

Curriculum Management Software Overview



Please login with your Sitecore credentials.

Username

Password

Login

Single Sign On:

Enter your Keangoole user name: Your user name is your Kean email address without the @kean

Enter your Keangoole Password

The screenshot shows the Kean University Curriculum Management Software Home Page. At the top left is the Kean University logo. On the right, there is a link for "Account Settings". Below the logo is a search bar and a "CURRICULUM HOME" link. The main content area is divided into several tabs: "CURRICULUM FORMS", "CURRICULUM DASHBOARD", "MY ITEMS", and "ARCHIVED PROPOSALS". The "CURRICULUM DASHBOARD" tab is active, displaying a table of workflow actions. The table has columns for Name, Workflow Action, Workflow, and Type. Below the table, there is a "Showing 1 to 9 of 9 entries" indicator and navigation buttons for "First", "Previous", "1", "Next", and "Last". On the left side of the dashboard, there is a "Workflows" section with a search bar and a list of workflow items with their counts: New Course (3), Revise Course (2), Delete Course (1), New Program (2), Revise Program (1), Discontinuation Program (0), and Revise GE Program (0). On the right side, there is a "Forms" section with a list of available forms: New Course Form, Course Revision Form, Course Deletion Form, New Program Form, Program Revision Form, Program Discontinuation Form, and Revise GE Program Form.

Name	Workflow Action	Workflow	Type
ACCT 2200 PRINCIPLES OF ACCOUNTING I	Craig Donovan moved this item from College Curriculum Committee to University Senate on Tuesday, June 12, 2018	University Senate	Delete Course
B.S. INTERNATIONAL MARKETING	Andrea Rosa moved this item from Dean to University Curriculum Committee on Monday, January 14, 2019	University Curriculum Committee	New Program
B.S.Global Science	Andrea Rosa moved this item from Draft to School/Department on Sunday, January 13, 2019	School/Department	New Program
BIO 2402 HUMAN PHYSIOLOGY & ANATOMY I	SC Admin moved this item from Draft to School/Department on Thursday, November 1, 2018	School/Department	Revise Course
CDD 5233 COG/LING IMPRINT IN TRAUMATIC BRAIN INJ	SC Admin moved this item from Draft to College Curriculum Committee on Friday, June 15, 2018	College Curriculum Committee	Revise Course
CED 555 5	Mark Frasier moved this item from College Curriculum Committee to Dean on Tuesday, October 30, 2018	Dean	New Course
MGS 3055 World Business Concepts	Andrea Rosa moved this item from Draft to School/Department on Monday, July 2, 2018	School/Department	New Course
Philosophy and Religion Minor	Kim Chen moved this item from School/Department to Impacted School/Department on Wednesday, June 13, 2018	Impacted School/Department	Revise Program
PSY 4445 Neuropharmacology	Andrea Rosa moved this item from School/Department to Returned to Submitter on Tuesday, October 30, 2018	Returned to Submitter	New Course

Upon successfully login onto the system the first page you'll see is the **Curriculum Home Page**. This page displays tabs for easy access to any of the noted areas. It also displays the workflows of all the proposals and the level of its approval. You may also access all transmittal forms from this page. (The workflows were built as established within the UCC manual).

- [New Course Form](#)
- [Course Revision Form](#)
- [Course Deletion Form](#)
- [New Program Form](#)
- [Program Revision Form](#)
- [Program Discontinuation Form](#)
- [Revise GE Program Form](#)
- HELP GUIDE
 - [Quick Reference Guide](#)
 - [UCC Manual](#)

The **Curriculum Forms Tab**, lists fillable electronic versions of all of the types of transmittal forms as listed in the UCC manual and on the Senates web page. They are each associated with the respective workflows outline in the UCC Manual. Based on the type of program or course revision a quick reference guide might be provided refereeing you to the UCC manual. Additionally, quick reference guide and the UCC Manual is also provided under the Help guide for quick referencing.

Workflows

Select any workflow state from the following groups to see all items at that level of approval

- **New Course (2)**
 - Approved (0)
 - Senate Office (1)
 - Board of Trustees (0)
 - President (0)
 - Provost (0)
 - Registrar (0)
 - University Senate (0)
 - University Curriculum Committee (0)
 - GE Committee (0)
 - Impacted Dean (0)
 - Distance Learning Committee II (0)
 - Center for Online Learning (0)
 - Distance Learning Committee (0)
 - Dean (0)
 - College Curriculum Committee (0)
 - Impacted School/Department (0)
 - School/Department (1)
 - Returned to Submitter (0)
 - Remove Proposal (0)
- + **Revise Course (2)**
- + **Delete Course (1)**
- + **New Program (0)**
- + **Revise Program (1)**
- + **Discontinuation Program (0)**
- + **Revise GE Program (0)**

Workflows illustrates the approval state of the proposal.

CURRICULUM HOME	CURRICULUM FORMS	CURRICULUM DASHBOARD	MY ITEMS	ARCHIVED PROPOSALS
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Show 10 entries

College	Department	Type	Name	Workflow	Date	User
College of Business & Public Management	School of Management and Marketing	New Course	MGS 3055 World Business Concepts	School/Department	7/2/2018	Andrea Rosa
College of Business & Public Management	Center for Interdisciplinary Studies	Delete Course	ACCT 2200 PRINCIPLES OF ACCOUNTING I	University Senate	6/12/2018	Craig Donovan
College of Business & Public Management	School of Management and Marketing	New Program	B.S. INTERNATIONAL MARKETING	University Curriculum Committee	1/14/2019	Andrea Rosa
College of Education		New Course	CED 555 5	Dean	10/30/2018	Mark Frasier
College of Education	Advanced Studies in Psychology	Revise Course	BIO 2402 HUMAN PHYSIOLOGY & ANATOMY I	School/Department	11/1/2018	SC Admin
College of Liberal Arts	School of Psychology	New Course	PSY 4445 Neuropharmacology	Returned to Submitter	10/30/2018	Andrea Rosa
College of Liberal Arts	School of General Studies	Revise Program	Philosophy and Religion Minor	Impacted School/Department	6/13/2018	Kim Chen
College of Natural, Applied & Health Sciences	School of Communication Disorders and Deafness	Revise Course	CDD 5233 COG/LING IMPRMT IN TRAUMATIC BRAIN INJ	College Curriculum Committee	6/15/2018	SC Admin
College of Natural, Applied & Health Sciences	School of Environmental & Sustainability Sciences	New Program	B.S.Global Science	School/Department	1/13/2019	Andrea Rosa

College

Department

Type

Name

Workflow

From

to

User

The **Curriculum Dashboard Tab**, allows users to view all types and status of the course or program proposals. Users can filter and sort on multiple fields. Data may also be exported into excel from this tab.

CURRICULUM HOME	CURRICULUM FORMS	CURRICULUM DASHBOARD	MY ITEMS	ARCHIVED PROPOSALS
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Show 10 entries

College	Department	Type	Name	Workflow	Date	User
The Dorothy and George Hennings College of Science, Mathematics and Technology	School of Communication Disorders and Deafness	Revise Course	CDD 5233 COG/LING IMPRMT IN TRAUMATIC BRAIN INJ	College Curriculum Committee	6/15/2018	SC Admin
The Dorothy and George Hennings College of Science, Mathematics and Technology	School of Environmental & Sustainability Sciences	New Program	B.S.Global Science	School/Department	1/13/2019	Andrea Rosa

College

Department

Type

Name

Workflow

From

to

User

Showing 11 to 12 of 12 entries First Previous 1 2 Next Last

The **My Items tab** allows users to view only the proposals you're associated with. You can also filter through the information by College, Department, Type, Name, Date, and User. Additionally, you can also retrieve a proposal you've started and saved but did not submit.

Search:

Show entries

College	Department	Type	Name	Workflow	Date	User
College of Business & Public Management	School of Accounting & Finance	New Program	B.S. in International Accounting	Approved	7/2/2018	Andrea Rosa
College of Education	School of Management and Marketing	Revise Program	Political Science, B.A.: International/Comparative Politics Option	Approved	6/13/2018	SC Admin
The Dorothy and George Hennings College of Science, Mathematics and Technology	School of Natural Science	Revise Course	CHEM 1083 CHEMISTRY I	Approved	7/2/2018	Andrea Rosa
The Dorothy and George Hennings College of Science, Mathematics and Technology	School of Natural Science	Revise Course	CHEM 2283 QUANTITATIVE ANALYSIS I	Approved	6/14/2018	Patrick Ippolito

College	Department	Type	Name	Workflow	From <input style="width: 100%;" type="text"/>	User <input style="width: 100%;" type="text"/>
					to <input style="width: 100%;" type="text"/>	

The **Archived Proposals Tab** stores and saves all approved course and program proposals. You can filter through the information. In the future, documents will be archive by Colleges for easy retrieval.

Workflow State: College Curriculum Committee
[Print this form](#)

There are 7 versions of this proposal

Audit Trail
There are 3 comments on this proposal.

12:21 PM ET on Friday, June 15, 2018
[SC Admin](#)
Item was moved from Draft to College Curriculum Committee

12:19 PM ET on Friday, June 15, 2018
[SC Admin](#)
Item was moved from Draft to GE Committee

The **Audit Trail**, provides the history of the proposal as it moves through the approval process. It provides the name of the person who originally created the proposal, the date, and list previous comments. After reviewing the proposal, you can approve, return to submitter, add comments and print the form for your records if needed. All the information and comments can be viewed by the next person who is reviewing the proposal.