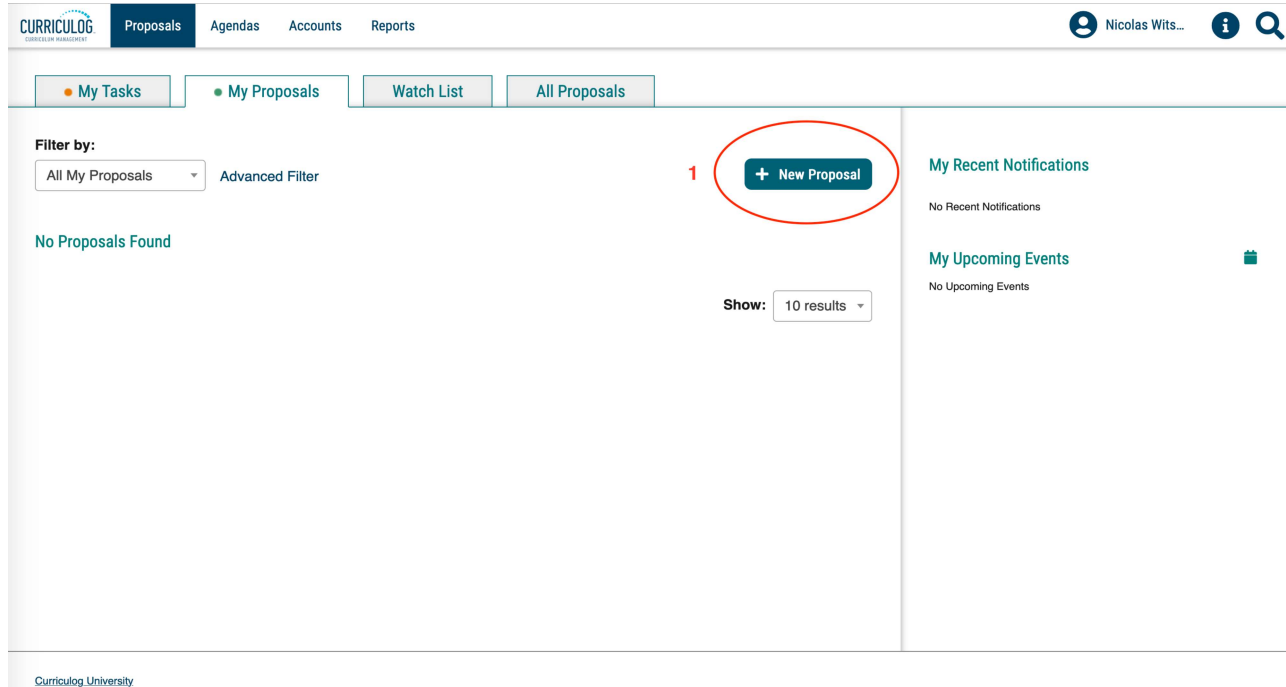
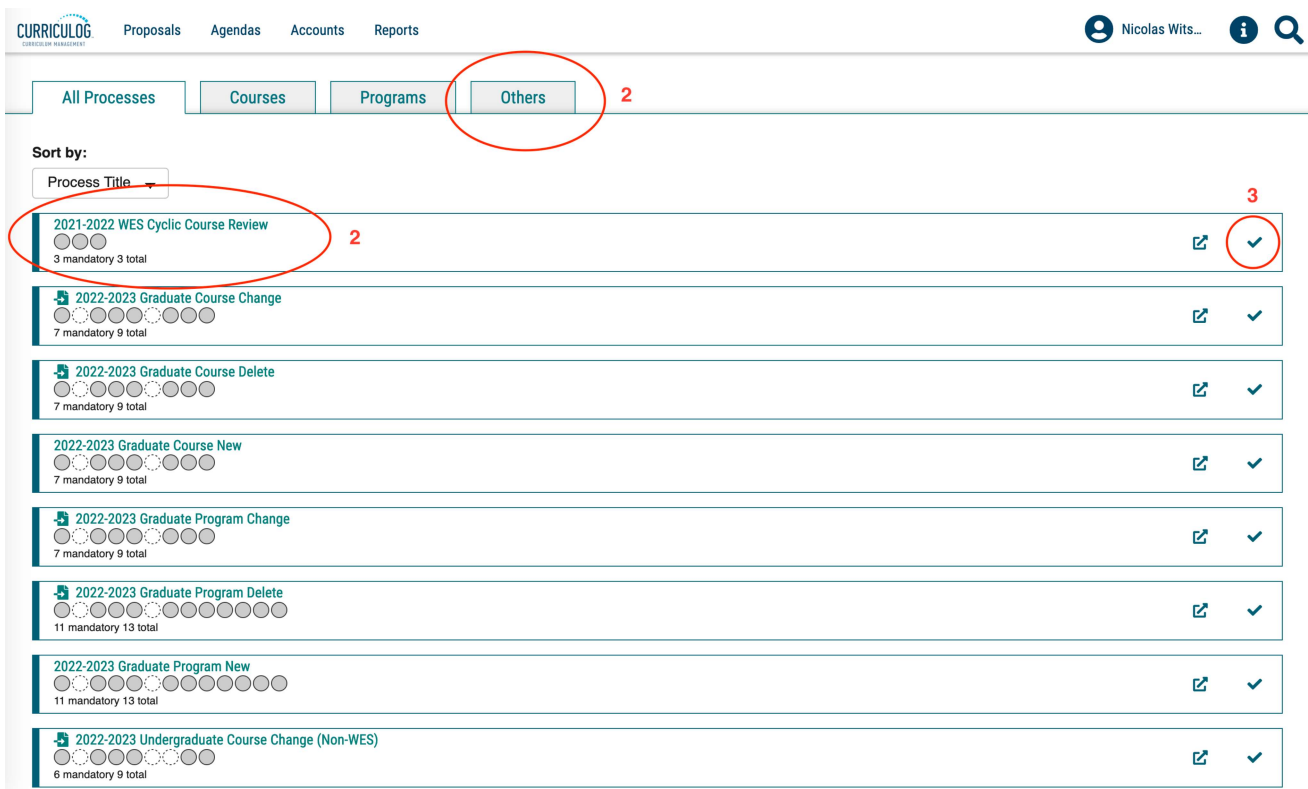


To submit a course for the WMU Essential Studies Cyclic Course Review:
Log into wmich.curriculog.com using your Bronce NetID.



STEP 1: ensure that the PROPOSALS tab is highlighted at the top, then click “New Proposal”



STEP 2: Locate the WES Review submission template either at the top of the list of templates OR by clicking the tab for OTHERS . . .

STEP 3: . . . and click the checkmark at the far right to start a new submission.

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Proposals Agendas Accounts Reports

Nicolas Wits...

New Proposal 11/9/2021 8:52 pm
2021-2022 WES Cyclic Course Review
unlaunched

Import Save All Changes **Validate and Launch Proposal**

Proposal Help

Course Review Questionnaire

Thank you for participating in the WMU Essential Studies Cyclic Course Review! Our goal is to improve the program and remove barriers, and your feedback is vital to the course and program review process. The WMU Essential Studies Executive Committee and the Course Review and Approval Committee appreciate you sharing your experiences with teaching WES courses. The questions below are intended to solicit feedback that will help everyone share and develop best practices.

Department*
Select an option
Please select your home department from the dropdown menu

Course Prefix, Number, and Title*
please indicate the prefix, number, and title of the course being submitted for review (e.g., UBSK1000 Underwater Basket Weaving)

Save All Changes Validate and Launch Proposal

Approval Steps

- Originator** Incomplete
 - Participants: Nicolas Witschi
 - Step Details
- Course Review and Approval Committee (CRAC)** Incomplete
 - Participants
 - Step Details
- WES Director** Incomplete
 - Participants
 - Step Details

Files
Crosslistings
Proposal Lookup

STEP 4: Answer the prompts and questions on the left half of the screen. **For the narrative questions, 2-3 sentences each are certainly sufficient.**

STEP 5: At the far right, click the tab labeled “Files” to bring up a button that enables you to select and upload attachments from your computer. **Browse for a recent syllabus and the current assessment plan for the course, click Upload to attach them to the submission.**

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Proposals Agendas Accounts Reports

Nicolas Wits...

New Proposal 11/9/2021 9:26 pm
2021-2022 WES Cyclic Course Review
unlaunched

Import Save All Changes **Validate and Launch Proposal**

Proposal Help

Course Review Questionnaire

Thank you for participating in the WMU Essential Studies Cyclic Course Review! Our goal is to improve the program and remove barriers, and your feedback is vital to the course and program review process. The WMU Essential Studies Executive Committee and the Course Review and Approval Committee appreciate you sharing your experiences with teaching WES courses. The questions below are intended to solicit feedback that will help everyone share and develop best practices.

Upload File

File Browse... No file selected.

Upload

Attached Files

2100 Syllabus Online Summer 2 2021.pdf
uploaded by Nicolas Witschi, 11/9/2021 9:27 pm

Files
Crosslistings
Proposal Lookup

STEP 6: Click “Validate and Launch Proposal” and follow the prompt to create the submission.

... ALMOST DONE ...

Once Launched, your proposal should be visible, but it has not yet been forwarded for review. Here you have one more chance to edit and refine your submission. When you're ready . . .

CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

Nicolas Wits...

ENGL2100 Film Interpretation
2021-2022 WES Program Review

Proposal Help

Course Review Questionnaire

Thank you for participating in the WES course review! Our goal is to improve the program and remove barriers, and your feedback is vital to the course and program review process. The WMU Essential Studies Executive Committee and the Course Review and Approval Committee appreciate you sharing your experiences with teaching WES courses. The questions below are intended to solicit feedback that will help everyone share and develop best practices.

Department*

English

Please select your home department from the dropdown menu

Course Prefix, Number, and Title*

ENGL2100 Film Interpretation

please indicate the prefix, number, and title of the course being submitted for review (e.g., UBSK1000 Underwater Basket Weaving)

Have you attached a syllabus and the current assessment plan for this class?*

☒ Yes ☐ No

Your Decision

What would you like to do with this proposal?

☒ Approve 8

☐ Reject

Please comment on your decision below.

Make My Decision 9

Current Step Activity

☐ Originator Working

Step Summary
This step requires 100% approval from all participants to move forward.

Participants

☐ Nicolas Witschi

Totals
Users Approved: 0
Users Rejected: 0

Discussion

Workflow Status

Signatures

Files

Decisions 7

Custom Route

Crosslistings

Proposal Lookup

STEP 7: . . . click the tab at the far right for “DECISIONS.”

STEP 8: Click “Approve” and . . .

STEP 9: . . . click “Make My Decision.” This last step submits the proposal to the next person or group in the approval workflow, which for this proposal will be the WMU Essential Studies Course Review and Approval Committee.

NOW you're done. Thank you!

Questions? Concerns? Suggestions or ideas? Let me know at lisa.dechano@wmich.edu