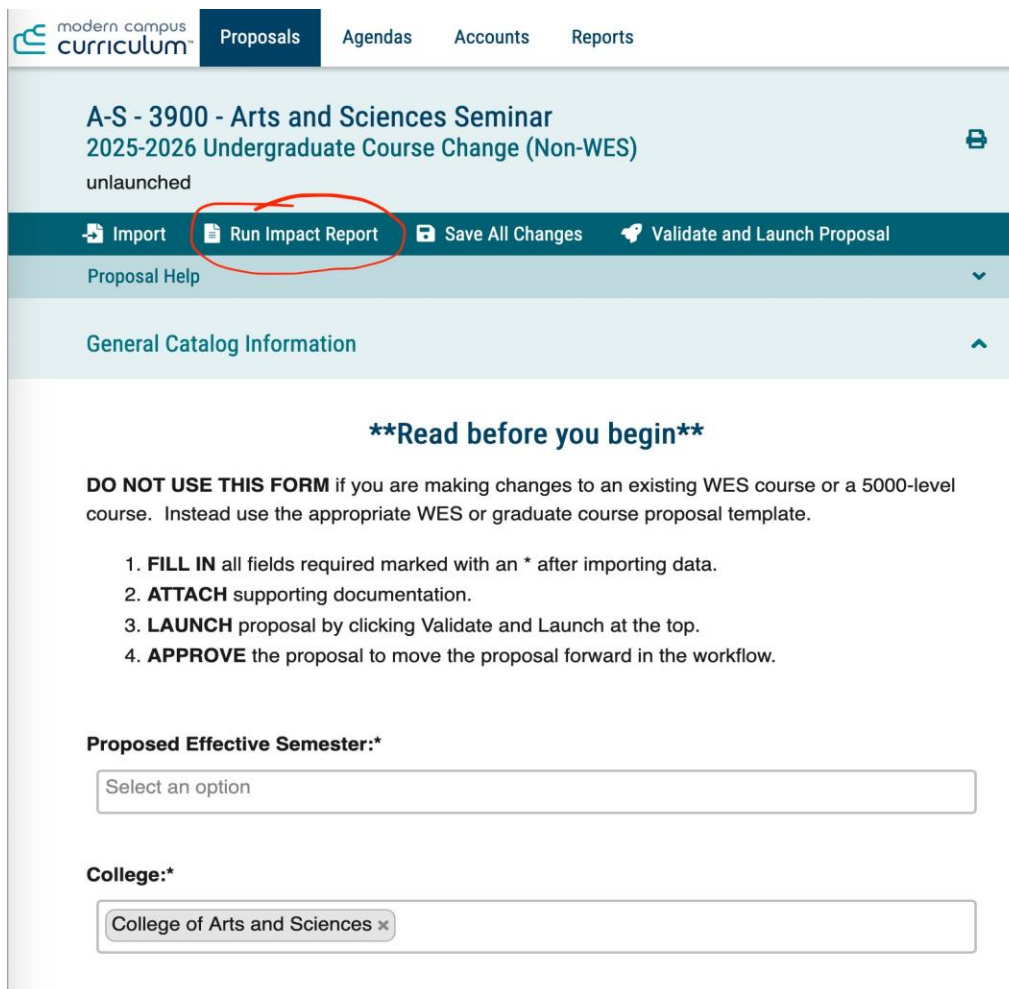


How to Run an Impact Report in Modern Campus Curriculum

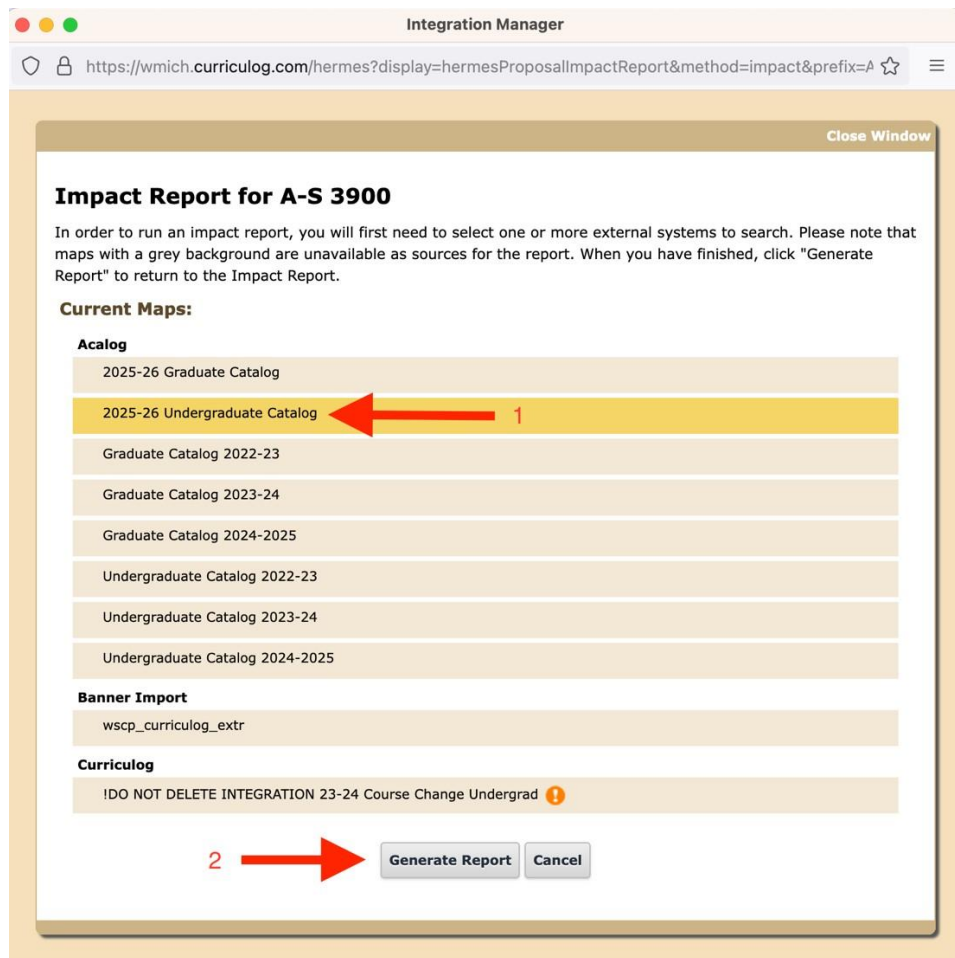
When modifying or deleting an existing course, you will be asked by the proposal template to provide the results of an “Impact Report.” These reports are intended to provide the Originator with a list of all programs and courses currently in the catalog that in one fashion or another mention the course being modified or deleted. The report thus should be used as a starting point for determining which academic units outside of one’s own need to be notified of the impending change/deletion or asked to support such actions.

First, click the phrase “Run Impact Report”:

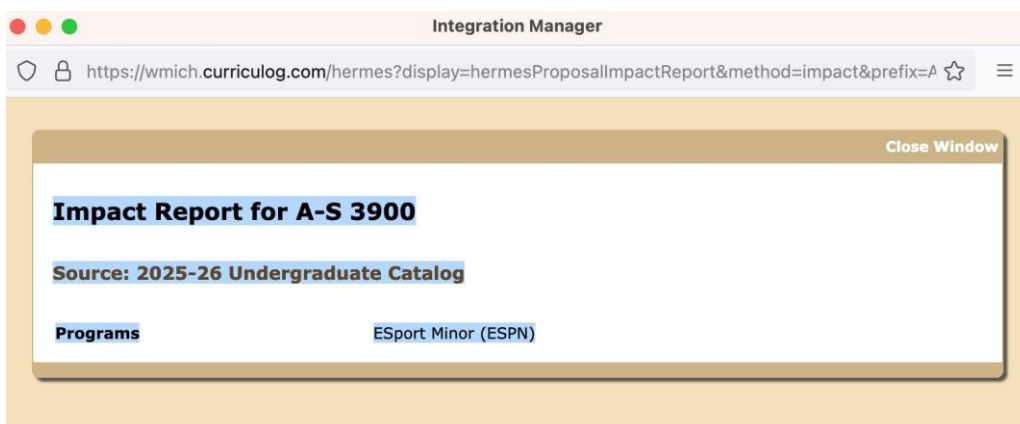


The screenshot shows the Modern Campus Curriculum interface. At the top, there is a navigation bar with tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, the main header displays 'A-S - 3900 - Arts and Sciences Seminar' and '2025-2026 Undergraduate Course Change (Non-WES)', with a status of 'unlaunched'. A dark blue action bar contains four buttons: 'Import', 'Run Impact Report' (which is circled in red), 'Save All Changes', and 'Validate and Launch Proposal'. Below the action bar are links for 'Proposal Help' and 'General Catalog Information'. The main content area is titled '**Read before you begin**' and contains a warning: 'DO NOT USE THIS FORM if you are making changes to an existing WES course or a 5000-level course. Instead use the appropriate WES or graduate course proposal template.' It lists four steps: 1. FILL IN all fields required marked with an * after importing data. 2. ATTACH supporting documentation. 3. LAUNCH proposal by clicking Validate and Launch at the top. 4. APPROVE the proposal to move the proposal forward in the workflow. Below the steps are two form fields: 'Proposed Effective Semester:*' with a dropdown menu showing 'Select an option', and 'College:*' with a dropdown menu showing 'College of Arts and Sciences x'.

A window containing a list of available catalogs should pop-up.



Select the most recent and most relevant catalog (step 1 above), and then scroll to the bottom to click the button to “Generate Report” (step 2 above).



The pop-up window will show the results of the search, a list of courses and programs that make mention of your class. N.B., the list will not indicate what the nature of those mentions actually is, whether they list the course in question as a required course, a cognate, a pre-req, a program elective, and so forth.

Select and then copy the text of the report in the pop-up window (CTRL-A, then CTRL-C), and paste it (CTRL-V) into the relevant question field in the proposal template:

At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.*

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Format **≡** **≡** **≡** **≡** **🔗** **🔗** **🚩** **🖼️** **📊** **☰**

Impact Report for A-S 3900

Source: 2025-26 Undergraduate Catalog

Programs	ESport Minor (ESPN)
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Current Prefix:*

A-S x

Current Course Number:*

3900

Use the report as your guide to determine which academic units, if any, require you to obtain a letter of support regarding changes to your course. In the example shown above, the course being modified is in the College of Arts and Sciences while the catalog entry for a program in the Dept. of Human Performance and Health Education includes the course in question, necessitating communication between the two units, CAS and HPHE (and yes, the banner code for the ESport Minor really is ESPN).

If the course in question is not mentioned in the catalog entries of any other courses or programs, the report will return the phrase “There are no results for this report.” Copy and paste this result as you would any other report.

A final note: if another unit’s courses are in your proposal document as pre-requisites or co-requisites for your course, they will NOT appear in the impact report. Nevertheless, these kinds of classes also require evidence of support from any units outside of the one originating the proposal.