	MS Accounting, Specialization in Financial Accounting		
ACTPREP-MNR	Actuarial Preparation Minor		
AEPS-BS	BS Agricultural and Environmental Plant Sciences		
AEPS-BS1	Crop Science Concentration in BS Agriculture and Environmental Plant Science		
AEPS-BS2	Fruit Science Concentration in BS Agriculture and Environmental Plant Science		

A new browser window will open with the form.

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## Program Management

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### New Program Proposal

Date:

Proposer Name:  E-mail:  Telephone:

Proposal for a new:

Start Term:

College:

Department:

Program Code:

Title:

Departments offering the program:

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### Program Learning Objectives

Please list all Learning Objectives for the proposed program:

### 3 Proposing a New Program

#### Step 1

Complete all required fields in the form, which are outlined in red. Some of the fields will be auto-populated.

For assistance with completing the form, select  to display the 'help bubble' next to a field.

The help bubble provides instructions or links to resources.

Please read the relative documentation:

- [Minor Policy](#)
- [Concentration Policy](#)
- [Graduate Certificate Program Policy](#)
- [Specialization Policy](#)

Proposal for a new:

Start Term:

## Step 2

Send email to [catalog@calpoly.edu](mailto:catalog@calpoly.edu) to request a program code. Include the program title and the type of program (e.g. minor, graduate certificate) in the email.

The program code is a unique identifier used in the Curriculum Management system's database.

New Program Proposal

Date: Wednesday, October 23, 2013

Proposer Name: Olivas Susan E-mail: solivas@calpoly.edu

Proposal for a new: Select...

Start Term: Summer 2015

College: Select...

Department: Select...

Program Code:

## Step 3

Build the curriculum for the program in the Program Requirements and Curriculum panel in the form. There are two options. The second option requires assistance from the Curriculum and Catalog team in the Office of the Registrar (send email to [catalog@calpoly.edu](mailto:catalog@calpoly.edu)).

1. Enter the curriculum as text in the panel.
2. Select Insert/Edit Formatted Table from the toolbar.

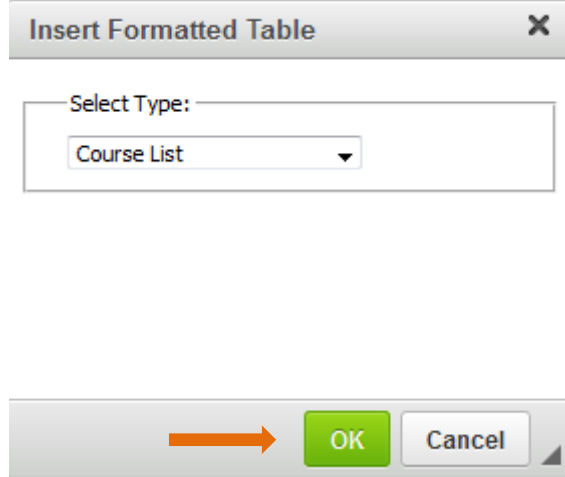
### Program Requirements and Curriculum

When adding and/or removing courses from a degree program, verify that students can continue to meet requisites for all courses within the curriculum (no hidden prerequisites).

Format Styles

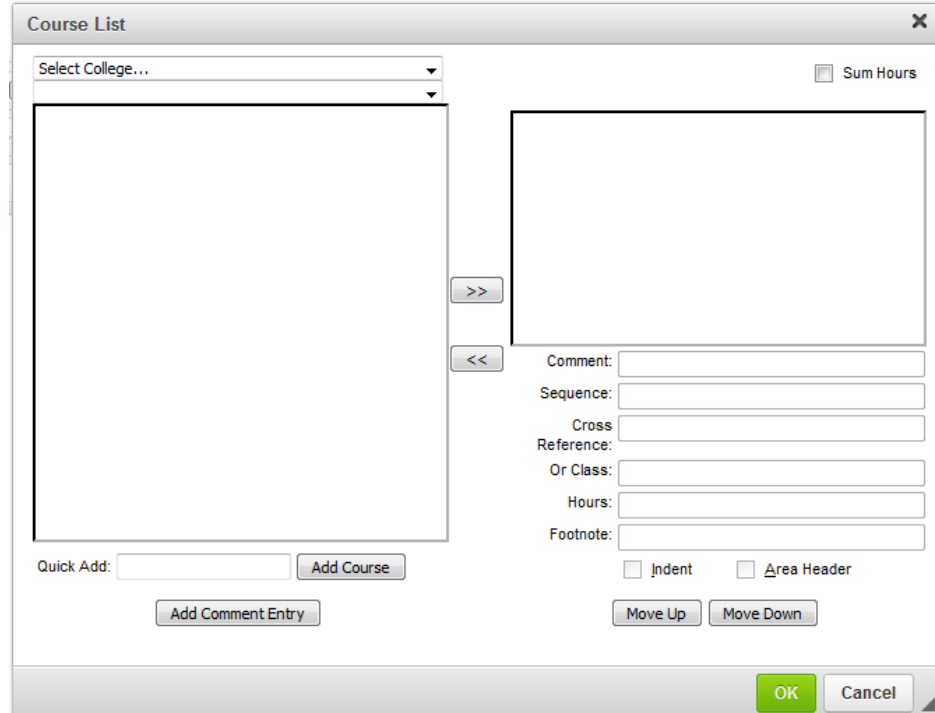
Insert/Edit Formatted Table

Course List displays by default in the Select Type field, select OK.



The dialog box titled "Insert Formatted Table" has a close button (X) in the top right corner. It contains a "Select Type:" label above a dropdown menu that currently displays "Course List". At the bottom, there is a green "OK" button and a grey "Cancel" button. An orange arrow points to the "OK" button.

The Course List editor will display.



The "Course List" editor window has a close button (X) in the top right corner. It features a "Select College..." dropdown menu at the top left and a "Sum Hours" checkbox at the top right. The main area is divided into two large empty rectangular boxes. Between these boxes are ">>" and "<<" buttons. To the right of the boxes are input fields for "Comment:", "Sequence:", "Cross Reference:", "Or Class:", "Hours:", and "Footnote:". Below the "Quick Add:" label is a text input field and an "Add Course" button. Below the "Add Course" button is an "Add Comment Entry" button. At the bottom right, there are checkboxes for "Indent" and "Area Header", and buttons for "Move Up" and "Move Down". The bottom of the window has a green "OK" button and a grey "Cancel" button.

Use the Select College pull-down menu to find existing courses to add to the curriculum. To add a new course, enter its prefix and catalog number in the Quick Add field.

Select Course to Add to List

Move Selected Course in/out of Course List

Courses Currently in Course List

Auto Sum Units within Course List

Course List

College of Liberal Arts

HUM

HUM 240 Introduction to Media Arts and Technologies

HUM 302 Human Values in Agriculture

HUM 303 Values and Technology

HUM 310 Humanities in World Cultures

HUM 312 Humanities in Chicano/a Culture

HUM 315 Critical Issues in Latin American Studies

HUM 316 London: From Roman Colony to World Capital

HUM 317 Latin American Studies: Activities

HUM 318 Culture of Spain: Activities

HUM 319 London Activities

HUM 320 Values, Media, and Culture

HUM 330 Cal Poly Land: Nature, Technology, and Society

HUM 340 Media Arts and Technologies: Storytelling

HUM 341 Media Arts and Technologies:

>>

<<

Sum Hours

Comment:

Sequence:

Cross

Reference:

Or Class:

Hours:

Footnote:

Indent

Area Header

Move Up

Move Down

Quick Add:

Add Course

Add Comment Entry

OK

Cancel

Enter Course Prefix and Number to Add to Course List, such as a newly proposed course

Click to Enter a Comment Line, e.g. "Select from the following:"

Click OK to Exit and See Changes in the Form

Click Cancel to Exit (Changes Will Not Submit to Form)

Following are examples of how the Comment, Cross Reference, Or Class, and Footnote fields are used, as well as the Indent checkbox.

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	<div data-bbox="324 394 1055 1159"> <p><b>MAJOR COURSES</b></p> <table border="1"> <tr><td>ENGL 202</td><td>Introduction to Literary Studies</td></tr> <tr><td>ENGL/HNRS 251</td><td>Great Books I: Introduction to Classical Literature (C1) <sup>1</sup></td></tr> <tr><td>ENGL 203</td><td>Core I: 450-1485</td></tr> <tr><td>ENGL 204</td><td>Core II: 1485-1660</td></tr> <tr><td>ENGL 205</td><td>Core III: 1660-1789</td></tr> <tr><td>ENGL 290</td><td>Introduction to Linguistics</td></tr> <tr><td>ENGL 303</td><td>Core IV: 1789-1861</td></tr> <tr><td>ENGL 304</td><td>Core V: 1861-1914</td></tr> <tr><td>ENGL 305</td><td>Core VI: 1914 - Present</td></tr> </table> <p>Select from the following:</p> <table border="1"> <tr><td>ENGL 345</td><td>Women Writers of the Twentieth Century (USCP)</td></tr> <tr><td>ENGL 346</td><td>Ethnic American Literature (USCP)</td></tr> <tr><td>ENGL 347</td><td>African American Literature (USCP)</td></tr> <tr><td>ENGL 349</td><td>Gender in Twentieth Century Literature (USCP)</td></tr> <tr><td>ENGL 381</td><td>Diversity in Twentieth-Century American Literature (USCP)</td></tr> <tr><td>ENGL 382</td><td>LGBT Literature and Media (USCP)</td></tr> </table> <p>ENGL 300-level electives (see Upper-Division ENGL Units, below)</p> <table border="1"> <tr><td>ENGL 460</td><td>Senior Project Portfolio</td></tr> <tr><td>or ENGL 461</td><td>Senior Project</td></tr> </table> <p>ENGL electives 400-level (see Upper-Division ENGL Units, below) <sup>2</sup></p> </div> <div data-bbox="1055 218 1414 585"> <p><b>MAJOR COURSES</b></p> <p>ENGL 202 Introduction to Literary Studies</p> <p>ENGL 251 Great Books I: Introduction to Classical Literature</p> <p>ENGL 203 Core I: 450-1485</p> <p>ENGL 204 Core II: 1485-1660</p> <p>ENGL 205 Core III: 1660-1789</p> <p>ENGL 290 Introduction to Linguistics</p> <p>ENGL 303 Core IV: 1789-1861</p> <p>Comment: C1</p> <p>Sequence:</p> <p>Cross: HNRS 251</p> <p>Reference:</p> <p>Or Class:</p> <p>Hours:</p> <p>Footnote: 1</p> </div> <div data-bbox="1055 604 1414 972"> <p>Select from the following:</p> <p>ENGL 345 Women Writers of the Twentieth Century</p> <p>ENGL 346 Ethnic American Literature</p> <p>ENGL 347 African American Literature</p> <p>ENGL 349 Gender in Twentieth Century Literature</p> <p>ENGL 381 Diversity in Twentieth-Century American Literature</p> <p>ENGL 382 LGBT Literature and Media</p> <p>Comment: USCP</p> <p>Sequence:</p> <p>Cross:</p> <p>Reference:</p> <p>Or Class:</p> <p>Hours:</p> <p>Footnote:</p> <p><input checked="" type="checkbox"/> Indent <input type="checkbox"/> Area Header</p> </div> <div data-bbox="1055 991 1414 1350"> <p>American Literature</p> <p>ENGL 382 LGBT Literature and Media</p> <p>ENGL 300-level electives (see Upper-Division ENGL Units, below)</p> <p>ENGL 460 Senior Project Portfolio</p> <p>ENGL electives 400-level (see Upper-Division ENGL Units, below)</p> <p><b>SUPPORT COURSES</b></p> <p>Foreign language (201 or 202) or demonstration of a comparable level of proficiency</p> <p>Comment:</p> <p>Sequence:</p> <p>Cross:</p> <p>Reference:</p> <p>Or Class: ENGL 461</p> <p>Hours:</p> <p>Footnote:</p> <p><input type="checkbox"/> Indent <input type="checkbox"/> Area Header</p> </div>	ENGL 202	Introduction to Literary Studies	ENGL/HNRS 251	Great Books I: Introduction to Classical Literature (C1) <sup>1</sup>	ENGL 203	Core I: 450-1485	ENGL 204	Core II: 1485-1660	ENGL 205	Core III: 1660-1789	ENGL 290	Introduction to Linguistics	ENGL 303	Core IV: 1789-1861	ENGL 304	Core V: 1861-1914	ENGL 305	Core VI: 1914 - Present	ENGL 345	Women Writers of the Twentieth Century (USCP)	ENGL 346	Ethnic American Literature (USCP)	ENGL 347	African American Literature (USCP)	ENGL 349	Gender in Twentieth Century Literature (USCP)	ENGL 381	Diversity in Twentieth-Century American Literature (USCP)	ENGL 382	LGBT Literature and Media (USCP)	ENGL 460	Senior Project Portfolio	or ENGL 461	Senior Project
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<p><b>Step 4</b></p>	<p>If the curriculum includes courses from other departments, attach consulting memos by selecting the Attach Documents button.</p> <div data-bbox="224 1642 704 1677"> <p>Supporting Documents</p> <p>Attach Documents</p> </div> <div data-bbox="1036 1642 1276 1759"> <p>Uploaded Files:</p> <p>Files To Be Uploaded:</p> </div> <p>When the form is saved, the files will be uploaded.</p>																																		

#### Step 5

Save the proposal 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.

Once the proposal is completed, select the Save and Submit button at the bottom of the form, so the proposed program is submitted into electronic workflow for the catalog.

Cancel

Save Changes

Save & Submit