RUTGERS

School of Arts and Sciences

Step-by-Step through
the [Course and Curriculum Proposal system](#) –

Submit An Existing Course
For Certification In
The Core Curriculum

Do you want to propose this course for certification in Core Curriculum learning goal(s)?

YES

Core Requirements Committee (CRC)

Select option:
Submit an existing course for certification in the Permanent Core Curriculum

for information or technical help:

Karen E. Dennis

kdennis@sas.rutgers.edu

sasoue.rutgers.edu

The **Course & Curriculum Proposal System** is the online portal for….

- proposals to the SAS Curriculum Committee to Add, Drop, &/or Change Courses, Majors &/or Minors

- proposals to the Core Requirements Committee (CRC) for Certification of Courses for one or more of the Core Curriculum Learning Goals

LOGIN - https://secure.sas.rutgers.edu/apps/sascc

- Proposals to certify a course in the Core, or to add, drop, &/or change SAS courses, need the endorsement of your department/program (*and sometimes other depts., too*). *So…*

- …only authorized users can submit proposals: chairs, directors, and undergraduate chairs/directors (as well as School deans).

- <u>Login</u> to the system is with your Net ID and password.

If you should have access, but can't log in, contact us to be sure you're correctly identified in the system:

Karen Dennis
kdennis@sas.rutgers.edu
or (848) 932-2278

https://secure.sas.rutgers.edu/apps/sascc

You can get to the **course & curriculum proposal system** several ways:

- directly at https://secure.sas.rutgers.edu/apps/sascc

- through the SAS Office of Undergraduate Education webpage (*sasoue.rutgers.edu*)

- through links in the Resources folders of the Sakai sites *SAS Undergrad Chairs* & *SAS Affiliate UPDs*
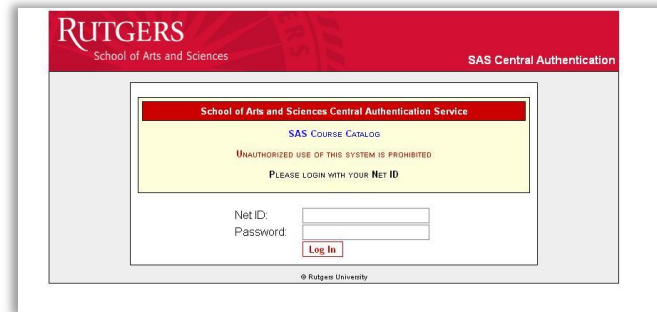
Please note: some people have reported login problems when using Internet Explorer as the browser – you may have better luck with FireFox, Chrome, or Safari.

Core Goal(s) certification- a checklist

If you plan to propose a course for certification in any Core learning goals…

- review the *Faculty Guide to Core Certification*, and take note of the special requirements in certain categories – e.g., Natural Science [NS]; Writing & Communication goals [WCD & WCR].

- see the Checklist for Core Certification Proposals, for basic guidelines and required documents.

Please note: special policies apply to online courses – refer to page 6 of the Faculty Guide, & SAS policy on Online/Hybrid Course Proposals

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NUTS AND BOLTS: Submitting Course for Certification in the Core Curriculum

- Requests for certification must be endorsed and submitted by the offering department through the online Course Catalog Application System. Undergraduate Chairs can request access to this system by emailing Assistant Dean Karen Dennis at kdennis@sas.rutgers.edu. NetID and password are required for login to the Course Catalog Application, at https://secure.sas.rutgers.edu/apps/sascc/main

- Review the syllabus: Does the course fit the Core and meet the CRC's criteria? Is/are the Core goal(s) consistently front and center in the course design?

  If students will have achieved a proposed goal in prerequisite courses, there is no need to proceed any further, as CRC does not certify courses for goals that students will necessarily already have achieved.

  > Front and center
  > Assessment plan
  > Accessible
  > Always

- Does the syllabus include the proposed Core Learning Goals on the first page, to maximize transparency for students and for the CRC?

  - Be prepared to submit this syllabus as a pdf, text (txt, Word, or RTF), or Excel file.

  - Does the syllabus also list *course-specific* learning outcome goals/objectives? These may be the same as the Core goals.

- To be certified for any Core learning goal, a course must have a plan for assessing aggregate student achievement of that goal each time the course is offered. Generally, this will be a simple statement that the course will use the CRC's Core rubrics to score a particular assignment, AND representative samples of that assignment – e.g. specific exam questions or paper assignments.

  - Be prepared to submit this assessment plan as a pdf, text (txt, Word, or RTF), or Excel file attachment.

  - If there are course goals beyond the Core goals, be prepared to briefly describe the method to be used in assessing those course-specific goals (you may enter "refer to syllabus"). A separate document is not required here, but the method must be identified in a drop-down menu.

- Be prepared to answer the following questions in the affirmative:
  - *"Has this course been discussed with and consented to by officers of those departments which offer courses with which it might overlap or which offer pre-requisite courses? If yes, name the department(s) and explain…"*
  - *"Has this proposal been discussed with and consented to by departments which offer courses formally cross-listed with this course? If yes, name the department(s) and explain…"*
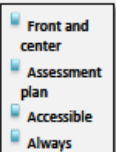
Before You Start:
Important Preliminary Questions

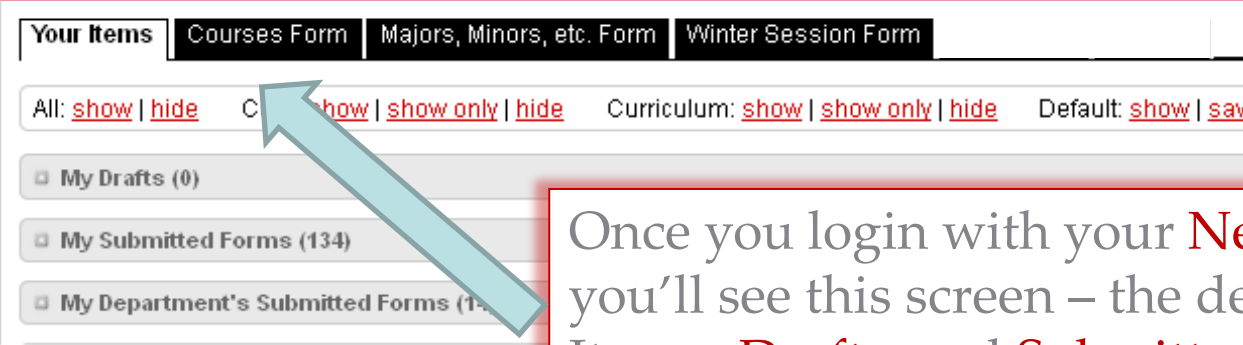For any proposal for Core certification, you'll need to answer these questions:

- Has the proposal been discussed with and consented to by officers of those departments which offer courses with which it overlaps, or which offer pre-requisite courses?

- Has the proposal been discussed with and consented to by any department(s) with courses that are *formally cross-listed* with this course?

Certification in any Core learning goal(s)
applies to ALL – and ONLY - formally cross-listed courses,
and these should be identified in your proposal.

*Please also note that once a course has been certified in Core learning goals,
it may **not** be temporarily "cross-listed" with 'Topics' or other
course numbers/sections in your own or any other department.*

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| Your Items | Courses Form | Majors, Minors, etc. Form | Winter Session Form |

All: show | hide   C   how | show only | hide   Curriculum: show | show only | hide   Default: show | sav

☐ My Drafts (0)

☐ My Submitted Forms (134)

☐ My Department's Submitted Forms (1

Once you login with your Net ID and password, you'll see this screen – the default view of Your Items: Drafts, and Submitted Forms.

Some authorized users will see My Department's Submitted Forms as well – all proposals that have been submitted by current and previous agents of your program.

Clicking on a folder will open it, and in each folder you can *sort* by various features – and *search* for particular items (*upper right of each folder*).

To *sort*, click any label in the title bar

▸ My Submitted Forms (108)

Show 25 ▾ entries   Search:

| Title | Course/Subj. # | Type | Status | Submitted By | Updated |

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| Your Items | Courses Form | Majors, Minors, etc. Form | Winter S |

All: show | hide ore: show | show only | hide   Curriculum: sh

▢ **My Drafts (0)**

▢ **My Submitted Form 134)**

▢ **My Department's Su ted Forms (14)**

**Getting started…
the Courses Form**

This guide focuses on the Courses Form, which is the most commonly used feature in the proposal system. (*The same basic steps apply to all the forms.*)

So to begin, click the "Courses Form" tab. This will allow you to submit a proposal to certify a course in the Core, or to add, drop, &/or change SAS courses.

The Courses Form …
selecting the right option
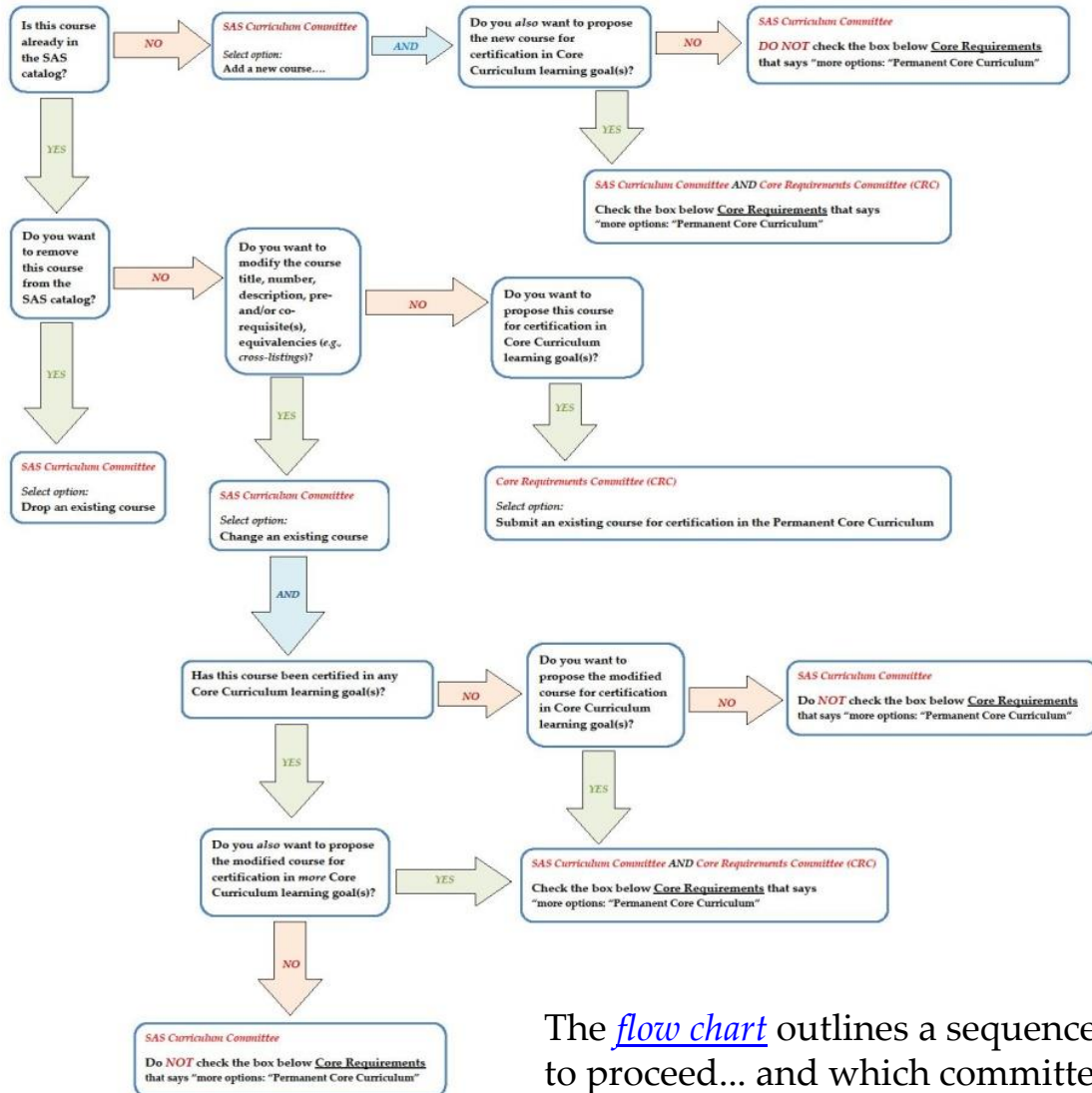
Although both the CRC and the SAS Curriculum Committee use the same [online proposal system](#), they operate independently.

For more information, see the [*sasoue.rutgers.edu*](#) website, & these links:

- [SAS Curriculum Committee Meetings and Members](#)

- [Core Requirements Committee (CRC) Meetings and Members](#)

The [*flow chart*](#) outlines a sequence of *Yes/No* choices that clarify how to proceed… and which committee(s) will review your proposal.

The Courses Form
…selecting the right option

Please choose from the following options:

○ Add a new SAS course
○ Change an existing SAS course
○ Drop an existing SAS course
} *Please note: these 3 options apply to SAS courses only*
○ Submit an existing course for certification in the Core Curriculum (Select this option if the **ONLY** action you propose is certification in the Core) *

An SAS course may go to both committees at once – for example, if you want to propose certification in the Core while also changing the course title, no., pre- and/or co-req(s), etc… or it's a new course that you *also* want to propose for the Core.

The key questions:

• Is this course already in the *Master Course List*?

• If this is an existing SAS course, do you *also* want to *modify* the course title, number, credits, description, pre-and/or co-requisite(s), and/or equivalencies (e.g., cross-listings)?

- Please use this form to enter information for one course at a time.
- Fields marked with * are required.
- Only one syllabus may be attached to the form. If you have already uploaded a syllabus, you may either remove it using the provided link or replace it by uploading again.
- You have the option of partially filling out this form and saving your progress. Use the "Save Form" button at the end of the form to do so. The form will not be checked for accuracy when saving.
- When you are ready to submit the form for review, use the "Submit for Review" button at the bottom of the page. The form will be checked for errors and you will have the opportunity to correct any mistakes.
- If you are entering a large quantity of information be sure to SAVE your work frequently using the Save button at the bottom of the form. Like many web applications, your login expires after 30 minutes of inactivity.

The Courses form …selecting options

Please choose from the following options:
- Add a new SAS course
- Change an existing SAS course
- Drop an existing SAS course
- Submit an existing course for certification in the Core Curriculum (Select this option if the *ONLY* action you propose is certification in the Core) *

Do you *ALSO* want to propose the new or modified course for certification in any Core Curriculum learning goals?

See a <u>flow chart</u> on selecting options here and below.

See the <u>Step by Step Guide to the CCAS</u> for detailed instructions, and a checklist of required documents.

*Is this course already in the Master Course List? - **YES***

If *NO*, select "Add a new SAS course" and follow the additional steps for Core certification *(the proposal goes to the SAS Curriculum Committee as well as the CRC).*

*Do you want to modify the course title, number, credits, description, pre- &/or co-req(s), special notation(s), &/or equivalencies (e.g., cross-listings)? - **NO***

If *YES*, select "Change an Existing SAS course" and follow the additional steps for Core certification *(the proposal goes to the SAS Curriculum Committee as well as the CRC).*

Submit an Existing Course for Core Goal certification

If the *only* change you propose would be certification in the Core, the proposal goes *only* to the Core Requirements Committee (CRC).

Select the option Submit an existing course for certification in the Permanent Core Curriculum.

Please choose from the following options:

○ Add a new SAS course
○ Change an existing SAS course
○ Drop an existing SAS course
○ Submit an existing course for certification in the Core Curriculum (Select this option if the *ONLY* action you propose is certification in the Core) *
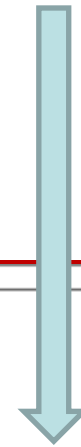
Next, you'll enter the course number, and retrieve the existing information about it in the system.

Course Information

Course Number: 01 : ___ : ___ * [Lookup Existing Course Information]

Course title: _____ *

Credits: _____ *

Semester to Take Effect: [Spring ▼] * [2014 ▼] *

Drop from Master Course List? ☐

Is this course to be offered in an online or hybrid format? [Choose One ▼] *

Fully online refers to those courses with a severely limited number of possible in-person meetings, includin
Hybrid refers to those courses with a significant portion of meetings online, roughly 1/3 to 1/2.

See SAS policy resolution on Online/Hybrid Course Proposals for more details.

Abbreviation: _____ (Optio

Pre-requisite(s)(if any): _____

Co-requisite(s)(if any): _____

Special Notation(if any): _____

Catalog Description:
(500 chars remaining)

the **Course Look-Up** function

The course look-up will populate fields for Course Title, Credits, and Catalog Description – for SAS courses.

Note: it may not populate the Pre-requisite(s), Co-requisite(s), or Special Notations fields, which can be copied from the catalog description.

- The course look-up function *does not link to the current University catalog,* so you may need to enter some of the information.

- In addition, because this system was designed for the SAS Curriculum Committee before the creation of the Core Curriculum, only SAS courses were in the initial database. The look-up won't find most courses for other Schools unless/until they've been entered 'by hand'.

You can save your work at any point after this, by clicking Save Form at the bottom… but you won't be able to submit it for review without further information.

- **Course Format**:   this field is new – and *required.* You must answer the question *"Is this course to be offered in an online or hybrid format?"*

  If it is not (for now, or the foreseeable future) choose "Not online."

Is this course to be offered in an online or hybrid format?   [Choose One ▼] *
Fully online refers to those courses with a severely limited number of possible in-person meetings, including exams.
Hybrid refers to those courses with a significant portion of meetings online, roughly 1/3 to 1/2.

The SAS faculty adopted the following policy at its meeting on May 7, 2013:

SAS policy on Online/Hybrid Course Proposals

Submit an Existing Course for Core Goal certification

- **Syllabus**: directly below the Catalog Description field is the Syllabus Upload field.

  This is required: you won't be able to submit the form for review without it, though you can save your Draft Form.

Catalog Description:
(500 chars remaining)

Please note: any changes to Catalog copy should be submitted to the SAS Curriculum Committee.

Required Attachment:

Syllabus:

Browse…

Accepted file types: pdf, txt, doc, docx, rtf, xls

Upload File

Outcome Goals for the Course:

- Use the Browse function to find your syllabus file, in any one of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).

- Click Upload File. You will see a confirmation message.
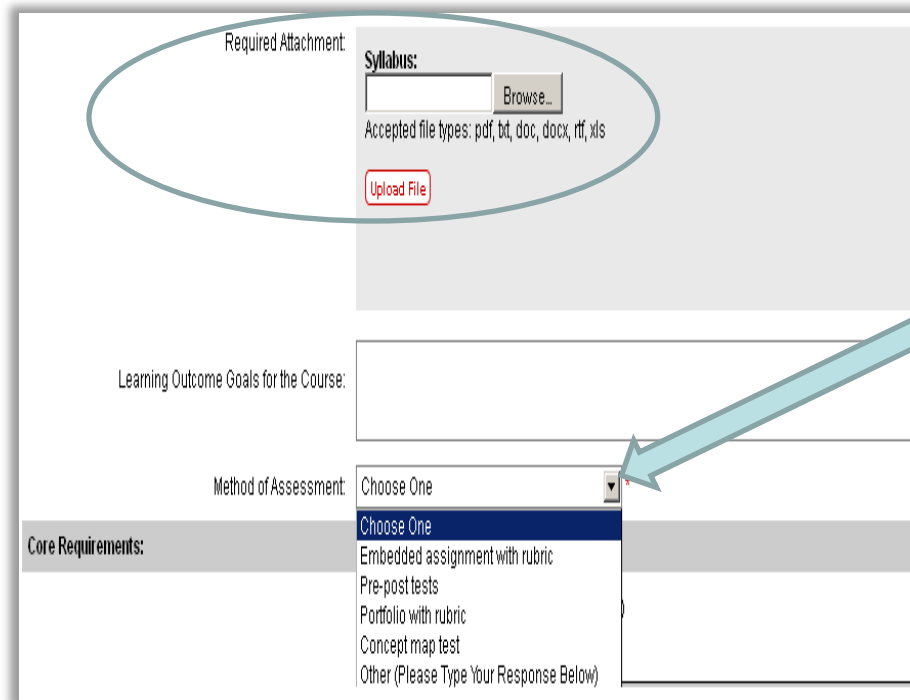
- **Learning Outcome Goals for the Course**

  This field is for *course-specific student learning goals*, ***not*** the Core goals, and is meant for the SAS Curriculum Committee. **But something must be entered here, or you won't be able to submit the form for the CRC, either.**

  You may simply enter ***"refer to syllabus"*** in the box - or enter course-specific or relevant department learning goals**.***

  Please note –there is a 500 character limit – **including spaces. Exceeding the limit will prevent you from saving the form or submitting it for review.*

- **Method of Assessment**

  Again, this is for the *course-specific*, not Core, learning goals. In this **drop-down menu**, select a relevant method – or select "Other," and repeat ***"refer to syllabus"*** in the new box that opens.

  * *Further down the form is an optional upload field where you can attach a course-specific assessment plan if you choose…*

Selecting the option Submit an existing course for certification… opened a complete list of the Core learning goals.

Check the Core goal(s) being proposed for certification.

Please take note, in doing so, of the special requirements for goals in certain categories – *e.g., Social and Historical Analysis [HST & SCL]; Writing & Communication [WCD, WCR], etc.…*

Next is the drop-down menu for the **Method of Assessment for Core Curriculum**. Select the option that best describes how the *Core learning goal(s)* will be assessed.

If you select **Other**, a new box will open. Enter "*refer to Core Assessment Plan,*" or outline the alternative method in the box.

*(Please note the 500 character limit – **including spaces**: exceeding this will prevent you from saving the form or submitting it for review.)*
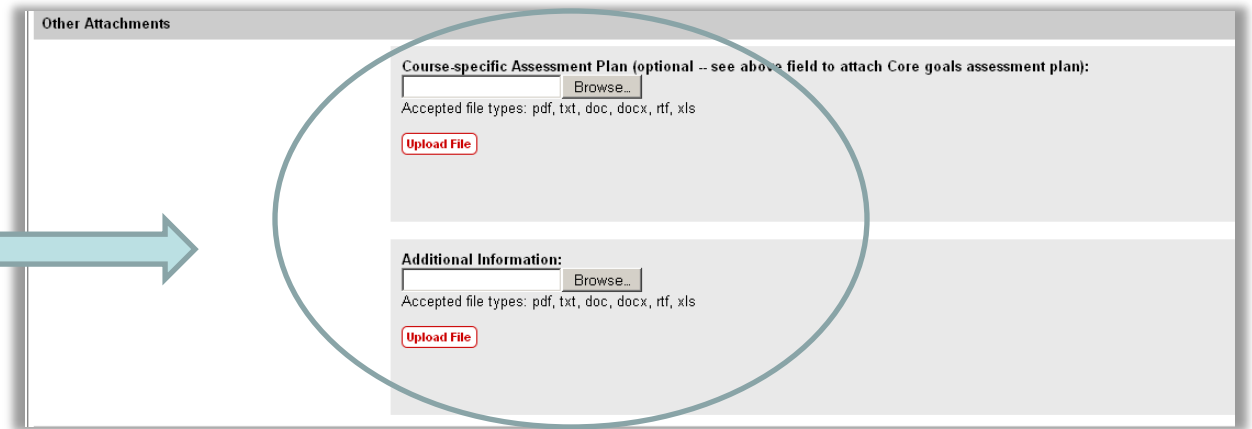
- ■ Core Assessment Plan: This is a required attachment. In this field…

  - Use the Browse function to find your assessment plan file, which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).

  - Click Upload File. You will see a confirmation message.

  If the Core goals list is open, you won't be able to submit the form without this information.

Submit an Existing Course for Core Goal certification

Below the **Core Requirements section** are two *optional* fields.

- **Additional Information** can be attached, if you want to amplify on anything in the course proposal. This field allow multiple document attachments .

  - Use the Browse function to find your file(s), which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).

  - Click Upload File. You will see a confirmation message.

- In the same way, you can attach an *optional* Course-specific Assessment Plan for any *course &/or department learning goals* identified above.

- At the bottom of the form, indicate whether the course would require additional resources because of Core certification, and…

- Confirm that the proposal has been discussed with and consented to by departments which offer cross-listed courses, or where there is a pre-requisite relationship. *Certification in Core learning goals applies to ALL formally cross-listed courses.*

- Click Submit for Review. You will now see a (read-only) version of the proposal in Submitted Forms on the Your Items tab….

- or, if you're not ready to send this to the committee(s) yet, click Save Form, and it will be saved in your Drafts folder.

Show 25 ▼ entries

Title	Course/Subj. #	Action	Type	Status
Biomedical Issues of AIDS (NB) (read only)	01:119:152	Core Goals	Course	Core Approved
Bilingualism in the Spanish-speaking World (NB) (read only)	01:940:363	Core Goals	Course	Core Approved
Wealth and Culture (NB) (read only)	01:070:303	Core Goals	Course	Core Approved
Globalization, Sex, and Families (NB) (read only)			urse	Core Approved
The Spanish Language in Social Contexts (NB) (read only)			urse	Core Approved
Spanish-American Theater (NB) (read only)			urse	Core Approved
Environment and Literature in Hispanic Culture (NB) (read only)			urse	Core Approved
Women Working in the Global Economy: Feminist Perspectives (NB) (read only)			urse	Core Approved
Gender and Consumption (NB) (read only)			urse	Core Approved
Genetic Analysis I (NB) (read only)			urse	Core Approved
Information Technology and Informatics (read only)			urse	Core Approved
Mediated Communication in Society (read only)				Core Approved
Exploring New Media (read only)			urse	Core Approved
Comparative Social and Labor Legislation (read only)	37:575:302	Core Goals	Course	Core Approved
Social Movements, Social Change and Work (read only)	37:575:357	Core Goals	Course	Core Approved
Labor and the Global Economy (read only)	37:575:363	Core Goals	Course	Core Approved

*As your proposal moves through the review process, it will be noted in the **Status** column in Submitted Forms.*

Once you click Submit for Review, a (read-only) version of the proposal appears in Submitted Forms on the Your Items tab, with its attachments (see below)…

…or, click Save Form at any time, and it will be saved in your Drafts folder *(it's a good idea to do this frequently as you work.)*

Other

Will this course require additional resources?

If yes, explain: ○Yes○No *

Has this course been discussed with and consented to by officers of those departments which offer **courses with which it might overlap or which offer pre-requisite courses?** ○Yes○No *
If yes, name the department(s) and explain:
Department:

For Core goals certification: has this proposal been discussed with and consented to by departments which offer courses formally *cross-listed* with this course?

Originated By (name of department/program officer):

Title:

Department:

Date:

Form ...leted By:

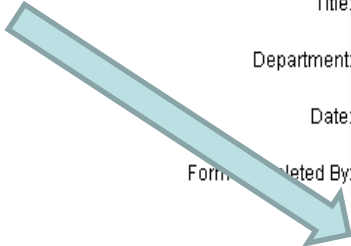*If you get any error message(s) after clicking **Submit for Review**, and you can't resolve the problem, contact Karen Dennis for help, at kdennis@sas.rutgers.edu*

Submit for Review | Save Form | Cancel

Step-by-Step through Proposals, *continued*

Please choose from the following options:
○ Add a new course
○ Change an existing course
○ Drop an existing course
○ Submit an existing course for certification in the Permanent Core Curriculum

Please note: these 3 options apply to SAS courses only

Follow the links for more Step-By-Step instructions:
Proposal flow chart... *a sequence of Yes/No choices that will help clarify the proposal and review process*
ADD A New Course to the SAS Catalog *(with or without certification in Core learning goals)*
CHANGE an Existing Course in the Catalog *(with or without certification in Core learning goals)*
DROP an Existing Course from the SAS Catalog

Help! *How do I…?*

For help with the [Course and Curriculum Proposal system](#), the Core certification process, and/or assessment, contact:

Karen E. Dennis

kdennis@sas.rutgers.edu

(848) 932-2278

For more information:

- [SAS Office of Undergraduate Education](#) (*sasoue.rutgers.edu*)

- [SAS Curriculum Committee Members and Meetings](#)
- [Core Requirements Committee (CRC) Members and Meetings](#)

- [Core Learning Goals Certification - Frequently Asked Questions](#)