Reviewer

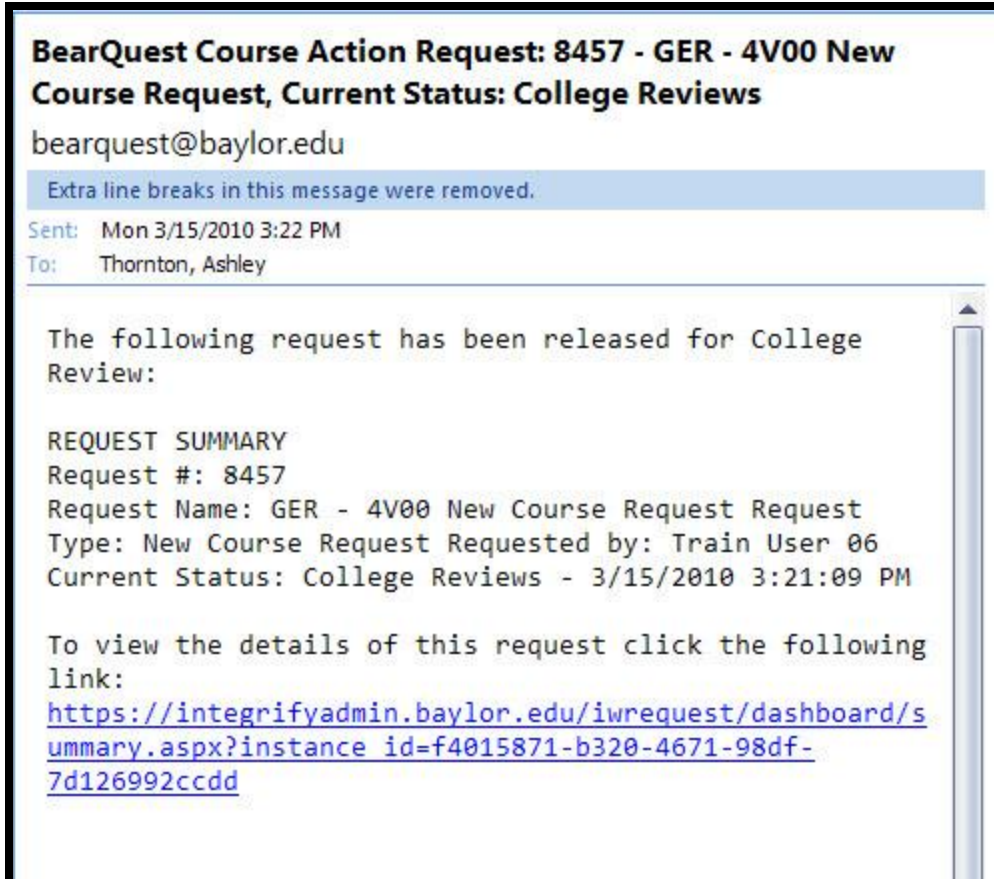| Email	4-2
New Course Request	4-3
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Reviewer: Email

If you are a reviewer in the electronic course action system you will receive an email whenever there is something ready for you to review. To go directly to the review form to complete your review, you can click on the link in the email. If you would rather wait until you have several items to review and do them all at once, you can also find the items available to you for review by clicking "Open" under the "Tasks" heading in the "My Dashboard" section of the BearQuest home page.

BearQuest Course Action Request: 8457 - GER - 4V00 New Course Request, Current Status: College Reviews

bearquest@baylor.edu

Extra line breaks in this message were removed.

Sent: Mon 3/15/2010 3:22 PM
To: Thornton, Ashley

The following request has been released for College Review:

REQUEST SUMMARY
Request #: 8457
Request Name: GER - 4V00 New Course Request Request
Type: New Course Request Requested by: Train User 06
Current Status: College Reviews - 3/15/2010 3:21:09 PM

To view the details of this request click the following link:
https://integrifyadmin.baylor.edu/iwrequest/dashboard/summary.aspx?instance_id=f4015871-b320-4671-98df-7d126992ccdd

Reviewer: New Course Request

Course Action - New Course Review Form

Use this form to review the new course information that has been submitted by the requester. You can also use this form to make revisions to the request.

When you have completed your review, select "release" to release the request to the next reviewer or "send back to requester for changes" selection, click "Submit".

Important Information: The requester who initiated this process was presented with only the forms and fields that were applicable to their request. They did not see all the possible fields. This form, in contrast, includes all the possible fields. There will be some fields shown below that will help you identify the fields that were/were not a part of your original request.

Effective Term *	201230	First 4 digits = year Last 2 digits = term (spring – 10, summer – 20, fall – 30)

Reason for Recommendation * — We are dividing the World Literature class into two courses: "Great Works of Europe and Russia" and "Great Works of the East." This will be the "Great Works of the East" class.

Department	English
College	

Course Prefix *	Course Number *	Can this course be taken more than once for credit?	Course Fee	Grading Option *
ENG	2305	No	$	S - Standard

Reviewer: If you wish to modify the course prefix or number values, you must send back to requester for this change.

Course Title *	Great Works of the East

Course Lookup - Click to check for similar (duplicate) titles using keywords or available course numbers

Catalog Description *	Classic works from China, Japan, Korea and the East.

All reviewer forms for new course requests work the same way regardless of the level of the review. For example, the form for the preliminary departmental review works just like the dean's review form.

The review form is basically one long form that includes all the possible forms in the request attached end to end. It will include the basic forms and all the possible additional forms **whether the requester used them or not.** It will also include the alternate scheduling forms for Music, Art, Theater and HP.

You can correct most mistakes you see on this form by typing in the appropriate fields. The only fields you cannot change are effective date and course prefix and number.

Credit hours – (Note: This question only applies if the new course number indicates a variable credit hour course. e.g. 5V00.)

	Min	Max

The course number you selected indicates this is to be a variable hour class. Please enter the minimum and maximum credit hours per term proposed for this course. *

Maximum hours toward degree – (Note: This question only applies if the requester answered "yes" to the question "Can this course be taken more than once for credit?")

You have indicated that this course may be taken more than once for credit. What is the maximum number of hours a student may earn from this course towards the degree? (**Note:** if number varies from program to program, enter the highest number that might be applicable.)

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be cross-listed?")

Will this course be cross-listed? * No

If chosen option is Yes, all desired cross-listings should be entered below. If the chosen option is No, all cross-listed fields below should be empty.

Reviewer: If you wish to change any of the chosen cross-listings below, you must select to send this request back to the requester for changes as your review choice at the end of this form and explain what changes you want made in the cross-listing section.

1.	Prefix	Number	4.	Prefix	Number
2.	Prefix	Number	5.	Prefix	Number
3.	Prefix	Number	6.	Prefix	Number

Prerequisites – (Note: This field only applies if the requester answered "yes" to the question "Does this course require prerequisites?")

Does this course require prerequisites? * No

If chosen option is Yes, review the entered prerequisites below. If chosen option is No, the prerequisite box below should be empty.

Co-requisites – (Note: This field only applies if the requester answered "yes" to the question "Does this course require co-requisites?")

Does this course require co-requisites? * No

If chosen option is Yes, enter all desired co-requisite entries below. If it is No, make sure co-requisite entries are empty below.

1.	Prefix	Number	4.	Prefix	Number
2.	Prefix	Number	5.	Prefix	Number
3.	Prefix	Number	6.	Prefix	Number

Upper Registration Limit - to be completed by the Graduate School (Note: You can ignore this field unless you are from the graduate school.)
Maximum total hours for which a student may register for this course while at Baylor. (Note: Some hours may not count toward degree.)

ART, THEA, Course Type Question - (Note: This question only applies if the department for the new course is Art or Theater.)
Is this a studio course?
If no, please choose the appropriate option below in the **Course Scheduling** section.

HP Course Type Question - (Note: This question only applies if the department for the new course is HP.)
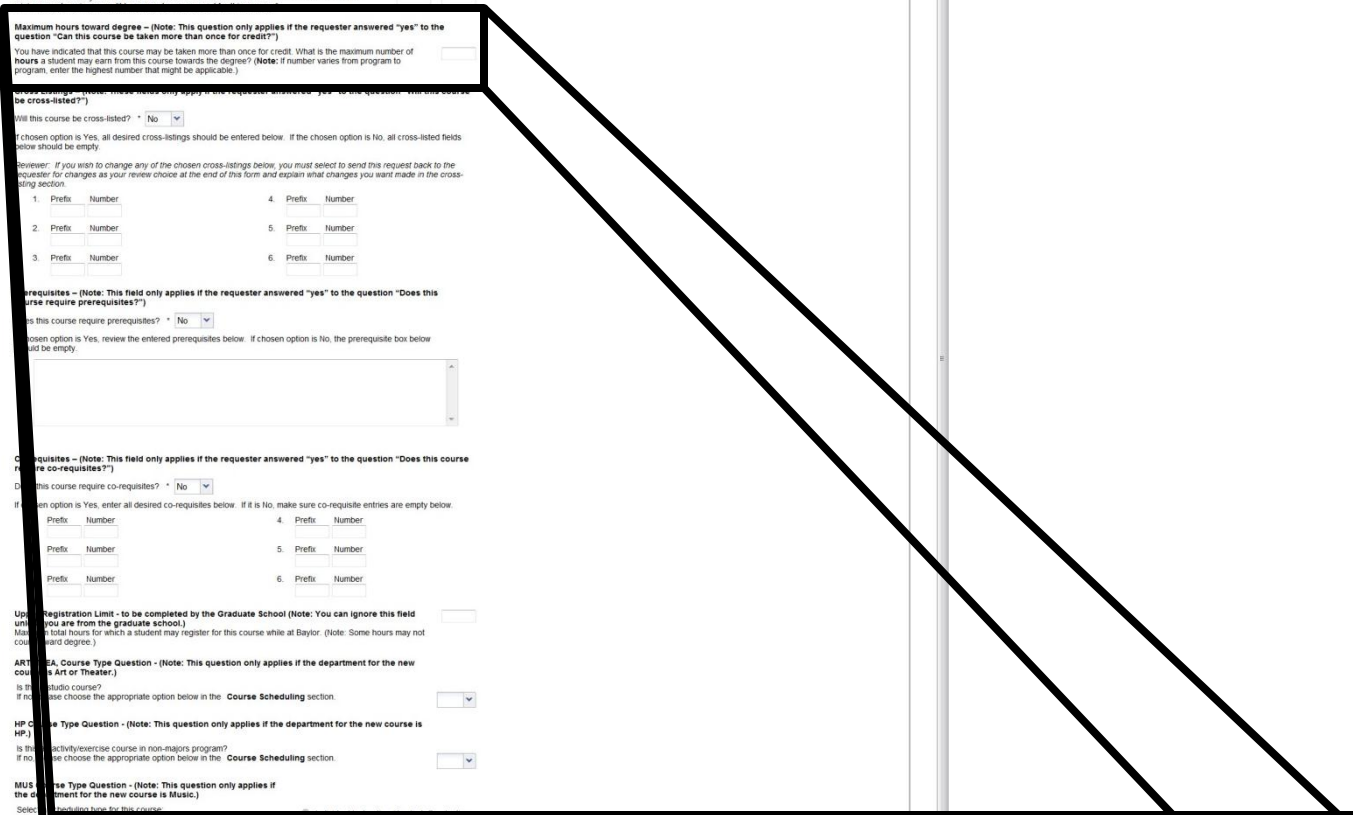Is this an activity/exercise course in non-majors program?
If no, please choose the appropriate option below in the **Course Scheduling** section.

MUS Course Type Question - (Note: This question only applies if the department for the new course is Music.)
Select a scheduling type for this course:
- Individual Instruction (Applied, Conducting, Composition, Coaching)
- Ensemble
- Academic (Lecture)
- Internship
- Independent Study, Thesis Supervision

Course Scheduling - (Note: This question does not apply if the department for your course is Music.)
- **Regular scheduling - appears in the web course listing.** Includes regular classes, seminars and independent labs, that have a meeting time and place designated, such at 8:00 MWF in Room ##. No additional sections required with this course.
- **Regular scheduling: Lab section required** - no separate grade (e.g. BIO 1401)
- **Regular scheduling: Lab & Clinical sections required** - no separate grade (e.g. NUR 3414)
- **Regular scheduling: Lab & Tutorial sections required** - no separate grade (e.g. PHY 1420)
- **Regular scheduling: Lab, Tutorial, & Clinical sections required** - no separate grade
- **Internship/practicum scheduling - typically "TBA" in the web course listing.** The schedule of meeting times is at the discretion of the faculty/supervisor based on the nature of the internship/practicum.
- **Independent study/directed reading scheduling - typically "TBA" in the web course listing.** The student and faculty member work out an appropriate schedule of meeting times. May include theses and dissertation courses.

Supporting Course Data: All new courses require supporting course data to be attached. If this course can be taken for graduate credit, then you must fill out the Graduate School template.

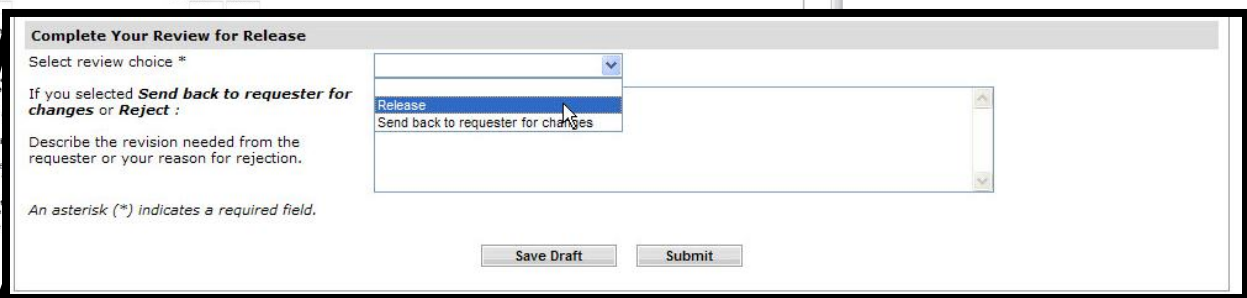| Attach supporting course data here *	GreatWorksoftheEast.docx

Complete Your Review for Release

Select review choice *	

If you selected **Send back to requester for changes**:
Describe the revision needed from the requester.

An asterisk (*) indicates a required field.

Save Draft   Submit

Select Department

Enter General Data

Enter Course Credit Hours

Enter Maximum Hours toward Degree

Additional

Indicate Associated Courses

Enter cross-listings

Enter Course Prerequisites

Additional

Enter Course co-requisites

Indicate Course Scheduling: Art, Thea, HP, Music

Alternates

Indicate Course Scheduling

Attach Supporting Course Data

Reviewer: New Course Request

It can be confusing to see forms that were not a part of the original request.

To avoid confusion, pay attention to the parenthetical notes. For example, the parenthetical note highlighted below explains that this part of the form only applies if the requester answered "yes" to the question about the course being taken more than once for credit.

Maximum hours toward degree – (Note: This question only applies if the requester answered "yes" to the question "Can this course be taken more than once for credit?")

You have indicated that this course may be taken more than once for credit. What is the maximum number of **hours** a student may earn from this course towards the degree? (**Note:** If number varies from program to program, enter the highest number that might be applicable.)

Reviewer : New Course Request

At the bottom of the reviewer form you have some choices. You can:

- **Release** – This sends the request forward to the next reviewer.

- **Send back to requester for changes** – This sends it all the way back to the original requester to make changes. It will then come forward back through the entire review path with the new information. If you choose this option you should make a note in the text field about what you would like to see changed.

- **Reject (only available to some reviewers)** – This option terminates the request . Be aware that if you reject a request it cannot be restored even by the BearQuest administrator. To re-submit the request, the requester would need to start completely over.

Complete Your Review for Release

Select review choice *

If you selected *Send back to requester for changes* or *Reject* :

Describe the revision needed from the requester or your reason for rejection.

| Release |
| Send back to requester for changes |

An asterisk (*) indicates a required field.

Save Draft   Submit

Reviewer: Change Course Request

As a reviewer, when you click on the link from the email, you will be presented with one long form which is basically made up of all the forms in the "change course request " process attached end to end. You can use this form to review the information that has been entered for the request and to make changes and corrections if necessary.

On a Change Course request, the grey fields are "read only" fields that show the information that is currently stored in banner. White fields are for indicating changes. In general, if a white field is empty, that means the requester did not request a change for that particular item.

You can correct most mistakes you see on this form by typing in the appropriate white fields. The only fields you cannot change are effective date and course prefix and number.

Select Department

Select Course

Enter General Data

Enter Course Credit Hours

Additional

Enter Maximum Hours toward Degree

Indicate Associated Courses

Enter cross-listings

Enter Course Prerequisites

Additional

Enter Course co-requisites

Attach Supporting Course Data

Indicate Course Scheduling: Art, Thea, HP, Music

Alternates

Indicate Course Scheduling

Reviewer: Change Course Request

It can be confusing to see forms that were not a part of the original request.

To avoid confusion, pay attention to the parenthetical notes. For example, the parenthetical note highlighted below explains that this part of the form only applies if the requester answered "yes" to the question about the course being taken more than once for credit.

The grey field shows you the current information in banner. Since it shows a "3" under "min" and nothing under "max" – this is probably a regular course without variable hours.

The white field shows you any changes the requester entered. Since these fields are blank, the requester did not make any changes.

Credit Hours – (Note: You only saw this field if you changed the course number and the proposed new course number is for a variable hours course. e.g. 5V00.)

	Min	Max
The course number you selected indicates this is to be a variable hour class. Please enter the minimum and maximum credit hours per term proposed for this course. *	3	

4-7

Reviewer: Change Course Request

The screenshot shows a "Change Course Review Form" with surrounding instructional text.

There are a couple of important exceptions to the "empty field means leave as is" rule.

When you are reviewing cross-listed courses or co-requisite courses you need to look in two places. First look to see if the requester selected "Leave as is" or "change existing." If the requester selected "change existing" and the white fields are blank – that means **all current cross-listings and co-requisites will be deleted** (see example of what this would look like for co-requisites below).

It is also important to note that once the requester selects "make changes" that indicates that only the information in the white fields will go forward. That means, for example, that if there are any changes to the cross-listings, then all the cross-listings that are meant to be included must be re-entered into the white fields. Only what is listed in the white fields will go forward. The same would be true for co-requisites.

Current Co-requisites – (Note: You only saw this form if you indicated you wanted to change the existing co-requisites):

Co-requisite(s): ACC 3304 and 3310.

Co-requisite Options: change existing

If chosen option is to change existing, enter all desired co-requisites below:

1. Prefix   Number
2. Prefix   Number
3. Prefix   Number
4. Prefix   Number
5. Prefix   Number
6. Prefix   Number

Reviewer: Change Course Request

At the bottom of the reviewer form you have some choices. You can:

Release – This sends the request forward to the next reviewer.

Send back to requester for changes – This sends it all the way back to the original requester to make changes. It will then come forward back through the entire review path with the new information. If you choose this option you should make a note in the text field provided about what you would like to see changed.

Reject (only available to some reviewers) – This option terminates the request . Be aware that if you reject a request it cannot be restored even by the BearQuest administrator. To re-submit the request, the requester would need to start completely over.