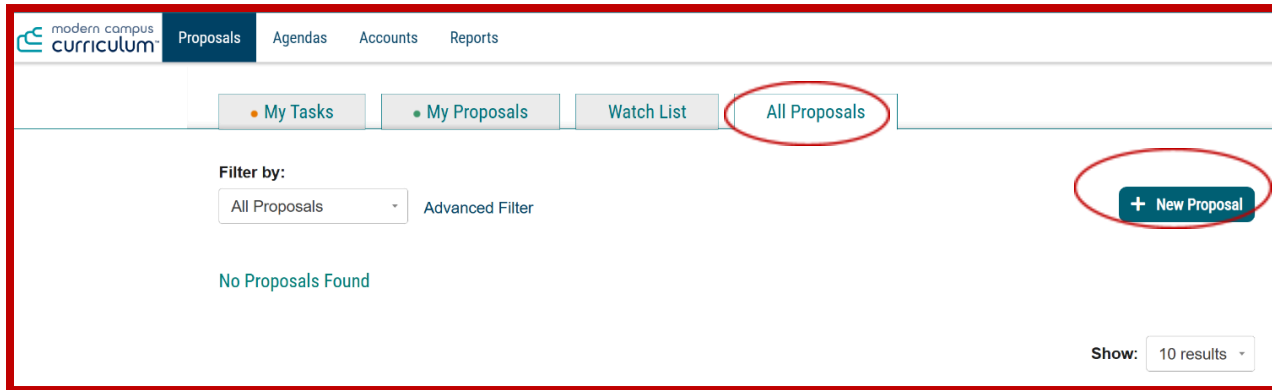


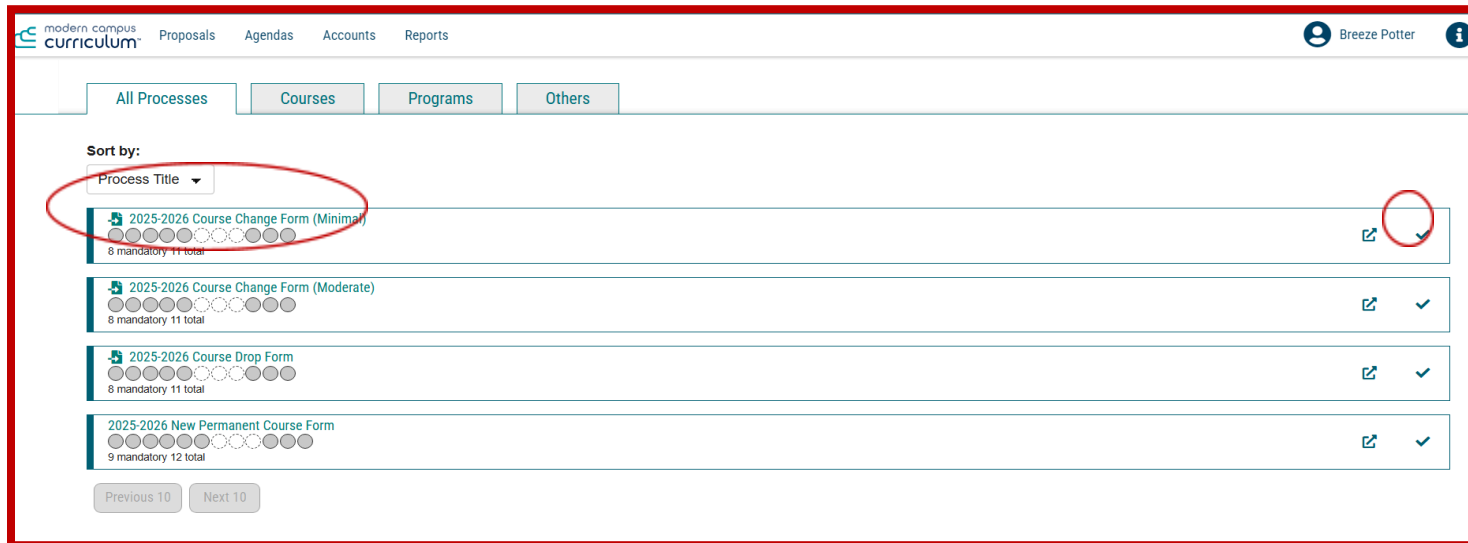
HOW-TO: Minimal Course Change

STEP 1: Build Your Proposal

- Log in to Curriculum using the link in your portal. Navigate to **All Proposals** tab and click the **+ New Proposal** button on the right side:



- This brings up all available course forms. To implement a **minimal course change**, click the check mark to the right on the **Minimal Course Change** for the academic year.



HOW-TO: Minimal Course Change

- Clicking the check mark will bring up the **Search Curriculum Inventory** screen. Enter the course subject (**Prefix**) and number (**Code**) for the course you want to edit and click the **Search** button:

The screenshot shows the '2025-2026 Course Change Form (Minimal)' interface. On the left, there is a list of course change forms with their respective mandatory counts. On the right, there is a search form titled '2025-2026 Course Change Form (Minimal)'. The search form includes fields for 'Prefix' and 'Code', a 'Name' field, a 'Source' dropdown menu, and a 'Search' button. The 'Search' button is circled in red. The 'Prefix' and 'Code' fields are also circled in red.

- In the search results, click the page/arrow icon to the right of the course you want to edit:

The screenshot shows the search results for 'A 115 Beginning Design: Two-dimensional (previously imported)'. The results show the course title, description, and a page/arrow icon to the right of the course name. The page/arrow icon is circled in red.

HOW-TO: Minimal Course Change

- This brings up a screen showing what data will be imported to your proposal. Click the **Build Proposal** button to start your proposal:

2025-2026 Course Change Form (Minimal) ✕

Import Data into your Proposal

Field Name	Data Preview
Academic Unit: College	[no data]
Academic Unit: Division	[no data]
Basic Course Information: Subject	A
Basic Course Information: Course Number	115
Basic Course Information: Subject Title	Art
Basic Course Information: Course Title	Beginning Design: Two-dimensional
Basic Course Information: Description	Beginning theory and studio practice using the elements and principles of visual design to articulate visual ideas in the two-dimensional arts. Introduction to theoretical concepts of color and application of color in the principles of design.
Basic Course Information: Credits:	4
Basic Course Information: Lecture, Lab, or Recitation Notation	[no data]
Repeatability: Written Repeat Rule for Catalog:	[no data]
Restrictions: Prerequisites:	[no data]
Restrictions: Corequisite:	[no data]
System Administrator Only: Catalog OID (Item ID)	44630
System Administrator Only: Catalog Status	Active-Visible
System Administrator Only: Create Under	Western Oregon University

Build Proposal

Return to Search

Walk Me Through ^

HOW-TO: Minimal Course Change

STEP 2: Read Directions & Run Impact Report

- Review the section titled, “**Read Before You Begin Your Minimal Course Change Proposal:**” for details about how to use the **Course Change Form (Minimal)**. Click **Run Impact Report** at the top of the page to determine whether there are any impacted courses or programs. If there are programs listed, you will need to submit a **Moderate Course Change Form** instead.

Read Before You Begin Your Minimal Course Change Proposal:

Minimal Course Change:

- **Minimal course changes** involve no alteration to course content, such as minor wording adjustments in the title or description.
- Changes **do not affect academic programs**.
- The modified course remains **equivalent** to the previous version, meaning repeat rules apply.

Use this form to make minor changes to:

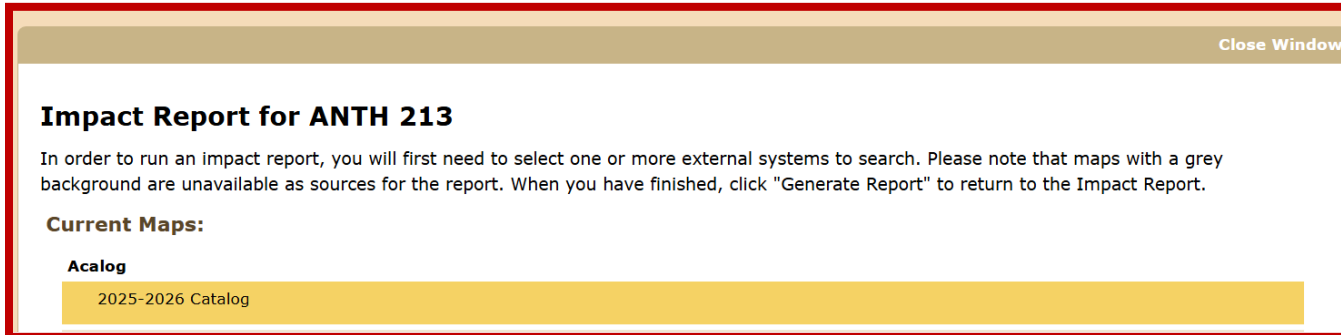
- Basic Course Information such as: Title, Description, Grade Mode, and/or Course Category
- And or other course rules: Repeatability, General Education, Restrictions, and/or Course Learning Outcomes.

Remember:

- **Minimally modified courses remain equivalent to previous versions; repeat rules**

HOW-TO: Minimal Course Change

- Clicking **Run Impact Report** will bring up a pop-up window. Select the appropriate catalog (e.g. 2025-2026 Catalog) and click the **Generate Report** button at the bottom of the window:



Close Window

Impact Report for ANTH 213

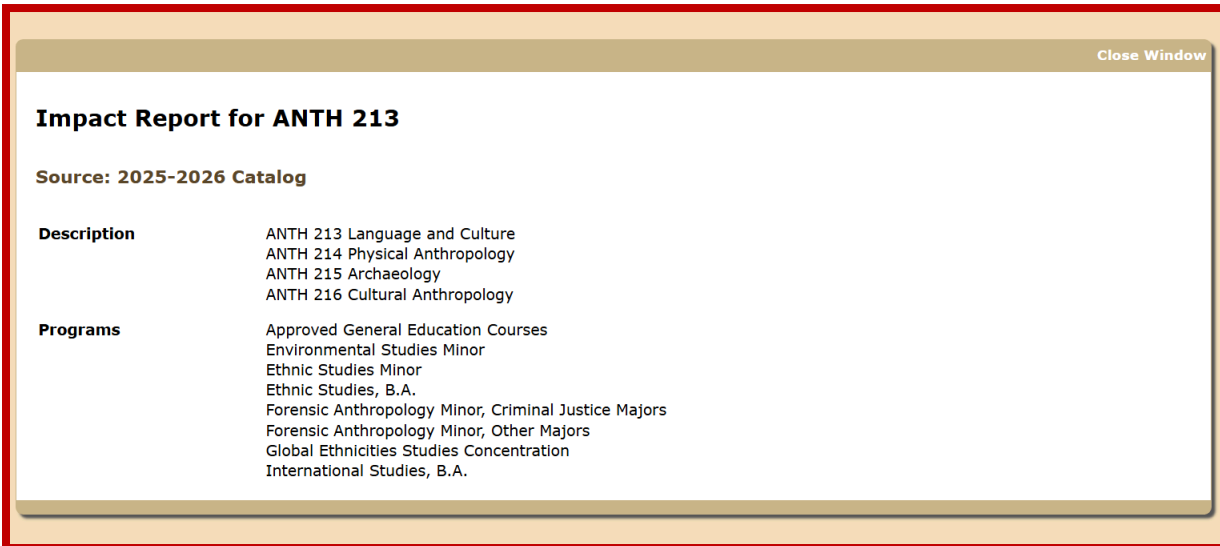
In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

Current Maps:

Aalog

2025-2026 Catalog

- A new pop-up window will display with a list of any impacted courses and programs:



Close Window

Impact Report for ANTH 213

Source: 2025-2026 Catalog

Description	ANTH 213 Language and Culture ANTH 214 Physical Anthropology ANTH 215 Archaeology ANTH 216 Cultural Anthropology
Programs	Approved General Education Courses Environmental Studies Minor Ethnic Studies Minor Ethnic Studies, B.A. Forensic Anthropology Minor, Criminal Justice Majors Forensic Anthropology Minor, Other Majors Global Ethnicities Studies Concentration International Studies, B.A.

HOW-TO: Minimal Course Change

STEP 3: Fill Out Your Proposal

- **Rationale** - explain the reason for the change. This information is not used in processing this request and will not impact implementation of changes in Banner, Degree Tracks, or the Catalog.

Rationale

When changing course credits, your rationale must explain the reason for the change, its impact on students, and how meeting days/times will be adjusted to meet contact hour requirements.

For each credit, students need a minimum of one hour of weekly instructor contact and an average of two hours of outside work.* For example, a 3-credit course might have 3 hours in class and 6 hours of outside work per week.

Refer to the [Higher Education Coordinating Commission \(HECC\) rule on student work per credit hour](#). Some courses, like faculty-mentored research, have different contact hour ratios.

Summary Rationale*

- **Academic Unit** – Use the drop-down menus to select the **College**, **Division**, and **Department**:

Academic Unit

College*

Select an option

College of Education

College of Liberal Arts and Sciences

Select an option

Department*

HOW-TO: Minimal Course Change

- **Basic Course Information** – Select the **Level** (this helps route the form to the appropriate steps in the workflow). Course information will autofill for you. Edit the course information as needed. **DO NOT** edit the **Subject, Course Number**, or **Credits** fields on this form.

Basic Course Information

Level*

☐ Undergraduate ☐ Graduate

Neither the Subject, Course Number, or Credits may be changed with this form. See Moderate and Substantial Course Change information above.

Subject*

A *

Course Number*

115

NOT CHANGABLE THROUGH A MINIMAL COURSE CHANGE REQUEST

Subject Title*

Art x

Course Title*

Beginning Design: Two-dimensional

[illegible]

HOW-TO: Minimal Course Change

- **Course Category** – Review the **Course Category** definitions and select a **Course Category** from the drop-down menu. Answer all questions with “*”:

Course Category

- **Lecture:** A Lecture is a class session where students engage with their professor and with content to broaden their knowledge of one or more topics related to the course material. May include, but is not limited to, history, theory, background, foundational knowledge, concepts, laws, and principles. May correspond with required lab or recitation.
- **Seminar:** College seminar courses are typically small, and are generally led by a professor. They are often higher-level classes that focus on a specialized subject area in a
- **Creative Arts Studio:** Art, music, theater, dance activity that does not result in a public performance large group. Instrumental or vocal instruction in small groups. Dance instruction in a small group.
- **Student Teaching**
Supervision: This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of two hours per week with each supervised student or in liaison with agency

Course Category:*

Select an option

Is this part of a 400/500 (slash) course offering?*

☐ No ☐ Yes

Does this course have a required companion course (i.e. lecture/lab or lecture/recitation combinations)?*

☐ No ☐ Yes

Lecture with a corresponding lab. OR Lab with a corresponding lecture. Lecture with a corresponding recitation. OR Recitation with a corresponding lecture.

Provide the corresponding course:

If the companion course needs to be created or changed you need to submit a separate proposal. Completing this field does not generate a course proposal.

Lecture, Lab, or Recitation Notation

You may provide a notation for the catalog. For example, "Three hours of lecture and one two-hour laboratory period per week."

HOW-TO: Minimal Course Change

- **Repeatability** – Select whether the course is repeatable. If it is, fill out the remaining fields in this section to define

Repeatability

May Be Repeated*

☐ No

☐ Yes

Select Repeat Rule Type

☐ Maximum Times Taken

☐ Maximum Hours

Maximum Number

Enter 99 if there is no limit to the number of credits that may be earned.

Written Repeat Rule for Catalog:

B I U x_a x^a I_x ∫ ≡ :: ± ∓ “ ” ABC ↺

HOW-TO: Minimal Course Change

- **General Education** – Select whether the course is a **General Education Course** (this helps route the form to the appropriate steps in the workflow). If it is, use the drop-down menu to select the **General Education Category**:

General Education

Is this a General Education Course?*

☐ No

☐ Yes

General Education Category

Select an option

Exploring Knowledge: Literary and Aesthetic Perspectives

Exploring Knowledge: Scientific Perspectives

Exploring Knowledge: Social, Historic, and Civic Perspectives

Foundational Skills: Communication and Language

HOW-TO: Minimal Course Change

- **Restrictions** – Fill out this section if you want to edit the **Prerequisites** or **Corequisite** of the course:

HOW-TO: Minimal Course Change

Restrictions

HOW-TO: Minimal Course Change

- **Course Learning Outcomes (CLOs)** – Complete this section only if you're adding, removing, or changing a CLO's alignment for assessment. Alignment to a GELO or PLO is not required, unless your course is a general education course. Do NOT change the values in the # column.

PLO Alignment

Each CLO may align with up to two Program Learning Outcomes (PLOs).

- Format: Major - PLO# - PLO Text
 - Example: Data Analytics - 3 - Collect, analyze and assess evidence to reach informed conclusions and judgments.

GELO Alignment

Each CLO may align with up to two General Education Learning Outcomes (GELOs).

- To ensure accurate reporting, you must copy and paste the exact GELO from the list below into the alignment box.
- GELO List:
 - 1-Intellectual foundations and breadth of exposure
 - 2-Critical thinking
 - 3-Citizenship
 - 4-Multidisciplinary learning

HOW-TO: Minimal Course Change

Course Learning Outcomes

Course Learning Outcomes (CLO) and Alignment

Complete this section only if you're adding, removing, or changing a CLO's alignment for assessment. Alignment to a GELO or PLO is not required, unless your course is a general education course. Do NOT change the values in the # column.

PLO Alignment

Each CLO may align with up to two Program Learning Outcomes (PLOs).

- **Format:** Major - PLO# - PLO Text
- **Example:** Data Analytics - 3 - Collect, analyze and assess evidence to reach informed conclusions and judgments.

GELO Alignment

Each CLO may align with up to two General Education Learning Outcomes (GELOs).

To ensure accurate reporting, you must copy and paste the exact GELO from the list below into the alignment box.

GELO List:

- 1-Intellectual foundations and breadth of exposure
- 2-Critical thinking
- 3-Citizenship
- 4-Multidisciplinary learning

Course Learning Outcomes

Course Learning Outcomes - A 115					
#	Course Learning Outcomes	1st GELO Alignment	2nd GELO Alignment	1st PLO Alignment	2nd PLO Alignment
1-A 115	Effectively craft designs that demonstrate an understanding of the elements and principles of design	1-Intellectual foundations and breadth of exposure			

HOW-TO: Minimal Course Change

- **Supporting Information** – Answer all questions in this section.

Supporting Information

Does this course include one or more high impact practice (HIP)?*

☐ No ☐ Yes

Is this curricular change driven by assessment data you have collected?*

☐ No ☐ Yes

HOW-TO: Minimal Course Change

- **Acknowledgements and Attachments** – Complete this section to finish your proposal. Please note, you may add additional attachments to supplement your proposal but they are not used in processing your change.

Acknowledgments and Attachments

Impact Report Required

Use the Files option in the right hand menu to attach the Impact Report.

You may also attach additional supporting documents to your proposal.

Attachments are supplementary only. They are not utilized in implementing the course change.

Run and attach Impact Report*

☐ Report Attached

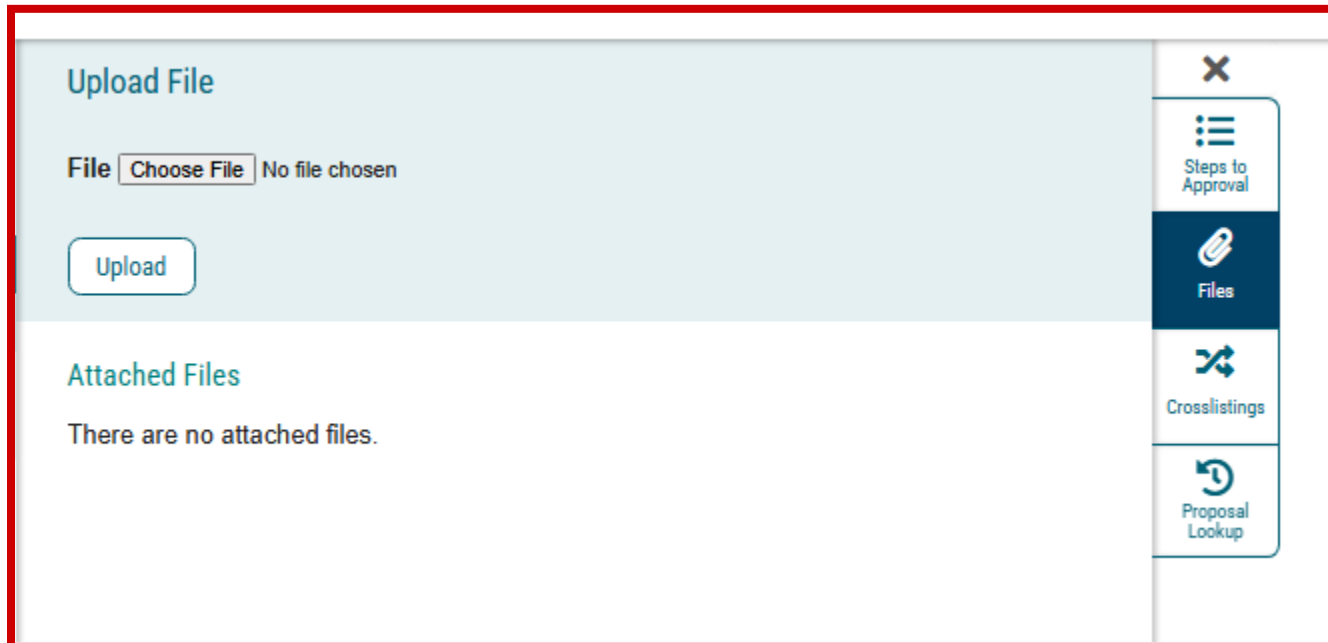
If no programs or other courses are impacted check the box anyway.

I affirm I have notified impacted departments.*

☐ Affirmed

HOW-TO: Minimal Course Change

- To add attachments to your proposal, click on the file icon on the right tool bar and select the file you want to attach:

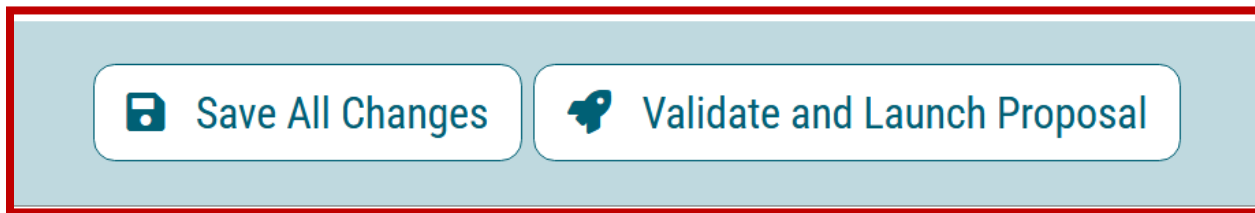


The screenshot shows a web interface for uploading files. It is enclosed in a red rectangular border. The interface is divided into two main sections. The top section, titled "Upload File", has a light blue background and contains a "File" label, a "Choose File" button, and the text "No file chosen". Below this is an "Upload" button. The bottom section, titled "Attached Files", has a white background and contains the text "There are no attached files." On the right side of the interface is a vertical toolbar with a close button (X) at the top. Below the close button are four icons: a list icon labeled "Steps to Approval", a file icon labeled "Files" (which is highlighted with a dark blue background), a crosslistings icon labeled "Crosslistings", and a circular arrow icon labeled "Proposal Lookup".

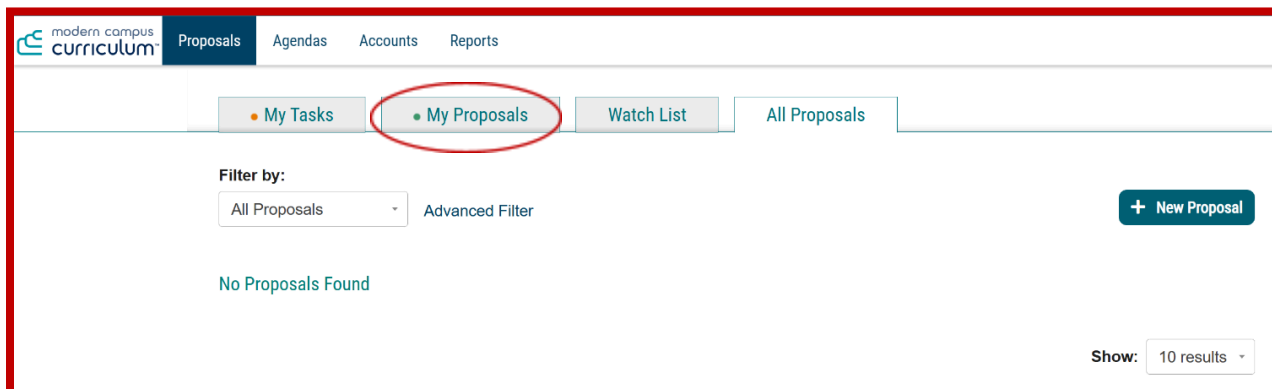
HOW-TO: Minimal Course Change

STEP 4: Launch & Track Your Proposal

- **Save All Changes** and click **Validate and Launch Proposal** to submit your proposal. Please note, once your proposal is submitted, you will not be able to make any edits.



- To view your submitted proposals, click the **My Proposals** tab on the Curriculum Dashboard:



HOW-TO: Minimal Course Change

- If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow:

