



This guide is for Department Chair and Program Director specific IQ processes. Refer to the IQ Curriculum Forms document for information on submitting new course, change course, and inactivate course forms. All new and amended course changes for a department or program will go through IQ for review and approval. Chairs/Directors can either approve the request and send it to AAPC or can return the form to the submitter. Additionally, chairs/directors will submit requests for new programs, changes to existing programs, changes to departments, and changes to learning goals through IQ to send to AAPC.

Submitting Proposals

Please do not start a new proposal if there is already one in progress. This creates multiple versions of the same program and creates problems in the catalog. Please continue to edit the existing in-progress form. If you do not have access to the form, speak to the member of your department who does.

Accessing IQ

1. Access IQ via CamelWeb.
 - a. Go to the *For Faculty* section.
 - b. Click *Curriculum Proposals* to get to the IQ home screen.



2. On the IQ home screen, make sure you are in the first tab *Curriculum Forms*.
 - a. Select the form you need from the list.

- b. Note: for instructions and information about the *New Course*, *Change Course*, and *Inactivate Course* forms go to the IQ Curriculum Forms Process Document. This reference guide focuses on processes specific to chairs/directors.

CONNECTICUT COLLEGE

Curriculum Forms Curriculum Dashboard My Items Proposal Archive

[New Course Form](#)
[Change Course Form](#)
[Inactivate Course Form](#)
[New Program Form](#)
[Change Program Form](#)
[Department Change Form](#)
[Learning Goals Change Form](#)

Chair-specific forms

- c. *New Program Form*: Use this form to propose a new major/minor/pathway/certificate.
- d. *Change Program Form*: Use this form to make changes to existing majors/minors/pathways/certificates. This includes adding courses to a major/minor requirement or list of requirements.
- e. *Department Change Form*: Use this form to edit existing department and program descriptions and faculty lists.
- f. *Learning Goals Change Form*: Use this form to edit the learning goals for existing majors/minors/pathways/certificates.

New Program Form

- 1. In the “Department” drop down menu, select the department in which the new program lives.

NEW PROGRAM FORM

Department *Required

- 2. Type the name of the program in the “Program Name” box and add a description in the “Program Description” box.

PROGRAM INFORMATION

Program Name

Program Description

Source | X | ↶ | ↷ | 🔍 | 🗨️

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3. Click the “Add Degree Requirements” box to open the section to list courses and degree requirements.

Degree Requirements

Add Degree Requirements

Degree Requirements

Degree Requirements Title

Content

Bottom Content

- a. In the “Content” box write out any narrative information regarding program requirements.
- b. Use the “Add Requirements List” button to create requirement sections (ex: Core Courses or Electives).
 - i. Enter the type of requirement in the “Requirement Type” box.
 - ii. If you wish to add a narrative description of the requirement, click the arrow next to “Requirement Narrative” and type the description in the box that opens.
 - iii. Click the “Add Course” button and then the pencil icon and follow the drop down prompts to generate the requirement course list.
 - iv. If there are additional notes related to the requirement, click the arrow next to “Requirement Note” to open a box.

The screenshot shows a web form for creating or editing a requirement. At the top, there is a 'Requirement Type' dropdown menu. Below it is a 'Requirement Narrative' section. The 'Course List' section includes an 'Add Course' button. The 'Requirement Note' section features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, and table. Below the editor is an 'Add Requirements List' button.

- c. You can continue to add requirements by clicking the appropriate buttons.
4. List all faculty members affiliated with the department in the “Faculty and Adviser Listing” box.

This screenshot shows the 'Faculty and Adviser Listing' section of the form. It contains a rich text editor with a toolbar similar to the one in the previous screenshot, but the editor area is currently empty.

5. You can save your work as you go or once you are finished by clicking the “Save” button in the upper left corner.

This screenshot shows the bottom portion of the form. It displays 'Workflow State: Draft' in blue text, a blue link for 'Print this form', a large grey 'Save' button, and a status message: 'There are 1 versions of this proposal'.

6. Once you are finished with the form, click the “Send to Department Chair” button.
 - a. Note: This step must be done even if you are the Chair. You will then need to approve the program as the Chair before sending the form to AAPC.

Workflow State: Draft

[Print this form](#)

Save

There are 1 versions of this proposal

Please click Save to save your work. Click the appropriate button to move the item to the next approval stage.



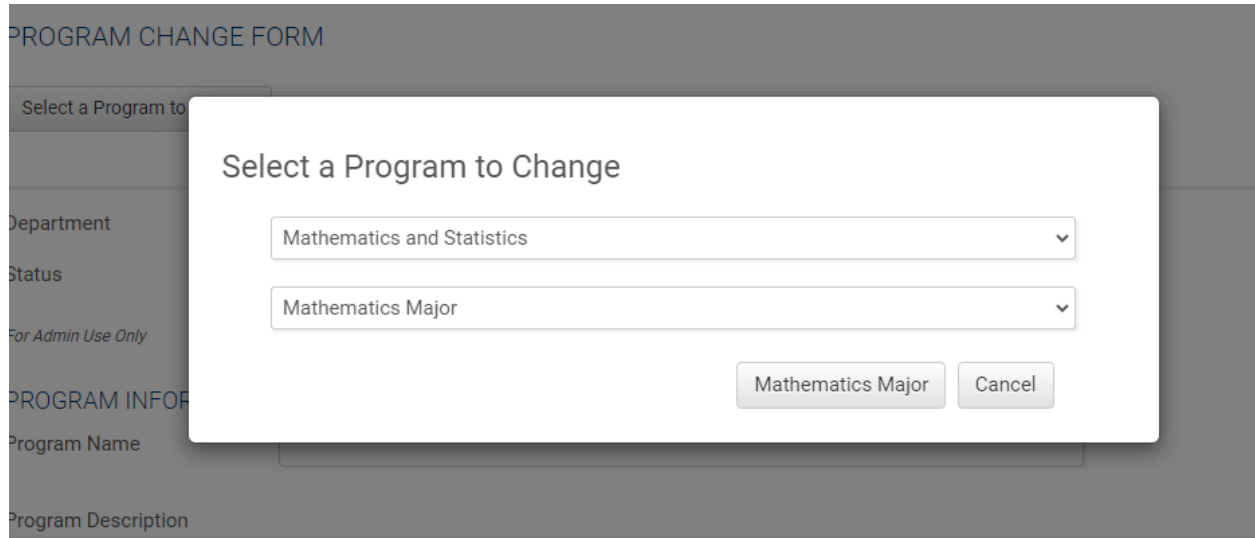
Send to Department Chair



Delete

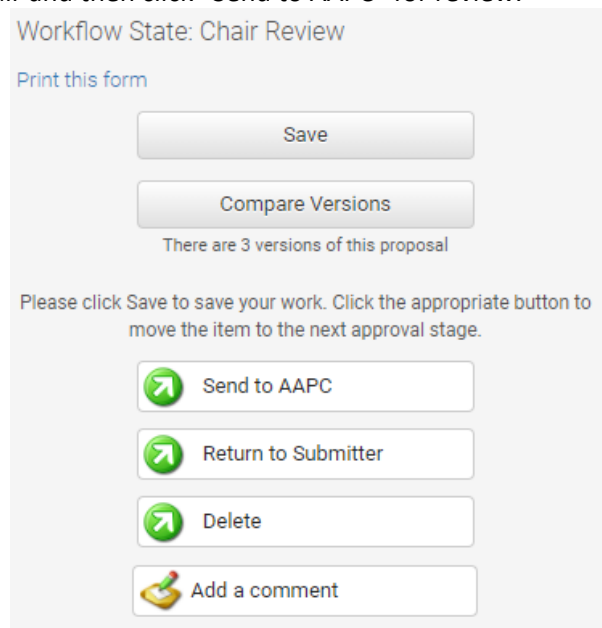
Program Change Form

1. Click the “Select Program to Change” button and pick a department or pathway to edit.
 - a. Then select the specific major, minor, or program to edit. Depending on the program there may be many options or only one.
 - b. Click on the button that indicates the program you would like to edit to get to the rest of the form.



The screenshot shows a web interface for a "PROGRAM CHANGE FORM". A modal dialog titled "Select a Program to Change" is open. It contains two dropdown menus: the first is set to "Mathematics and Statistics" and the second is set to "Mathematics Major". Below the dropdowns are two buttons: "Mathematics Major" and "Cancel". The background form is partially visible, showing fields for "Select a Program to", "Department", "Status", "For Admin Use Only", "PROGRAM INFO", "Program Name", and "Program Description".

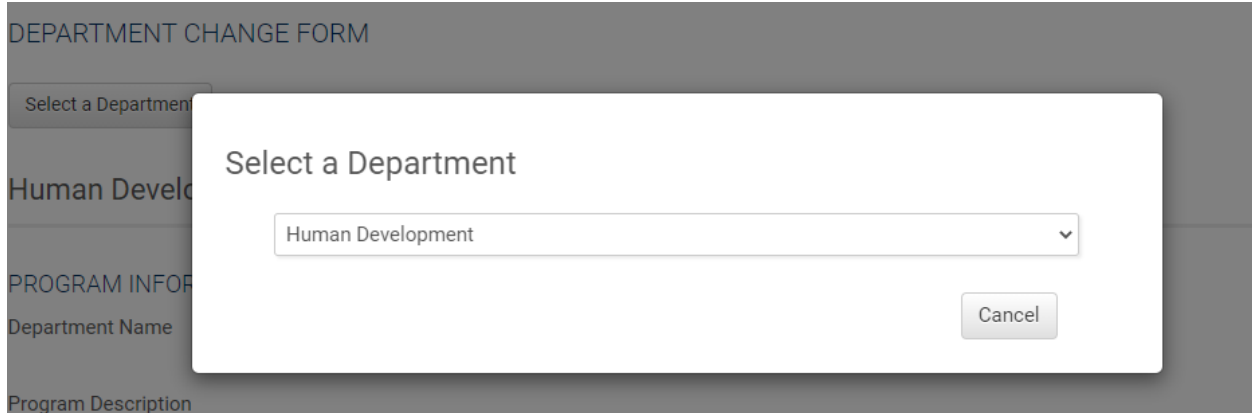
2. The form will auto populate with the existing program information.
3. Make any edits necessary.
4. Once finished, click “Save” in the upper left corner.
 - a. Then click “Chair Review” to send the program edits to the department chair.
 - b. Note: This needs to be done even if you are the department chair. You must approve it as the Chair and then click “Send to AAPC” for review.



The screenshot shows the "Workflow State: Chair Review" section of the form. It includes a "Print this form" link, a "Save" button, a "Compare Versions" button, and a note that "There are 3 versions of this proposal". Below this, a message states: "Please click Save to save your work. Click the appropriate button to move the item to the next approval stage." There are four buttons with green arrows: "Send to AAPC", "Return to Submitter", "Delete", and "Add a comment".

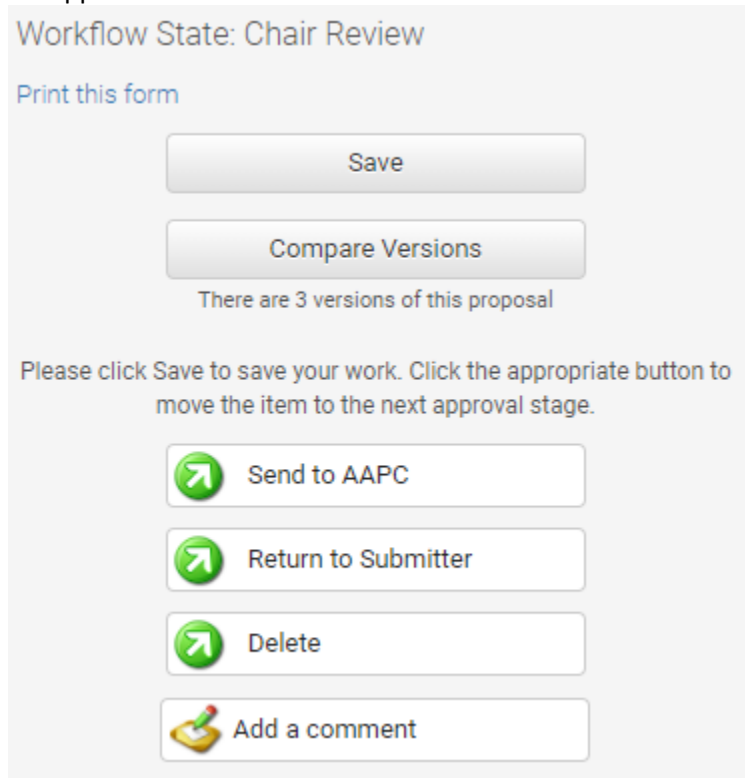
Department Change Form

1. Click “Select Department” button and pick a department or pathway to edit.
 - a. Click on the button that indicates the program you would like to edit to get to the rest of the form.



The screenshot shows a web interface titled "DEPARTMENT CHANGE FORM". A modal dialog box titled "Select a Department" is open, displaying a dropdown menu with "Human Development" selected. A "Cancel" button is visible in the bottom right corner of the dialog. In the background, the form includes a "Select a Department" button, a "Human Development" button, and a "PROGRAM INFO" section with fields for "Department Name" and "Program Description".

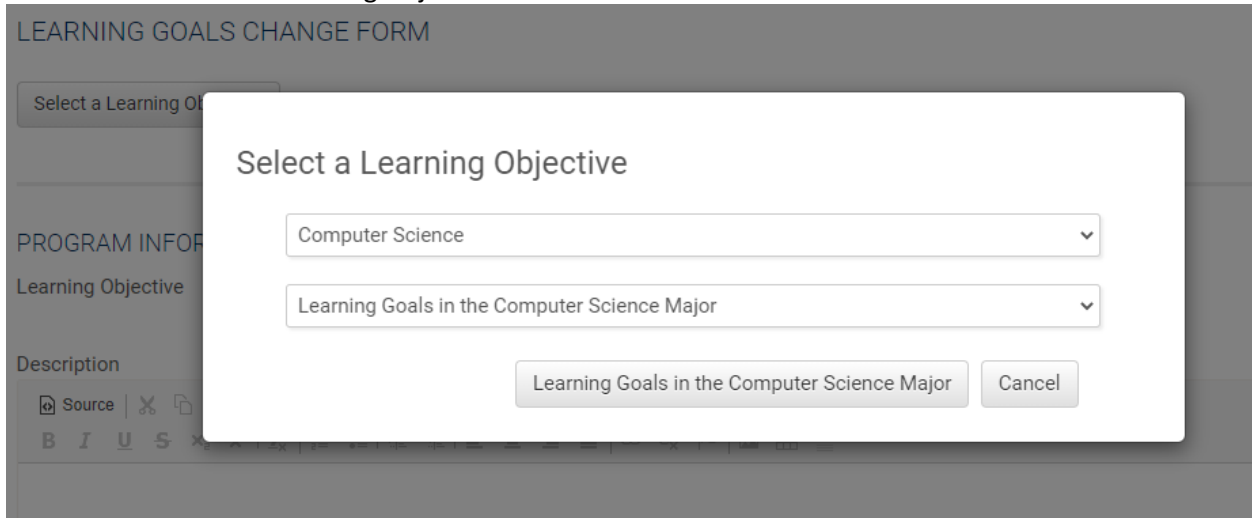
2. The form will auto populate with any existing information.
3. Make the necessary edits and then click “Save” in the upper left corner.
 - a. Then click “Chair Review” to send the program edits to the department chair.
 - i. Note: This needs to be done even if you are the department chair. You must approve it as the Chair and then click “Send to AAPC” for review.



The screenshot shows a workflow state titled "Workflow State: Chair Review". It includes a "Print this form" link, a "Save" button, a "Compare Versions" button, and a notification that "There are 3 versions of this proposal". Below this, a message states: "Please click Save to save your work. Click the appropriate button to move the item to the next approval stage." The workflow actions are: "Send to AAPC" (with a green arrow icon), "Return to Submitter" (with a green arrow icon), "Delete" (with a green arrow icon), and "Add a comment" (with a comment icon).

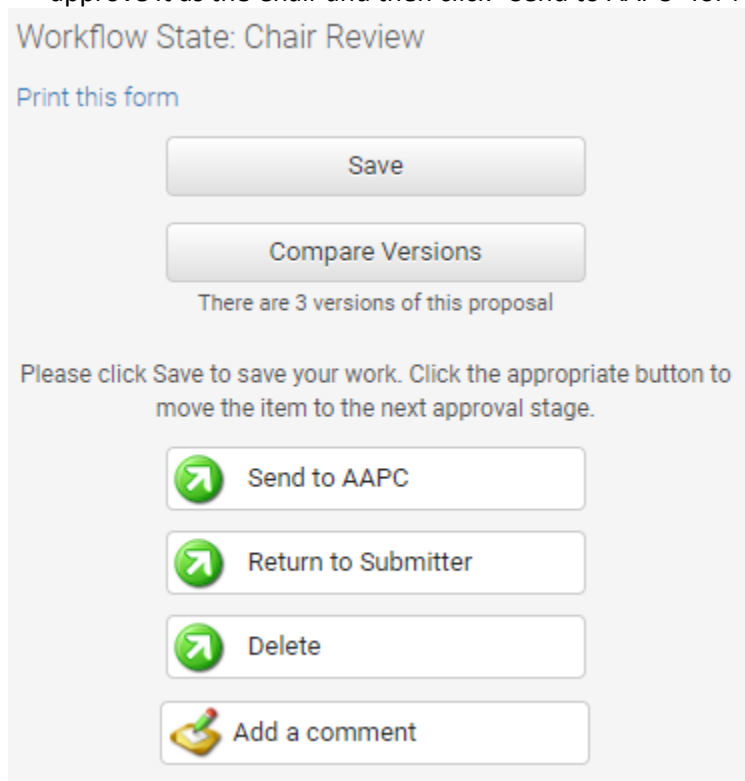
Learning Goals Change Form

1. Click “Select a Learning Objective.”



The screenshot shows a web interface for a 'LEARNING GOALS CHANGE FORM'. A modal dialog box is open, titled 'Select a Learning Objective'. It contains two dropdown menus. The first dropdown is set to 'Computer Science'. The second dropdown is set to 'Learning Goals in the Computer Science Major'. At the bottom of the dialog, there are two buttons: 'Learning Goals in the Computer Science Major' and 'Cancel'. The background shows a form with fields for 'PROGRAM INFO', 'Learning Objective', and 'Description', along with a rich text editor toolbar.

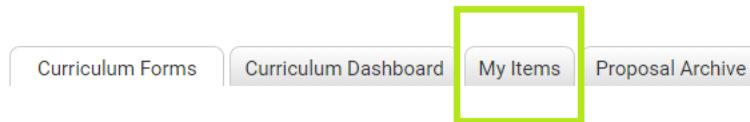
2. The form will auto populate with the existing information.
3. Make the necessary edits and then click “Save” in the upper left corner.
 - a. Then click “Chair Review” to send the program edits to the department chair.
 - i. Note: This needs to be done even if you are the department chair. You must approve it as the Chair and then click “Send to AAPC” for review.



The screenshot shows a 'Workflow State: Chair Review' screen. At the top, it says 'Print this form'. Below that are three buttons: 'Save', 'Compare Versions', and 'Delete'. Under 'Compare Versions', it says 'There are 3 versions of this proposal'. Below that is a message: 'Please click Save to save your work. Click the appropriate button to move the item to the next approval stage.' At the bottom, there are four buttons: 'Send to AAPC', 'Return to Submitter', 'Delete', and 'Add a comment'.

Approving Forms as the Chair

1. In the home page, click the “My Items” tab.




2. In the “My Items” tab you will find both your draft forms as well as any forms awaiting your review. These will be indicated in the *Workflow* column with the “Chair Review” label.
 - a. The *Type* column will indicate the kind of change submitted.

Search:

Type	Name	Workflow
Type	Name	Chair Revi
Change Course	ANT 296 CC: RELIGION AND ENVIRONMENT	Chair Review
Change Course	CHI 401 ADV CHI: CONTEMP SOCIETY/CUL	Chair Review
Change Course	CHI 404 ADV CHI: CONTEMP SOCIETY/CUL	Chair Review
Change Course	ES 111 ENV STDS AS A SOCIAL SCIENCE	Chair Review
Change Course	FLM 409 HISTORY/STORY IN FREN CINEMA	Chair Review
Change Course	PHI 440G HAPPINESS	Chair Review
Change Course	PHI 491 INDIVIDUAL STUDY	Chair Review
Change Course	PHI 492 INDIVIDUAL STUDY	Chair Review
Change Course	THE 225 THEATERMAKING 2	Chair Review
Change Course	THE 325 THEATERMAKING 3	Chair Review
Change Program	English Major	Chair Review
Change Program	Latin American and Latino Studies Major	Chair Review
New Course	AMS 201N Intro to American Studies	Chair Review
New Course	ENG 245 CC: TASTING DIFFERENCE	Chair Review

Showing 1 to 14 of 14 entries (filtered from 30 total entries)



3. Click on the *Name* of the form you would like to review.
4. Review the form that populates.
 - a. To compare versions or see what changes have been made, click “Compare Versions” in the upper left corner.





Workflow State: Chair Review

[Print this form](#)

There are 3 versions of this proposal

- b. A new tab will open that indicates the differences between versions of the form. Use the key at the top of the page to toggle between versions and read the document.

[Compare Versions](#)
[Print Compare](#)

Select Version to Compare	<input type="text" value="1. Original PHI 440G HAPPINESS 10/20/2020 12:15:05 PM ET - Larry Vogel"/>	Compare Key	
Select Current Proposed Version	<input type="text" value="3. PHI 440G HAPPINESS 10/20/2020 12:18:07 PM ET - Larry Vogel"/>	 New Section	 ABC New/Modified Text
		 Deleted Section	 ABC Deleted Text

5. You can make any changes you'd like in the form and then click "Save" in the upper left corner.
6. If there are edits the original submitter should make, click "Return to Submitter" so the person who originally requested the change can re-review the form.
7. If there are no edits or you have made and saved any edits, click "Send to AAPC" to forward the request to AAPC for review.

Workflow State: Chair Review

[Print this form](#)

There are 3 versions of this proposal

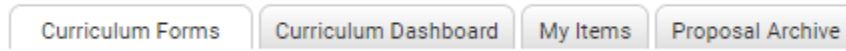
Please click Save to save your work. Click the appropriate button to move the item to the next approval stage.

Audit Trail
There are 2 comments on this proposal.



Reviewing Submitted Form Requests and Curriculum History

- The home page of IQ has four tabs:



- Curriculum Forms*: All forms can be found in this tab.
 - Curriculum Dashboard*: Proposals in the draft or approval process can be found here.
 - My Items*: Here you will find any of your saved proposals that have not yet been submitted for review as well as any proposals that require your attention, if applicable.
 - Proposal Archive*: The archive of all fully-approved proposals in a read-only format.
- In *Curriculum Dashboard*, *My Items*, and *Proposal Archive*, you can search and/or filter the results using the tabs and toggles at the top of the page:

Search: **Search Bar** Show entries

Type	Name	Workflow	Status	Date Changed	User
Type	Name	Workflow	Status	From <input type="text"/> to <input type="text"/>	User

Use the drop-down to search by type of proposal (i.e.: change course, new course, etc)

Use toggles to sort in alphabetical or reverse alphabetical order

Use the drop-down to search by place in the approval process (i.e.: chair review, AAPC review, faculty review, etc)

Use toggles to sort in alphabetical or reverse alphabetical order

- To view changes made to a submitted form, find the form request in one of the dashboard or archive tabs and click on the 'name.'
 - Click on the 'Compare Versions' button located in the upper left corner under save.



- Using the drop down options at the top of the page, select which versions you'd like to compare.
- Use the key to navigate new/modified text versus deleted text.

Compare Versions
Print Compare

Select Version to Compare: 1. Original PHI 440G HAPPINESS 10/20/2020 12:15:05 PM ET - Larry Vogel

Select Current Proposed Version: 3. PHI 440G HAPPINESS 10/20/2020 12:18:07 PM ET - Larry Vogel

Compare Key

■ New Section ABC New/Modified Text

■ Deleted Section ABC Deleted Text

Notifications

An email notification will be sent to you when you need to review and take action on a proposal.

- Make sure you receive the emails by adding noreply@smartcatalogiq.com to your email contacts.
- In the email, click on the course link to be redirected to IQ to review and approve the request.

Process Timelines

Registrar (~3 Business Days)	AAPC (~2 Weeks)	AAPC and Faculty Meeting (~1 Month)
<ul style="list-style-type: none"> • Cross-listings of existing course(s) • FLAC sections • Learning goals for existing majors 	<ul style="list-style-type: none"> • Routine changes to majors/minors (i.e.: lists of courses and pathways) • Routine changes to courses (i.e.: titles, descriptions, numbers, pre-reqs, permission, standard enrollment caps) • Deactivation of existing courses • Reactivation of existing courses 	<ul style="list-style-type: none"> • New majors/minors • Deletion of majors/minors • Substantial changes to major/minors (i.e.: structure, number of courses, core requirements) • SDIM majors/minors • New courses • Substantial changes to courses (i.e.: credits, impact to College requirements, non-standard enrollment caps)

- Once items are approved at either the AAPC meeting or the Faculty Meeting, the Registrar’s Office begins the manual process to move the newly approved items into the online catalog and Banner system.
 - This is a multi-step process and does not happen automatically. Course changes and routine major/minor changes will appear in the catalog within a few days.
- Substantial changes such as inactivating courses, new majors/minors, and substantial major/minor changes will appear in the catalog starting in the next academic year.
 - For example: a substantial change submitted in October 2021 will not appear until the 2022-2023 catalog is published in the August preceding the start of the academic year.

For additional assistance or any information not covered in this documentation, please email curriculum@conncoll.edu.