

# Curricular Proposals Tracking System

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*A Web Application Developed by the Office of Academic Administration*

<http://www.uky.edu/curriculum>

## **This web site will:**

- Establish a preferred method for submitting curricular items for college dean's offices
- Provide a place for faculty, staff, and council members to track and review curricular proposals and their place in the approval process
- Provide a unified system for council staff from all university curricular approval bodies to store and track curricular proposals
- Provide details about each curricular proposal, house versions, and track changes to curricular proposals and relevant comments.
- Answer the question: "Where is my curricular proposal?"

## **Security and Senate Rules Adherence:**

- The tracking system is secure: documents are read-only. (Only council staff will be able to make changes to documents and the status of documents)
- The tracking system is safe: Changes to the document repositories are backed up every four hours, and the entire system is backed up nightly
- The tracking system follows Senate rules for curricular items. (The workflow processes and proposal filtering systems were developed according to the Curricular Approval Process, compiled by the Office of the University Senate)

## **The steps in the new system:**

- 1) After approving a curricular item, a college dean's office will submit a proposal through the online system: <http://www.uky.edu/curriculum/submit.html>
- 2) Once an item has been submitted, it is automatically routed to the correct council (the council where the approval process begins)
- 3) The council staff member will download and review the proposal to make sure all of the correct components are included.
- 4) The council staff member will upload the proposal to the curricular tracking system: <http://iweb.uky.edu/curriculumdrop/>
- 5) Once a proposal has been uploaded, council staff will use the system to track an item's progress in the approvals process.
- 6) Faculty, staff, and other will be able to review the documents in a read-only format and track a curricular items progress in the approval process.

*Information tracked for curricular items (sample screen detail):*

<b>Name</b>	UK 101
<b>Title</b>	
<b>College</b>	AS
<b>Type of Proposal</b>	New Course
<b>Status</b>	Pending Action in GC
<b>Investigator</b>	Fielder, Vaughan A 
<b>Effective Date</b>	Spring 2010
<b>Contact</b>	Fielder, Vaughan A 
<b>UC Date Received</b>	1/11/2010
<b>UC Action</b>	Approved
<b>GC Date Received</b>	1/15/2010
<b>GC Action</b>	Pending
<b>HCCC Date Received</b>	
<b>HCCC Action</b>	—
<b>SC Date Received</b>	
<b>SC Action</b>	—
<b>Date GC Sent to Next Council</b>	
<b>GC Action Last Modified</b>	
<b>GC Date Approved</b>	
<b>Proposal Type Detail</b>	—
<b>Date Entered by Registrar</b>	
<b>UC Action Last Modified</b>	
<b>UC Date Approved</b>	1/12/2010
<b>HCCC Action Last Modified</b>	
<b>HCCC Date Approved</b>	
<b>SC Action Last Modified</b>	
<b>SC Date Approved</b>	
<b>Date SC Sent to Next Council</b>	
<b>US Action</b>	—
<b>US Action Last Modified</b>	
<b>US Approval Date</b>	