OnBase Curriculum Workflow User Guide

This user guide provides instructions for submitting and approving undergraduate curriculum proposals. This guide also provides helpful tips and resources for curriculum proposal requirements.

> Please contact Jayne Ramirez (jayramirez@csufresno.edu) for any questions regarding curriculum processes.

Table of Contents

How to Login to OnBase	3
How to Submit a Course Proposal	4
How to Submit a Program Proposal	15
How to Review/Approve/Return a Proposal in the Queue	18
How to Search for a Saved Proposal or Check Status of a Proposal	20

How to Login to OnBase

1. Sign in to the My Fresno State Portal (<u>https://ps.fresnostate.edu</u>) using your Fresno State **username** and **password**, click the **login** button.



2. At the top blue bar select **Campus Systems** from the middle dropdown menu.

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F	RESN@STATE.		✓ My Homepage	^ (2 ٣
	My.FresnoSt	ate.edu Help	My Homepage	CFS PeopleSoft Financia	als
	(Campus Systems	P\$	
	(nformation Resources		
			Popular Shortcuts		
3. Select the OnBa	se icon.	FRESN@STATE. CSU Learn Google Apps/Mail G Suite OnBase Forms & Reviews OnBase	Campus Systems Campus Systems GrantLaunch Student Clubs & Organizations Engagee*	Kuali Ready Kuali Ready	

4. Under **Group Layouts, Fresno State** should be selected to view your OnBase Portal. This portal allows access to the Curriculum Workflow System.

StatusView		OnBase [®]		☆ [🖂 🛛 Jayne Ran	nirez 🗸
Available Layouts Q		Fresno State			Q ≡+ (3 \$
PERSONAL LAYOUTS	č	Available Forms				i i
Fresno State UCP Administrator		FORMS Key Request				^
		Visitor Parking Request				-111
		UNI - Undergraduate Curriculum Proposal (UCP) - UFW Items: 5				•
	II.	My Workflow				=
		NAME	DOCUMENT DATE	LIFE CYCLE	QUEUE NAME	
		Process ID: 5690729 Submitted By: JAYRAMIREZ 7/7/2020 - FALL - OPTION - PROGRAM - SPECIAL PROGRAMS (94) - SPECIAL PROGRAMS (376) - OFFICE OF THE DEAN	7/7/2020	Undergraduate Curriculum Proposal (UCP)	Office of the Dean	Î

How to Submit a Course Proposal

1. Under Available Forms double-click UNI-Undergraduate Curriculum Proposal (UPC) - UFW

■ StatusView		OnBase	
Available Layouts Q		Fresno State	
PERSONAL LAYOUTS GROUP LAYOUTS	÷	Available Forms FORMS Key Request Visitor Parking Request Worker Injury Form UNI - Undergraduate Curriculum Proposal (UCP) - UFW FIN - Financial Signature Approval - FSA (UFW) 4	

2. A New Form will popup. Select Course Proposal.

New Form - Google Chrome				-	
imaging.fresnostate.edu/A	ppNet/NewUnityForm.aspx				
ř					
EDECNI	CTATE				
LKEDIN	SIAIE				
Discovery. Dive	rsity. Distinction.				
Undergraduate	Curriculum P	roposal (UCP	2)		
UNI - Undergradu	ate Curriculum Pro	posal (UCP)			
Please follow Procedures for <u>C</u>	urriculum Changes and Catalog	<u>) Copies</u> .			
Proposals must be approved by	the Undergraduate Curriculum	Committee and processed	by Office of the De	ean of	
Undergraduate Studies by Apri	1 in order to be effective for the	e next academic year catalo)g.		
I would like to submit a:	Prove and				
O Program Proposa	urse Proposal				
Process ID	Create Date 07/29/2020				
College / School Name	Academic Organization	Effective Term	Year		
v	v		v		•
Actions					
Sav Sav	e				
Ready to Submit					

3. A **Request Type** dropdown menu will appear. Select the Course Request Type.

Complete the next steps based the **Request Type** Selected:

- New Course (page 5)
- Course Revision (page 7)
- **Deactivation** (page 9)
- Reactivation (page 11)
- T-Course Conversion (page 13)



New Course Proposal Process

- 1. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 2. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.
- 3. Complete the **Course Proposal** section.

I would like to submi O Program Proposal 🔘	t a: Course Proposal					
Request Type						
New Course						
Does this request aff ○ Yes ○ No	ect other department	s on Campus?				
Process ID (Office Use O	nly) Create Dat 01/15/2021	e				
College / School Nam	Academic (Organization	Effective Term	¥	Year	•
Course Propos	al					
Subject	Catalog N	umber	Units Min	Units Max	Repeatable	
Course Short Title (16 character limit)		Course Long Titl	l <mark>e (</mark> 80 character l	imit)	
Is Course Cross-Lis	ted? Cross-listed cou	rses will share the	same course ID and	Title		
		Irse CS# 2 (LdD Ad	ctivity)			
Enrollment Limit Pe	r Section Cou	irse Offered	Gra	ading Basis	¥	
Catalog Description Limit course description Include prerequisites, catalog number, e.g.,	on to 600 characters, u limitation, lecture/lab l (Formerly Biol 185T sec	sing succinct phrase hours. For conversic ction). Indicate "Not	s rather than narrati n courses also incluo open to" statemer	ive sentences. de the former nt if appropriate.		
Enter ti	ne Catalog Description	including the abov	e information here			
Select Course	Designation(s) that would	apply to prop	oosal		
Service Learning Outcome	Writing Course	GE Course	M/I Course	Onl	ine Course	

Course designation requests will be forwarded after review by the University Undergrad Committee

4. Upload all required documents

Please uploa	d the following documents:
Memo of Supp	ort *
Memo of Support	A memo is required only if the proposal affects another department.
Justification *	
Justification Attach	Use the <u>Justification Form</u> found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.
New Syllabus	*
New Syllabus	<u>Syllabus</u> assistance and template can be found on the Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: <u>APM 232 and APM 241</u>

5. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and hit Submit.

Actions			
Ready to Submit	Submit		

To save a proposal for a later time, hit the **Save** button. It automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions	
□ Ready to Submit	Save

6. An email confirmation with a Process ID will be received after the proposal has been submitted.

Example:			
UCP: Process ID 5715913 - AGRI 10	0H <mark>Successfully</mark> Submitted ⊅	÷	Ľ
Forms@csufresno.edu to jayramirez *	Thu, Jul 23, 11:20 AM (6 days ago) 🛛 🛧	4	:
FRESN@STATE	Discovery. Diversity. Distinct	ctio	n.

Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been successfully submitted. You can check the status of your proposal in the OnBase Web Client.

Course Revision Proposal Process

- 1. Enter **Course Catalog ID**. Selection will narrow as you enter the text. Once Selected, existing course information will autofill on the form.
- 2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 3. Select the requested Effective Term and Year .

Request Type		Course Catalog ID	
Course Revision	•	EN 🗲	▼
Does this request affect (other de	ENGL 1L (003346)	•
⊖Yes ⊖No		ENGL 2 (000937)	
Process ID	Create	ENGL 5A (018431)	
	01130120	ENGL 5B (018432)	
College / School Name	Acader	ENGL 10 (018433)	er
		ENGL 10H (018754)	
Course Proposal		ENGL 20 (000938)	-

Request Type	Course Catalo	og ID			
Course Revision	▼ ENGL 10 (01843	33)			
Does this request affect of ○ Yes ○ No	ther departments on C	ampus?			
Process ID	Create Date 07/30/2020				
College / School Name	Academic Organizati	on Effective Term	Ye	ear	
College / School Name ARTS AND HUMANITIES (48) *	Academic Organizati ENGLISH (254)	on Effective Term	Ye	ear	
College / School Name ARTS AND HUMANITIES (48) × Course Proposal Existing Course I	Academic Organizati ENGLISH (254)	on Effective Term	¥	ear	7
College / School Name ARTS AND HUMANITIES (48 Course Proposal Existing Course I Subject	Academic Organizati ENGLISH (254)	on Effective Term	Ye	ear Units Max	
College / School Name ARTS AND HUMANITIES (48) * Course Proposal Existing Course I Subject ENGL	Academic Organizati ENGLISH (254)	on Effective Term	Jnits Min	Units Max	
College / School Name ARTS AND HUMANITIES (48) * Course Proposal Existing Course I Subject ENGL Course Short Title	Academic Organizati ENGLISH (254) Information Catalog Nu 10	on Effective Term	Ye	Units Max	•

4. Complete the **Proposed Course Information** section for area(s) requesting to be updated.

Is Course Cross-Liste ⊖ Yes ⊖ No	d? Cross-listed courses will sh	are the same cour	se ID and Title
Catalog Description Limit course description Include prerequisites, lin Catalog number, e.g., (F	to 600 characters, using succinct p mitation, lecture/lab hours. For con formerly Biol 185T section). Indicat	ohrases rather than r version courses also e "Not open to" sta	narrative sentences. include the former tement if appropriate.
Enter the Clean C	Catalog Copy including the a	bove informatio	n here.
Has this course descr ○ Yes ○ No	iption been updated?		
Cublent	Catalog Number	Unite Min	Unite Man Descentible
Course Short Title (16 cha	aracter limit)	Course Long Title	Onits Max Repeatable (30 character limit)
Course Short Title (16 cha	aracter limit) #1 Course CS #2 (Lab/Activity)	Course Long Title (Grading Basis	(80 character limit) Prerequisites
Course Short Title (16 cha Course Classification CS Select Course I	aracter limit) #1 Course CS #2 (Lab/Activity) Designation(s) that wo	Course Long Title (Course Long Title (Grading Basis	(30 character limit) Prerequisites proposal
Subject Course Short Title (16 cha Course Classification CS: Select Course I Service Learning Outcome	Catalog Number aracter limit) #1 Course CS #2 (Lab/Activity) Designation(s) that woo Writing Course GE Course	Course Long Title (Course Long Title (Grading Basis Culd apply to M/I Course	(30 character limit) Prerequisites Proposal Online Course

4. Upload all required documents.

<u>Please uplo</u>	ad the following documents:
Memo of Su	pport *
Memo of Suppo	A memo is required only if the proposal affects another department.
Catalog Req	uirement with Copy Edits *
Catalog Require	ement Copy of the current catalog description should include strikethrough of old language and underlining of new language.
Justification	1*
Justification Attach	Use the <u>Justification Form</u> found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.
New Syllab	us *
New Syllabus	<u>Syllabus</u> assistance and template can be found on the Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: <u>APM 232 and APM 241</u>
Old Syllabu	s *
Old Syllabus	An old syllabus is required if there has been a unit change for the course.

5. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and hit Submit.

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions	
□ Ready to Submit	Save

6. An email confirmation with a Process ID will be received after the proposal has been submitted.

Example:



Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been successfully submitted. You can check the status of your proposal in the OnBase Web Client.

Course Deactivation Process

- 1. Enter **Course Catalog ID**. Selection will narrow as you enter the text. Once Selected, all existing course information will autofill on the form.
- Indicate if this proposal affects other departments on campus. If yes, a memo of support will be required.
- 3. Select the requested **Effective Term** and **Year**. I would like to submit a:

O Program Proposal O Course Proposal

Course Catalog ID Request Type Deactivation EN ┥ Does this request affect other depar ENGL 1L (003346) ○ Yes ○ No ENGL 2 (000937) Process ID Create I ENGL 5A (018431) 08/11/20 ENGL 5B (018432) Academ College / School Name ENGL 10 (018433) ENGL 10H (018754) **Course Proposal** ENGL 20 (000938)

lequest Type		Course Catalog ID				
Deactivation	-	ENGL 10 (018433)	•			
Ooes this request affect ot)Yes ○No	ne <mark>r</mark> depa	rtments on Campus?				
Process ID	Creat	te Date				
	08/05	/2020				
college / School Name	Acad	emic Organization	Effective Term		Year	
ARTS AND HUMANITIES (48)	ENGL	ISH (254)	Ψ	¥		
Course Proposal						
Course Proposal Existing Course In	nform	ation				
Course Proposal Existing Course In Subject	nforma	ation Catalog Number		Units Min	Units Max	
Course Proposal Existing Course In Subject ENGL	nforma	ation Catalog Number 10		Units Min 3	Units Max	
Course Proposal Existing Course In Subject ENGL Course Short Title	nform	ation Catalog Number 10	Course Long Titl	Units Min 3	Units Max	
Course Proposal Existing Course In Subject ENGL Course Short Title ACC ACAD LITERACY	nforma	ation Catalog Number 10	Course Long Titl	Units Min 3 le CADEMIC LITERA	Units Max 3 ACY	

4. Upload all required documents.

<u>Please uploa</u>	d the following documents:
Memo of Supp	ort *
Memo of Support	A memo is required only if the proposal affects another department .
Justification *	
Justification Attach	Use the <u>Justification Form</u> found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.

5. Submit the proposal or Save for later.

To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.

Actions	
Ready to Submit	Submit

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions		
□ Ready to Submit	Save	

6. An email confirmation with a Process ID will be received after the proposal has been submitted.



Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been successfully submitted. You can check the status of your proposal in the <u>OnBase Web Client</u>.

Course Reactivation Process

- 1. Enter Last Semester Offered term and year
- 2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 3. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

I would like to submit O Program Proposal ()	a: Course Proposal					
Request Type		Last Semester C	offered			
Reactivation	•					
Does this request affe	ct other departr	ments on Campu	?			
⊖Yes ⊖No						
Process ID	Create	Date				
	08/05/20	20				
College / School Name	e Academ	nic Organization	Effective Ter	m	Year	
	V		•	•		•

4. Complete the **Course Proposal** Section with the course information requesting to be reactivated.

ubject	Catal	og Number	Units Min	Units Max	Repeatable
course Short Title (1	6 character limit)		Course Long	Title (80 charact	er limit)
s Course Cross-Liste) Yes () No	ed?				
Course Classification	CS#1	Course CS# 2 (Lab	Activity)		
Enrollment Limit Per	Section	Course Offered		Grading Basis	
Catalog Description Imit course description	n to 600 characte	rs, using succinct phra	ses rather than na	irrative sentences	V
Catalog Description Limit course descriptior Include prerequisites, li catalog number, e.g., (f Enter the Cle	n to 600 characte imitation, lecture Formerly Biol 185 can Catalog D	rs, using succinct phra /lab hours. For conver of section). Indicate "f Description includi	ses rather than na sion courses also ir Not open to" state	nrative sentences nclude the former ement if appropria nformation he	• te. ere.
Catalog Description Limit course descriptior Include prerequisites, li catalog number, e.g., (f Enter the Cle	n to 600 characte imitation, lecture Formerly Biol 185 ean Catalog E	rs, using succinct phra /lab hours. For conver T section). Indicate "M Description includi	ses rather than na sion courses also ir lot open to" state	nrative sentences nclude the former ement if appropria nformation he	te.
Catalog Description Limit course description Include prerequisites, li catalog number, e.g., (f Enter the Cle Select Course	n to 600 characte imitation, lecture Formerly Biol 185 ean Catalog D Designatio	rs, using succinct phra /lab hours. For conver of section). Indicate "M Description includi n(s) that woul	ses rather than na sion courses also in dot open to" state ing the above in d apply to p	nrative sentences nclude the former ement if appropria nformation he roposal	• te. ere.
Catalog Description Limit course description Include prerequisites, li catalog number, e.g., (f Enter the Cle Select Course Service Learning Outcome	n to 600 characte imitation, lecture Formerly Biol 185 ean Catalog D Designatio Writing Course	rs, using succinct phra /lab hours. For conver ST section). Indicate "M Description includi n(s) that woul GE Course	ses rather than na sion courses also in tot open to" state ing the above in d apply to p M/I Cou	arrative sentences nclude the former ement if appropria nformation he roposal	v te. ere.

5. Upload all required documents.

Please upload the following documents:

Memo of Suppo	ort *
Memo of Support	A memo is required only if the proposal affects another department.
Catalog Requir	ement with Copy Edits *
Catalog Requiremen	t Copy of the most recent catalog description should include strikethrough of old lan- guage and underlining of new language.

Justifica	tion *
Justification Attach	Use the <u>Justification Form</u> found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.
New Syl	labus *
New Syllab Attach	Syllabus assistance and template can be found Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: <u>APM 232 and APM 241</u>

6. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and hit Submit.

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions	
□ Ready to Submit	Save

7. An email confirmation with a Process ID will be received after the proposal has been submitted.



Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been successfully submitted. You can check the status of your proposal in the OnBase Web Client.

T-Course Conversion Process

- 1. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 2. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

Request Type T-Course Conversion	v			
Does this request affect of ○ Yes ○ No	her departments on Campus?			
Process ID	Create Date 07/29/2020]		
College / School Name	Academic Organization	Effective Term	Year	v

3. Enter the **Existing T-Course Information** to be converted.

Existing T-Course Information			
T-Course Subject	T-Course Number	PeopleSoft Long Course Title	

4. In the remaining **Course Proposal** section, enter the **course information** the T-Course will be converted to.

Subject	Catalog Nu	ımber	Units Min	Units Max	🗌 Repeatable
Course Short Title (16 cha	racter limit)		Course Long T	itle (80 characte	r limit)
s Course Cross-Listed? Yes No Cross-listed	courses will share	the same course IL) and Title		
Course Classification CS#		se CS# 2 (Lab A	ctivity)		
Enrollment Limit Per Sect	ion Cou	rse Offered	· · · · · · · · · · · · · · · · · · ·	Grading Basis	¥
Catalog Description Limit course description to 6 Include prerequisites, limital catalog number, e.g., (Form	00 characters, us tion, lecture/lab h erly Biol 185T sec	ing succinct phrase ours. For conversio tion). Indicate "Not	es rather than narr on courses also inc copen to" statem	ative sentences. lude the former ent if appropriat	е.
Enter the Clean (Catalog Copy inc	luding the above	information here		
Enter the Clean (Catalog Copy inc	luding the above	information here		
Enter the Clean of Select Course Des	Catalog Copy inc	luding the above) that would	information here	oposal	
Enter the Clean of Select Course Des Service Learning Wr Outcome	Catalog Copy inc Signation(s)	luding the above) that would GE Course	information here apply to pro M/I Cours	p osal e 0	nline Course
Enter the Clean of Select Course Des Service Learning Wr Outcome	Catalog Copy inc signation(s) iting Course	luding the above) that would GE Course	information here apply to pro M/I Cours	e 0	nline Course

13

4. Upload all required documents.

Please uple	oad the following documents:
Memo of Su	upport *
Memo of Support	ort A memo is required only if the proposal affects another department .
Catalog Re	quirement with Copy Edits *
Catalog Requir	ement Copy of the most recent catalog description should include strikethrough of old language and underlining of the new language
Justificatio	n *
Justification	Jse the <u>Justification Form</u> found on the Undergraduate Studies Website under Curriculum / Jndergraduate Program and Course Development
New Syllab	us *
New Syllabus	<u>Syllabus</u> assistance and template can be found Undergraduate Studies Website under Curriculum, Course Instruction. References to ensure syllabus is compliant: <u>APM 232 and APM 241</u>

5. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and hit Submit.

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions	
□ Ready to Submit	Save

6. An email confirmation with a Process ID will be received after the proposal has been submitted.



Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been successfully submitted. You can check the status of your proposal in the <u>OnBase Web Client</u>.

How to Submit a Program Proposal

1. Under Available Forms select UNI-Undergraduate Curriculum Proposal (UPC) - UFW

■ StatusView		OnBase	
Available Layouts Q		Fresno State	
PERSONAL LAYOUTS	~	Available Forms	
GROUP LAYOUTS	~	FORMS	
 Fresno State 		Key Request	
		Visitor Parking Request	
		Worker Injury Form	
		UNI - Undergraduate Curriculum Proposal (UCP) - UFW	
		FIN - Financial Signature Approval - FSA (UFW)	

2. A New Form will popup. Select **Program Proposal** and select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

imaging.fresnostate.	du/AppNet/Newl	JnityForm.aspx					
EDEC							
LKE2	NC\$21	AIE					
Discovery.	Diversity. Distin	nction.					
Indergradu	ate Curri	culum P	ronosal (
			roposal (
Undergradu	ute ourn						
UNI - Undergi	aduate Curr	iculum Pro	oposal (UCP)			
UNI - Undergi	aduate Curr	riculum Pro	posal (UCP)			
UNI - Undergi	aduate Curr	ciculum Pro	posal (UCP g Copies)			
UNI - Undergi UNI - Undergi Please follow Procedure Proposals must be appr Undergraduate Studies	aduate Curr s for <u>Curriculum Cha</u> wed by the Undergr y April 1 in order to	iculum Pro anges and Catalo aduate Curriculur be effective for th	posal (UCP <u>g Copies</u> . n Committee and pr e next academic ye) rocessed by C	Office of the De	ean of	
UNI - Undergi UNI - Undergi Please follow Procedure Proposals must be appru Undergraduate Studies I	aduate Curr s for <u>Curriculum Cha</u> wed by the Undergr y April 1 in order to	iculum Pro anges and Catalo aduate Curriculur be effective for th	posal (UCP g <u>Copies</u> n Committee and pr e next academic ye) rocessed by C ear catalog.	Office of the De	ean of	
UNI - Undergi UNI - Undergi Please follow Procedure Proposals must be appr Undergraduate Studies I Undergraduate Studies I	Traduate Curre a for <u>Curriculum Cha</u> wed by the Undergr by April 1 in order to nit a: Curre Propose	iculum Pro anges and Catalo aduate Curriculur be effective for th	pposal (UCP g <u>Copies</u> n Committee and pr e next academic ye) rocessed by C ar catalog.	Office of the De	ean of	
UNI - Undergi UNI - Undergi Please follow Procedure Proposals must be appr Undergraduate Studies I I would like to subr Program Proposal	raduate Curr s for <u>Curriculum Cha</u> wed by the Undergr y April 1 in order to nit a: O Course Proposa	anges and Catalo aduate Curriculur be effective for th	pposal (UCP <u>g Copies</u> n Committee and pr e next academic ye) rocessed by C ar catalog.	Office of the De	ean of	
UNI - Undergi UNI - Undergi Please follow Procedure Proposals must be appr Undergraduate Studies I i would like to subr Program Proposal Process ID	aduate Curr of or <u>Curriculum Cha</u> wed by the Undergr, y April 1 in order to nit a: Course Proposa <u>Greate Daa</u> 07/29/2020	riculum Pro anges and Catalo aduate Curriculur be effective for th al te	pposal (UCP <u>g Copies</u> n Committee and pr e next academic ye) rocessed by C ar catalog.	Office of the D∢	ean of	

3. Under **Program Proposal**, select the **Type of Proposal** and indicate if it **affects other departments on campus**. If yes, a memo of support will be required.

Program P	roposal			
This will be a: O New Program	O Revision	⊖ Reactivate	⊖ Suspend	
Does this requ	uest affect of	ther departme	ents on Campus?	

4. A dropdown menu will appear to select the **Type of Program**.



- 5. Based on the **type** of **proposal** and **program**, the required information on the form will vary:
 - **NEW PROGRAM** Enter the new **program name**. If it is a new major, it will need to be on the Academic Master Plan before it can be submitted.

Program Proposal	
This will be a: New Program () Revision	○ Reactivate ○ Suspend
Type of Program Major	Program Name
Major	Proposal been added to the Academic Master Plan?
Minor	
Option	other departments on Campus?

• **REVISIONS** — The active program code will be required. For majors and options, it will need to be indicated if there is a **TMC Designation** in place.

l	Program Proposal							
	This will be a: New Program Revision Reactivate Suspend							
	Type of Program Major	Program Code	Program Name (filled in from the Program Code entered)					
	Major							
	Minor	other departments on Campus?						
	Option	on in place for this program?						
	Certificate							

• **REACTIVATE**—The inactive program name and code will need to be entered

This will be a: ○ New Program ○ Rev	ision 💿 Reactivate 🔿 Suspe	nd
Type of Program	Program Code	Program Name

• **SUSPEND**—The active program code will be required.

Program Proposal	
This will be a: O New Program O Revision O Reactivate Suspend	
Type of Program Program Code	Program Name (filled in from the Program Code entered)
Does this request affect other departments on Campus?	
Is there a TMC Designation in place for this program? \bigcirc Yes \bigcirc No	

6. Upload all required documents.

Please visit the <u>Office of the Dean of Undergraduate Studies website</u> for details on **program proposal** and **justification requirements**.

Examples of required documentation:

Please upload	the following documents:				
Memo of Suppo	ort *				
Memo of Support	A memo is required only if the proposal affects another department .				
Program Prop	osal *				
Program Proposal Attach	Required for all NEW program programs proposal .				
Catalog Require	ment with Copy Edits *				
Catalog Requirement	Required for all EXISTING program proposals.				
Justification *					
Justification Attach	Required for all EXISTING program proposals.				

7. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and hit Submit.

Actions	
Ready to Submit	Submit

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions		
□ Ready to Submit	Save	

8. An email confirmation with a Process ID will be received after the proposal has been submitted.





How to Review / Approve / Return a Proposal in the Queue

 The link in the email notification will go directly to the <u>Fresno State OnBase*</u> site where the My Workflow menu is located. *Note—when you click on the link, you may be required to login first*.



*To access a proposal in OnBase through my.fresnostate.edu, follow the steps on p. 3

2. Under Group Layouts—Fresno State should be selected. Under My Workflow find the proposal needing review double-click on it.

Available Layouts		Fresno State		ୟ ≡₊	G	\$
PERSONAL LAYOUTS GROUP LAYOUTS Fresno State UCP Administrator	~	Available Forms FORMS IT Purchase Review Key Request Visitor Parking Request Worker Injury Form Items: 7				* •
	>	NAME Process ID: 5690729 Submitted By: JAYRAMIREZ 7/7/2020 - FALL - OPTION - PROGRAM - SPECIAL PROGRAMS (94) - SPECIAL PROGRAMS (376) - OFFICE OF THE DEAN Process ID: 5720297 Submitted By: PAWNS 7/31/2020 - FALL - MAJOR - PROGRAM - SPECIAL PROGRAMS (94) - SPECIAL PROGRAMS (376) - OFFICE OF THE DEAN	DOCUMENT DATE 7/7/2020 7/31/2020	LIFE CYCLE Undergradu Curriculum Proposal (UCP) Undergradu Curriculum Proposal (UCP)	QU Of of the De Of of the De	*

3. A separate window will pop-up for the **Form Workflow**. The workflow layout can be adjusted by clicking on the gray lines. Once it turns yellow, it can be dragged up/down. Use the scroll bar on the far right to scroll down and view the form.

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4. Towards the bottom of the form, click on the attachment name to view and/or download.

Please upload	the following	documents:

Catalog Requirement with Copy Edits * (1)	
Catalog Requirement Catalog Requirement 7/7/2020 1:24:43 PM	
Justification * (1)	
Justification Justification 7/7/2020 1:24:43 PM	

5. To take **Action** on the proposal scroll to the bottom of the form. If there are no issues, click **Approve** and hit **Submit**. The proposal will move on to the next step of the approval process. If there is additional work needed, click **Return for Edits** and hit **Submit**.

Actions		
□ Approve Comments	C Return for Edits	Submit
Comments can once the Subm	be added here and will autor it button is hit.	matically save

How to Search for a Saved Proposal or Check Status of a Proposal

 The link in an email notification will go directly to the <u>Fresno State OnBase*</u> site where the My Workflow menu is located. Note—when you click on the link, you may be required to login first.



2. Under Group Layouts—Fresno State should be selected. In the search box fill in any search criteria and click on the Search Button.

StatusView	OnBase [®]	☆ 🖂 🛅	Jayne Ramirez 🗸
Available Layouts Q	Fresno State		ର ୯
PERSONAL LAYOUTS GROUP LAYOUTS V Freeno State UCP Administrator	Available Forms FIN - Financial Signature Approval - FSA (UFW) Key Request UNI - Undergraduate Curriculum Proposal (UCP) - UFW		ľ
Create Layout	Visitor Parking Request Worker Injury Form Items: 5		
	My Workflow Search SEARCH RESULTS Process ID		
	Status Workflow Status Submitted By JAYRAMIREZ		Search

Tips for the Search Engine:

- Date ranges can be used
- Process ID—full number must be used
- Status = Complete Name of Queues (see list to the right)
- Workflow Process = In Process or Archived
- Submitted By = Fresno State Username (example used in above screen shot)
- Use the Key icon **w** to reset the search criteria

Search Ability

- A submitter can search for a proposal at any step in the process
- A reviewer can search for a proposal only when it's in their My Workflow.

Queue Names Saved Submitter Review Department Chair Review Office of the Dean College Curriculum Committee College Dean Review Office Dean of Undergrad Undergrad Committee Dean of Undergraduate **GE** Committee Review Writing Committee Service Learning Committee M/I Committee **Online** Committee

5. After you click on the Search Button, the search results will appear in the **Results Tab**.

■ StatusView			OnBase		☆		Jayne Ramirez
Available Layouts		Fresno State					<u></u> Q (
PERSONAL LAYOUTS	~	Available Forms					
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✓ Fresno State		FIN - Financial Signature	Approval - FSA (UFW)				
UCP Administrator	_	Key Request					
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Create Layout		Visitor Parking Request					
		Worker Injury Form					
		Items: 5					
		My Workflow					
		Search					
		SEARCH RESULTS					
		PROCESS ID	SUBMITTED BY	DATE SUBMITTED	DOCUMENT TYPE		QUEUE NAME
		5178110	JAYRAMIREZ	7/8/2019	Visitor Parking Reques	st	COMPLETE
		5203089	JAYRAMIREZ	7/23/2019	Key Request		COMPLETE
		5690729	JAYRAMIREZ	7/7/2020	UNI - Undergraduate C Proposal (UCP) - UFW	urriculum	OFFICE DEAN OF UNDERGRAD
		5691017	JAYRAMIREZ	7/7/2020	UNI - Undergraduate C Proposal (UCP) - UFW	urriculum	COLLEGE CURRIC COMMITTEE
		5715910	JAYRAMIREZ	7/23/2020	UNI - Undergraduate C Proposal (UCP) - UFW	urriculum	COLLEGE DEAN F
		5715913	JAYRAMIREZ	7/23/2020	UNI - Undergraduate C	urriculum	OFFICE DEAN OF
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6. For **Workflow History**, double-click on the proposal in **Search Results** list. A separate window will pop-up for the **Form**. Use the scroll bar on the far right to scroll down and view the **Workflow History**.

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7. For Additional Information, click on the **Approvals Tab** on the Form. From here, each **approval step** can be seen including any **comments** added.

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Undergraduate Curriculu	ım Proposal (UCP)						
UNI - Undergraduate Curriculu	Im Proposal (UCP) Approvals						
UCG Meeting Date		Add					
Submitter Review							
Created By Pawn Sayphengsy							
Recieved Date	Submitted By	Approved Date					
Submitter Comments							
Department Chair Review							
Recieved Date	Department Chair Approver	Approved Date					
Department Chair Comments							
Office of the Dean Review							
Recieved Date 07/31/2020	Office of the Dean Approver	Approved Date					
Office of the Dean Comments:							
College Curriculum Committee Review							
Received Date	College Curriculum Committee	Approved Date					