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

   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.

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

<table>
<thead>
<tr>
<th>Department</th>
</tr>
</thead>
</table>

2. Type the name of the program in the “Program Name” box and add a description in the “Program Description” box.
3. Click the “Add Degree Requirements” box to open the section to list courses and degree requirements.

Degree Requirements

Add Degree Requirements

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.
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.

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

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.

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.
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.

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.
Learning Goals Change Form

1. Click “Select a Learning Objective.”

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.
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.

   ![Workflow column example]

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.
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.

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.
Reviewing Submitted Form Requests and Curriculum History

1. 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.

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:

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.

   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.
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

<table>
<thead>
<tr>
<th>Registrar (~3 Business Days)</th>
<th>AAPC (~2 Weeks)</th>
<th>AAPC and Faculty Meeting (~1 Month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-listings of existing course(s)</td>
<td>Routine changes to majors/minors (i.e.: lists of courses and pathways)</td>
<td>New majors/minors</td>
</tr>
<tr>
<td>FLAC sections</td>
<td>Routine changes to courses (i.e.: titles, descriptions, numbers, pre-reqs, permission, standard enrollment caps)</td>
<td>Deletion of majors/minors</td>
</tr>
<tr>
<td>Learning goals for existing majors</td>
<td>Deactivation of existing courses</td>
<td>Substantial changes to major/minors (i.e.: structure, number of courses, core requirements)</td>
</tr>
<tr>
<td></td>
<td>Reactivation of existing courses</td>
<td>SDIM majors/minors</td>
</tr>
</tbody>
</table>

- 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.