CHICAGO STATE UNIVERSITY

CURRICULUM ACTION INSTRUCTIONS

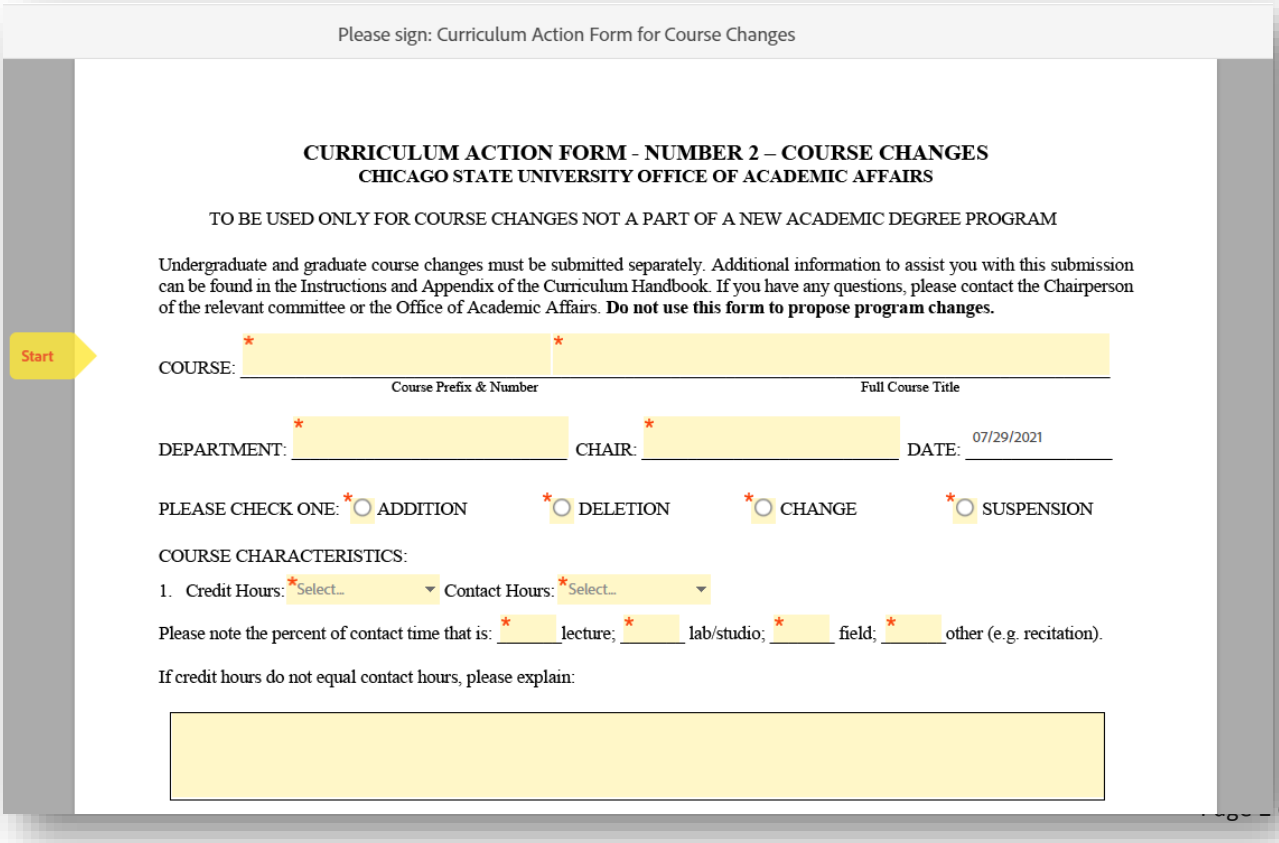
These instructions are for faculty members who are looking to initiate Curriculum Actions for Program or Course Changes at Chicago State University (CSU). Ask your Departmental Curriculum Chair for more information about Curriculum Actions generally.

STEP 1: START YOUR CURRICULUM ACTION

To begin the Curriculum Action process, you'll start with the following links to generate your Curriculum Action. There are two links, one for course changes and one for program changes. Depending on your action, select the one that fits best:

- To start a Curriculum Action for Course Changes: https://www.tinyurl.com/CSU-Course
- To start a Curriculum Action for Program Changes: https://www.tinyurl.com/CSU-Program

Here is an example of the Curriculum Action for Course Changes for faculty to fill out (see screenshot below). The form includes conditional formatting, so certain sections of the documentation will "open" for you to fill out, depending on the answers you provide. For example, if you select a course deletion, you will not be prompted to enter a "new catalog description." Any form field with an asterisk is required and the document will not allow you to sign until each form field with an asterisk is filled in.


Please sign: Curriculum Action Form for Course Changes

CURRICULUM ACTION FORM - NUMBER 2 – COURSE CHANGES
CHICAGO STATE UNIVERSITY OFFICE OF ACADEMIC AFFAIRS

TO BE USED ONLY FOR COURSE CHANGES NOT A PART OF A NEW ACADEMIC DEGREE PROGRAM

Undergraduate and graduate course changes must be submitted separately. Additional information to assist you with this submission can be found in the Instructions and Appendix of the Curriculum Handbook. If you have any questions, please contact the Chairperson of the relevant committee or the Office of Academic Affairs. **Do not use this form to propose program changes.**

Start

COURSE: * Course Prefix & Number * Full Course Title

DEPARTMENT: * CHAIR: * DATE: 07/29/2021

PLEASE CHECK ONE: * ADDITION * DELETION * CHANGE * SUSPENSION

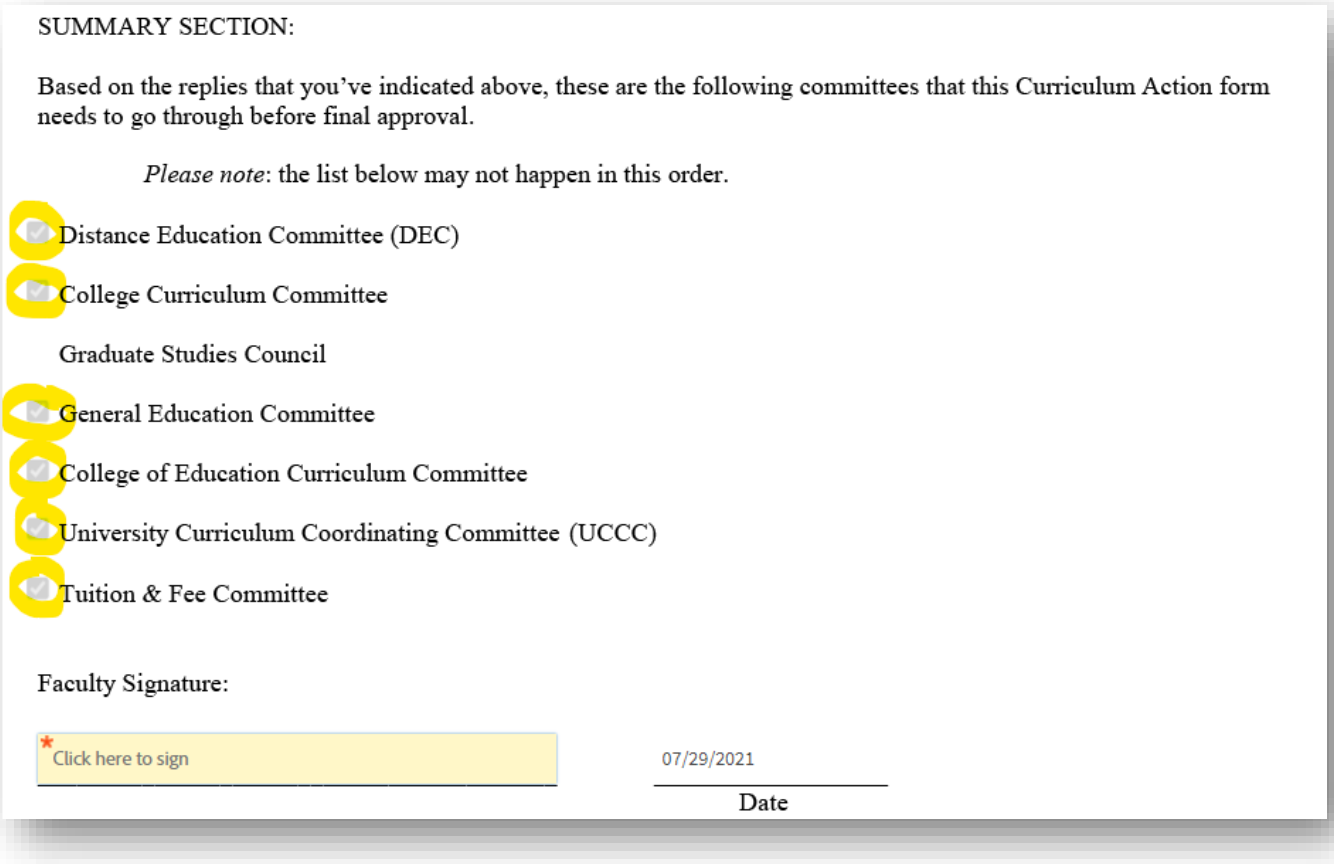
COURSE CHARACTERISTICS:

1. Credit Hours: * Select... Contact Hours: * Select...

Please note the percent of contact time that is: * lecture; * lab/studio; * field; * other (e.g. recitation).

If credit hours do not equal contact hours, please explain:

Once filled out and you are ready to sign, the summary section of the document will tell you which committees the curriculum action will need to visit to be approved:



SUMMARY SECTION:

Based on the replies that you've indicated above, these are the following committees that this Curriculum Action form needs to go through before final approval.

Please note: the list below may not happen in this order.

- Distance Education Committee (DEC)
- College Curriculum Committee
- Graduate Studies Council
- General Education Committee
- College of Education Curriculum Committee
- University Curriculum Coordinating Committee (UCCC)
- Tuition & Fee Committee

Faculty Signature:

Click here to sign

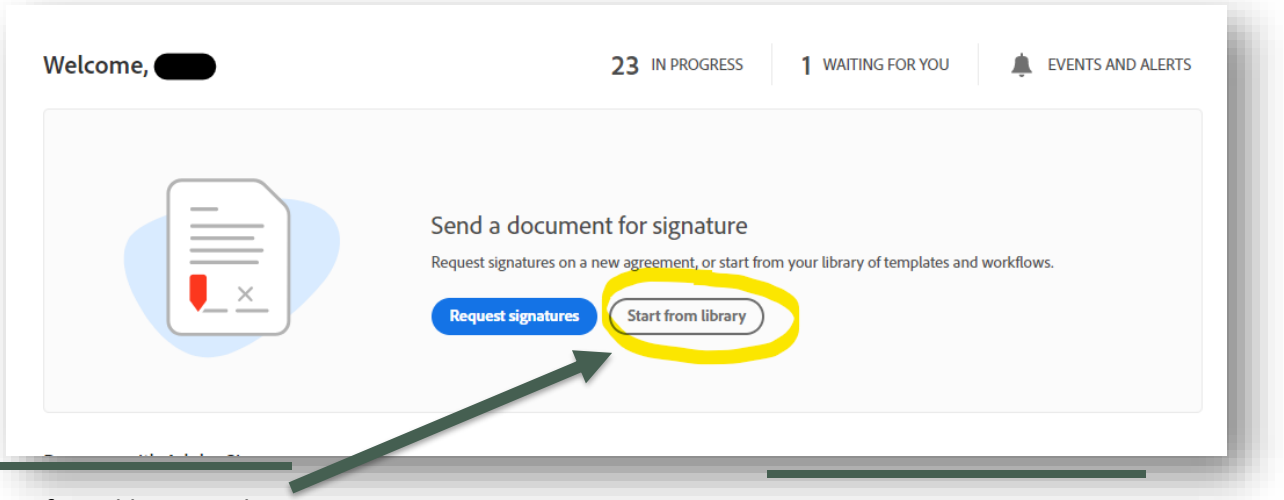
07/29/2021

Date

STEP 2: GETTING YOUR CURRICULUM ACTION APPROVED – **FOR CHAIRS**

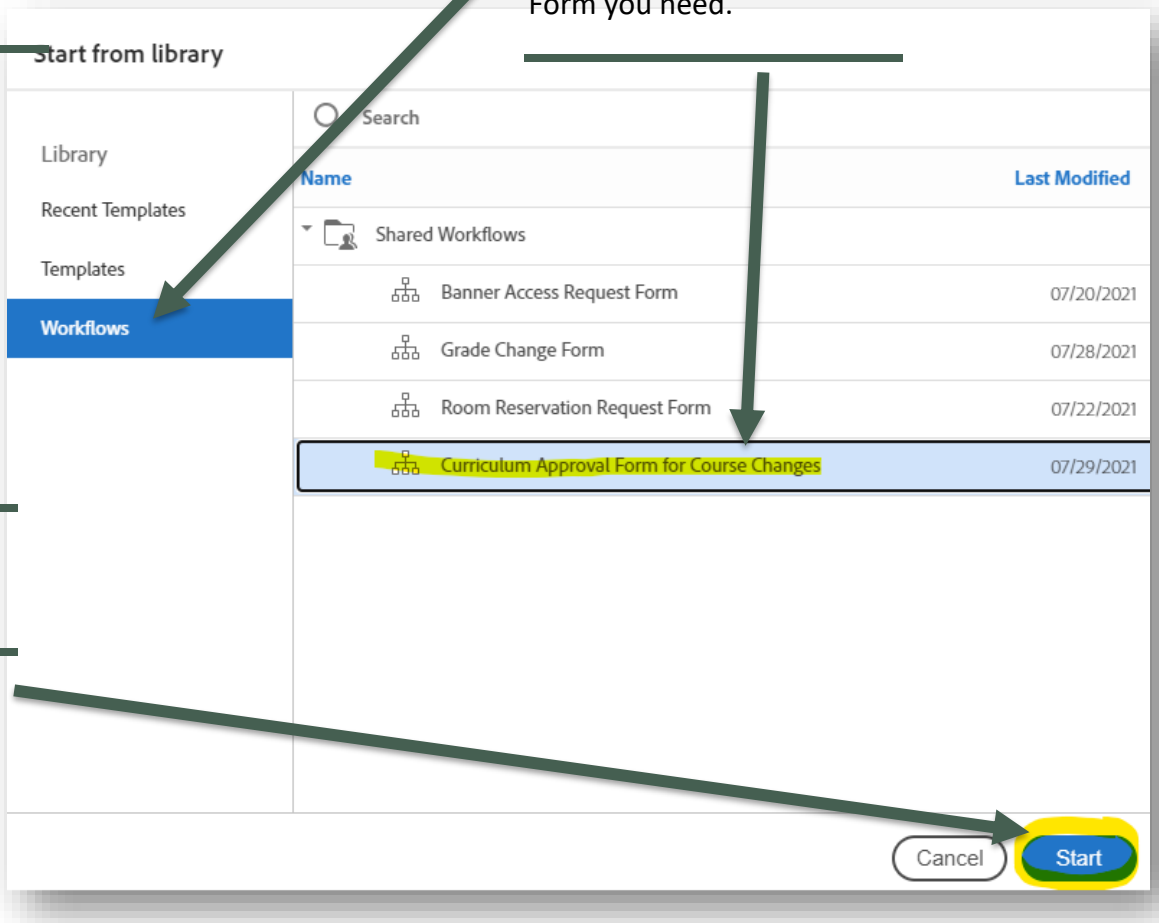
Once you have completed the above form, Adobe Echo Sign will email you a PDF of the Curriculum Action you drafted. Forward this PDF to your Department Chair to have them submit it for approval in Adobe Echo Sign. **Chairs**: please follow the instructions here. Login to Adobe Echo Sign (see p. 6 below for login instructions). https://documents.adobe.com/public/login Once logged in:

1. Click on "**Start from Library**;" this will open a pop-up box
2. Click on "**Workflows**" and look for either:
    a. Curriculum Approval Form for Course Changes; or
    b. Curriculum Approval Form for Program Changes.
3. Select the appropriate one and click "**Start**." See screenshots below for visuals.



Start from library is the best place to begin! It will open the dialogue box below.

Be sure to click on "Workflows" and then find the Curriculum Approval Form you need.



Once you have it selected, click "Start."

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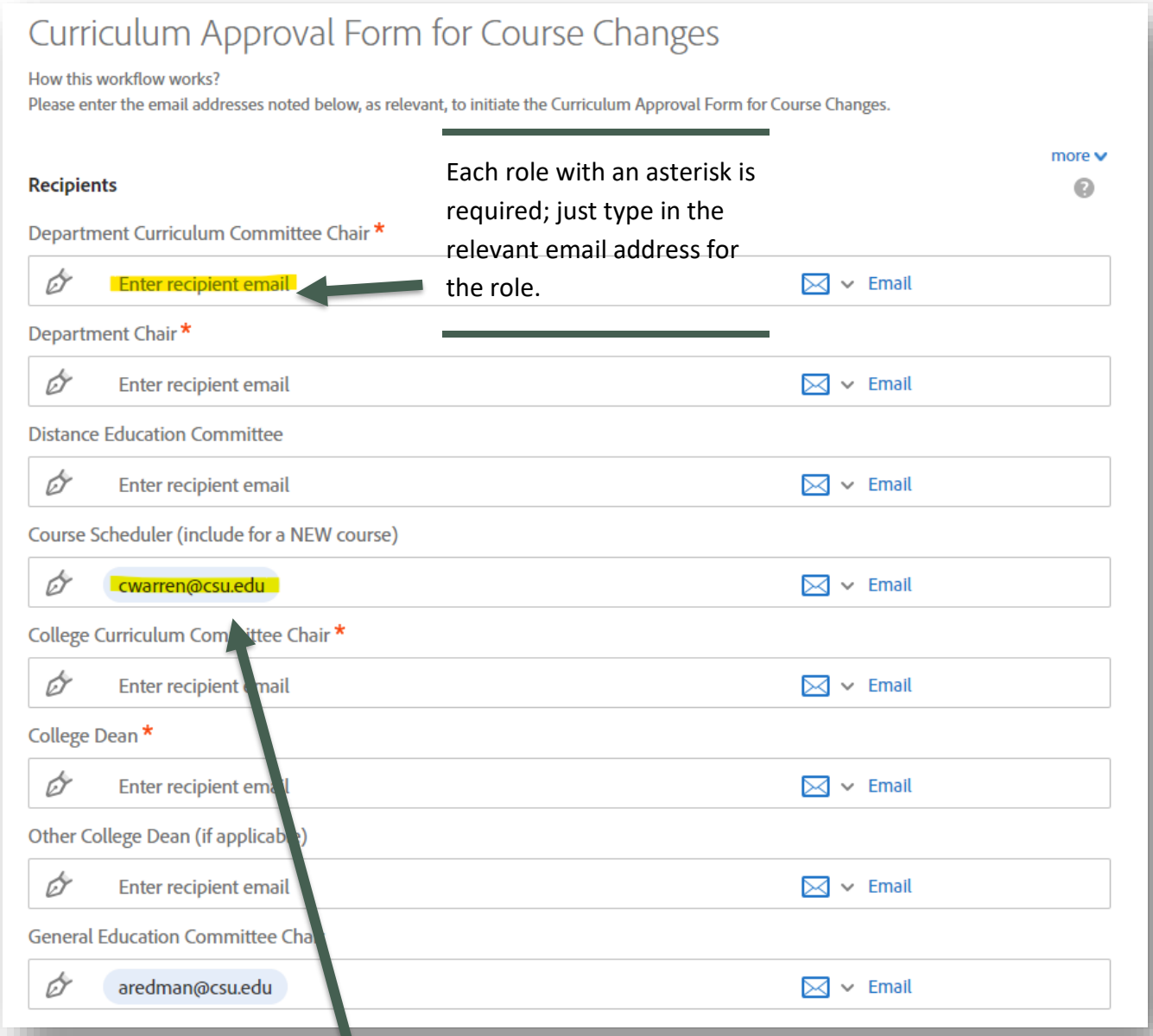
STEP 3: ADD THE RELEVANT EMAIL ADDRESSES THAT WILL DIGITALLY SIGN

Based on which committees were checked on the PDF emailed to you from your Curriculum Action Form, include the appropriate email addresses under "Recipients:"

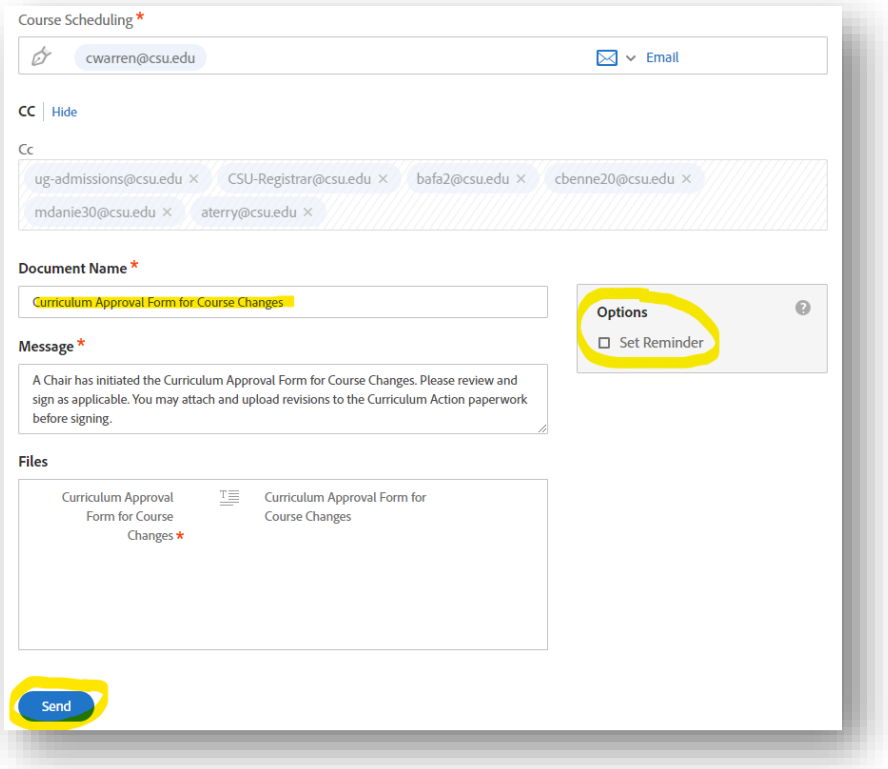


Each role with an asterisk is required; just type in the relevant email address for the role.

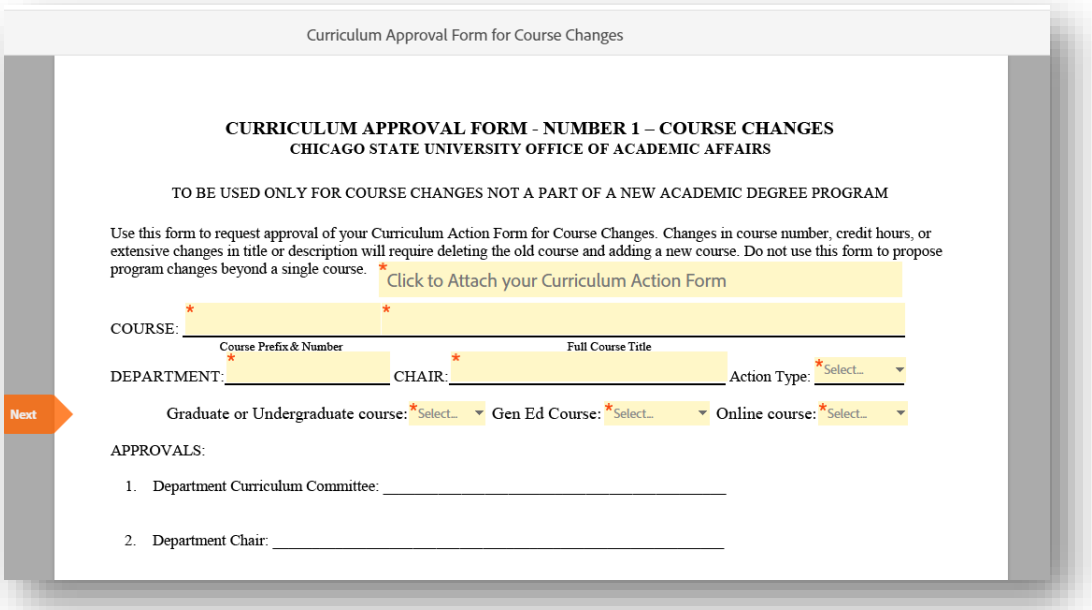
Some email addresses are pre-included for ease of use. However, if the role is not needed for your curriculum action, you can remove the email address.

Important note: be sure to check that you entered in correct email addresses!

Once all email addresses are entered (or removed, as appropriate), you can name the course or program change involved in the Curriculum Action under “Document Name” (see highlight below). Click send!



After you click send, it will open the form for you to attach your **Curriculum Action** to the approval page and fill out a few prompts. The attachment button appends your Curriculum Action to the end of the document. Once all required fields are filled in, a blue button will appear at the bottom to send the document to the email addresses you included.



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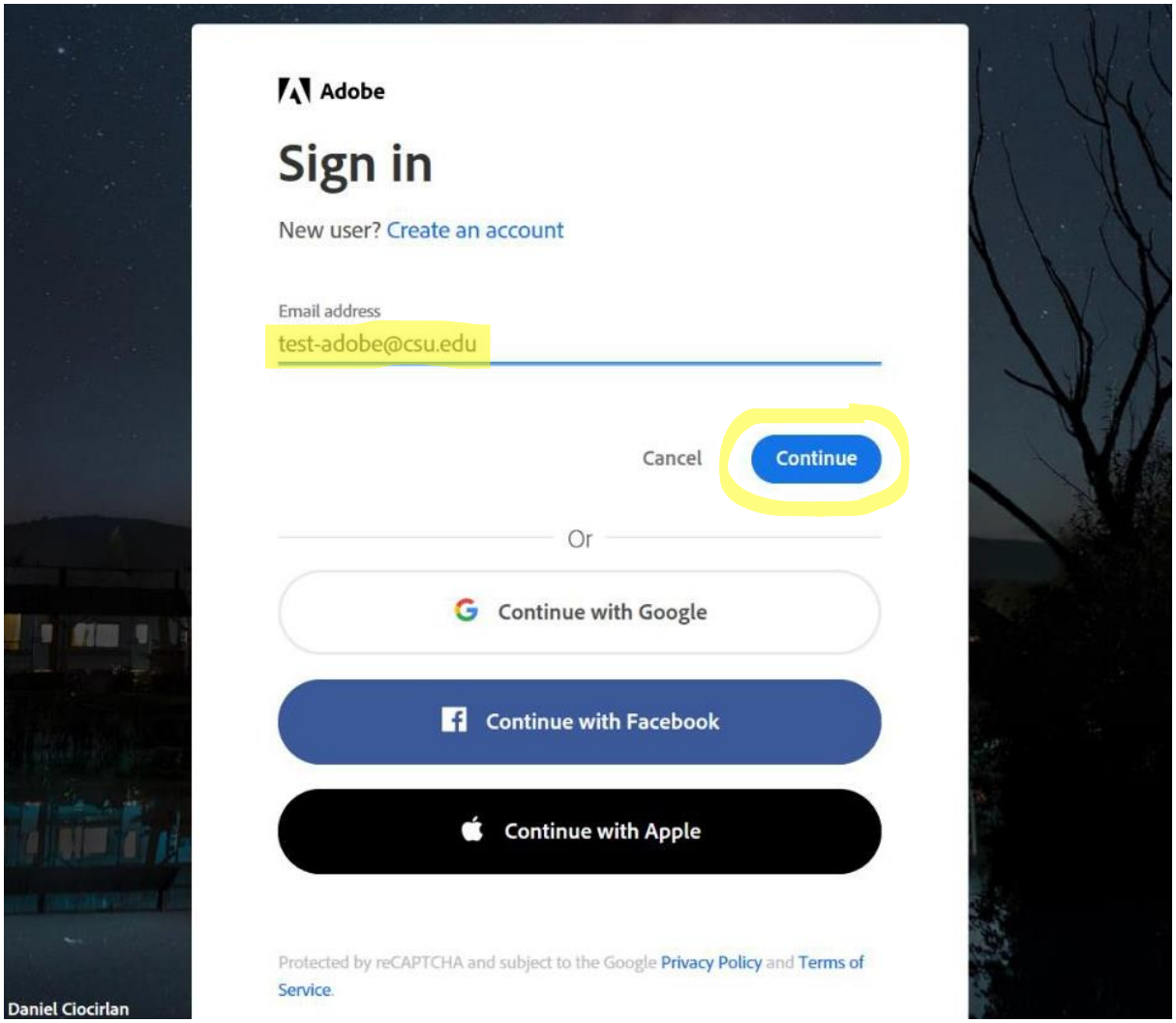
ADOBE SIGN LOGIN INSTRUCTIONS

These instructions are designed to help faculty and staff at Chicago State University to login to Adobe Sign and navigate within the platform. For questions or concerns, please contact IT at: helpdesk@csu.edu

STEP 1: LOGGING IN

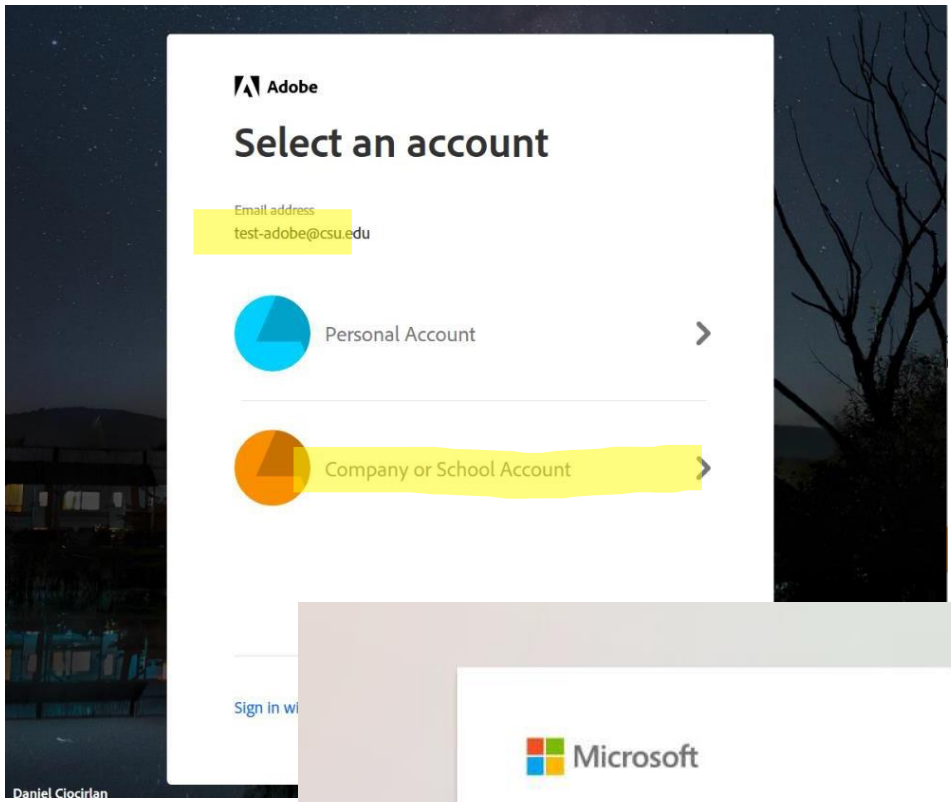
In order to login to Adobe Sign, open a tab in the web browser of your choosing (e.g. Chrome, Firefox, etc.) and navigate to: https://documents.adobe.com/public/login

From there, enter your CSU email address on the sign-in portal and click the blue "Continue" button:

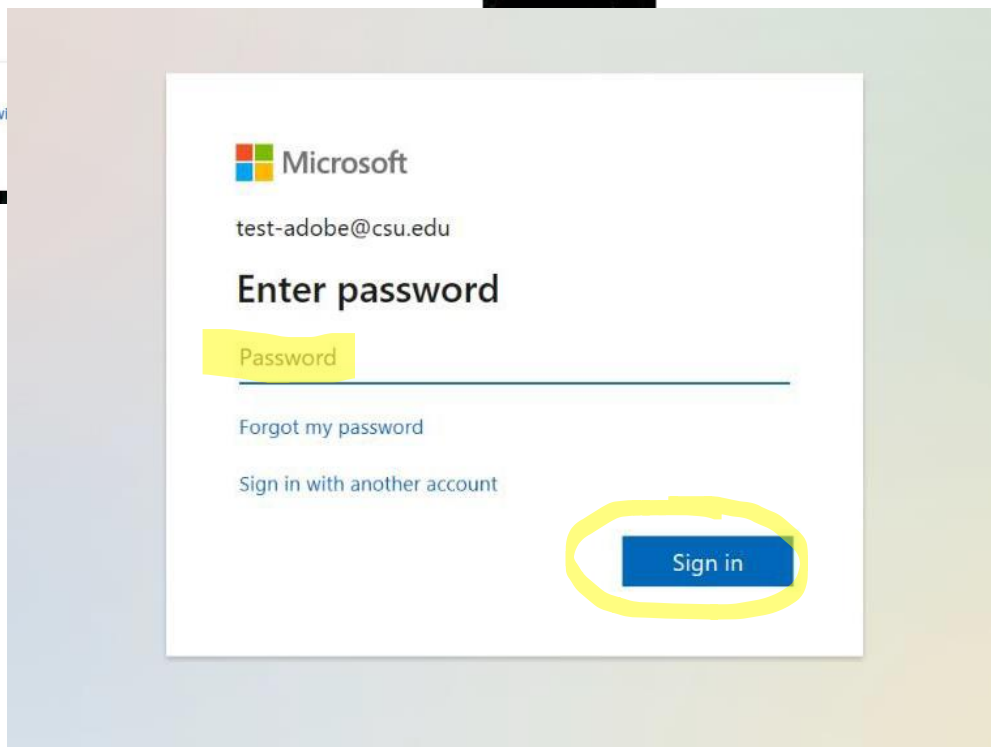


STEP 2: SELECT ACCOUNT TYPE

From there, a window will appear requesting you select an account. To access your CSU assigned Adobe Sign account, please click on the "Company or School Account" option:



You will then be prompted to enter the password associated with your CSU login credentials:



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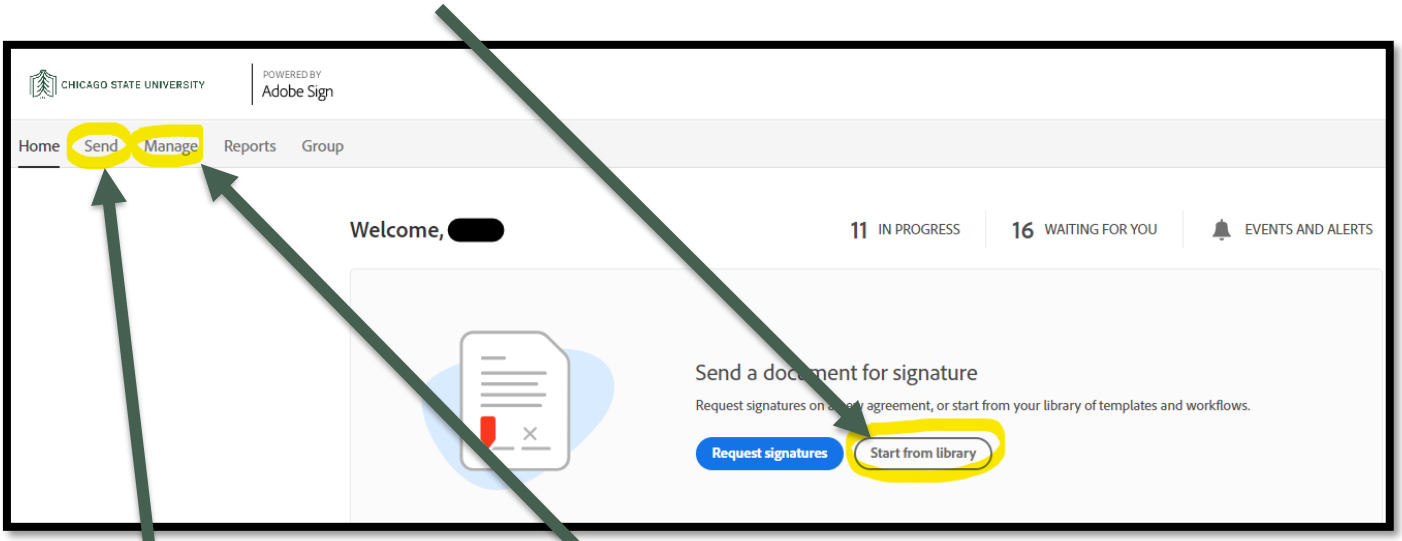
STEP 3: NAVIGATING HOME PAGE

Once logged in, your home screen should look like the one below.

Depending on your e-signing needs, you can find an existing form in the template library by clicking on "**Start from library**" in the middle of the home page.



To collect signatures on a one-off document, click the "**Send**" tab.

To see your existing documents or check on the status of a document sent, click the "**Manage**" tab.

If you're unable to login, reset your password from IAM.csu.edu and try again. For any additional assistance reach out to Helpdesk@csu.edu