Step-by-Step through the Course and Curriculum Proposal system –

Submit An Existing Course For Certification In The Core Curriculum

for information or technical help:

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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](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).

• Login 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](https://secure.sas.rutgers.edu/apps/sascc)
- through the SAS Office of Undergraduate Education webpage ([sasoue.rutgers.edu](http://sasoue.rutgers.edu))
- through links in the Resources folders of the Sakai sites [SAS Undergrad Chairs](https://sas.sas.rutgers.edu/sascc/sas-undergrad-chairs) & [SAS Affiliate UPDs](https://sas.sas.rutgers.edu/sascc/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.
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.
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).
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.
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.
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)?
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.

Next, you’ll enter the course number, and retrieve the existing information about it in the system.
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.*”

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.

- 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.
Submit an Existing Course for Core Goal certification

- 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…
Optional Presentation Title
Submit an Existing Course for Core Goal certification

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….
Submit an Existing Course for Core Goal certification

The Core Requirements section

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.
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.)

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

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