

Step 1: Access the main Curriculum Resources page via the Faculty Senate website. Click the link titled "Access Proposals".

Missouri State / Faculty Senate / **Curriculum-Resources & Curricular Action Workflow**

Curriculum-Resources & Curricular Action Workflow

RESOURCES

- About Faculty Senate
- Agendas and Minutes
- Appeals
- Committees
- Constitution & Bylaws
- Curricular Proposals
- Faculty Senate Archive
- Faculty Senate Calendar
- Policies, Forms, & Resources
- Reports to the Board of Governors
- Senate Roster
- Shared Governance
- Speeches & Addresses
- Comments

Submit Curricular Proposal

Proposal forms, instructional guides, timeline information, and additional resources are provided under each proposal type.

Access Proposals

Access already submitted or draft status proposals through the Curricular Action Workflow (CAW) system. All proposals successfully submitted since 2015 remain accessible through CAW, regardless of status (Approved, Withdrawn, Rejected).

Submit Course Periodicity Changes

Use this form to submit periodicity only changes for courses. Periodicity will be updated in the April and July publications of the catalog. Do not use this form if also submitting a change course proposal form for the course.

CAW Approver/Reviewer Training

Access training specifically for curricular action workflow approvers or reviewers.

Step 2: Click the link titled "Curricular Action Workflow (CAW) System - View drafts or submitted proposals".

Faculty Senate

Missouri State / Submitted/Approved/Rejected Curricular Proposals

RESOURCES

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Submitted/Approved/Rejected Curricular Proposals

Curricular Action Workflow (CAW)
System - View drafts or submitted
proposals

Guide to Navigating the Curricular
Action Workflow (CAW) System

Step 3: To view submitted proposals, you must first select the plus sign next to "Filter List of Proposals".

*If your proposal was previously visible under "My Proposals", it may have reached a stage in the approval process where it is no longer available under "My Proposals". However, it can still be located using the Filter feature.

Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / Curricular Course Proposals

WELCOME, COURTNEY (G) LOGOUT

- Faculty Senate
- Current Course Offerings
- View Proposals Out For Challenge
- View Existing Proposals
- New Course Proposal
- Change Course Proposal
- Delete Course Proposal
- New Program Proposal
- New Interdisciplinary Program Proposal
- Change Program Proposal
- Delete Program Proposal

View Existing Proposals

+ Filter List Of Proposals 

All Submitted Proposals

My Proposals

No results returned from filter criteria.

My Proposals

All Submitted Proposals

	Date ▼	Proposal Type ▲	Course or Program ▲	Current Status ▲
Q				Not available
Q				Not available
Q				Not available
Q	02/28/2020	Change Course	ENG628 Modern Rhetorical Theory	Department Head Review
Q	02/28/2020	New Program	Applied Economics	Grad Council Review
Q	02/28/2020	Change Course	ECO456 Comparative Economic Systems	College Council Review

Step 4: Select the applicable categories under which the proposal you are trying to locate to help narrow your search.

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View Existing Proposals

- Filter List Of Proposals

Filters will apply to both proposal lists below

***Filter by college:**

☐ Agriculture	☐ Graduate College	☐ Natural & Applied Sciences
☐ Arts & Letters	☐ Health & Human Services	☐ Undergraduate College/Provost
☐ Business	☐ Humanities & Public Affairs	
☐ Education	☐ Library Science, Department of	

***Filter by department:**

☐ Accountancy, School of	☐ Finance and General Business	☐ Music
☐ Agribusiness, Ag Edu & Commctn	☐ Geography, Geology, & Planning	☐ Natural & App Sci/Sci & Engrng
☐ Agriculture	☐ Graduate College	☐ Nursing, School of
☐ Animal Science	☐ Health & Hum Serv/Pub Health	☐ Occupational Therapy
☐ Art and Design	☐ History	☐ Philosophy
☐ Biology	☐ Hospitality Leadership	☐ Physical Therapy
☐ Biomedical Sciences	☐ Humants & Pub Aff/Area Studies	☐ Physician Assistant Studies
☐ Chemistry	☐ Info Technolgy & Cybersecurity	☐ Physics, Astronomy, & Mat Sci
☐ Childhood Ed & Family Studies	☐ Interdisciplinary Studies	☐ Political Science
☐ Communication	☐ Kinesiology	☐ Psychology
☐ Communication Sci & Disorders	☐ Library Science	☐ Reading, Foundations, & Tech
☐ Computer Information Systems	☐ Management	☐ Religious Studies
☐ Computer Science	☐ Management and Info Technology	☐ Social Work, School of
☐ Counslg, Leadrshp, & Spec Educ	☐ Marketing	☐ Sociology & Anthropology
☐ Criminology & Criminal Justice	☐ Mathematics	☐ Sports Medicine & Ath Training
☐ Defense and Strategic Studies	☐ Media, Journalism & Film	☐ Technology and Constructn Mgt
☐ Economics	☐ Merchandising & Fashion Design	☐ Theatre and Dance
☐ English	☐ Military Science	
☐ Envrnmntl Plant Sci & Nat Resr	☐ Modern and Classical Languages	

Filter by proposal type:

☐ Change Course	☐ Delete Program	☐ New Program
☐ Change Program	☐ New Course	
☐ Delete Course	☐ New Interdisciplinary Program	

Filter by status:

☐ Approved	☐ Department Head Review	☐ Out For Challenge
☐ CGEIP Review	☐ EPPC Review	☐ Rejected
☐ College Council Review	☐ Faculty Senate Chair Review	☐ Routing to next reviewer
☐ College Council Review;College Council Review	☐ Grad Council Review	☐ Withdrawn
☐ Declined	☐ Not available	

* Proposals that have not yet been submitted will not have college and department codes assigned to them

Clear all Apply Filters

Step 5: Select "Apply Filters" to produce a list of applicable proposals.

WELCOME, COURTNEY ([LOGOUT](#))

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- Change Course Proposal
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View Existing Proposals

Filter List Of Proposals

Filters will apply to both proposal lists below

***Filter by college:**

☐ Agriculture	☐ Graduate College	☐ Natural & Applied Sciences
☐ Arts & Letters	☐ Health & Human Services	☐ Undergraduate College/Provost
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***Filter by department:**

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Filter by proposal type:

☐ Change Course	☐ Delete Program	☐ New Program
☐ Change Program	☐ New Course	
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Filter by status:

☐ Approved	☐ Department Head Review	☐ Out For Challenge
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☐ Declined	☐ Not available	

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[Clear all](#)
[Apply Filters](#)

Step 6: Once you have located the proposal you are looking for, right-click the small magnifying glass to the left of the proposal to open a new tab to view additional details regarding the proposal. Your filter results will remain on the previous tab.

Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / Curricular Course Proposals

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View Existing Proposals

+ Filter List Of Proposals

[All Submitted Proposals](#)

My Proposals (filtered by Department and Proposal Type) [Clear Filters](#)

No results returned from filter criteria.

[My Proposals](#)

Submitted Proposals (filtered by Department and Proposal Type) [Clear Filters](#)

	Date 📅	Proposal Type 📄	Course or Program 📖	Current Status 📊
🔍	02/27/2020	Change Course	COM495 Communication Internship	College Council Review
🔍	01/08/2020	Change Course	COM550 Political Communication	Out For Challenge
🔍	01/08/2020	Change Course	COM459 Social Media Analytics for Public Relations	Out For Challenge
🔍	01/08/2020	Change Course	COM495 Communication Internship	Out For Challenge
🔍	01/08/2020	Change Course	COM519 Bateman Competition PRSSA	Out For Challenge
🔍	01/08/2020	Change Course	COM494 Conflict Internship	Out For Challenge
🔍	01/08/2020	Change Course	COM439 Techniques and Cases in Public Relations	Out For Challenge
🔍	12/05/2019	Change Course	COM350 The Rhetorical Tradition and Contemporary Applications	Out For Challenge
🔍	12/05/2019	Change Course	COM552 Communication Technology and Politics	Out For Challenge
🔍	12/05/2019	Change Course	COM554 Presidential Rhetoric	Out For Challenge

Right-click to
open a new tab



1 2 3 4 5 6 Next >

Step 7: To view the current status of a proposal, look at the column on the far right-hand side of the result list or scroll to the bottom of the proposal page below "What is the date that this [proposal] was approved by departmental or program faculty?". If you have additional questions regarding a curricular proposal, please email curriculum@missouristate.edu

Submitted Proposals (filtered by Department and Proposal Type) Clear Filters				
	<u>Date</u> ▴ ▾	<u>Proposal Type</u> ▴ ▾	<u>Course or Program</u> ▴ ▾	<u>Current Status</u> ▴ ▾
Q	02/27/2020	Change Course	COM495 Communication Internship	College Council Review
Q	01/08/2020	Change Course	COM550 Political Communication	Out For Challenge
Q	01/08/2020	Change Course	COM459 Social Media Analytics for Public Relations	Out For Challenge



What is the date that this course change was approved by departmental or program faculty?
(MM/DD/YYYY)

02/24/2020

Current Status:

College Council Review



Proposal Progress:

02/27/2020 - Submitted by Department Head (R Bauman)

Review Comments:

No comments have been added to this proposal.

Proposal Submission Review Notes

No review notes have been added.

[Add note](#)

[Copy As New Proposal](#)