# Committee Members and Curriculog Tips

Committee Members will be able to use Curriculog to:

- receive notification that curriculum has reached the committee step
- review curriculum and comments
- make comments and record a Preliminary Discussion vote

## Access Curriculog: https://cortland.curriculog.com/

- Select the login hyperlink to log in. Your user name is your Cortland email address and the password is curriculog. It is recommended that you change your password.
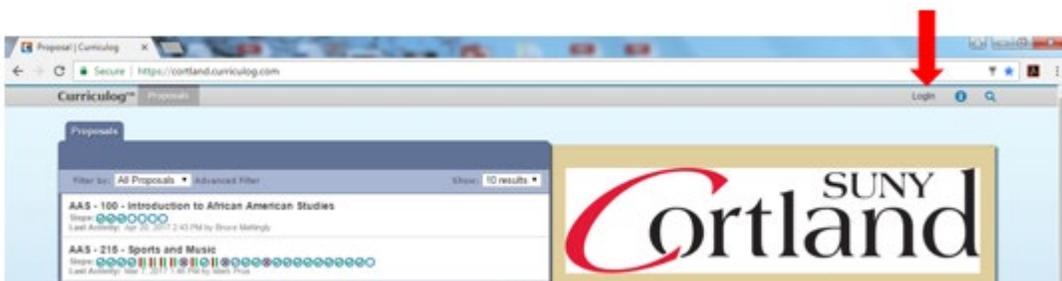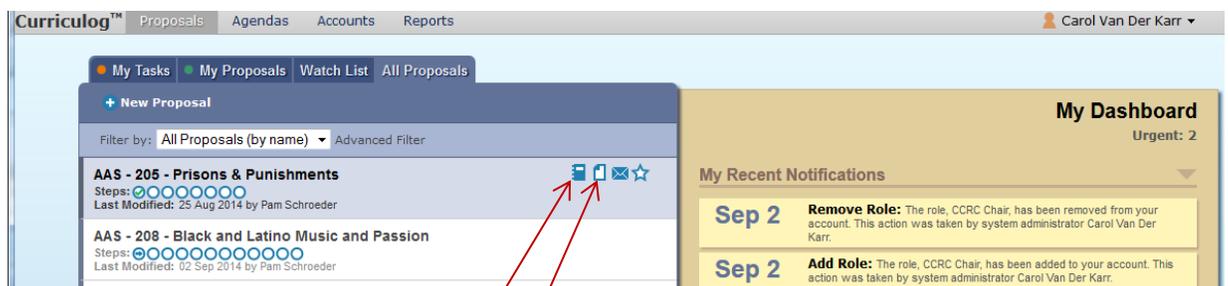


- To access your tasks associated with your specific committee, select the "My Tasks" option



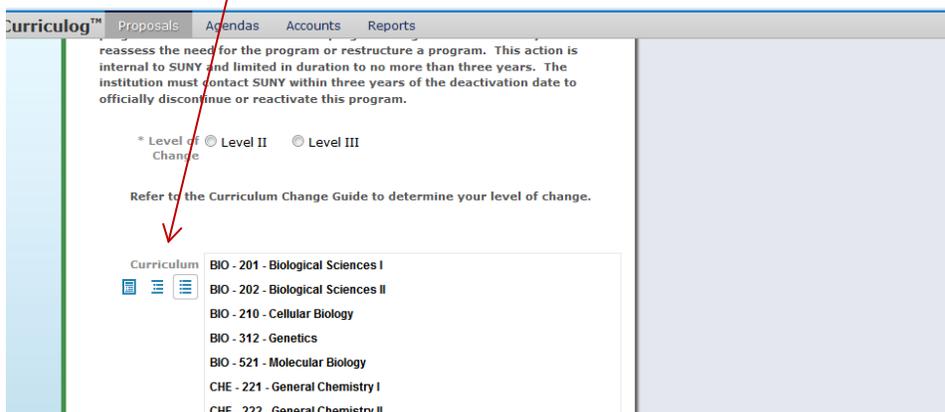## Two critical steps for Committee Members:

1. **Proposal lands on the Committee Preliminary Discussion Step**
   - To view a proposal, hover over the proposal title in the list on the left pane of the dashboard.



- The blue notebook icon is *View Summary*—a quick overview (appears in the right pane).
- The paper icon is *View Proposal*—which opens the entire proposal for full review, comment and vote.

- In *View Proposal,* you can see all details included in our standard curriculum forms.  As a Committee member you may:

  o **(i icon)** See all instructions that were provided

  o **(printer icon)** Print the proposal

  o **(expand icon)** Expand the proposal screen for reading preference

  o **(comment icon)** On the right pane you can view the proposal in its:  1)  original version; 2) Current version; or 3) Current with mark up.  You can also view or reply to an existing comment(s) made by others, or add you own comment.

  o **(file icon)** View Files that are attached to the proposal (e.g., course outlines)

- When you reach the *Curriculum* field (for new programs or program alterations), three icons are available giving you viewing options (left to right):

Curriculog™    Proposals    Agendas    Accounts    Reports

reassess the need for the program or restructure a program.  This action is internal to SUNY and limited in duration to no more than three years.  The institution must contact SUNY within three years of the deactivation date to officially discontinue or reactivate this program.

\* Level of Change    ○ Level II    ○ Level III

Refer to the Curriculum Change Guide to determine your level of change.

Curriculum    BIO - 201 - Biological Sciences I
**(three icons)**    BIO - 202 - Biological Sciences II
BIO - 210 - Cellular Biology
BIO - 312 - Genetics
BIO - 521 - Molecular Biology
CHE - 221 - General Chemistry I
CHE - 222 - General Chemistry II

Preview Curriculum:  opens a pop-up window displaying the **current** program curriculum (as it will appear in the college catalog).  Within this option, clicking on the **(diamond icon)** icon allows you to see mark-up changes.  In this view, green text shows additions while red text shows deletions.

View Curriculum Schema:  displays all **current** cores within the program.  Click on the core name once to display the core description (if any) and courses associated with the core.

View Curriculum Courses:  displays all courses, as a cumulative list, currently available in the program.
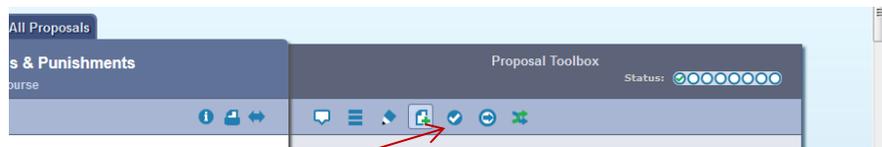
- *Decisions* icon – You indicate your opinion and provide a comment to indicate where you stand at this point in the discussion. The Committee Discussion comments and opinions do not lead to Committee approval—that is only done at the next step and only by the Committee Chair on behalf of the Committee.

- At the Committee Discussion Step, you can enter an opinion and make comments on the curriculum.

- Your official vote on any proposal occurs during the in-person Committee meeting and the Committee decision is recorded in Curriculog by the Committee Chair.

2.  **Proposal moves to Committee Chair Step for Approval by Chair**

- The Committee will meet, discuss and vote on the proposal to approve to move it to the next step.

- If the committee has recommendations for edits, this can only be done at the Committee Chair step.  If the Committee has questions about a proposal, the Chair should consult the originating department chair.
    - o The Committee may *Hold* the curriculum at this point pending consultation or *Hold* and provide a comment that there is a contingent pass.
    - o ✉ Email may be sent with Curriculog by hovering over the blue envelope icon in the list of *My Tasks* or *All Proposals*. Emails may also be sent the traditional way using Outlook.
    - o All comments or information received as a result of the hold or contingent pass should be edited in the appropriate field as well as attached to the proposal.

- Only Chairs may edit proposals in Curriculog.

- Once a proposal is approved through a committee vote, the Chair will record the vote on behalf of the committee within the proposal.  This action will move the proposal to the next step in the approval process.

Committees will continue to record and share minutes from meetings as they have done in the past.