

# Curriculum Proposal Workflows

St. Petersburg College  
Curriculum Services

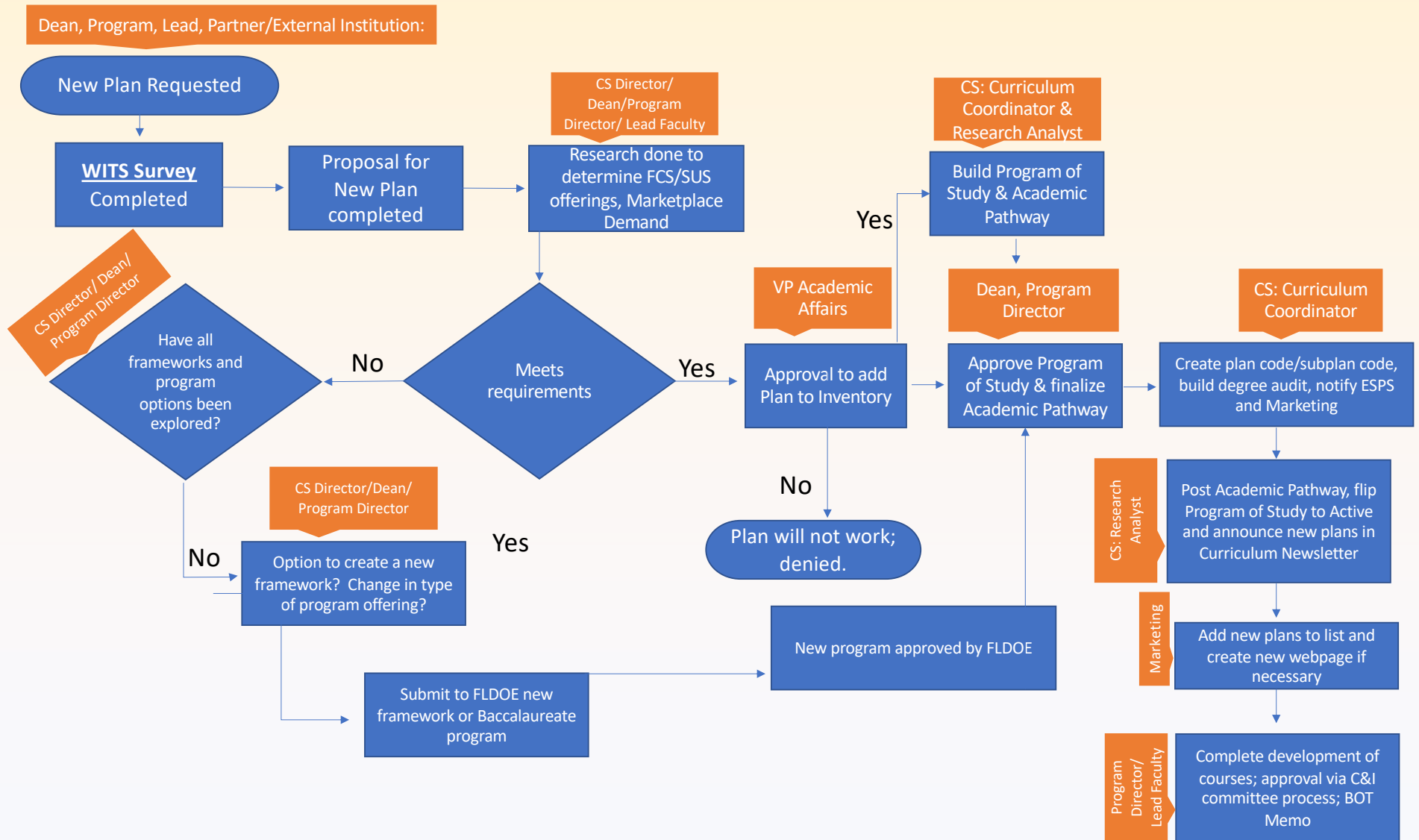
UPDATED 1.31.2023

# Workflow Flowchart Info

- Yellow Highlights = Pieces updated
- Green Arrows = Movement forward
- Orange Arrows = Movement backward
- Red Text = Update needed from Meta
  
- Blue Background = Courses
- Yellow Background = Programs
- Purple Background = Articulations
- Red Background = Transfer Plans

Note: Workflows reflect approval process for “in system”; slide #3 outlines Business Process flow.

# New Program Workflow: Business Process



# New Course Workflow

**Level 1: Originator**  
**Type:** Required  
**Position:** Originator  
**Description:** Originator launches proposal  
**Status:** Draft  
**Actions:** Launch;  
**Status:** In-Review

**Level 2: Technical Review #1**  
**Type:** Required  
**Position:** Curriculum Services  
**Description:** Curriculum Services conducts a technical review of the proposal.  
**Status:** In Review  
**Actions:**  
 Approve; **Status:** CS Approved > Level 3  
 Request Changes; **Status:** In-Review, unlock for originator/co-contributor edits > Stays at Level 2

**Level 3: C&I Assignment**  
**Type:** Required  
**Position:** Curriculum Services  
**Description:** Curriculum Services assigns C&I Group  
**Status:** In Review  
**Actions:**  
 Approve; **Status:** CS Approved > Level 3  
 Request Changes; **Status:** In-Review, unlock for originator/co-contributor edits > Stays at Level 3

**Level 4: C&I Committee Review #1**  
**Type:** Required; C&I Committee conduct 1<sup>st</sup> review; Proposal(s) assigned to either specific team or all. Based on C&I review, CS will move proposal.  
**Positions:** C&I Red Team, C&I Blue Team, C&I Green Team, C&I Yellow Team, C&I Committee Chair, Curriculum Services; Proposal(s) assigned to either specific team or all  
**Description:** C&I Committee Members review the proposal  
**Status:** CS Approved  
**C&I Committee Member/Chair Vote Actions:** Approve or Disapprove; Actions made by C&I Members/Chair do NOT move the proposal only Action made by Curriculum Services will move the proposal.  
**Curriculum Services Actions:** Approved; **Status:** C&I Approved > Level 7  
 Disapproved: CS Reviewed, Revisions Needed; **Status:** In-Review, Move to Level 5 (will unlock for edits)

**Level 5: Technical Review #2**  
**Type:** Required **Position:** Curriculum Services  
**Description:** Curriculum Services conducts a review of the revisions made to the proposal.  
**Actions:**  
 Approve; **Status:** CS Approved, Move to Level 7  
 2<sup>nd</sup> C&I Review; **Status:** In Review, Move to Level 6  
 Request Changes: CS Reviewed, Revisions Needed; **Status:** In-Review, unlock for originator /co-contributor edits > Stays at Level 5

**Level 6: C&I Committee Review #2**  
**Type:** Required  
**Positions:** C&I Red Team, C&I Blue Team, C&I Green Team, C&I Yellow Team, C&I Committee Chair, Curriculum Services; Proposal(s) assigned to either specific team or all  
**Description:** C&I Committee Members review the proposal  
**C&I Committee Member/Chair Actions:** Approve or Disapprove; Actions made by C&I Members/Chair do NOT move the proposal, only Action made by Curriculum Services will move the proposal.  
**Curriculum Services Actions:** Approved; **Status:** C&I Approved, Move to Level 7  
 Disapproved: CS Reviewed, Revisions Needed; **Status:** In-Review, unlock for originator edits > Restart at Level 5

**Level 7: Board of Trustees**  
 C&I & CS approved  
**Type:** Required  
**Description:** Board of Trustees Memo Approved  
**Actions:** Approve; **Status:** BOT Approved > Level 8  
 Disapprove: BOT Revisions Requested; **Status:** In-Review, unlock for originator edits > Restart at Level 5

**Level 8: Implementation**  
 Proposal(s) become active  
**Type:** Required **Position:** Curriculum Services  
**Description:** Curriculum Services implements the proposal, moves to Active.  
**Actions:** Implement; **Status:** Active  
 Approved for Later Implementation; **Status:** Approved  
 Disapproved; **Status:** In-Review, unlock for originator edits > Restart at Level 5

Originator = Launch  
 In Workflow  
 Unlocking = Edits made  
 by Dean and/or Co-  
 Contributor

**SPRING 0630 CYCLE UPDATES:**  
 Level 5 Tech Review:  
 Approve; Status: C&I Approved  
 2<sup>nd</sup> C&I Review; Status: CS Approved  
 Draft made in Meta 2/20/23

# Course Major Modification Workflow

**Level 1: Originator**  
**Type:** Required  
**Position:** Originator  
**Description:** Originator launches proposal  
**Status:** Draft  
**Actions:** Launch;  
**Status:** In-Review

**Level 2: Technical Review #1**  
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**Position:** Curriculum Services  
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**Actions:**  
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**Positions:** C&I Red Team, C&I Blue Team, C&I Green Team, C&I Yellow Team, C&I Committee Chair, Curriculum Services; *Proposal(s) assigned to either specific team or all*  
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**Curriculum Services Actions:** Approved; **Status:** C&I Approved > Level 7  
 Disapproved: CS Reviewed, Revisions Needed; **Status:** In-Review, Move to Level 5 (will unlock for edits)

**Level 5: Technical Review #2**  
**Type:** Required **Position:** Curriculum Services  
**Description:** Curriculum Services conducts a review of the revisions made to the proposal.  
**Actions:**  
 Approve; **Status:** CS Approved, Move to Level 7  
 2<sup>nd</sup> C&I Review; **Status:** In Review, Move to Level 6  
 Request Changes: CS Reviewed, Revisions Needed; **Status:** In-Review, unlock for originator /co-contributor edits > Stays at Level 5

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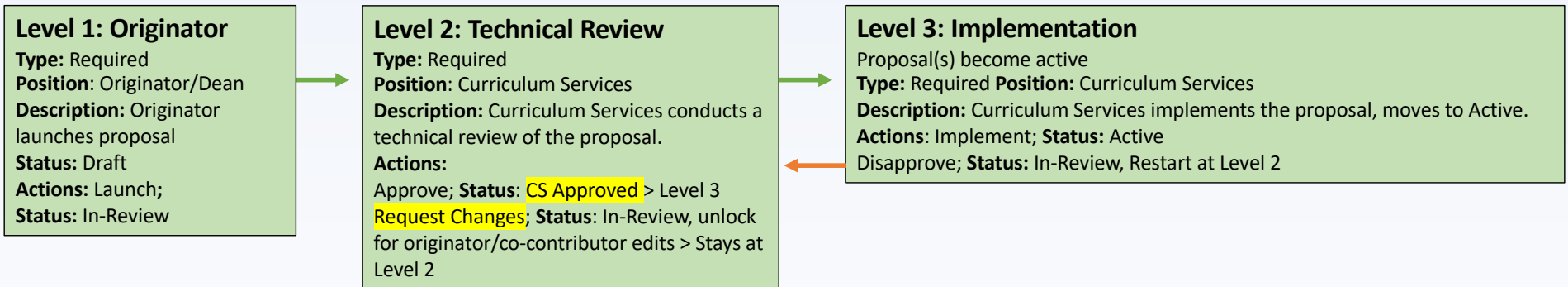
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 C&I & CS approved  
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Originator = Launch In Workflow  
 Unlocking = Edits made by Dean and/or Co-Contributor

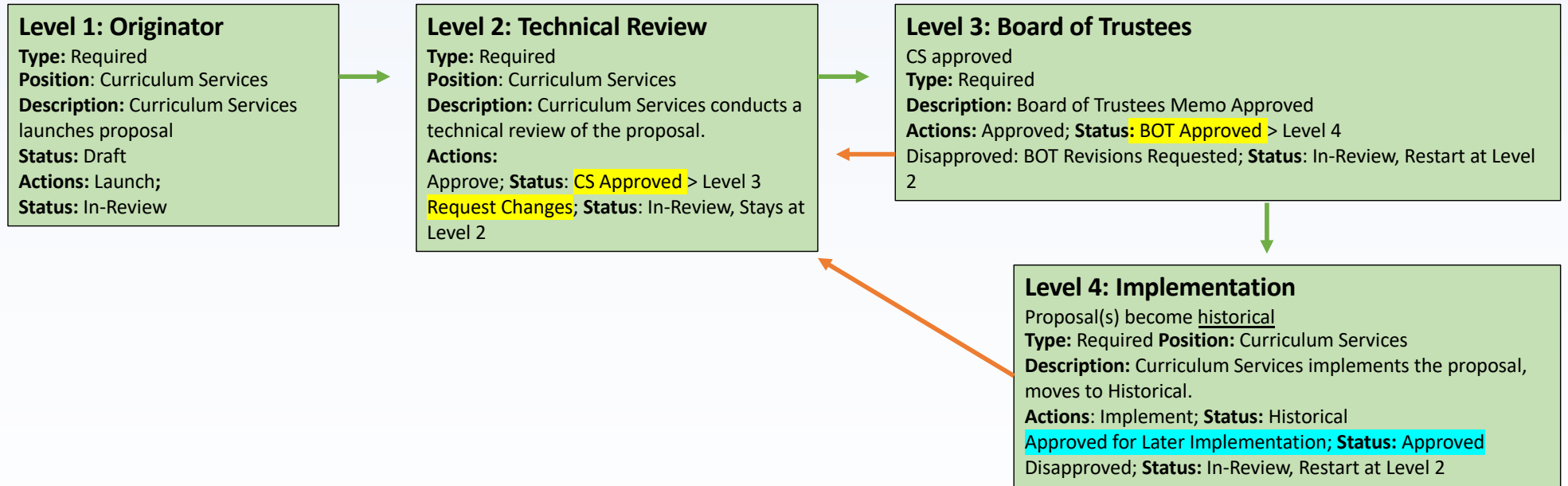
**SPRING 0630 CYCLE UPDATES:**  
 Level 5 Tech Review:  
 Approve; Status: C&I Approved  
 2<sup>nd</sup> C&I Review; Status: CS Approved  
 Draft made in Meta 2/20/23

# Course Minor Modification Workflow



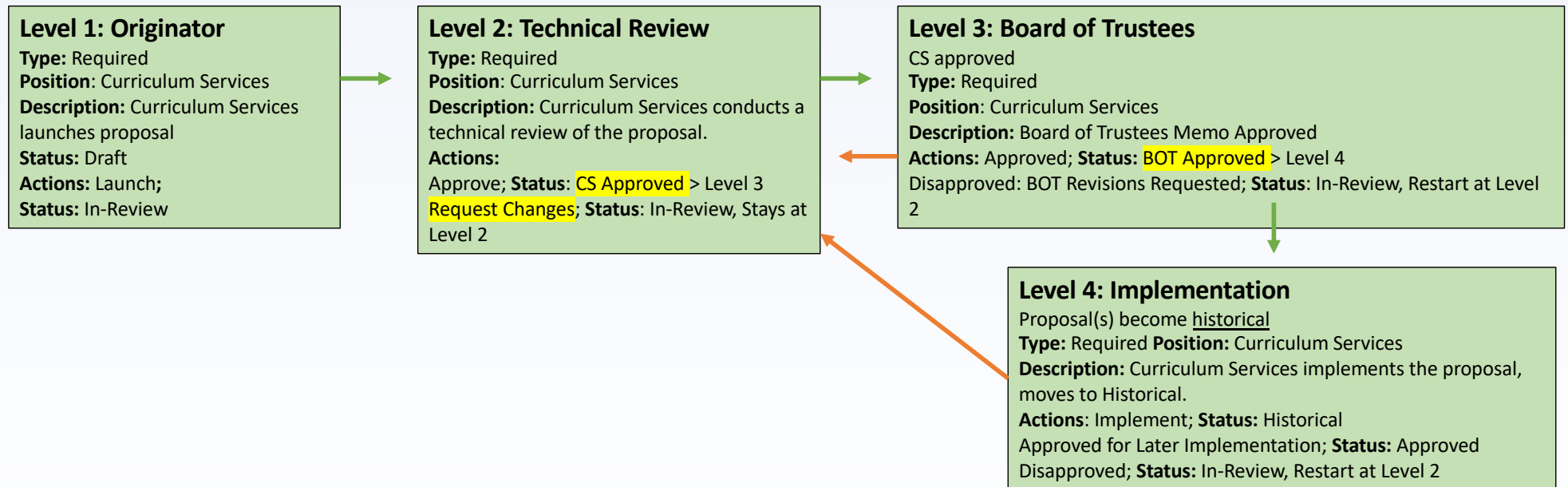
AT checked 12/1

# Course 5 Year Deactivation Workflow



AT checked 12/1

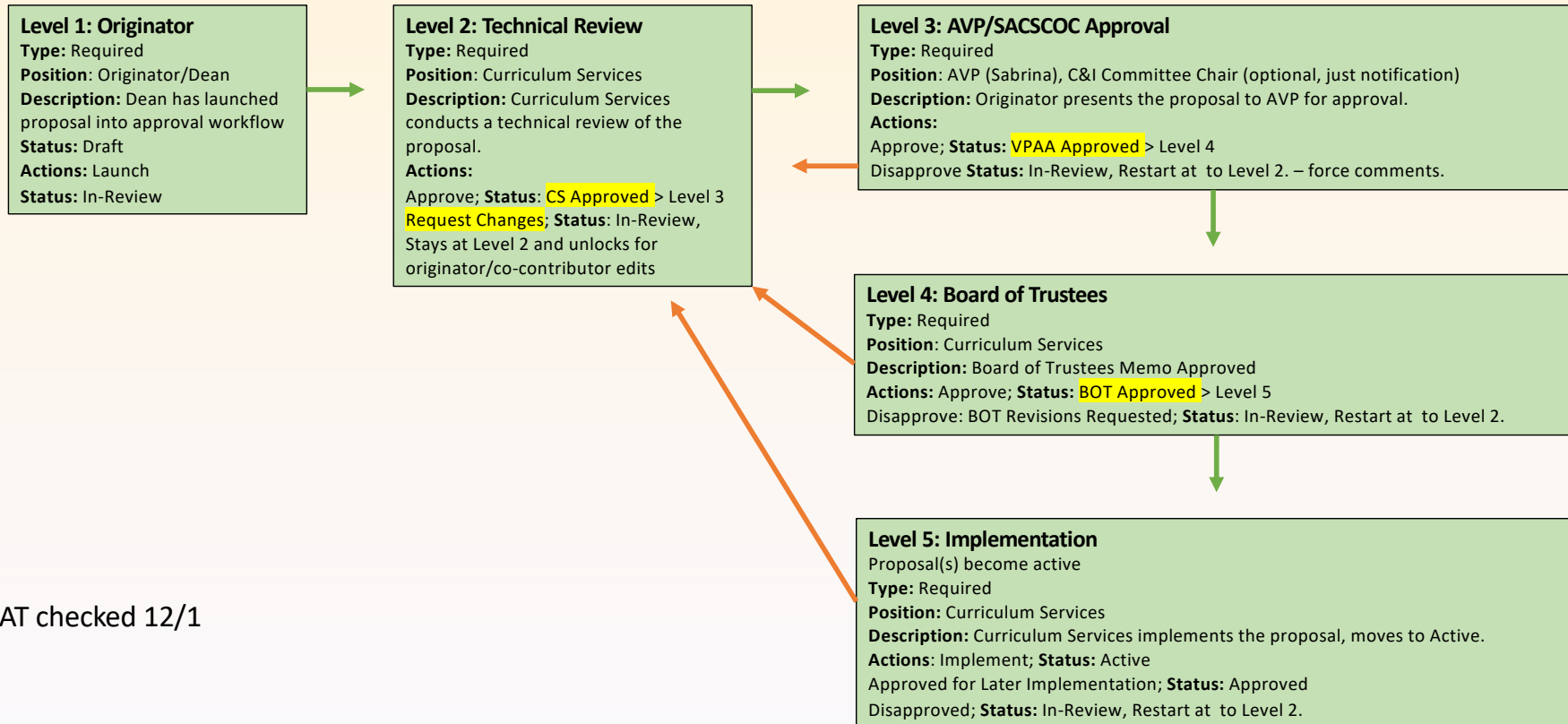
# Course Deactivation Workflow



AT checked 12/1

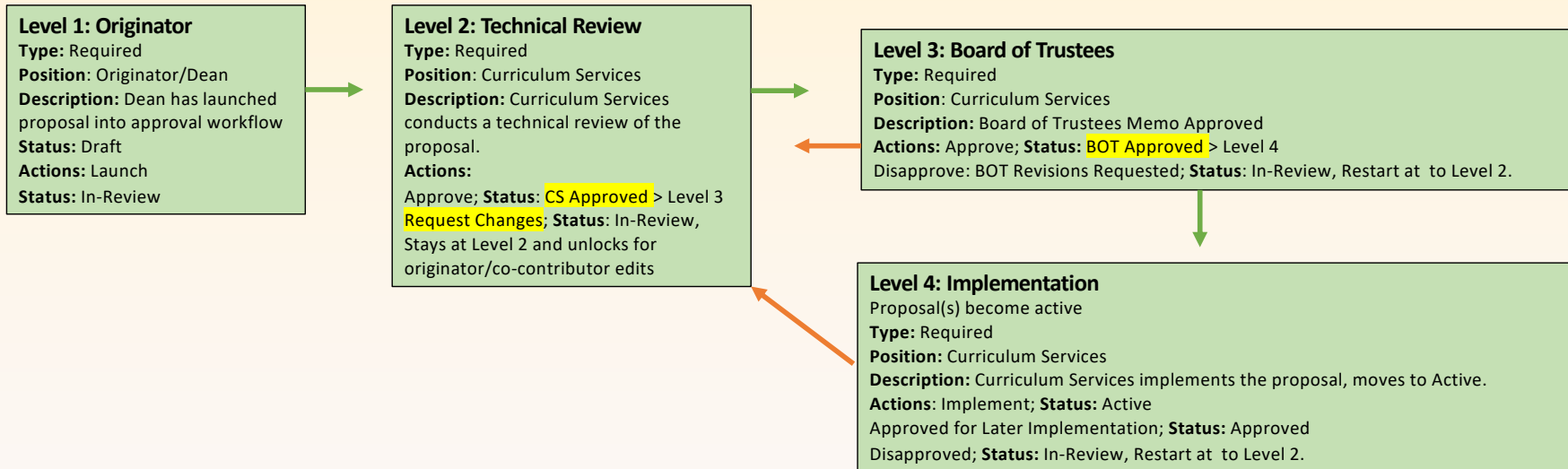


# New Program Workflow



AT checked 12/1

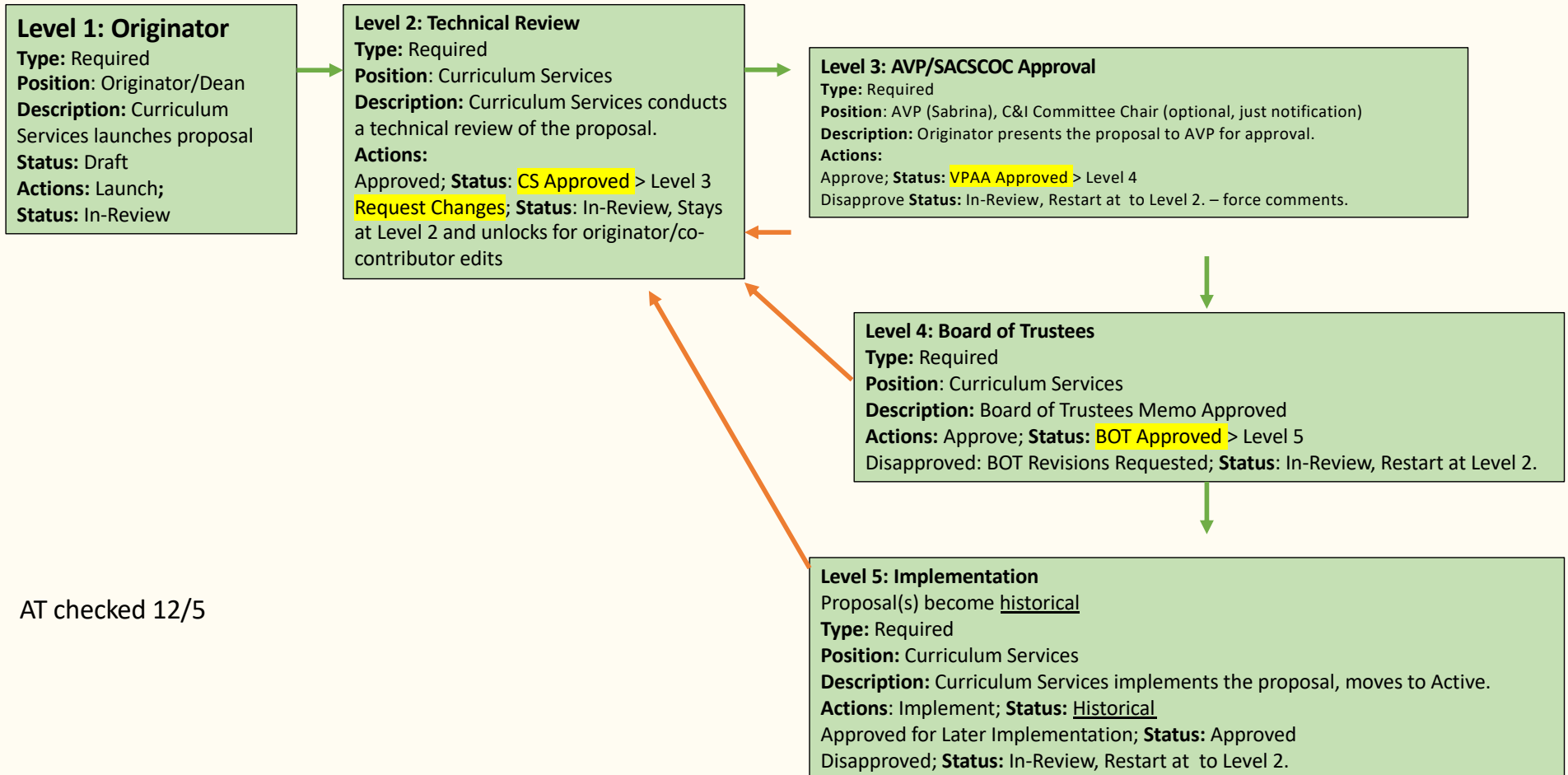
# Program Modification Workflow



AT checked 12/5

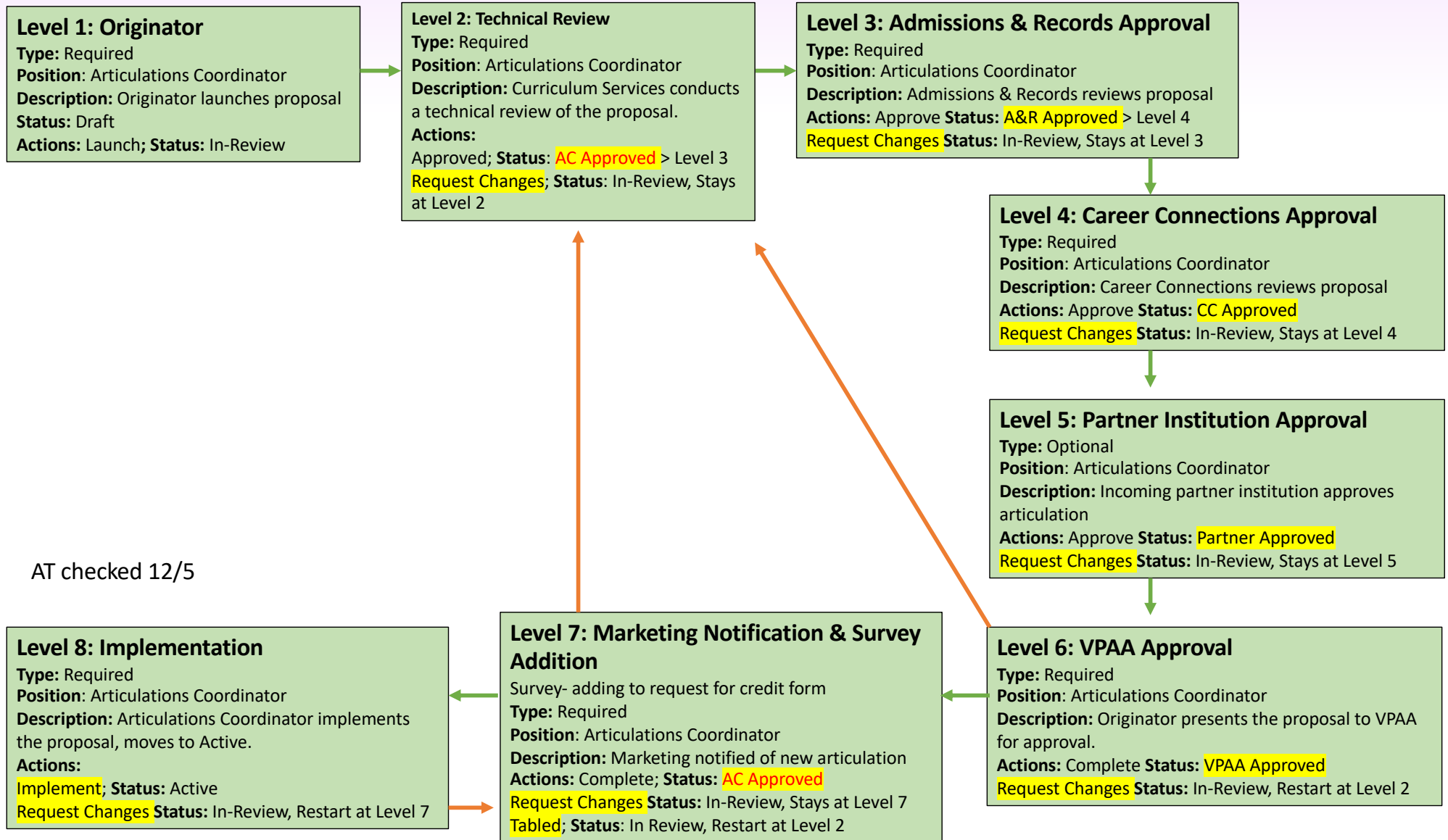
# Program Deactivation Workflow

- In next C&I cycle 0630:
- Add AVP Approved status
  - Add AVP position
  - Update WF

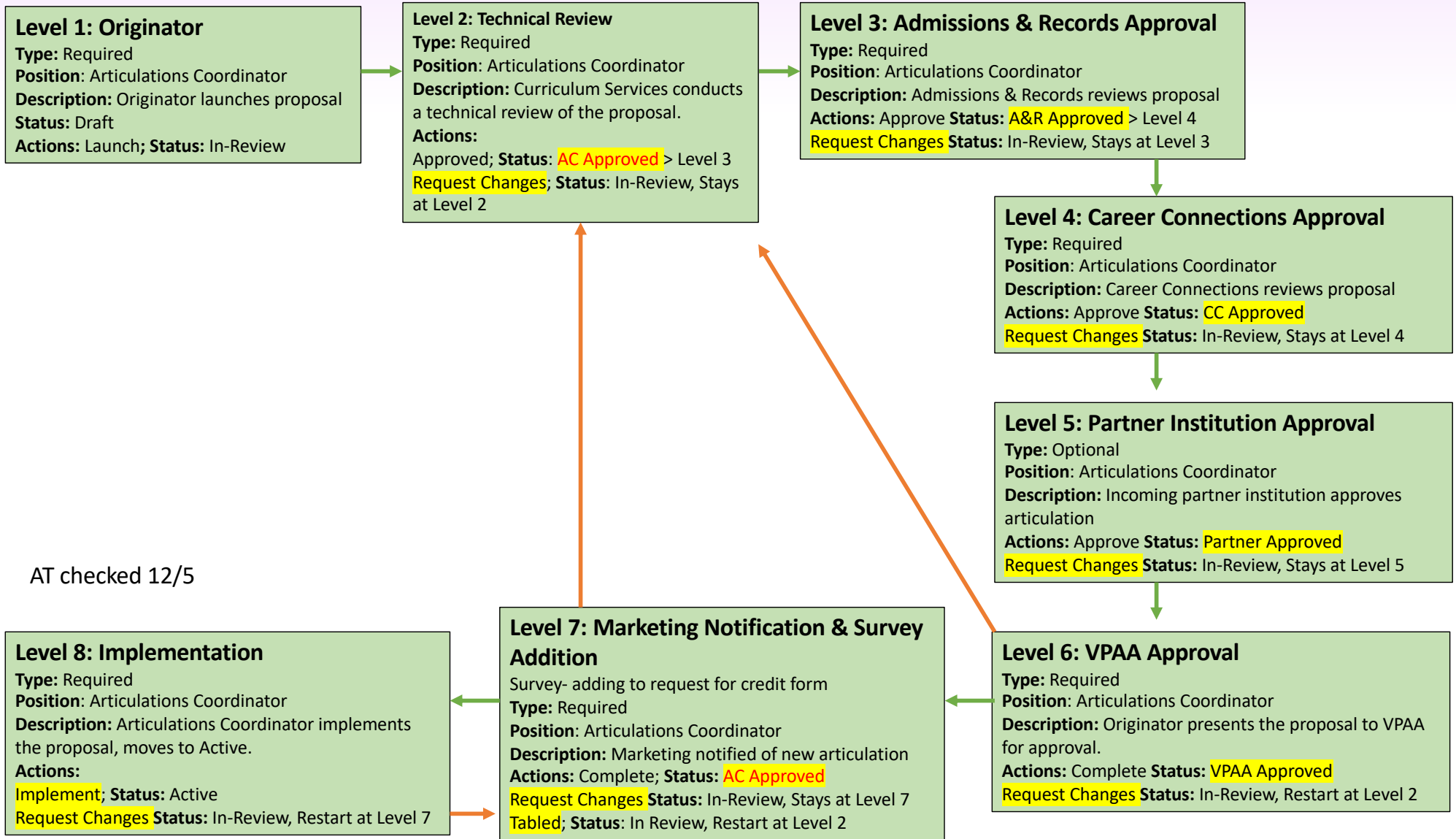


AT checked 12/5

# Articulation New Workflow



# Articulation Modification Workflow



# Articulations Deactivation Workflow

