Hagerstown Community College

Curriculum™ Software End User Manual

2024-2025

Contents

Curriculum™ Software

Curriculum™ is Hagerstown Community College's online Curriculum Management System that automates the process of course and program approvals through electronic workflows. The online system allows faculty and directors to create, modify, inactivate, and reactivate programs and courses for the upcoming College catalog:

https://hagerstowncc.curriculog.com/

Log In

To view or act upon proposals you must have a user account and login. To login, navigate to the upper right corner of the screen, select "*Login*". The login page is available to anyone who accesses the Curriculum™ website, however, only individuals with Hagerstown Community College (HCC) credentials can login. If you have trouble logging in with your HCC login credentials, please contact the HCC IT help desk at hccit@hagerstowncc.edu or (240)-500-2457.

Help

In the event you need assistance, Curriculum™ has a built-in help available in the bottom right corner named Walk Me Through. This feature will step-by-step walk you through areas of Curriculum™ and proposals. However, if you need additional help, you can reach out to your system administrator/Coordinator of Curriculum & Academic Systems (CCAS) with any questions:

Chelsea Brereton
Coordinator of Curriculum & Academic Systems
(240)-500-2283
cebrereton@hagerstowncc.edu

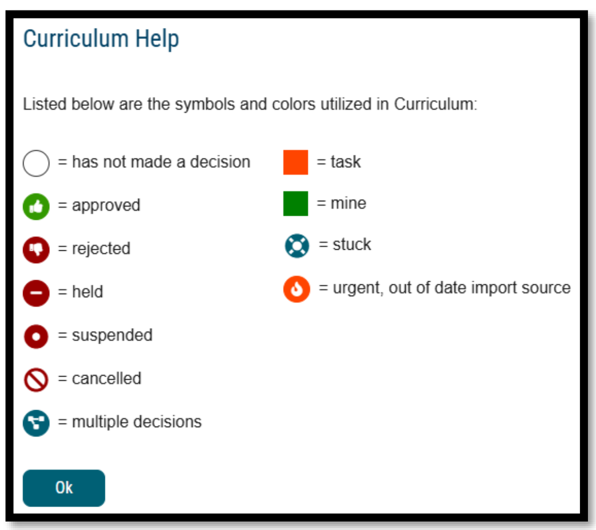
My Account

My Dashboard

Once you have logged into Curriculum™, the first screen you will see is "*My Dashboard*." This dashboard will serve as your gateway to Curriculum™ and allow you to manage your proposals and see recent notifications and upcoming events at a glance. Across the top of the page you will find a consistent toolbar, from which you may access the Proposals, Agendas, Accounts, and Reports Modules. **Note:** We do not use the Agenda feature due to the inability to organize by division and add discussion topics.

In the upper right corner, there are options for your own user account listed below the drop-down menu, giving you options for *My Settings* and *Logout*.

Following your name are "Help" and "Search" icons. If you select "Help," a window featuring symbols and colors utilized in Curriculum™ will display:



The search function may be used to locate proposals based on their titles or users throughout the system. **Note:** *For more effective searching, we recommend using the Advanced Filter within the All Proposals tab.*

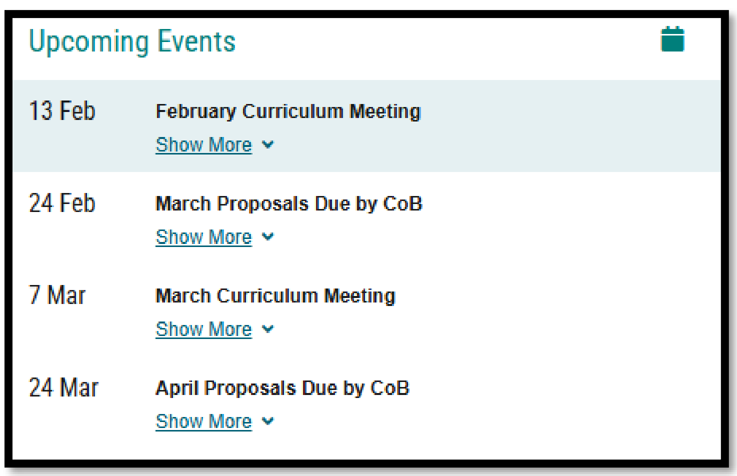
My Recent Notifications

You will receive notifications for a variety of reasons, such as a proposal receiving a decision, an edit being made, or a comment being provided. Notifications will be e-mailed to you based on your e-mail settings under *My Settings*.

The *My Recent Notifications* section of the Dashboard will show you the five most recent notifications. If additional actions are required, there may be a link provided within that notification. To scroll through more options, select the arrow in the upper right corner to scroll through them.

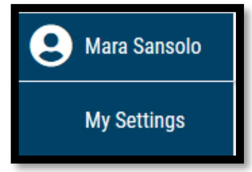
My Upcoming Events

My Upcoming Events will list the next five upcoming items. Events may include deadlines within your proposals,or events that the administrator has placed on the calendar. Events relating to your deadlines will be visible to you only; events placed by administrators will be visible to all users. To view the full calendar, select the calendar icon in the upper right corner.
Note: *Only an administrator can add events to the calendar.*

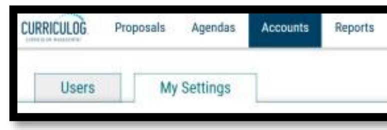


Selecting one of the upcoming events will expand and show additional details. The calendar included within Curriculum™ is built to manage deadlines and track timeframes within the system. It will not export or import information, and it will not sync with any external calendar application.

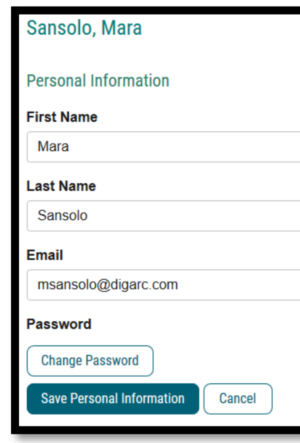
My Settings



My Settings will allow you to review the settings for your own account. You can access this information in two ways: you can either hover over your name in the upper right corner of Curriculum™ and choose "My Settings" from the drop-down, or you can navigate to the Accounts module and choose the "My Settings" tab.



This tab will populate only your user account in the left pane, and when you select it, you will see your information appear in the flyout on the right.



The first portion, Personal Information, will contain your first and last name, e-mail address, and password information. You will be able to change any of this information on your own account at any time. If you make any changes, click "Save Personal Information." **Note:** *You must ensure that any changes you make match your on-campus provider credentials.*

The next section will detail the roles that have been assigned to you. Roles are listed first, and any committees you may serve on will be listed after. You will not be able to modify any of the roles that have been assigned to you.

The last section will be *User Rights* and will indicate some permissions you will have within the system as well as notification and signature preferences.

The first portion will be labeled "Permissions" and will be set by the administrator

- **Can Originate Proposals** - This setting indicates that you will be able to act as an originator and create new proposals.
- **Can Import** - This setting allows you to import content when creating a new proposal.
- **System Administrator** - This setting indicates whether you are a System Administrator. System Administrators have the highest level of authority across the Curriculum™ system and cannot be restricted in any way.

The next three options will pertain to references regarding notifications:

- **Originator** This setting controls how often you will receive notifications for proposals you have created.
    - *Get all messages for User's proposals* – You will receive notifications for all actions taken on proposals you originate.
    - *Get messages for comments only for User's proposals* – You will receive notifications when there has been a comment on a proposal you originated.
    - *Get messages for comments and edits only for User's proposals* – Users will receive notifications when there have comments or edits on a proposal they originated.
- **Email Options** Determines how often emails from Curriculum™ will be sent. Choosing the "All Emails" option will send an email to you each time a notification is triggered. The other options will send a digest of all notifications that occurred since the last email; and digest emails are sent out each night at midnight. As a best practice, we recommend using the digest option because Curriculum™ generates a lot of notifications that could quickly fill a user's inbox if "All Emails" is chosen. **Note***: All notifications will still appear on the User and Admin dashboards as they are triggered even if a different digest option has been chosen for the emails.*
- **Process** Determines how often you will be included in notifications for proposals that you are a part of on at least one step.
    - *Send messages for the steps in which I am involved only* – be notified only for steps that you are directly a part of.
    - *Send messages for proposals in which I am involved only* – be notified for actions on all proposals you are involved in, even if you're not involved on the current step.
- **Use Electronic PINS for signature steps** – Signature Pins are used on signature steps to confirm a user's decision. Pins are unique to a participant. Each user will be able to view and assign their own signature pin by navigating to My Settings.

User Accounts

The *Accounts* tab will display a list of all users within Curriculum™. You can sort results by Name, Role Type, or Entity using the drop-down menu in the upper left:

- **Name** - Sorts users alphabetically by last name
- **Role Type** - Sorts users based on the role types that have been assigned to them by the administrator. For example, department chair.
- **Entity** - Sorts users based on the hierarchy entities in which their roles fall. For example, selecting a division.

You can also use the alphabet links to filter the list of users displayed. Selecting a letter will jump to the first section of users whose last name begins with that letter. Users will be displayed ten at a time on the page, and you can use the “Next 10” or “Previous 10” options at the bottom of the page to scroll through them.

When hovering over a user, a Send Message icon ✉ will appear to the far-right end of that row and indicates that you may send a message to that user. When you select the icon, a flyout will appear in the right pane with the user’s name populated in the “To” field.

You may choose more than one user to send a message to at a time. The “From” e-mail will be auto-generated by the system and cannot be modified. You can provide any subject or message, and if you would like a copy of the e-mail to be sent to you – be sure to click the checkbox for “Copy me on this email” at the bottom before clicking “Send Message.” When the e-mail is sent a copy will not be maintained within Curriculum™.

When you select a user’s name from the list, the flyout on the right will display the user’s personal information including their first and last name and e-mail address, and any roles or committees that have been assigned to them by the administrator. You will not be able to modify another user’s account in any way unless you are an administrator.

Reports

Global Reports

- **Pending Proposals Report** - provides a list of all proposals within the system sorted by status.
- **User Activity Report** - provides a detailed view of a single user's participation within Curriculum™ by proposal, including comments, edits, decisions and time spent.
- **Aging Report** - provides a list of all active proposals sorted by the greatest time in the system.
- **Bottleneck Report** - provides a list of the largest lag times for changes by user, role and entity (such as department).
- **Participation Report** - provides a list of all steps that involve a selected participant and will include the proposal name, decision made (if any), proposal URL, and the committee/entity those proposals belong to.

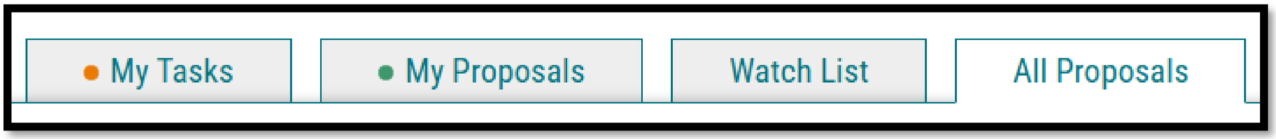
Detail Reports

- **Proposal Detail Report** - provides the complete details of a single proposal, with the ability to include a summary of user activities (edits, comments, decisions, time), comments, import source, and files.
- **Proposal Progress Report** - provides the history of a proposal (its steps) in a flow diagram with user activity including comments, edits, time and decisions.
- **Impact Report** - provides all dependent elements of the curriculum for an item, such as prerequisites, corequisites, and programs. This will look for any reference of the course – whether it is a permalink, dynamically linked into a program, or plain text within the description. **Note:** *Results of the Impact Report may look surprising in how thorough they are. For example, a search for a course may provide a program in the results – even though the course does not appear to be listed in the programs description or dynamically linked at first glance, because it is listed as a prerequisite to one of the dynamically linked courses within the program!*
- **Historical Change Report** - provides the change log of all proposal versions of a curriculum item over time.

Proposals

A proposal is a form that follows a workflow to receive an approval. Proposals are used to create or make changes to courses and/or programs. Selecting the *Proposals* module from the top navigational menu will populate the left pane with options relevant to managing proposals.

From the Proposal module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposal tabs:



- **My Tasks** - lists all proposals in which you are an active participant and awaiting action from you.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision-making abilities on an item you are watching, as you can watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all proposals in Curriculum™ and provides the Advanced Filter.

Below these tabs is the *New Proposal* link. Selecting New Proposal will open the workflow to create a new proposal.

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user:

- **Blue** - No action currently required as you are not an active participant on this proposal on the current step.
- **Green** – You are the originator of this proposal, but you are not an active participant on the current step and no action is currently required.
- **Orange** – You are an active participant on the current step and an action is required from you.

Icons

Urgent - Indicates a task is now considered "Urgent". An item will be considered urgent once the urgency threshold has been met, which is set by an administrator. After the indicated number of days has passed, a notification will be triggered to prompt you to make a decision on the proposal. When an item is considered "Urgent," it will be marked in your task list by this orange icon. Unlike a deadline, the urgency threshold does not trigger any automatic actions on a proposal.

View Summary - Will create a flyout on the right pane displaying information relevant to the proposal. The same flyout will appear by clicking anywhere within the proposal's row in addition to the icon. The fields that appear in the Process Fields section will be determined by your administrator.

Send message about Proposal – Allows you to send an e-mail to another Curriculum™ user. The e-mail will be pre-populated with a link to the proposal you were reviewing, and will allow you to include one or more users, as well as a copy to yourself. Curriculum™ does not store a copy of any e-mail.

Watch Proposal - Allows you to keep track of a proposal in progress by listing under the Watch List tab, even if you are not a participant on any step.

Done Watching Proposal - Allows you to stop tracking the proposal and removes it from your Watch List.

My current decision - This icon will change based on what decision you have made on the proposal. The empty circle shown to the left indicates that no decision has been entered. The additional decision options are as follows:

> **Approved** – This indicates that your decision was to approve the current step. If you were the only decision needed on this step, it would advance in the workflow. If there are others involved on this step, it will wait until all needed decisions are received before advancing.
>
> **Rejected** – This indicates that your decision was to reject the current step. If you were the only decision on this step, it will return to the previous step. If there are others involved on this step, it will wait until all needed decisions are received before proceeding along the rejection route.

Held – This indicates that your decision was to request that the administrator place the proposal on hold, and the administrator has approved it. Now that the proposal is on a status of "hold", you may continue to work on the proposal without worry that the deadline will automatically advance it to the next step. The proposal will stay on hold until the administrator manually lifts the hold status.

Cancelled – This indicates that your decision was to request that the administrator allow you to cancel the proposal and potentially delete it. This may be due to a proposal being created in error – such as the incorrect approval process being selected. Once the administrator has approved it, you may choose to delete the proposal. This is the only way you can delete a proposal after it has been launched.

Multiple Decisions – This icon is used to indicate that you have multiple decisions on this step – such as when a step has several committees voting on it, and you are a member of more than one of those committees, therefore providing multiple decisions.

Delete a Proposal - Deleting a proposal will permanently remove it from Curriculum™ and should be considered a permanent action that cannot be undone. Proposals cannot be deleted after they have been launched unless they have been canceled by an administrator. The delete icon is always available for unlaunched proposals. If the proposal has been launched, you may be able to cancel it by selecting it as a decision if the administrator has provided it as an option - or by contacting your administrator.

Step Restart – This symbol indicates that a step was restarted. A restart commonly occurs when the users involved in the step are replaced with another user.

Printing Proposals

You may choose to print your proposal at any time by selecting the Print Friendly icon from the upper right corner of the form. When you choose to print the proposal, you will be presented with a print friendly version of the form. If you would like to include more details, you can select "Print Options" and use the checkboxes to select the information you would like to include in your printed version.

Proposal Toolbox

The Proposal Toolbox appears on the right-hand side of the screen when working within any proposal and includes several options for interacting with your proposals.

Discussion

The first icon 💬 indicates the Discussion tab. It is used to display the User Tracking information, as well as any comments that have been entered on the proposal. Comments can only be made by the individual whose approval step the proposal is on or a system administrator.

Workflow Status

The next icon ☰ is for the Workflow Status tab. The tab will allow you to review the Proposal History – a log of all of the steps that have already occurred, the step it is currently on, and any steps that still need to happen. On each step you'll find the name of it at the top along with the status. Under Participants you will be able to see any users who were required to take action on this step; if they performed any edits. If they provided a decision, you will see the decision in the circle next to their name (approve). To review step options and see permission levels, click Step Details. In the Rules portion, you will be able to see the settings for each step.

Signatures

A signature will be recorded on the signature tab when a user makes a decision on a proposal. A user can set up their signature pin by going to My Settings. HCC uses approvals instead of signatures.

Files

The Files 📎 tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users.

Decisions

Once you have completed your work on the proposal and you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the Decisions tab from the Proposal Toolbox. The decisions that are available to you will vary based on the settings your administrator has selected for each step, but this manual will cover all options available:

- **Approve** - Selecting Approve is indicating that you are approving the proposal in its current state and are signing off on it to move to the next step in its workflow. If you are the only participant on the step, the proposal will advance automatically. Entering a comment is optional when selecting Approve.

- **Reject** - Rejecting a proposal indicates that you are not approving of it in its current state. You will be required to enter comments in order to submit the decision to reject, and as a best practice we would strongly suggest using the comments to explain the reasoning behind submitting a rejection. Depending upon the settings an administrator chooses – a proposal may take one of two paths when it has received a rejection.
    - Originator – If the originator chooses to send a proposal back to the originator, the proposal will create a new step titled 'Originator', followed by each step from the beginning. This effectively causes the workflow to start over.
    - Previous Step – If the originator chooses to send a proposal back to the previous step, the proposal will return to the previous step only and then resume the normal workflow.

- **Hold** - Submits a request for the proposal to not advance in the workflow. The request is sent to the administrator, who will approve or reject the request. If the administrator approves the request and places the proposal on hold, the users on the step will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed. This would typically be used to ask for additional time for revisions on a proposal when a deadline is approaching, as the item will not trigger the deadline when it has been placed on hold. Only an administrator can lift the hold on a proposal.

- **Cancel** - Submits a request to cancel the proposal and delete it from Curriculum™. The request is sent to the administrator who will approve or reject the request.

Step-By-Step Submission Instructions by Proposal

To determine which form to use, if unsure, faculty or directors can refer to the Curriculum Development Manual:

Course Inactivation

1. On the proposals tab select the + New Proposal icon
2. Select Start Proposal on the Course Inactivation form from the proposal options
3. Enter the prefix/code information for the course you want to inactivate and click search
4. Once it shows the course click on the preview and build icon 
5. Once it shows a preview of the information it will be pulling – select Build Proposal
6. Ensure the imported information is correct
7. Select Validate and Launch Form
8. Provide the information needed for the non-imported fields:
    a. Effective term: Select the upcoming Fall term from the dropdown
    b. Rationale for discontinuation of course: Provide rationale for why the course is being inactivated
    c. Program and course associations: List all program and course associations. You can pull an impact report to pull this information easily. To run an impact report from the proposal form do the following:
        i. Click Run Impact Report from the top of the proposal
        ii. Click on the upcoming catalog from under "Acalog" and select generate report. The report will generate showing the programs and courses the course is associated with. You will have to look into each program/course to see what area/requisite the course is listed as.
    d. If this course is associated with another division: Based on your information provided for the program and course association areas, if the course is required in another divisions program as a general education, program requirement, or restricted elective course select the division. The division will also have to sign off approving the course inactivation.
9. On the decision tab on the right side submit your decision of approved if all entered information looks correct for it to move to the next individual in the workflow

Course Modification

1. On the proposals tab select the + New Proposal icon
2. Select Start Proposal on the Course Modification form from the proposal options
3. Enter the prefix/code information for the course you want to modify and click search
4. Once it shows the course click on the preview and build icon 
5. Once it shows a preview of the information it will be pulling – select Build Proposal
6. Ensure the imported information is correct
7. Select Validate and Launch Form
8. Provide the information needed for the non-imported fields:
    a. <u>Effective term:</u> Select the upcoming Fall term from the dropdown
    b. <u>Please indicate all changes:</u> Click the check box for all changes being made
    c. <u>Rationale for course modification:</u> Provide rationale for why the course is being modified
    d. <u>Are you adding/removing developmental requisites:</u> If you check yes, the developmental division director will be added to the workflow to approve the modification
9. Make any modifications as needed to the requisites, course number, course description, credits, contact hours, load, title, or other (ensuring the please indicate all changes check box is checked for that area)
10. On the decision tab on the right side submit your decision of approved if all entered information looks correct for it to move to the next individual in the workflow

General Education Course Modification

1. On the proposals tab select the + New Proposal icon
2. Select Start Proposal on the General Education Course Modification form from the proposal options
3. Enter the prefix/code information for the course you want to revise as a general education course and click search
4. Once it shows the course click on the preview and build icon 
5. Once it shows a preview of the information it will be pulling – select Build Proposal
6. Ensure the imported information is correct
7. Select Validate and Launch Form
8. Provide the information needed for the non-imported fields:
    a. Effective term: Select the upcoming Fall term from the dropdown
    b. Is this course currently a general education approved course: Select yes or no whether the course is currently a general education course
    c. If you selected yes above…: If you selected that the course is currently a general education course, select what category it currently calls under
    d. Please indicate your general education course change below: indicate whether you are adding the course as a general education course, moving it to a different general education category, or removing it as a general education course
    e. If you selected adding or moving…: Indicate the general education category you are adding/moving to
    f. Please explain your proposed general education course change above: Explain the change you are making the course and why you are making it
    g. If adding or moving, please paste current course outcomes and the proposed approved general education category outcomes for comparison: As it mentions, paste the course outcomes and the proposed approved general education area outcomes so they can be compared
    h. If adding or moving, please provide justification/evidence that this course will transfer…: Provide information so the committee can confirm that the course will successfully transfer to in state and out-of-state or private institutions
9. On the decision tab on the right side submit your decision of approved if all entered information looks correct for it to move to the next individual in the workflow

New Course Proposal

1. On the proposals tab select the + New Proposal icon
2. Select Start Proposal on the New Course Proposal form from the proposal options
3. Provide the information needed to build the course:
    a. Prefix: If the intended prefix is not in the drop down contact the CCAS
    b. Code: Check in Ellucian or check with the CCAS to ensure the code is available under the prefix chosen
    c. Subject: Select the correct subject in correlation to the prefix. If the subject is not in the system contact the CCAS
    d. Course Title: Enter the course title
    e. Division: Select the division the course will be under
    f. Effective term: Select the upcoming Fall term from the dropdown
    g. Rationale for new course: Provide rationale for why the course is being created
    h. Program Association: List if this course will be listed within a program
        i. You will need to do a program modification for any programs where the course is listed in as a general education, program requirement, or restricted elective. Free electives suggestions can be added outside of curriculum.
    i. Credits: List the number of credits the course will be
    j. Semesters Offered: Select the semester offered option from the drop down
    k. Cycle: Select the cycle option from the drop down
    l. Max/Min Capacity: List the max and min capacity for the course
        i. Note: The minimum capacity HCC currently goes by is 5 unless an internship or independent study (internships/independent studies have a minimum of 1)
    m. Registration restrictions/other: List any registration restrictions besides the prerequisites and corequisites (if any)
    n. Description: Enter the course description noting if the course is a general education course and the total contact hours. Base the formatting of the description on descriptions currently in the catalog.
        i. Prerequisite/Co-requisite: Enter the pre and co-requisite information for the course (**Note:** Do not put any additional wording. What is entered in this field imports directly into the catalog)
4. Attachments and Acknowledgements: A copy of the master syllabus must be attached under files - right hand tab
5. Select Validate and Launch Form
6. On the decision tab on the right side submit your decision of approved if all entered

information looks correct for it to move to the next individual in the workflow

New Program Notification

1. On the proposals tab select the + New Proposal icon
2. Select Start Proposal on the New Program Notification form from the proposal options
3. Provide the information needed to build the course:
    a. Title of program: Enter the full title of the program
    b. Degree Type: Select the degree type from the drop down
    c. Division: Select the division the program will be under
    d. Effective term: Select the upcoming Fall term from the dropdown
    e. Program Description: Enter the program description
    f. Curriculum for HCC Catalog: Under View Curriculum Courses Add Course or Import Course for all the courses that will be in the program. Under View Curriculum Schema Add Cores to match the areas of the catalog “Arts/Humanities General Education” “Mathematics” etc. and under each core add the appropriate courses.
    Note: You can drag the cores under another core to create sub cores.
    g. Please include any additional details about this program…: Include information about budget, space, accreditation, admission requirements, articulation agreements, etc.
    h. Attachments and Acknowledgements: A program pathway along with a program assessment map must be attached under files - right hand tab and the “Attached” checkbox needs checked
4. Select Validate and Launch Form
5. On the decision tab on the right side submit your decision of approved if all entered information looks correct for it to move to the next individual in the workflow

Program Modification

1. On the proposals tab select the + New Proposal icon
2. Select Start Proposal on the Program Modification form from the proposal options
3. Enter the program title information for the program you want to modify and click search
4. Once it shows the program click on the preview and build icon 
5. Once it shows a preview of the information it will be pulling – select Build Proposal
6. Ensure the imported information is correct
7. Select Validate and Launch Form
8. Provide the information needed for the non-imported fields:
    a. <u>Division:</u> In the dropdown select the division the program falls under
    b. <u>Effective term:</u> Select the upcoming Fall term from the dropdown
    c. <u>Please indicate all changes:</u> Click the check box for all changes being made
    d. <u>Rationale for proposed program changes:</u> Provide rationale for why the program is being modified
    e. <u>Please list all active HCC articulation agreements….:</u> List all the articulation agreements active with the program
        i. **<u>Note</u>:** If this is a substantial modification for a transfer program (A.A., A.S., A.A.T.), an updated/completed articulation agreement must be attached to the proposal
9. If you are changing the courses within the program, you must first add the course under "View Curriculum Courses" using "Add Course" if the course is NOT currently in our catalog or "Import Course" if the course IS currently in our catalog. From there, you must then click on the "View Curriculum Schema" tab and add the course under the appropriate core using Add Courses and select the course you just added or imported in
    a. For "Import Course" Filter by Prefix and click Search Available Curriculum
    b. Custom Text may be used to place text between courses – similar to the way that Ad-hoc text is used within Acalog. Clicking "Add Custom Text" will display a dialogue box where you may enter text, such as "OR" (ENG-101 OR ENG-102) When you are done entering your text, select "Add Custom Text". **Note:** *You must add at least one course before you can add Custom Text.*
    c. If the courses are not listed in alphabetical order under View Curriculum Schema, you may drag and drop the courses into the correct order.
    d. If you wish to remove any courses, hover over them and click on the blue delete icon to remove them. Removing them from the core does not remove them from the "View Curriculum Courses" tab, and you may use the course within other cores in this program.
10. Make any modifications as needed to the courses, program title, distribution of credits,

overall credit requirements, or other (ensuring the please indicate all changes check box is checked for that area)

    a. Ensure if you are changing required courses and it affects the pathway that you modify the pathway within the program description area

11. On the decision tab on the right side submit your decision of approved if all entered information looks correct for it to move to the next individual in the workflow

Review/Approval Instructions

1. On the proposals tab click on a proposal to view
2. Use the following to review the changes indicated in the “please indicate all changes” or justification areas:
    a. Read comments
    b. Under User Tracking on the right-side pane, use the drop down to select show current with markup to see changes made
    c. Program Modifications: Click on Preview Curriculum under the “Curriculum for HCC Catalog” area and click on the red pencil icon to see curriculum changes made
3. On the decision tab on the right side submit your decision of approved if all entered information looks correct for it to move to the next individual in the workflow OR denied to send it back to the previous step

Note: *Co-Chair’s do not sign to fully approve proposals until after the Curriculum Committee meeting.*