

ONLINE CURRICULUM SYSTEM

- To enter a course in the online curriculum system, you must be a tenure track or affiliate faculty member.
- Be sure to save your work every 20 minutes. At the bottom of each page, you can click on “SAVE AND CONTINUE EDITING.”
- You can edit the form at any time up until you click “SUBMIT PROPOSAL”. The proposal will not move through the approval system until you click “submit.”
- The translation of formatting from a Word document to the Curriculum Development online system can be tricky. For easiest cutting and pasting, keep special formatting to a minimum (e.g., do not use bullets). If you have any problems, don’t hesitate to contact us at gened@gvsu.edu.

1. Go to the online system and log in <https://www.gvsu.edu/sail/proposal-index.htm>

2. Go to the 3rd selection on the top –New Proposal.

3. Select either Change Course or New Course (if the course doesn’t exist at GVSU). Follow the directions below for either Change Course or New Course.

Start New Proposal

Fill in the information below

* indicates required fields

Form Type
Please select the type of proposal you would like to create:

- Change Course**
This form and procedures must be used to propose changes to an existing course at the undergraduate or graduate level or to propose an existing course for General Education.
- New Certificate Program**
This form and procedures must be used to propose a New Certificate Program.
- New Course**
This form and procedures must be used to propose any new course at the undergraduate or graduate level.
- New Program Prospectus**
This form and procedures must be used to propose the creation of a new academic program.
- New Unit Proposal**
This form and procedures must be used to propose the creation of a new academic unit.
- Program Change Request**
This form and procedures must be used to propose changes to an existing emphasis, minor, major, program, degree or academic unit at the undergraduate or graduate level. Multiple changes to a program (as well as related changes across multiple programs within the same unit) can be submitted on a single PCR.

Course Prefix:*
TST
(Example: MTH*)

Course Number:*
123
(Example: 400*)

Publicly Viewable:*
 No
 Yes
This setting will allow you to make your proposal viewable to the public during the authoring period, and in the event of a denial. Your proposal will be viewable at all other times regardless of this setting.

Academic Level:*
 Undergraduate
 Graduate
 Post Baccalaureate
 Masters
 Professional Doctorate

Where will proposal be housed?*
Select Department

Add proposal to group
- No Group -

A group is a collection of proposals that are dependent upon each other and should be reviewed together.

4. When complete click on Submit. You will see the following:

You have successfully added a proposal

New Course: ZOO 100

Department: Liberal Studies Department

Proposal Type: New Course

Publicly Viewable: No

Academic Level: Undergraduate

Current Status: Authoring

[Edit Basic Information](#)

Contributors

[+ Add Person](#)

Jennifer Cathey

[Transfer](#)

Required Information

Form	Ready for Submission	Actions
New Course	No	Edit Print
Syllabus of Record	No	Edit Print

5. Click Edit next to New Course to enter information about your course and to choose General Education.

6. You will see the New Course form. Complete the necessary information and be sure to click General Education (circled in red below) to activate the General Education form.

New Course

* indicates required fields

Course Information

Full Title of Course*

100 Characters Max

Transcript Copy of Title*

30 Characters Max

Course Prefix and Number*

Description*

This will be the catalog text, do not include prerequisite, credits or when offered. 50 word maximum

B *I* U
Word Count: 0 of 50

Prerequisites:

All GVSU courses allow registration by instructor permit. Only list if you need students to be specially aware of it.

Banner cannot enforce prerequisites such as "First-aid certification" or "50 hours of community service". Banner can only enforce things that are typically found on a transcript. If you are unsure please contact the registrar's office.

B I U [Rich Text Editor Icons] Word Count: 0

Credits:*

Offered:*

- Fall
- Winter
- Spring
- Summer

If the course will only be offered a particular semester, indicated which one:

Grade Type:*

- Letter
- CR/NC
- PD/P/NC (thesis)

Course is proposed as:*

(Check all that apply)

- Required
- Elective
- Capstone
- General Education
- Used by another unit

Activity, Scheduling & Enrollment

Course Delivery Method:*

(Check all that apply)

- Face-to-face
- Hybrid
- Online

Student contact hours per week:*

All courses at GVSU can be taught in a face-to-face format, so please answer this question assuming the course will be taught face-to-face.

Lecture/Discussion*

Field Study*

Internship*

Lecture*

Study Abroad*

Seminar*

Discussion*

Studio*

Lab*

- When completed with the form click Save and Return to Main.
- You will be returned to the home screen and should now see the General Education form.

Form Complete ×
Your New Course Form was saved

New Course: ZOO 100

Department: Liberal Studies Department

Proposal Type: New Course

Publicly Viewable: No

Academic Level: Undergraduate

Current Status: Authoring

[✎ Edit Basic Information](#)

Contributors + Add Person

Jennifer Cathey ⇄ Transfer

Required Information

Form	Ready for Submission	Actions
New Course	No	✎ Edit 🖨 Print
General Education	No	✎ Edit 🖨 Print
Syllabus of Record	No	✎ Edit 🖨 Print

GENERAL EDUCATION FORM

- Click Edit next to General Education

General Education Course Form

* indicates required fields

Remove Course Attributes

Drop a course from a Foundation Category.
Which category?

Drop a course from a Cultures Category.
Which category?

Drop a course from an Issue Category.
Which category?

Add Course Attributes

Add a course to a Foundation Category.
Which category?

First Goal:

Second Goal:

Add a course to a Cultural Category.
Which category?

First Goal:

Second Goal:

Add a course to an Issue Category.
Which category?

2. Choose the category or categories you would like to add the course to by placing a check in the box next to the appropriate attribute(s).
3. Choose the appropriate goals for the course.
4. Complete the remainder of the form.
5. Helpful tips
 - TEACHING is something you do or initiate (e.g., you are facilitating a discussion, explaining the rubric and handing it out, teaching students how to work in a group, handing out information).
 - ASSESS refers to the activities students do that you then assess (e.g., students are writing or speaking).

SYLLABUS OF RECORD

1. You will need to complete a new Syllabus of Record.
2. For a course change, whatever you changed on the Course Change form will automatically appear on the Syllabus of Record. Conversely, if you don't change an item, it will not appear on the Syllabus of Record (nor will you be able to change that item on the Syllabus of Record).
3. The syllabus of record is a very general guideline that is used as the framework for any faculty member with appropriate expertise to teach. The syllabus you give to students is much more detailed and particular to that instance of the class.
4. Click on Edit next to Syllabus of Record to access it.

Form Complete ×

Your New Course Form was saved

New Course: ZOO 100

Department: Liberal Studies Department

Proposal Type: New Course

Publicly Viewable: No

Academic Level: Undergraduate

Current Status: Authoring

[✎ Edit Basic Information](#)

Contributors

[+ Add Person](#)

Jennifer Cathey

[⇄ Transfer](#)

Required Information

Form	Ready for Submission	Actions
New Course	No	✎ Edit 🖨 Print
General Education	No	✎ Edit 🖨 Print
Syllabus of Record	No 1	✎ Edit 🖨 Print