



IQ is the curriculum management system Connecticut College uses to update the course catalog. In IQ faculty can request new courses, request changes to existing courses, or request to inactivate a course. IQ creates an approval workflow from submission to department chair to AAPC to the faculty meeting. All changes to the curriculum and/or catalog must be submitted via IQ. The following document will guide faculty in accessing IQ, creating new courses, editing existing courses, and inactivating courses.

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.

CONNECTICUT COLLEGE

[Curriculum Forms](#)[Curriculum Dashboard](#)[My Items](#)[Proposal Archive](#)

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

- b. *New Course Form*: use to add a brand-new course to the catalog.
- c. *Change Course Form*: use to edit or change an existing catalog course. Note: this is different than making an adjustment to the term-based class schedule.
- d. *Inactivate Course Form*: use to inactivate an existing course so that it is removed from the course catalog. Removal of inactivated courses will happen in the catalog for the following academic year.



Request a New Course in IQ

1. Click on the *New Course Form*.

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2. In the *New Course Form* fill out all applicable information. Note: certain fields have a question mark in a circle next to the field title; clicking on the question mark will give you further information about the field.
 - a. **Subject Code***: select the subject code for the course from the drop down menu.
 - i. **Subject Name** will automatically populate once a subject code has been chosen.
 - b. **Level Number***: select the level tier (100, 200, 300, 400) from the drop down.
 - c. **Requested Number**: if you have a specific number you'd like to request for the new course, type it here. This is an optional field; a number will be provided for you if you do not list one.
 - i. Note: All requested numbers will be verified by the Registrar's Office and altered if the requested number is not available.
 - d. **Course Title***: Due to system limitations there is a 30 character limit on the course title. Please type abbreviations as you'd like them to appear in the catalog, schedule, and transcript.
 - i. Titles must be entered in all capitals. ConnCourse titles must begin with 'CC:' which counts towards the 30 character limit.
 - ii. We recommend putting the full unabbreviated title in the 'course description' box before the description text.
 - e. **Course Description***: Enter the description of the course as it should appear in the catalog and on the schedule.

IQ Curriculum Change Forms

NEW COURSE FORM

Subject Code *Required

Subject Name

Level Number *Required

Requested Number (optional)

3 numbers followed by an optional alpha

Course Title *Required

30 character limit, typed in all capitals. CONN Courses titles must begin "CC".







Course Description *Required

B I | |

400 character limit

- f. **Course Related Notes:** An optional space for any additional course-information that does not fit in any other section of the form. Examples include: special fees, audition requirements, or non-traditional grading.
- g. **Initial Instructor(s)**
- h. **Enrollment Limit*:** Use the following format: "Enrollment limited to X students."
 - i. Refer to IFF Guidelines for enrollment limitations. A reference guide can be found by clicking the question mark.
- i. **Enrollment Limit Justification for AAPC if not following IFF guidelines:** If the enrollment limit is outside of IFF guidelines, provide the reasoning for the deviation here.
- j. **Credits Narrative:** Write the number or range of numbers for course credit(s).
- k. **Fixed Credits:** Write the number of the credits. If the course has a range of credits, write the lowest number of the range.
- l. **Range Credits:** If the course has a range of credits, write the highest number of the range.

Course Related Notes [?](#)

B *I*      

400 character limit

Initial Instructor(s)

first initial, last name

Enrollment Limit [?](#)

**Required*

Enrollment Limit Justification for AAPC if not following IFF guidelines [?](#)

Credits

Credits Narrative [?](#)

This is what appears for the catalog description

Fixed Credits

(fixed or start range)

Range Credits

(end range)

m. Prerequisite(s)

i. Prerequisite Narrative: List the prerequisite(s), if any, of the course.

1. Note: the narrative list should include the words 'and' or 'or' to indicate if a student needs to have taken all of the prerequisite courses or just one of them. Parentheses can also be used to create course groupings.

Examples below:

- a. FRH 101 and FRH 102
- b. GOV 103 or SOC 110
- c. (BIO 103 or BIO 107) and (BIO 104 or BIO 108)

ii. Select a Course: Click the "Add Course" button.

1. Use the pencil button to select subject code, level, and course number from the drop downs. Then click on the name of the course to add it to the prerequisite list.
2. To add more than one course, click the "Add Course" button again.

n. Instructor Permission*: Clicking yes means that students will need the listed instructor to enter a 'Permission' override in Self-Service prior to them being able to register.

o. Does this course have corequisite(s)?

IQ Curriculum Change Forms

- i. If yes, fill out the 'Corequisite Narrative' section.
 - ii. *Select a Course*: Click the "Add Course" button. Use the pencil button to select subject code, level, and course number from the drop downs. Then click on the name of the course to add it to the corequisite list.
- p. *Are there Registration Restrictions?*
 - i. If yes, fill out the boxes that pop up. If restrictions are by class, check off which class years are allowed to register. For any other restrictions, fill out the 'Registration Restrictions Narrative.'
- q. *Cross List*: If the new course will be cross-listed with other subjects, email curriculum@conncoll.edu with the cross-list information and departmental approvals for processing.
- r. *Please Choose a Schedule Type (Only One)**: Use the drop down to select the course schedule type.

Prerequisite(s)
Prerequisite Narrative

Select a Course

Instructor Permission **Required*

Yes

No

Yes indicates that registration requires completion of an Add Form or submission of a list of students to the Registrar's office.

Does this course have corequisite(s)?

Yes

No

Are there Registration Restrictions?

If yes, please select checkbox below.

Yes

Cross List

If this course will be cross-listed, please forward the email approval from the cross-listed department(s) Chair/Director to curriculum@conncoll.edu in order for the cross-listed course to be created.

Please Choose a Schedule

Type (Only One):

**Required*

- s. *Degree Requirements (Attributes)*
 - i. *Modes of Inquiry**: Choose up to two MOIs.
 - ii. *Other (may select multiple)**: Select other attributes if applicable.
- t. Uploads: ConnCourses, SDP Courses, and FYS's require additional information to be uploaded via the appropriate 'Attach Files' button.
 - i. *ConnCourse Rubric Upload*
 - ii. *SDP Rubric Upload*
 - iii. *FYS Departmental Approval Upload*

IQ Curriculum Change Forms

Degree Requirements

Mark applicable attribute(s) or none.

Choose a maximum of two. **Required*

Creative Expression (MOIA)	<input type="checkbox"/>
Critical Interpretation and Analysis (MOIB)	<input type="checkbox"/>
Quantitative and Formal Reasoning (MOIC)	<input type="checkbox"/>
Scientific Inquiry and Analysis (MOID)	<input type="checkbox"/>
Social and Historical Inquiry (MOIE)	<input type="checkbox"/>
None	<input type="checkbox"/>

Other (may select multiple) **Required*

ConnCourse (CC)	<input type="checkbox"/>
FLAC Course (FLAC)	<input type="checkbox"/>
Social Difference and Power (SDP)	<input type="checkbox"/>
World Languages and Cultures	<input type="checkbox"/>
Writing Course (W)	<input type="checkbox"/>
None	<input type="checkbox"/>

ConnCourse Rubric Upload

If ConnCourse (CC) is selected above, upload rubric

Attach Files

SDP Rubric Upload

If SDP is selected above, upload rubric

Attach Files

FYS Departmental Approval Upload

To be uploaded either by the department or by the Dean of First-Year Students

Attach Files

Notes

Status

For Admin Use Only

3. Save
 - a. You may save the form as you work on it or once the form is completed.
 - b. The 'Save' button is located in the upper left corner.
4. Send to Department Chair

- a. Once the form is ready to be reviewed click 'Send to Department Chair' under the save button to forward the form to the appropriate department chair for review.
 - i. Note to Department chairs: you will still need to do this step as courses cannot go to AAPC for review until they've gone through Chair Review.

Workflow State: Draft

[Print this form](#)

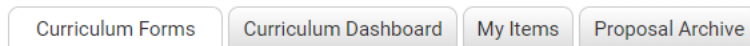
There are 1 versions of this proposal

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



Request Changes to an Existing Course in IQ

1. Click on *Change Course Form*



- New Course Form
- Change Course Form
- Inactivate Course Form
- New Program Form
- Change Program Form
- Department Change Form
- Learning Goals Change Form



2. Select a course from the pop-up drop down
 - a. **Subject Code***: select the subject code for the course from the drop down menu.
 - b. **Level Number***: select the level tier (100, 200, 300, 400) from the drop down.
 - c. **Course***: select the course you would like to edit. Then click on the button that appears with the course information.

CHANGE COURSE FORM

Use the button below to select the course you would like to Change. Course information will populate upon selecting a course.

Select a Course to Revise

Subject Code

Subject Name

Course Number

COURSE INFORMATION

Course Title *Required

30 character limit, typed in all capitals. CONN Courses titles must begin "CC:".

Level Number

Course Description *Required

IQ Curriculum Change Forms

CHANGE COURSE FORM

Use the button below to select the course you would like to Change. Course information will populate upon selecting a course.

Select a Course to Revise

Select a Course to Revise

AHI - ART HISTORY

300

AHI 356 IMAGIN OTHERNESS VISUAL CULTR

AHI 356 IMAGIN OTHERNESS VISUAL CULTR Cancel

COURSE INFORMATION

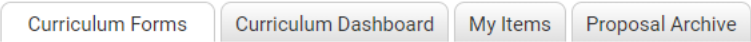
Course Title *Required

3. The existing course catalog information will auto-populate.
4. Edit, amend, and/or remove information from the form as needed.
5. Once you have completed the edits, click the 'Save' button and then the 'Chair Review' button in the upper left corner.



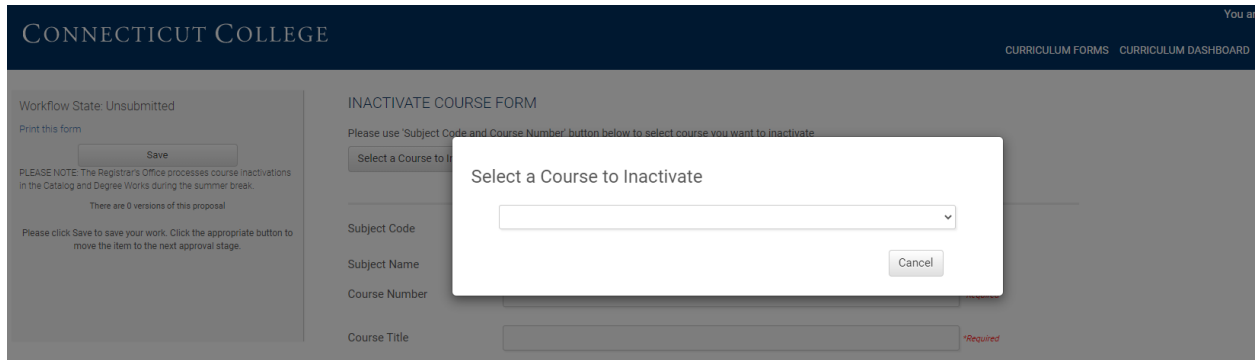
Request to Inactivate a Course

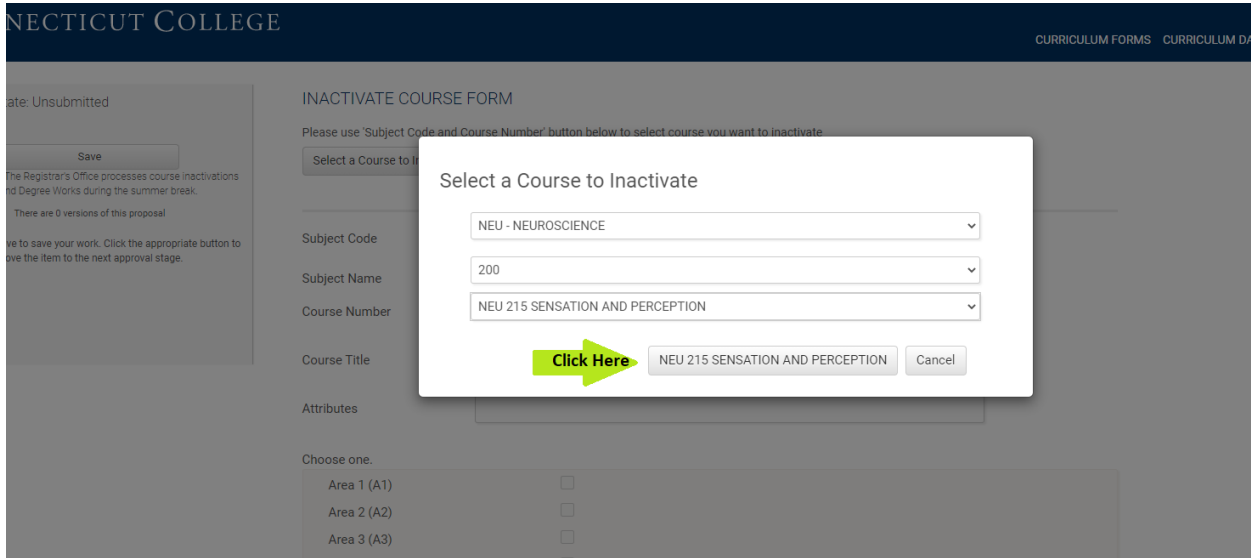
1. Click on *Inactive Course Form*.



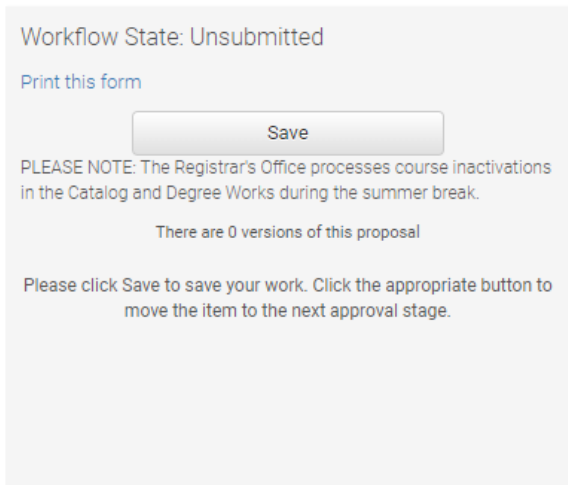
- New Course Form
- Change Course Form
- Inactivate Course Form 
- New Program Form
- Change Program Form
- Department Change Form
- Learning Goals Change Form

2. Select a course from the pop-up drop down
 - a. **Subject Code***: select the subject code for the course from the drop down menu.
 - b. **Level Number***: select the level tier (100, 200, 300, 400) from the drop down.
 - c. **Course***: select the course you would like to edit. Then click on the button that appears with the course information.





3. Click *Save* in the upper left corner. Then click the *Chair Review* button in the upper left corner.



INACTIVATE COURSE FORM

Please use 'Subject Code and Course Number' button below to s

Select a Course to Inactivate

NEU 215 SENSATION AND PERCEPTION

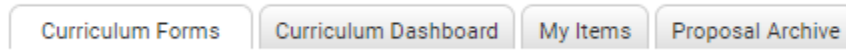
Subject Code	NEU
Subject Name	NEUROSCIENCE
Course Number	215

Once approved by AAPC, the course will be removed in the catalog beginning with the following academic year.



Reviewing Submitted Form Requests and Curriculum History

1. The home page of IQ has four tabs:



- a. *Curriculum Forms*: All forms can be found in this tab.
 - b. *Curriculum Dashboard*: Proposals in the draft or approval process can be found here.
 - c. *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.
 - d. *Proposal Archive*: The archive of all fully-approved proposals in a read-only format.
2. 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

3. 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.'
- a. Click on the 'Compare Versions' button located in the upper left corner under save.

Workflow State: Chair Review

[Print this form](#)

There are 3 versions of this proposal

- b. Using the drop down options at the top of the page, select which versions you'd like to compare.
- c. 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	Compare Key	New Section ABC New/Modified Text
Select Current Proposed Version	3. PHI 440G HAPPINESS 10/20/2020 12:18:07 PM ET - Larry Vogel		

4. An email is generated every time the form moves up an approval level.
 - a. **Note:** Add noreply@smartcagalogiq.com to your list of safe email senders to ensure you receive the notification.



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)

1. 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.
 - a. 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 business days.
2. 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.
 - a. For example: a substantial change submitted in October 2021 will not appear until the 2022-2023 catalog is published.

Deadlines to Know

Third Monday in January	First draft of next year's class schedule due
Last Day in January	Deadline to submit ConnCourse proposals to complete the approval process, including faculty meeting approval, for teaching the following term
February	Recommend that substantial major/minor changes happen annually in February.
Last Monday in February	Final draft of next year's class schedule due
Third Monday in March	Deadline for submission of new courses or course changes for anything on the fall schedule in order for changes to be approved and made prior to pre-registration

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