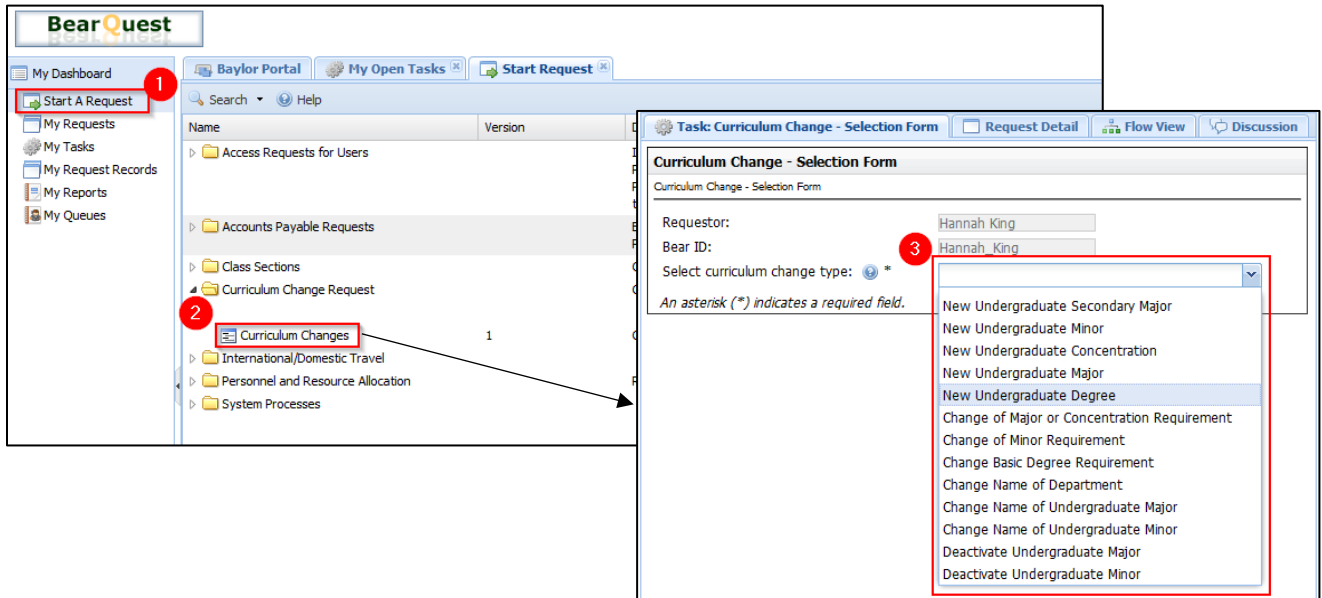


# Curriculum Change Request (CCR) Workflow

The goal of this workflow is to create a streamlined process to facilitate and capture the approval steps for curriculum changes.

## Submit a Request

- <http://bearquest.baylor.edu>



**BearQuest**

My Dashboard

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- My Reports
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Baylor Portal My Open Tasks Start Request

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- Class Sections
- Curriculum Change Request
- Curriculum Changes
- International/Domestic Travel
- Personnel and Resource Allocation
- System Processes

Task: Curriculum Change - Selection Form Request Detail Flow View Discussion

Curriculum Change - Selection Form

Curriculum Change - Selection Form

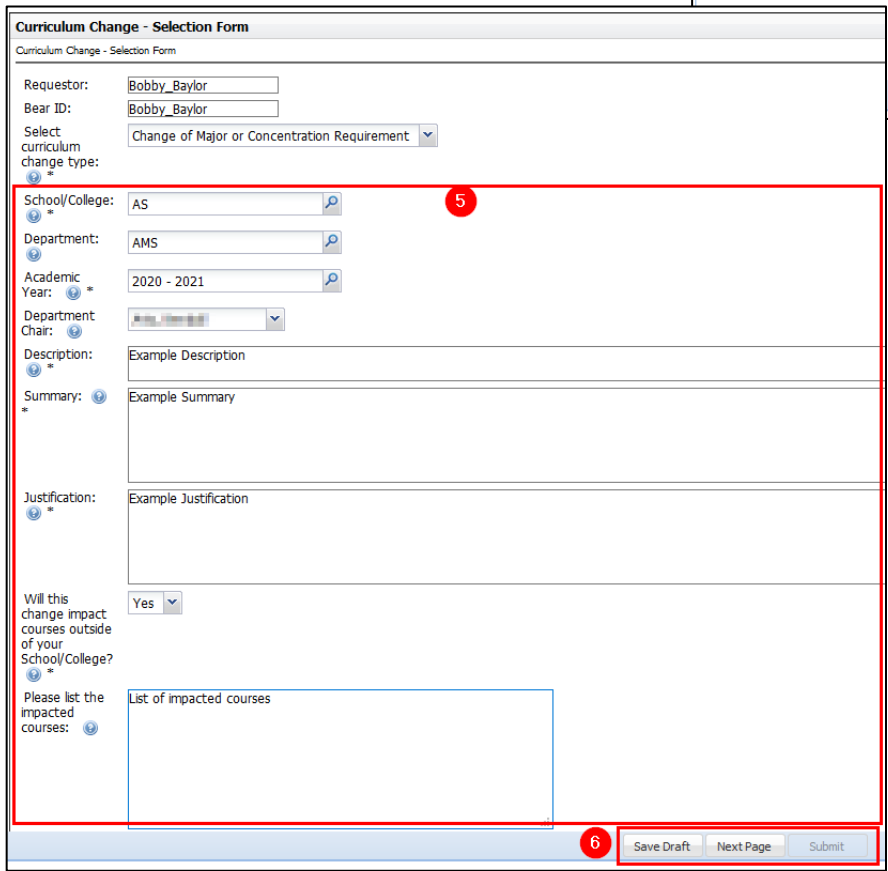
Requestor: Hannah King

Bear ID: Hannah King

Select curriculum change type: \*

An asterisk (\*) indicates a required field.

- New Undergraduate Secondary Major
- New Undergraduate Minor
- New Undergraduate Concentration
- New Undergraduate Major
- New Undergraduate Degree
- Change of Major or Concentration Requirement
- Change of Minor Requirement
- Change Basic Degree Requirement
- Change Name of Department
- Change Name of Undergraduate Major
- Change Name of Undergraduate Minor
- Deactivate Undergraduate Major
- Deactivate Undergraduate Minor



Curriculum Change - Selection Form

Curriculum Change - Selection Form

Requestor: Bobby\_Baylor

Bear ID: Bobby\_Baylor

Select curriculum change type: Change of Major or Concentration Requirement \*

School/College: AS \*

Department: AMS \*

Academic Year: 2020 - 2021 \*

Department Chair: \*

Description: Example Description \*

Summary: Example Summary \*

Justification: Example Justification \*

Will this change impact courses outside of your School/College? Yes

Please list the impacted courses: List of impacted courses

Save Draft Next Page Submit

Enter the required supporting documentation on the Details form. Supporting information requirements are outlined on the Curriculum Documents page on the Vice Provost for Undergraduate Education website: <https://www.baylor.edu/vpue/index.php?id=80811>

**Curriculum Change - Details Form**

Curriculum Change - Details Form

Please provide supporting documentation by uploading appropriate files or entering requisite information in the text boxes below. If no additional documentation is needed, please enter n/a in the text box. Required Supplemental paperwork is outlined on the Curriculum Documents webpage: <https://www.baylor.edu/vpue/index.php?id=80811>

<b>7</b>	Program outline	<input type="text"/>	<input type="text"/>
	Similar/Competing Program Data	<input type="text"/>	<input type="text"/>
	New course information	<input type="text"/>	<input type="text"/>
	Survey/data	<input type="text"/>	<input type="text"/>
	Resources needed to support the program	<input type="text"/>	<input type="text"/>
	Financial Pro Forma	<input type="text"/>	<input type="text"/>
	List of Catalog pages to update	<input type="text"/>	<input type="text"/>
	Catalog Change Mock-up	<input type="text"/>	<input type="text"/>

An asterisk (\*) indicates a required field.

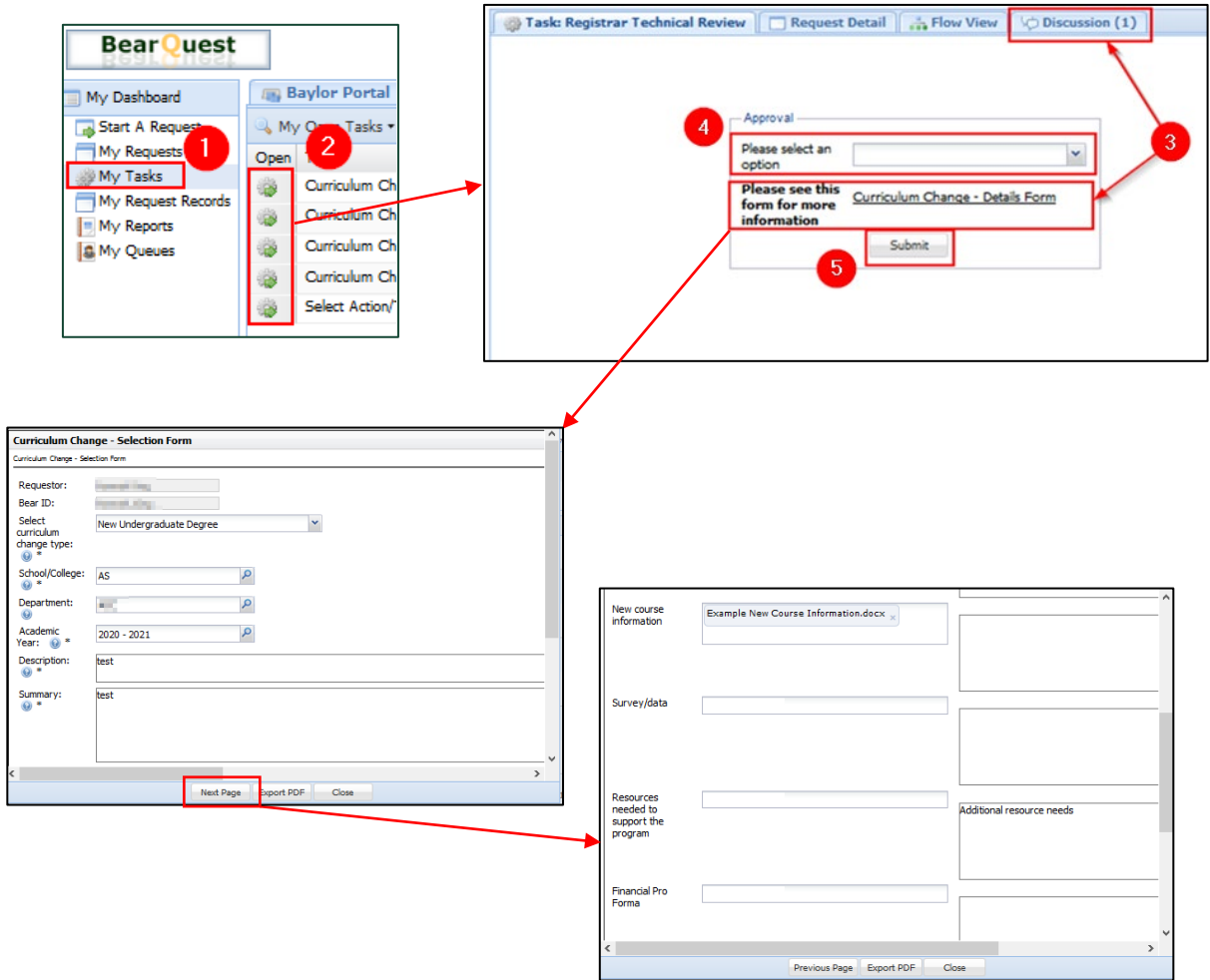
**8** Save Draft Previous Page Submit

# Approvers

Click on the link in your email notification to navigate directly to the request needing your attention.

Or you can navigate to your pending BearQuest requests by looking at My Tasks.

Request details are viewable by selecting "Curriculum Change – Details Form". You can also view comments made by others throughout the process on the Discussion tab.



# Commenters

Commenters may view the request details and add comments in the discussion tab.

The screenshot displays the Baylor Portal interface for a request titled "Request 127020 - Curriculum Changes". The interface includes several tabs: "Request Detail", "Flow View", and "Discussion". The "Discussion" tab is highlighted with a red box and a red circle labeled "2".

Below the tabs, there is a "Summary" section with a table of request details:

ID	Name	Type	Status	Requester	Client	Submitted	Updated
127020	Curriculum Changes	Curriculum Changes	Approved	[User]	[Client]	7/30/2019 10:54:52 AM	7/30/2019 11:17:42 AM

Below the summary is a "Completed Forms" section with a table:

Name	Completed By	Date Completed
<a href="#">View Form: Curriculum Change - Selection Form</a>	[User]	7/30/2019 11:00:32 AM
<a href="#">View Form: Curriculum Change - Details Form</a>	[User]	7/30/2019 11:01:53 AM

The "Task History" section lists five tasks:

1. Curriculum Change - Selection Form Status: **Completed** 7/30/2019 11:00:32 AM Assigned: 1 Recipients Completed: 1
2. Curriculum Change - Details Form Status: **Completed** 7/30/2019 11:01:53 AM 1 Recipients Completed: 1
3. Assign Initial Department Review Status: **Completed** 7/30/2019 11:01:53 AM Type: Dynamic Assigner Recipients Assigned: 1 Recipients Completed: 1
4. Initial Departmental Review Status: **Completed** 7/30/2019 11:03:05 AM Type: Approval Recipients Assigned: 1 Recipients Completed: 1
5. Registrar Technical Review Status: **Completed** 7/30/2019 11:03:09 AM Type: Approval Recipients Assigned: 1 Recipients Completed: 1

Red callouts are present: "1" points to the "View Form: Curriculum Change - Details Form" link; "2" points to the "Discussion" tab; "3" points to a text input field in the discussion tab containing "test comment"; and "4" points to the "Post" button in the discussion tab.

Below the task history, there is a "Curriculum Change - Selection Form" window with fields for Requestor, Bear ID, Select curriculum change type (New Undergraduate Minor), School/College (AS), Department (ANT), Academic Year (2020 - 2021), Department Chair, Description, and Summary. A "Next Page" button is highlighted with a red box and a red arrow pointing to the "Formatted View" window.

The "Formatted View" window shows a document titled "Example New Course Information.docx" and several text input fields for "Survey/data", "Resources needed to support the program", and "Financial Pro Forma".