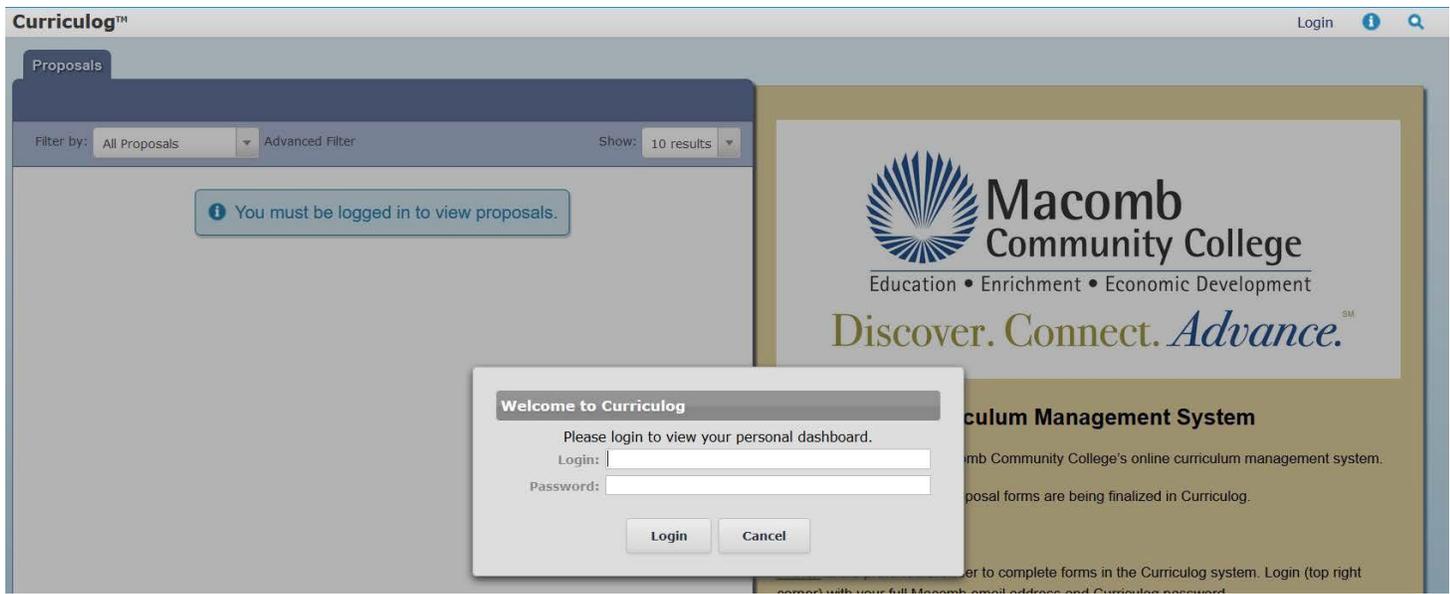


**Reminder:** Changes to Course Description, Prerequisite and/or Co-requisites, Course Outcomes, and major changes to course content outline require you complete the **Course Modification Proposal Form**. Submitting a course modification that is approved by **the Curriculum Committee will be counted as the course syllabus review for 2020-2021**.

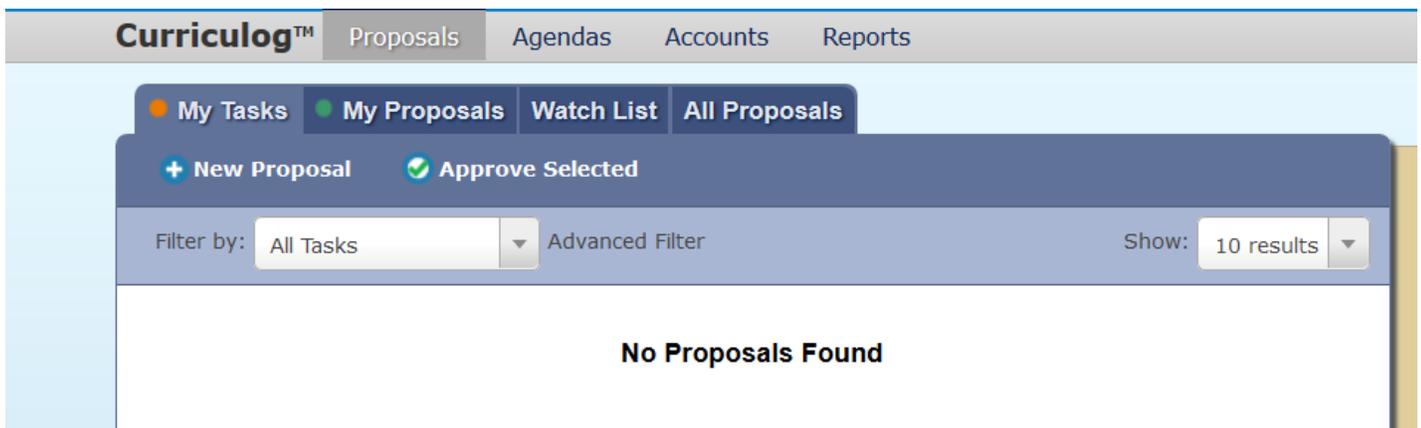
## Step by step instructions for 2020-2021 syllabus review

Use this link to take you to Curriculog: <https://macomb.curriculog.com/proposal>

1. Click **Login** in the top right corner and login.



2. Click on **+ New Proposal**



3. Click on the check mark to the right of **2020-2021 Official Course Syllabus Review** to begin

The screenshot shows a navigation bar with tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. Below the navigation bar is a 'Sort by:' dropdown menu set to 'Process Title'. A list of four processes is displayed:

- 2020-2021 Course Delete Proposal Form  
Steps: 9 mandatory 9 total
- 2020-2021 Course Modification Proposal Form  
Steps: 11 mandatory 11 total
- 2020-2021 Course New Proposal Form  
Steps: 11 mandatory 11 total
- 2020-2021 Official Course Syllabus Review** (highlighted in blue)  
Steps: 2 mandatory 2 total

Icons for a document and a checkmark are visible to the right of the highlighted process.

4. Enter your name, email and best contact number, then click the import icon  at the top left of the form.

The screenshot shows the 'Official Course Syllabus Review' form. At the top, it says 'New Proposal 6/12/2020 11:16 am' and '2020-2021 Official Course Syllabus Review'. Below the title bar are navigation icons. The main content area contains the following text:

**\*\*Please read before you begin\*\***

Reference [Changes That Require Curriculum Committee Approval](#).

If changes require Curriculum Committee approval, do not submit this form. Course Description, Prerequisite and/or Co-requisites, Course Outcomes and MAJOR changes to course content outline require you complete the Course Modification Proposal Form, which will be counted as the course syllabus review for 2020-2021.

TURN ON Help Text before starting this proposal by clicking  on the top right corner of the form.

Use the  Full-width Toggle to expand this form to full screen.

Contact [curriculummanager@macomb.edu](mailto:curriculummanager@macomb.edu) for assistance or if you encounter technical difficulties.

**STEP 1: Complete Required Information**

FILL IN all fields required marked with an \*. You will not be able to launch the proposal without completing required fields.

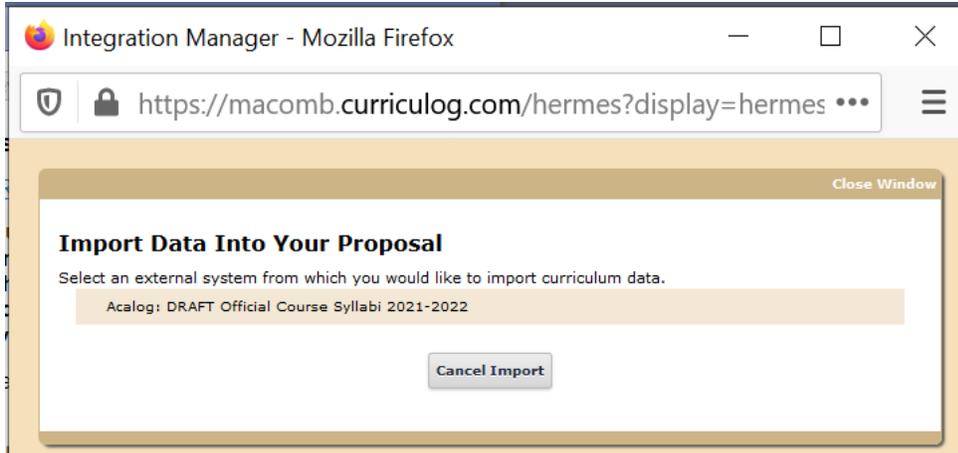
**Faculty Information**

Name:\*

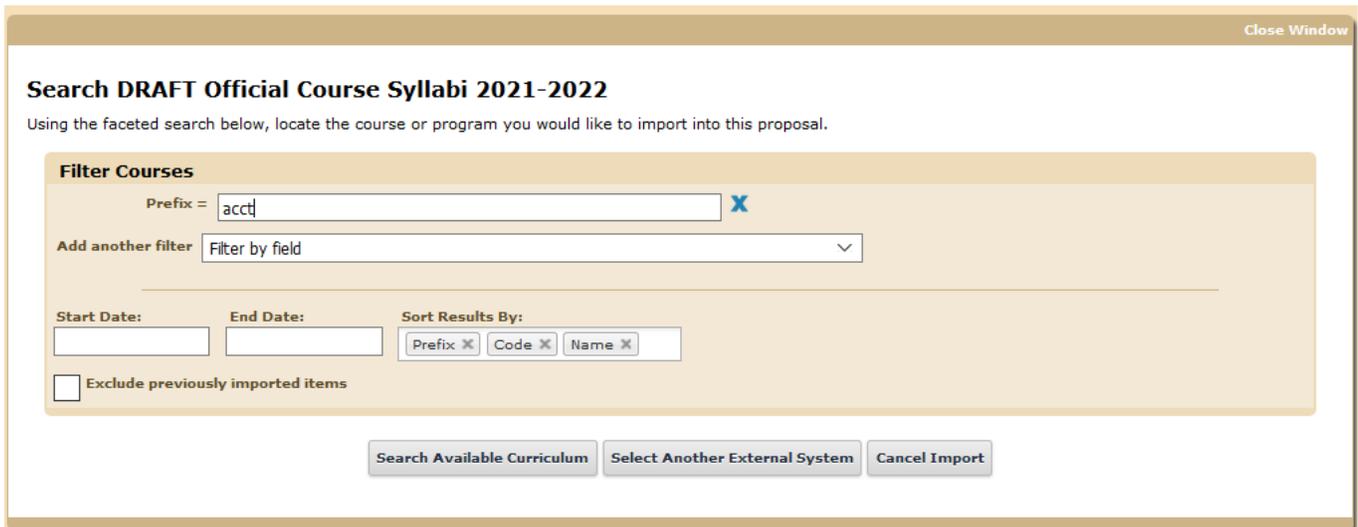
Email:\*

Phone: (Best contact number)\*

5. Import the syllabus to be reviewed and edited by clicking on **Acalog: DRAFT Official Course Syllabi 2021-2022**



6. Select **Prefix** from the dropdown arrow and **enter the subject for your syllabi** (ex. ACCT) then **click Search Available Curriculum**



7. Click on the syllabus to be reviewed and edited



8. Click **Import this Item** at the bottom of the screen. You will be taken back to the Official Course Syllabus form and the course information will be populated in the form.

**Import Data Into Your Proposal**

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» Official Course Syllabus Review: Subject	Accounting (Course)	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Prefix	ACCT	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Code	1070	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Course Title	Accounting for Entrepreneurs	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Credit Hours:	3.00	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Contact Hours:	3	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Billable Hours:	3	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Formerly / Replace	[no data]	<input type="checkbox"/>
» Official Course Syllabus Review: Course Description	This course will focus on reading and understanding financial statements. Students will learn how to analyze financial statements and how financial information can be effectively used to properly plan...	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Location	[no data]	<input type="checkbox"/>
» Official Course Syllabus Review: When Offered	[no data]	<input type="checkbox"/>
» Official Course Syllabus Review: Corequisites:	[no data]	<input type="checkbox"/>
» Official Course Syllabus Review: Prerequisites:	None	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Course Outcomes and Objectives	Outcome 1: Upon completion of this course, students will be able to analyze financial accounting information that appears on an income statement and balance sheet. Objectives: Given a set of exam que...	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Course Content Outline	The Role of Accounting in Business Describe the types and forms of businesses, how businesses make money, and business stakeholders. Describe the three business activities of financing, investing, a...	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Primary Faculty	Glass, Shirley	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Secondary Faculty	[no data]	<input type="checkbox"/>
» Official Course Syllabus Review: Associate Dean	Evans-Mach, Patrick	<input checked="" type="checkbox"/>
» Official Course Syllabus Review: Dean	Corba, David	<input checked="" type="checkbox"/>

**DON'T MAKE ANY EDITS YET!**

9. Click **Save all Changes** at the bottom of the screen, then click on the **launch icon**  at the top of the screen.



Official Course Syllabus Review

**\*\*Please read before you begin\*\***

Reference [Changes That Require Curriculum Committee Approval](#).

**If changes require Curriculum Committee approval, do not submit this form. Course Description, Prerequisite and/or Co-requisites, Course Outcomes and MAJOR changes to course content outline require you complete the Course Modification Proposal Form, which will be counted as the course syllabus review for 2020-2021.**

TURN ON Help Text before starting this proposal by clicking  on the top right corner of the form.

Use the  Full-width Toggle to expand this form to full screen.

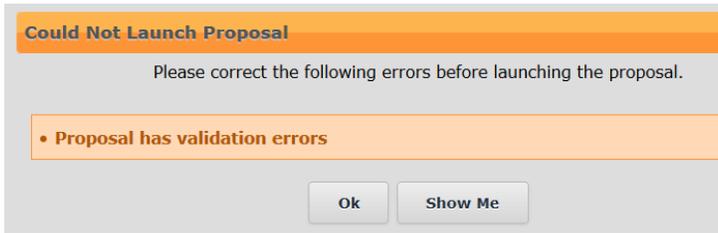
Contact [curriculummanager@macomb.edu](mailto:curriculummanager@macomb.edu) for assistance or if you encounter technical difficulties.

**STEP 1: Complete Required Information**

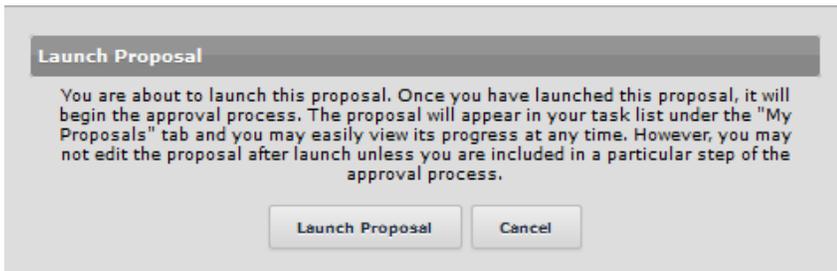
**FILL IN all fields required marked with an \*. You will not be able to launch the proposal without completing required fields.**

Faculty Information

**NOTE:** If you haven't filled in your name, email, and phone number before you click **launch** you will receive this pop-up. Click **Show Me** and the system will go to that portion of the form.



10. Click **Launch Proposal** when the pop-up screen appears.



11. **Once you have launched the proposal you can start making edits**, you can click Save All Changes at any time so you can come back to the syllabus should you not be able to complete your changes in one session.

12. This syllabus review year requires that you **select the appropriate common degree outcomes from the new list**. If you would like the full CDO definitions click the blue link just above the Common Degree Outcomes header.

[Full CDO Definitions](#)

**Common Degree Outcomes**

- **Communication:** The graduate can communicate effectively for the intended purpose and audience.
- **Critical Thinking:** The graduate can make informed decisions after analyzing information or evidence related to the issue.
- **Global Literacy:** The graduate can analyze human behavior or experience through cultural, social, political, or economic perspectives.
- **Information Literacy:** The graduate can responsibly use information gathered from a variety of formats in order to complete a task.
- **Quantitative Reasoning:** The graduate can apply quantitative methods or evidence to solve problems or make judgments.
- **Scientific Literacy:** The graduate can produce or interpret scientific information presented in a variety of formats.

Check "YES" below to indicate the applicable Common Degree Outcomes.

Communication  YES

Critical Thinking  YES

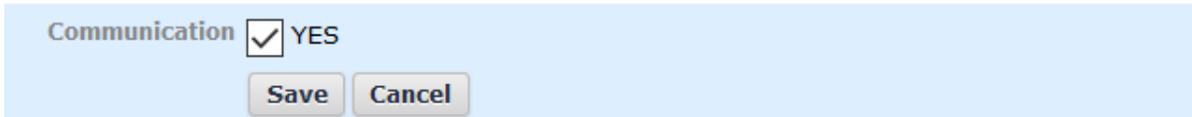
Global Literacy  YES

Information Literacy  YES

Quantitative Reasoning  YES

Scientific Literacy  YES

When you click **YES** on a CDO an edit box will open and you will need to click **YES** and then click **Save**.



A light blue dialog box with the text "Communication" followed by a checked checkbox and the word "YES". Below this are two buttons: "Save" and "Cancel".

13. When you are done making all your edits, you will need to click the **decisions icon**  at the top right. In the pop-up box click **Approve** (type a comment if you would like but it is not required) and then click **Make My Decision**.



A grey pop-up box titled "Your Decision". It asks "What would you like to do with this proposal?" and has three radio button options: "Approve", "Reject", and "Custom Route". Below the options is a text area with the prompt "Please comment on your decision below." and a "Make My Decision" button at the bottom.

**You will need to complete this process for each syllabus for which you are listed as the primary faculty.**

Since this is the first time Curriculog is being used for syllabus review, these are thorough step-by-step directions. If you need assistance, please call 586.445.7651 between 8 a.m. and 4 p.m. Monday through Friday. You can also email [curriculummanager@macomb.edu](mailto:curriculummanager@macomb.edu) for assistance.

While you have the school year to complete syllabus review per the faculty contract, we would **greatly appreciate it if you could complete your syllabus review by the end of January 2021** so that all syllabi are updated when the Official Course Syllabi catalog is published March 1, 2021.

Thank you,  
Lynda Goins  
Manager of Curriculum