

# Program Coordinator Change Form Instructions

The Program Coordinator Change Form should be used when the coordinator of a degree, certificate, minor, or concentration changes. This form facilitates revising accreditation documents, the ECU Catalog, websites, mailing lists, and other ECU records with the new program coordinator's information.

## 1. Locate the W- Program Coordinator Change Form in Curriculog

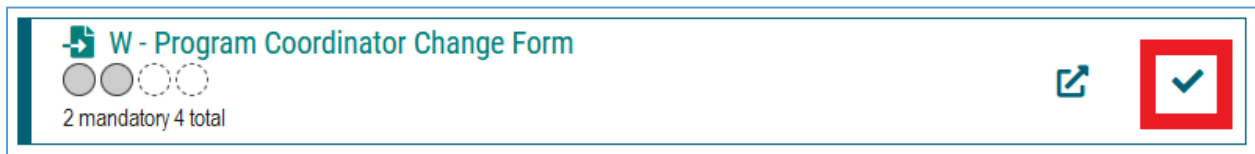
- Log into <https://ecu.curriculog.com/> with your Pirate ID and Passphrase.



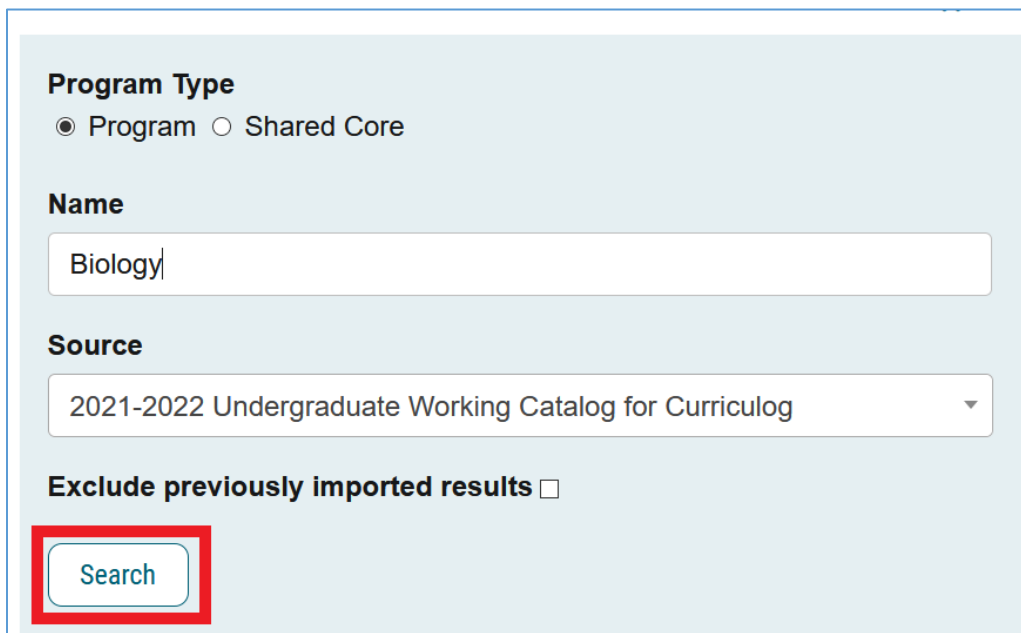
- Select the **New Proposal** button.
- Scroll to the 3<sup>rd</sup> page of forms by clicking the "Next 10" button twice.
- Locate the **W – Program Coordinator Change Form**, and then follow the instructions below.

## 2. How to Import

The first step in completing the form is to Import the program that needs to be updated. Click the check mark on the form to begin.



After clicking the check mark, a fly-out will appear on the right-hand side of the screen where programs can be filtered by Name. After entering the name of the program and selecting either the **Undergraduate** or **Graduate** catalog in the Source field, click the Search button.

A light blue form with a white border. It contains the following fields:

- Program Type**: Radio buttons for "Program" (selected) and "Shared Core".
- Name**: A text input field containing "Biology".
- Source**: A dropdown menu with "2021-2022 Undergraduate Working Catalog for Curriculog" selected.
- Exclude previously imported results**: A checkbox that is currently unchecked.
- Search**: A button with the text "Search" inside, which is highlighted with a red border.

After clicking search, select the **Preview and Build** icon for the program that is being revised.

**Program Type**  
 Program  Shared Core

**Name**  
Biology


**Source**  
2021-2022 Undergraduate Working Catalog for Curriculog

**Exclude previously imported results**

Search

**Show:** 20 results

**Biology Honors**  
Department of Biology, Department of  
Program Coordinator: Jean-Luc Scemama (105-N Howell Science Complex; 252-328-6313;  
scemamaj@ecu.edu)Biology and biochemistry majors who maintain a minimum GPA of 3.0 and have been actively  
involved in research with a faculty mentor for at least a semester may participate in the d...



Next, the program information that will be imported into the proposal will appear.

**Import Data into your Proposal**

| Field Name   | Data Preview                                |
|--|---|
| Section I - General Information: College   | Thomas Harriot College of Arts and Sciences |
| Section I - General Information: Select<br>Department/School and Level                                   | [no data]                                   |
| Section I - General Information: Faculty<br>Originator LAST Name   | [no data]                                   |
| Section II - Catalog Information (This section<br>gets imported from the catalog.):<br>School/Department | Department of Biology                       |
| Section II - Catalog Information (This section<br>gets imported from the catalog.): Program Title        | Biology Honors                              |

Scroll to the bottom of this screen, and click the **Build Proposal** button.

**Build Proposal** Return to Search

The proposal, with the imported information, will now appear. Next, **complete Section I-III of the form.**

### **3. Completing the Program Coordinator Change Form**

**In Section I**, complete all required general information fields including Program Level, College, School/Department, Originator Last Name, Originator Email, and a brief Summary of Request.

#### Section I - General Information

**In Section II**, ensure the School/Department, Program Title, Degree Type, and Program Type fields are complete. Depending on the program, some of this information will be imported from the catalog, while other fields may need to be manually completed.

#### Section II - Catalog Information (This section gets imported from the catalog.)

**School/Department\***

Department of Biology x

**Program Title\***

Biology Honors

*This information should be imported from Acalog. Do not edit this information unless you are requesting a program title change.*

**Degree Type\***

Bachelor of Science x

*If not a degree or certificate program, choose "other" for degree type.*

**Program Type\***

Bachelor's x

As noted in the form, **please do not edit the program description or proposed curriculum fields** in Section II. Instead, scroll to Section III and complete the required fields.

#### **FOR INTERNAL USE ONLY**

Do not edit the **Program Description** or **Proposed Curriculum** sections below. **Proceed to Section III of the form.**

**In Section III**, complete the fields for the **currently listed program coordinator** and the **new program coordinator**.

In the **currently listed program coordinator section**, please enter the program coordinator's name and Banner ID.

### Currently Listed Program Coordinator Information

In the two fields below, please enter the **currently listed** program coordinator's name and Banner ID.

In the **new program coordinator section**, please enter the program coordinator's name, Banner ID, building and room number, email address, phone number, and the effective date of the program coordinator change.

### New Program Coordinator Information

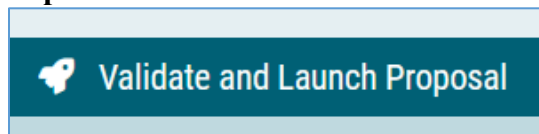
In the six fields below, please enter the **new** program coordinator's name, Banner ID, building and room number, email address, phone number, and the effective date of the program coordinator change .

## 4. Launch and Approve Form

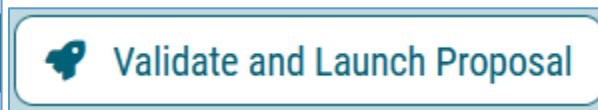
Once the form is complete, users will need to launch and approve the form for it to move on in the approval workflow.

**To launch**, click the **Validate and Launch button** either at the top or bottom of your screen.

**Top of Screen:**



**Bottom of Screen:**



Next, the below screen will appear. Click, **Launch Proposal**.

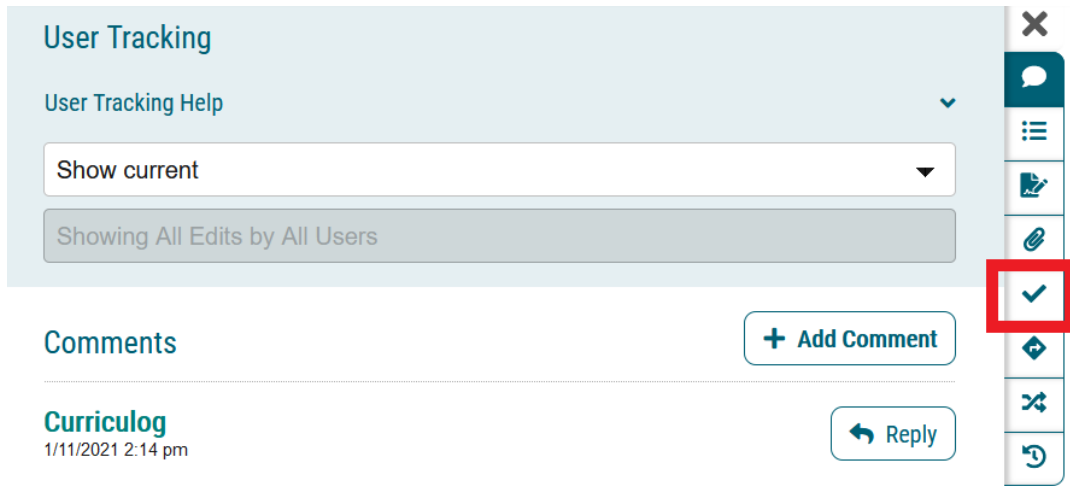
### Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

**Launch Proposal**

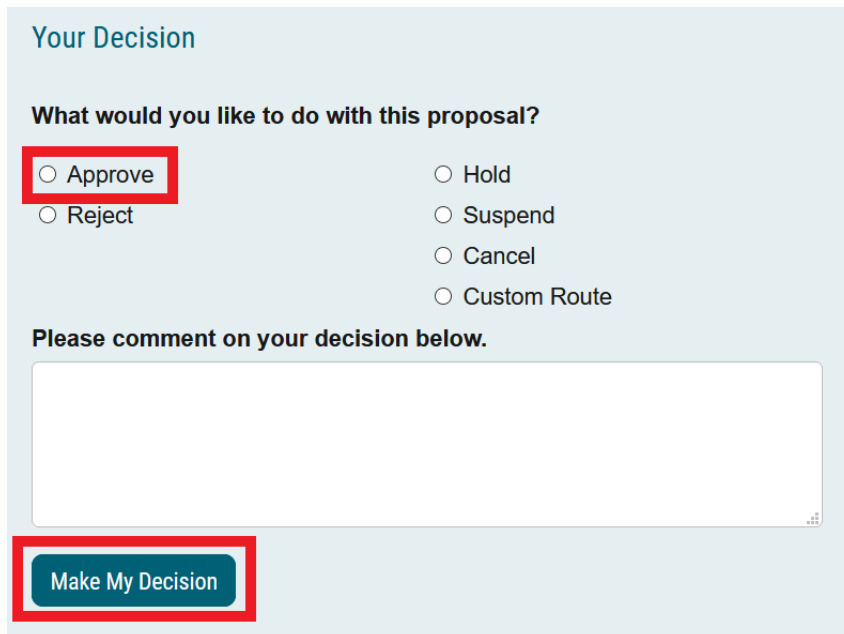
Cancel

To **approve**, navigate to the menu on the right-hand side of the screen and click the **check mark**.



The screenshot shows a 'User Tracking' sidebar panel. At the top, there is a close button (X) and a 'User Tracking Help' link. Below that is a dropdown menu currently set to 'Show current'. A grey bar indicates 'Showing All Edits by All Users'. The main content area has a 'Comments' section with an '+ Add Comment' button and a 'Curriculog' entry from 1/11/2021 at 2:14 pm with a 'Reply' button. On the right-hand side, a vertical sidebar menu contains several icons: a checkmark, a diamond, a crossed-out square, and a refresh icon. The checkmark icon is highlighted with a red square.

Next, click the **Approve** radio button. Then, the **Make My Decision** button. At this time, the form will move to the next approval step (department chair).



The screenshot shows a 'Your Decision' form. The question is 'What would you like to do with this proposal?'. There are five radio button options: 'Approve', 'Reject', 'Hold', 'Suspend', and 'Cancel'. The 'Approve' option is highlighted with a red square. Below the options is a 'Custom Route' option. Underneath is a text box for 'Please comment on your decision below.' At the bottom of the form, there is a 'Make My Decision' button, which is also highlighted with a red square.

If you have any questions or need assistance with completing this form, please contact [curriculog@ecu.edu](mailto:curriculog@ecu.edu).