Curriculum Workflow Stages
Curriculum Workflow:
New & Change Course Form Workflow Stages

- OriginalSubmitter
- ImpactedDepartment (optional*)
- Director/Chair – Unit Review
- CurriculumCommittee
- Director/Chair – Final Approval
- LiberalArtsCouncil (optional*)
- LAC CurriculumCommittee (optional*)
- CEBS Dean (optional*)
- ProfessionalEducationCouncil (optional*)
- College Dean
- Curriculum Depository
- AVP (optional*)
- Registrar
- Approved/Denied – Archived Proposals

*See “Optional” stages slide (slide 5) for more information on these steps.
Curriculum Workflow: Deactivate Course Form Workflow Stages

Original Submitter → Impacted Department (optional*) → Director/Chair – Unit Review → Curriculum Committee

CEBS Dean (optional*) ← Professional Education Council (optional*) ← College Dean ← Director/Chair – Final Approval

Curriculum Depository ← AVP (optional*) ← Registrar ← Approved/Denied – Archived Proposals

Note: LAC/GTP courses being deactivated do not need to be approved by the Liberal Arts Council. Removal from LAC/GTP will be included during deletion process.

*See “Optional” stages slide (slide 5) for more information on these steps.
Curriculum Workflow: New, Change, and Deactivate Program Form Workflow Stages

Original Submitter → Impacted Department (optional*) → Director/Chair – Unit Review → Curriculum Committee

Director/Chair – Final Approval → College Dean → Professional Education Council (optional*) → CEBS Dean (optional*)

Curriculum Depository → AVP → Registrar → Approved/Denied – Archived Proposals

*See “Optional” stages slide (slide 5) for more information on these steps.
### Curriculum Workflow: Optional Stages (Course & Program Forms)

<table>
<thead>
<tr>
<th>Optional Stages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Impacted Department</strong></td>
<td>Occurs when a department is selected as being impacted. This review goes to the Chair/Director of that unit for impact statements and feedback.</td>
</tr>
<tr>
<td><strong>Professional Education Council</strong></td>
<td>Occurs when “Yes” is selected on question about proposal needing PEC review. This review is for the Dean of the College of Education &amp; Behavioral Sciences for final approval on licensure changes.</td>
</tr>
<tr>
<td><strong>CEBS Dean</strong></td>
<td>Occurs as the second step of review when PEC is selected. This review is for the Dean of the College of Education &amp; Behavioral Sciences for final approval on licensure changes.</td>
</tr>
<tr>
<td><strong>LAC Curriculum Committee</strong></td>
<td>Occurs when “Yes” is selected on question about course needing LAC review (new LAC courses and “major” course changes). This first stage is for the Curriculum Committee for the selected LAC area(s) to review.</td>
</tr>
<tr>
<td><strong>Liberal Arts Council</strong></td>
<td>Occurs as the second step of review when LAC is selected. This review is for the entire Liberal Arts Council for final approval of inclusion in LAC area(s) and GTP.</td>
</tr>
<tr>
<td><strong>AVP</strong></td>
<td>Occurs on all program forms, but only on “Major” course changes. Please see University Regs for definitions of Major/Minor changes. This review is for the AVP of UG Studies or the Dean of the Graduate school.</td>
</tr>
</tbody>
</table>
Narrative & Faculty Form Workflow Stages

Original Submitter → Director/Chair

Director/Chair → Approved/Denied → Registrar

Approved/Denied → Archived Proposals → Registrar
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Curriculum Workflow:
Variable Title Form Workflow Stages

Original Submitter → Director/Chair → College Dean

Approved/Denied – Archived Proposals → Registrar
Resources

• **Contacts**
  - Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  - Kim Betz, Curriculum Support Specialist ([Kim.Betz@unco.edu](mailto:Kim.Betz@unco.edu))

• **Resources**
  - [Registrar's Office: Curriculum](#)
  - [SmartCatalog Curriculum Workflow Login](#)