

Curriculum Management Software Training Guide

[Adding a New Program](#)



Please login with your Sitecore credentials.

Username

Password

Login

Single Sign On: Sign in using your Keangoole username and password.

Submitting a New Program Proposal



CURRICULUM HOME CURRICULUM FORMS CURRICULUM DASHBOARD MY ITEMS ARCHIVED PROPOSALS

WELCOME TO KEAN UNIVERSITY CURRICULUM MANAGEMENT!

Name	Workflow Action	Workflow	Type
ACCT 2200 PRINCIPLES OF ACCOUNTING I	Craig Donovan moved this item from College Curriculum Committee to University Senate on Tuesday, June 12, 2018	University Senate	Delete Course
BIO 2402 HUMAN PHYSIOLOGY & ANATOMY I	SC Admin moved this item from Draft to School/Department on Thursday, November 01, 2018	School/Department	Revise Course
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Forms
New Course Form
Course Revision Form
Course Deletion Form
New Program Form
Program Revision Form
Program Discontinuation Form
Revise GE Program Form

Select the New Program form either through the home page or the curriculum forms tab. Complete the form as directed.

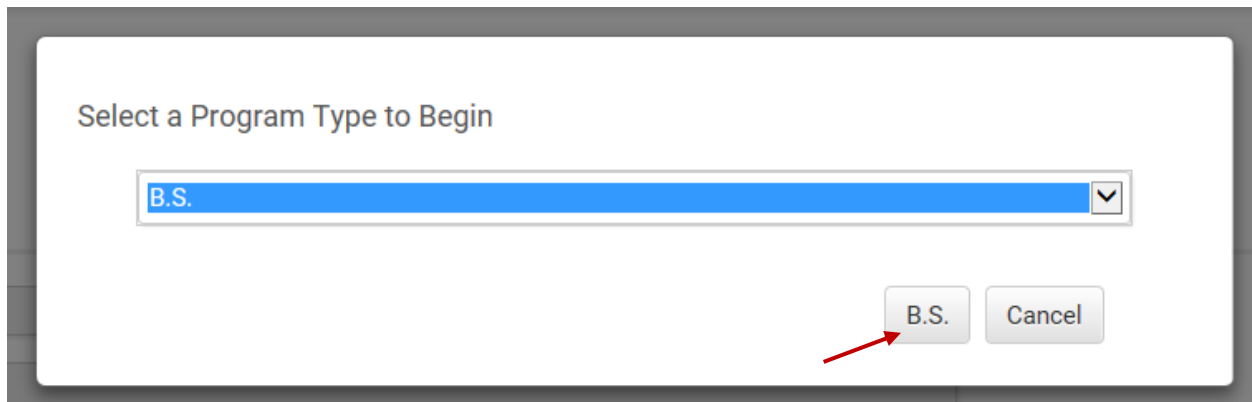
Select a Program Type to Begin

Cancel

Select a Program Type to Begin

- B.A.
- B.F.A.
- B.I.D.
- B.M.
- B.S.
- Minor
- Graduate Program

Select the program type from the drop-down menu



Click on the program type button to confirm your selection.

The screenshot shows the "NEW PROGRAM FORM" interface. On the left, a sidebar indicates the "Workflow State: Unsubmitted" and provides options to "Print this form" and "Save". The main form area has a "Select a Program Type to Begin" dropdown menu with "B.S." selected. Below this are input fields for "Contact Person", "Phone", "E-mail", "School", and "Department". The "School" and "Department" fields are dropdown menus with a red asterisk and the word "Required" next to them. Below these are two questions, each with a red asterisk and "Required" label: "Does this new program impact another department/school?" and "Does this new program impact another college?". Each question has "Yes" and "No" radio button options. At the bottom, there is a text input field for "Full Title of Program Proposal" with "B.S." entered. A red arrow points to the "Required" label for the "School" field, another red arrow points to the "Required" label for the "Department" field, and a third red arrow points to the "Required" label for the first impact question.

*Make sure that the **required fields** sections are completed as you will not be able to submit the proposal without the required information.*

Building the Curriculum Shell

Degree Requirements Title ▼ ▲ ⓧ

► Requirements Description [?](#)

Requirement Title ▼ ▲ ⓧ

► Requirement Narrative

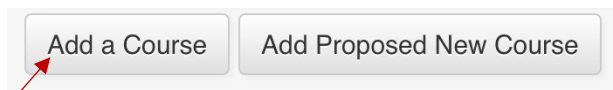
Course List [?](#)

GE 1000 - TRANSITION TO KEAN 1				
- OR				
GE 3000 - TRANSFER TRANSITIONS 1				
-				
ENG 1030 - COLLEGE COMPOSITION 3				
MATH 1054 - PRE-CALCULUS 3				
COMM 1402 - COMMUNICATION AS CRITICAL CITIZENSHIP 3				
202X - Research & Technology 3				

To add a course To move a course up
 To move a course down To delete

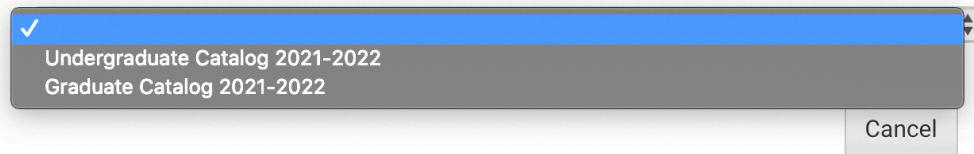
The program types are associated with the new 120 credits mandated curriculum shells. Depending on which program type you select, the program shells will automatically fill the GE requirements once selected. The major requirements, major electives, and additional requirements will need to be manually added. This information will be exported to the effective catalog. Areas such as the math requirements can be changed to the math requirement, you're requiring students to take, within your program.

To Add an Existing Course

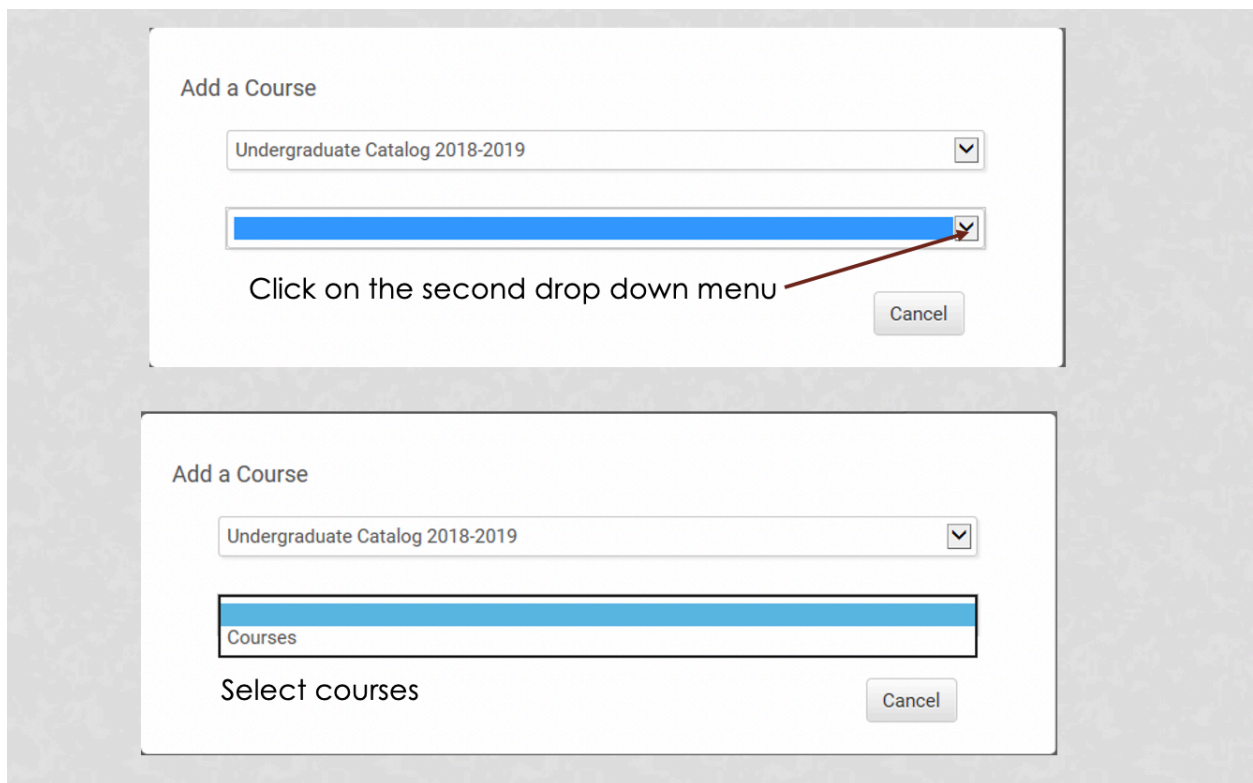


Select Add a course

Add a Course



Select the catalog the course resides in.



Click on the second drop-down menu and select courses.

The 'Add a Course' dialog box contains three dropdown menus. The first is set to 'Undergraduate Catalog 2018-2019' and the second to 'Courses'. The third dropdown menu is open, displaying a list of course categories. A red arrow points from the text 'Click on the third drop down menu' to the third dropdown menu. Another red arrow points from the text 'Select the type of course from the catalog selection' to the 'MKT - MARKETING' option in the dropdown list.

Undergraduate Catalog 2018-2019

Courses

Click on the third drop down menu

Cancel

- GLOB - GLOBAL EDUCATION
- HEBR - HEBREW
- HED - HEALTH EDUCATION
- HIND - HINDI
- HIST - HISTORY
- ID - INTERDISCIPLINARY
- IND - INDUSTRIAL DESIGN
- INTD - INTERIOR DESIGN
- ITAL - ITALIAN
- LM - LIBRARY MEDIA
- MAHG - MASTER HOLOCAUST AND GENOCIDE
- MATH - MATHEMATICS
- MED - MEDIA
- METR - METEOROLOGY
- MGS - MANAGEMENT
- MKT - MARKETING**
- MUS - MUSIC
- Narrative Courses
- NURS - NURSING
- OCEN - OCEANOGRAPHY
- OT - OCCUPATIONAL THERAPY
- PA - PUBLIC ADMINISTRATION
- PED - PHYSICAL EDUCATION
- PHIL - PHILOSOPHY
- PHYS - PHYSICS
- PORT - PORTUGUESE
- PS - POLITICAL SCIENCE
- PSRT - PSYCHIATRIC REHABILIT
- PSY - PSYCHOLOGY

Select the type of course from the catalog selection

Click on the third drop down menu and select the type of course from the catalog selection.

The 'Add a Course' dialog box now shows 'MKT - MARKETING' selected in the third dropdown menu. The fourth dropdown menu is open, displaying a list of course levels. A red arrow points from the text 'Click on the fourth drop down menu' to the fourth dropdown menu. Below the dialog box, the text 'Select the course Level' is centered. A separate dropdown menu shows the course levels '2000', '3000', and '4000', with '3000' highlighted in blue.

Add a Course

Undergraduate Catalog 2018-2019

Courses

MKT - MARKETING

Click on the fourth drop down menu

Cancel

Select the course Level

- 2000
- 3000**
- 4000

Click on the fourth drop-down menu to select the course level.

The screenshot shows the 'Add a Course' form with five dropdown menus. The first four are filled with 'Undergraduate Catalog 2018-2019', 'Courses', 'MKT - MARKETING', and '3000'. The fifth dropdown menu is open, displaying a list of marketing courses. A red arrow points from the text 'Click on the fifth drop down menu' to the fifth dropdown menu. Another red arrow points from the text 'Select Course from catalog selection' to the course 'MKT 3220 - IMPORT EXPORT PROCEDURES 3' in the list.

Add a Course

Undergraduate Catalog 2018-2019

Courses

MKT - MARKETING

3000

Click on the fifth drop down menu

Cancel

Select Course from catalog selection

- MKT 3220 - IMPORT EXPORT PROCEDURES 3
- MKT 3240 - PROFESSIONAL SELLING 3
- MKT 3260 - RETAIL MARKETING 3
- MKT 3410 - PRINCIPLES OF MARKETING 3
- MKT 3420 - RETAIL MKTG. PROCESS 3
- MKT 3430 - Advertising and Marketing Communications 3
- MKT 3431 - ADVERTISING CAMPAIGNS 3
- MKT 3432 - DIRECT MARKETING 3
- MKT 3435 - SALES MANAGEMENT 3
- MKT 3450 - INDUSTRIAL MARKETING 3
- MKT 3451 - CONSUMER BEHAVIOR 3
- MKT 3455 - SERVICES MARKETING 3
- MKT 3460 - MARKETING MANAGEMENT 3
- MKT 3470 - INTERNATIONAL MARKETING 3
- MKT 3480 - SPORTS MARKETING 3
- MKT 3481 - TOPICAL PROBLEMS IN MARKETING 3
- MKT 3490 - INTERNET MARKETING 3
- MKT 3500 - DIRECT MARKETING 3
- MKT 3510 - CONSUMER BEHAVIOR 3
- MKT 3550 - MARKETING RESEARCH 3
- MKT 3610 - BUYING AND MERCHANDISING 3
- MKT 3630 - ADVTSG MEDIA PLANNING 3
- MKT 3640 - SALES MANAGEMENT 3
- MKT 3650 - MARKETING CHANNELS 3
- MKT 3660 - SERVICES MARKETING 3
- MKT 3690 - BUSINESS TO BUSINESS (B2B) MARKETING 3
- MKT 3720 - LOGISTICS & TRANSPORTATION 3

Select the course from the catalog.

The screenshot shows the 'Add a Course' form with the fifth dropdown menu now displaying 'MKT 3220 - IMPORT EXPORT PROCEDURES 3'. A red arrow points from the text 'Click here to confirm the course selection' to the 'MKT 3220 - IMPORT EXPORT PROCEDURES 3' button at the bottom of the form.

Add a Course

Undergraduate Catalog 2018-2019

Courses

MKT - MARKETING

3000

MKT 3220 - IMPORT EXPORT PROCEDURES 3

Click here to confirm the course selection

MKT 3220 - IMPORT EXPORT PROCEDURES 3

Cancel

Confirm your selection to add the course to the curriculum shell.

To add a Proposed New Course

Select Add Proposed New Course.

Add Proposed New Course

✓
CED 555 - 5(5)
GLOB 3112 - Business in the World(3)
MGS 3055 - World Business Concepts(3)
PSY 4445 - Neuropharmacology(3)

Select the proposed course from the list.

Add Proposed New Course

CED 555 - 5(5)

Confirm your selection by clicking here on the selected course.

The end of the form

The total Credit Amount needed to complete the program is added in this section. Please note that this is a required field.

Total Credit Hours **Required*

Total Credit Hours

Attach documents such as outlines, curriculum sheets, etc. for the proposal

Attach outline

Attach Files

Add the total amount of credits needed to complete the proposed program.

Once the form is completed click on the save button located on the top left side to save your work

Workflow State: Unsubmitted

[Print this form](#)

Save

There are 0 versions of this proposal

Adding a New Course



Account Settings

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NEW COURSE FORM

Proposed Action Type

Contact Person

Phone

College

- ✓ New Undergraduate Course
- New Graduate Course
- New Interdisciplinary Course
- Designation of Course as GE Course
- Hybrid Type I, Synchronous Distributed Courses for Distance Learning
- Hybrid Type II for Distance Learning
- Fully Online
- General Education Encumbrances to Changes to Encumbrances
- Travel Learn Course

Select the Proposed Action Type from the drop-down menu.

NEW COURSE FORM

Proposed Action Type: New Undergraduate Course

Contact Person: Dr. Test

Phone: 908-737-7100

Add the contact person and phone number.

College

School/Department

Does this new course impact

Yes

- ✓ College of Business & Public Management
- College of Education
- College of Liberal Arts
- The Dorothy and George Hennings College of Science, Mathematics and Technology
- The Michael Graves College
- Nathan Weiss Graduate College
- New Jersey Center for Science, Technology, and Mathematics Education (NJCSTME)

Select the College information from the drop-down menu.

School/Department

Does this new course impact

Yes

- School of Health and Human Performance
- ✓ School of Management and Marketing
- School of Mathematical Sciences
- School of Natural Science
- School of Nursing
- School of Physical Therapy

Select the School/Department Information from the drop-down menu.

Does this new course impact another department/school?

Yes

No

E-mail

If the course does not impact another department or school, select “No” and continue to the next question to add the email address. If the course does impact another department, select “Yes” and a pop-up menu will appear and you will then need to select the impacted department(s).

Course Prefix

- METR
- ✓ MGS
- MIS
- MKT

Select the new course prefix from the drop-down menu.


Course Number

Credits

Full Title of Course

Abbreviated Title (30 characters or less)

Course Description



Provides an overview of today's Business World and it's concepts.

Insert the new course number, credits, the full title of the course, the abbreviated title, and course description.

COURSE LEVEL STUDENT LEARNING OUTCOMES

SLO Descriptions:

Add the course level student learning outcomes.

Course Capacity

Add the course capacity.

Proposed Date of Implementation

✓
21 Spring
21 Fall
22 Spring
22 Fall

Course Frequency

Select the Proposed Date of Implementation from the drop-down menu.

Course Frequency

Session Cycles

Yearly Cycles

Course Level

Grade Type

✓
All Semesters
Fall Semester
Fall and Spring Semesters
Irregular
Spring Semester
Winter
Summer 1
Summer 2

*Required

Select the Course Frequency from the drop-down menu. This is a **required field.**

Yearly Cycles

Course Level

✓
Even Years
Odd Years
Offered Irregularly

*Required

Select the yearly Cycle. This is a **required field.**

Course Level

Grade Type

✓
Graduate
Undergraduate

*Required

Select the Course Level from the drop-down menu. This is a **required field.**

Grade Type

Course Type

✓
Reg.
P/F
CG/NC

*Required

Select the Grade Type from the drop-down menu. This is a **required field.**

Course Type *Required

Instructional Method *Required

Does this course replace another course? *Required
If this course is replacing another course please refer to the UCC manual for additional required information.

Yes

No

Is this course equivalent to another course? *Required

Yes

No

Attach outline

- ✓
- Development Instruction
- Placement
- Service Learning
- Travel Learn
- Interdisciplinary Minor
- English as a Second Language (ESL)
- Honors
- Paired
- Writing Emphasis
- Capstone
- General Education Foundation
- General Education Humanities
- General Education Science and Mathematics
- General Education Social Science
- Special Topics
- Experiential
- Chinese Curriculum Course

Select the course type from the drop-down menu. This is a *required* field.

Instructional Method *Required

Does this course replace another course? *Required
If this course is replacing another course please refer to the UCC manual for additional required information.

Yes

No

Is this course equivalent to another course? *Required

Yes

No

Attach outline

- ✓
- Clinical
- Field Placement
- Field Placement - Educational
- Hybrid Type 1
- Hybrid Type 2
- Independent Study
- Lab
- Lecture
- Online
- Physical Education - Activity
- Private Music Instruction
- Recitation
- Research/Directed Research
- Seminar
- Thesis/Dissertation

Select the Instructional Method from the drop-down menu. This is *required* field.

Does this course replace another course?

If this course is replacing another course please refer to the [UCC manual](#) for additional required information.

Yes

No

If Yes, indicate which course [?](#)

Add Course

Effective term

Select if the course replaces another course if yes, you will then add the course it's replacing with the effective term.

Is this course equivalent to any other course(s)?

Yes
No

If Yes, indicate which course(s)

Equivalent Course(s)

Select a Course [?](#)

Add Course

If the course is equivalent to another course, you can add the course it's replacing.

Attach outline

Attach Files


Attach any supporting documents to the proposal.


Workflow State: Draft

[Print this form](#)

Save

There are 1 versions of this proposal

 Send to Review

 Remove Proposal

You can save your proposal for submission at a later time, print the proposal, send your proposal for review or remove your proposal.