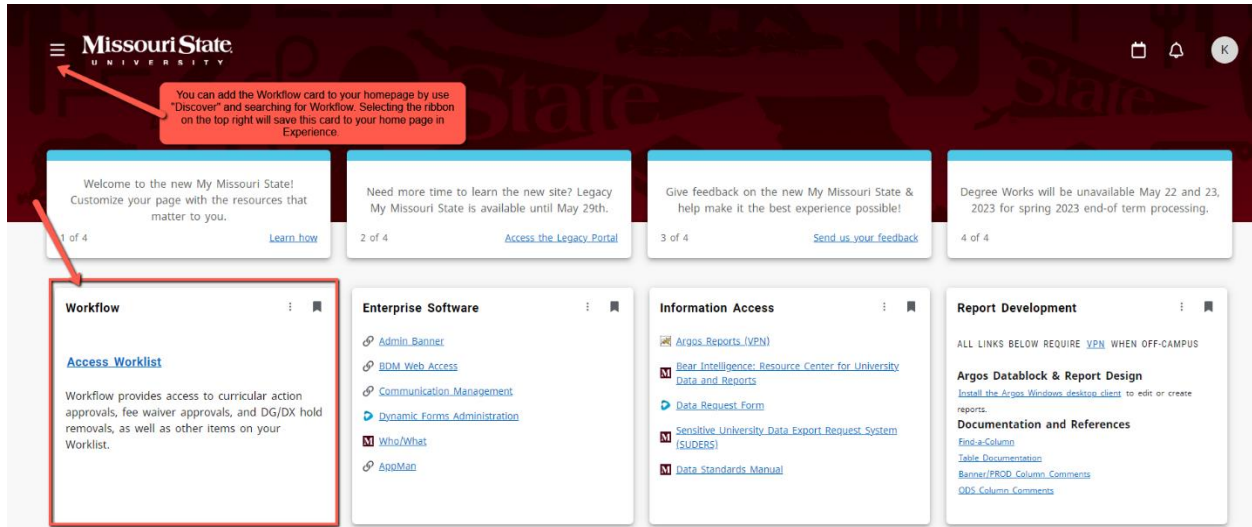


Council and Committee Chair Training 2024-2025 Curriculum Year

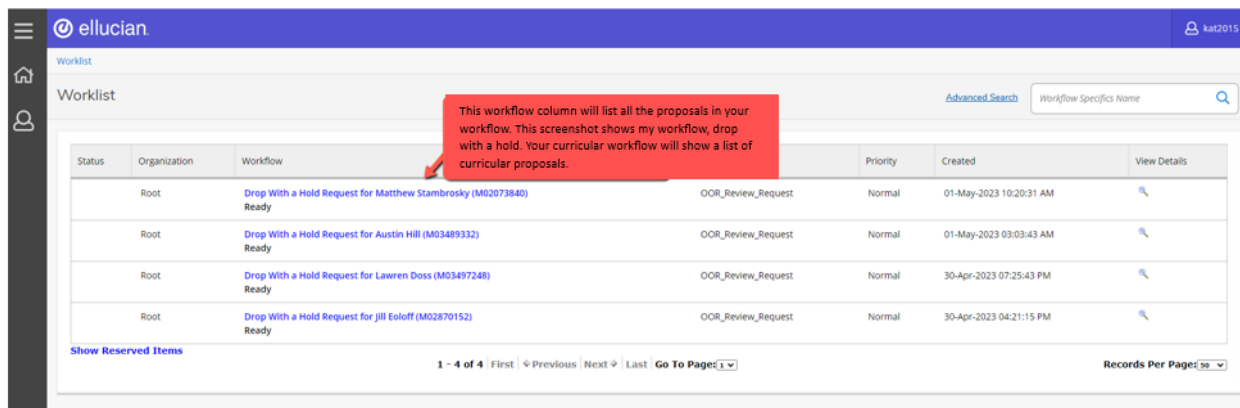
- As chair, you will work in both Curriculog and CAW this curriculum year.
- While submission has been paused over the summer, there are approximately 75 active, pending proposals in CAW. In addition, if faculty have drafts saved in CAW, those could potentially be submitted throughout the 24-25 curriculum year. You will be sent a list of proposals that are currently in CAW to start this curriculum year, if any.
- Screening committee chairs have an action/decision role in Curriculog.
- Administrative staff will need to be added as users and given access to the council/committee in Curriculog in order to generate agendas.
- Decisions should be reflected in Curriculog and CAW as soon as possible after the meetings. We ask that system work be completed within 2 business days after the meeting.
- If a scheduled meeting (as outlined on the Faculty Senate calendar) does not take place as scheduled, please notify Faculty Senate Executive Committee via facultysenate@missouristate.edu and Katrina Chavez via curriculum@missouristate.edu.
- In both systems, be sure to only record decisions/comments on the proposals that were on that month's agenda. Due to timing, especially in CAW, there may be proposals in your approval workflows that have not yet been on an agenda.
- When preparing agendas, be sure to check both systems for the proposals that need to be on that month's agenda. *The only system that needs to be used for the September agenda/meetings is CAW.*
- As chair, you will be able to either approve or deny. In Curriculog, screening committee chairs are approving or rejecting the recommendation. Screening committee chairs should consult with the corresponding council chair prior to using the reject decision in Curriculog. Action must be taken within your workflow for a proposal to move forward. The only reason a proposal should remain in your workflow after being reviewed at that month's meeting is if the proposal was postponed at the meeting. Otherwise, the proposal should be approved, denied, or withdrawn by the originator.
- Edits to proposals can be done in Curriculog but are still not available in CAW.

How to access CAW Workflow:

1. Navigate to the Workflow card in Experience (My Missouri State)



2. Click on the Access Worklist link. This will open workflow.



3. Click on the link in the workflow column for the proposal you need to act upon. Once you open the proposal, scroll down to the bottom of the proposal. There you will find approve/deny and the ability to add a note.
4. Unfortunately, this workflow is not user friendly and one of the challenging barriers you will encounter is that the proposal form in workflow can be very difficult to review. If you find that you need to review a proposal and it's attachments more thoroughly, I would strongly recommend that you pull up

the proposal and attachments in the [originator side of CAW](#). It will be easier to look at the proposal and the forms that way. It is also important to note that some form components that have check boxes or radio buttons don't appear in the workflow. This is another reason you'd want to pull up the proposal as submitted by the originator.

How to access Curriculog:

After the system is live, a link to the curriculum support homepage will be sent via email to you. That page will have the login link for Curriculog.

This is a link to a training for Curriculog, similar to today's training. This link is for viewing by council/committee chairs and the 24-25 FS-Curricular Matter Committee members only. Do not disseminate.

[24-25 Council and Committee Chair Curriculog Training](#)

Common Proposal Issues

- Course number chosen already exists. Course numbers cannot be reused. Originators must check the provided resource to ensure the desired number is available prior to submission.
- Parallel (UG/GR) courses must have the same updates made at the same time. If only 1 course arrives at FSEC review, that course proposal will be held until the partnering parallel course proposal arrives in FSEC review as well. Parallel courses must match exactly, except prerequisites.
- In CAW only, strikethrough and bold formatting must be used and only used.
- New courses outlined in the new program proposal must be submitted at the same time. New courses can be approved before a new program but not vice versa.
- New programs (except certificates less than 18 credit hours and minors) must have an attached, completed MDHE form. The program cannot be fully approved without this form.
- Only these proposals will go to a session of the Faculty Senate:
 - All new and delete program proposals
 - New or delete GENED courses, including current courses being added/deleted to GENED

- Any proposal forwarded to the session by the Faculty Senate Executive Committee
- Any appeals or challenges

Support

- For support or questions about bylaws, meetings, parliamentary procedures, proposals or to discuss the general approval process length or steps, contact facultysenate@missouristate.edu.
- For system support or questions, contact curriculum@missouristate.edu.