**Case for Curriculog**

**Regina Eisenbach**

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Why is the product needed?

1. A modern, paperless, solution is needed to more efficiently manage our complex curriculum approval process.
2. To more efficiently and accurately move updated course information to PeopleSoft for better serving our students in a timely manner.
3. To allow for 24/7 access to submitting and reviewing curriculum.
4. Campus based solutions (such as On-Base or Adobe .pdf for forms) are incomplete and/or inadequate for managing all of the curricular process (i.e. all forms, workflow, approvals).

Benefits of Curriculog

The Curriculog system contains tools and functionality we require that are not available in other software solutions. Other technologies do not provide us Curriculog’s flexibility required for our processes in order to manage the following (but not limited to):

1. Curricular process, workflow, and forms, are built according to our specifications by the vendor and can include ALL curriculum forms (including GE).
2. User ability to easily create and modify proposal forms and templates. Unique ability. (Other vendor offerings require IT or vendor intervention to change forms and steps).
3. Ability to pull data in from PeopleSoft and vice versa.
4. Extensive reporting and process visibility. (Digital Architecture's Curriculog has tools that can report on the status of user activity, proposal activity and others. A barrier to efficient management of curriculum to date has been a lack of visibility as to the location of any given course or program proposal in the process. Not only does this Curriculog system provide us unique visibility to any proposal and steps but also allows us to determine the audience and amount of information available for view at any level (step, proposal, group). This will save a tremendous amount of time and enable us to deliver a higher volume of updated curriculum items to the University community faster while being more responsive to our students.
5. Identifies the impact of proposed curriculum changes across courses (pre-requisites, cross-listed courses, co-requisites) including curriculum changes across departments.
6. Multiple device support: tablets and phones.
7. Conditional steps: We require a system that will allow us options for creating rules to trigger additional steps based on a condition, such as BLP review for new programs, etc. Curriculog allows for a group to be invoked or brought into the approval steps automatically if a particular condition is met. There are a number of areas where a one time review is needed for a particular group of courses or for particular course/program criteria.
8. Learning outcomes and course objectives management: Curriculog maintains course objective tracking and view of all as they roll into programs. During the proposal launch process, objectives may be added to by faculty manually or clicked and added from a table (database) of objectives. These course objectives are then organized on a matrix when viewing a program for faster review of programs and their outcomes.
9. User configurable smart fields: In order to reduce errors and cross checking of approval forms, we need a system that will allow us options to easily create look up tables for selection of items such as prefix labels, and which will guide users who are creating proposals. Our current proposals often contain errant information, and this system allows us to create tables in fields/steps in advance for look up which will save time and reduce incorrect submissions.
10. Other functionality: In addition to the above, Curriculog supports document attachments, ad-hoc process creation beyond courses and programs, signature pin entry (as well as upload of wet signature documents), and extensive support of cross-listings.

The system uses a unique system for user alignment called a role-based approach, which will allow us to place individuals on multiple steps, and have unique tracking for each step on which they participate. In this way, curriculum can be tracked from creation to implementation (all the way through the catalog and registrar’s office), including iterations among participants in the approval process.

Vendor also has a catalog management software solution – Acalog – that will fully integrate with Curriculog (and PeopleSoft).