

HOW-TO: Minimal Program Modification

STEP 1: Determine Correct Form

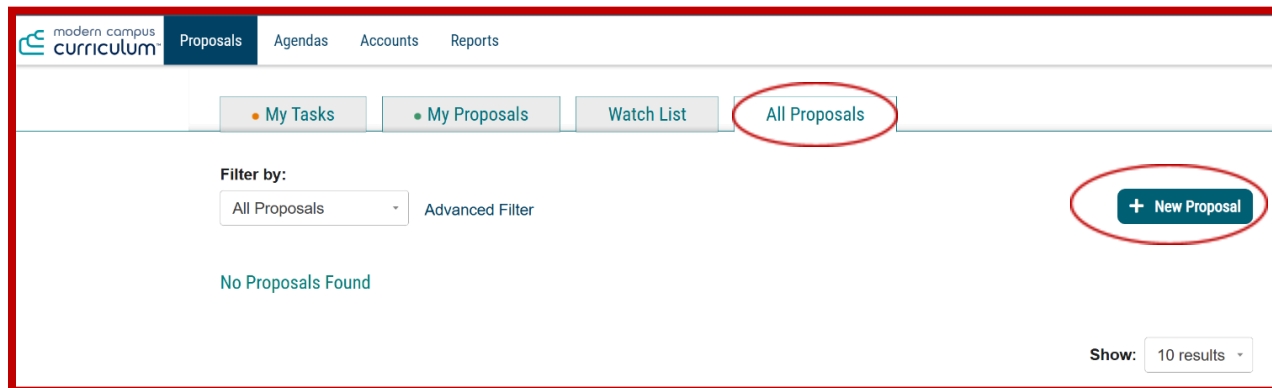
Use this form if:

- You're changing less than 25% of your major or graduate certificate.
- You're changing a minor, concentration, focus, undergraduate certificate, endorsement, license, or specialization.
- The degree and program types are remaining the same.
- You are adding, removing, or changing a Program Learning Outcome (PLO).

If your program change doesn't meet the above criteria, use a different form.

STEP 2: 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:



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- This brings up all available program forms. To implement a **minimal program modification**, click the check mark to the right on the **Minimal Program Modification** form for the academic year:

The screenshot displays a web interface with a red border. At the top, there are four tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. Below the tabs, a 'Sort by:' dropdown menu is set to 'Process Title'. A list of three program forms is shown, each with a progress bar of 11 circles. The first form is '2025-2026 Drop Concentration, Minor, or Other Programs' (9 mandatory, 11 total). The second is '2025-2026 Drop Major, Degree, or Graduate Certificate' (10 mandatory, 12 total). The third, '2025-2026 Minimal Program Modification' (8 mandatory, 11 total), is highlighted with a red oval. To the right of each form are two icons: a square with a diagonal line and a checkmark. The checkmark icon for the third form is circled in red with a hand cursor pointing to it. A 'Start Proposal' button is visible next to the second form's checkmark icon.

Process Title	Mandatory	Total	Action
2025-2026 Drop Concentration, Minor, or Other Programs	9	11	Checkmark
2025-2026 Drop Major, Degree, or Graduate Certificate	10	12	Checkmark
2025-2026 Minimal Program Modification	8	11	Checkmark

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- Clicking the check mark will bring up the **Search Curriculum Inventory** screen. Enter the **Name** of the program you want to modify and click the **Search** button:

2025-2026 Minimal Program Modification

Search Curriculum Inventory

Program Type
☒ Program

Name
History

Source
2025-2026 Catalog

Exclude previously imported results ☐

Search

Sort by:
Process Title

- 2025-2026 Drop Concentration, Minor, or Other Programs
9 mandatory 11 total
- 2025-2026 Drop Major, Degree, or Graduate Certificate
10 mandatory 12 total
- 2025-2026 Minimal Program Modification
8 mandatory 11 total
- 2025-2026 Substantial Program Modification: Major/Degree/GR Cert
9 mandatory 12 total

- In the search results, click the page/arrow icon to the right of the program that you want to modify:

History, B.A.
Social Science Division, Department of
Professors: David Doellinger, Patricia Goldsworthy-Bishop, Kimberly Jensen
Associate professor: Elizabeth Swedo
Assistant professor: Ricardo Pelegrin Taboada
Mission: Promote a community of scholars dedicated to excellence in teaching, research, professional and c...

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

Field Name	Data Preview
Academic Unit: College	College of Liberal Arts and Sciences
Academic Unit: Division	Social Science Division
Basic Program Information: Program Type	Undergraduate Major
Basic Program Information: Degree Type	Bachelor of Arts
Basic Program Information: Title	History, B.A.
Basic Program Information: Description	Professors: David Doellinger, Patricia Goldsworthy-Bishop, Kimberly JensenAssociate professor: Elizabeth SwedoAssistant professor: Ricardo Pelegrin TaboadaMissionPromote a community of scholars dedicated to excellence in teaching, research, professional and community service. This community connects students with the past through a global and comparative perspective and provides them with the tools for critical thinking and analysis that are the foundation of the liberal arts education.Learning OutcomesCritically analyze, synthesize and evaluate primary and secondary historical sources. Engage multiple historical methodologies and multiple sources to produce well-researched written work. Explain historical developments across multiple cultures and regions.
Requirements: Current Curriculum	Program has 5 cores and 8 courses.
System Administrator Only: Catalog OID (Item ID)	4914
System Administrator Only: Catalog Status	Active-Visible

[Build Proposal](#) [Return to Search](#)

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STEP 3: Read Directions

- Review the section titled, “**Read Before You Begin Your Minimal Program Modification Proposal:**” for details about how to use the form.

Before You Begin:

Is this the right form?

Use this form if:

- You're changing **less than 25%** of your major or graduate certificate.
- You're changing a **minor, concentration, focus, undergraduate certificate, endorsement, license, or specialization.**
- The **degree and program types** are remaining the same.
- You are adding, removing, or changing a Program Learning Outcome (PLO).

If your program change doesn't meet the above criteria, use a different form.

How to Complete Your Minimal Program Modification

- Complete all **required fields (*)**.
- Click on a field to **edit its content** and request changes.
- **Save All Changes**, then click **Validate and Launch Proposal** to submit.

Remember:

- **Submit Course proposals** to create, change, or drop courses as needed to support this proposal.

After Submission

After submitting, use these tabs to manage your proposal:

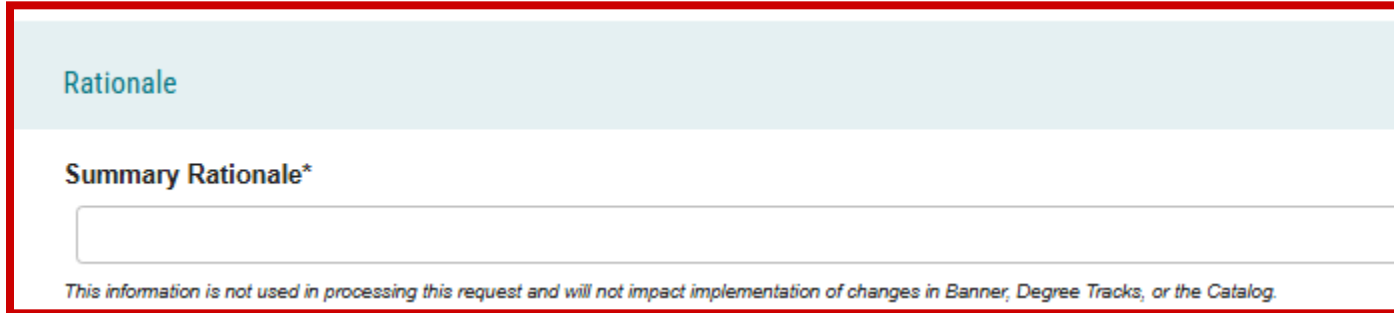
- **Discussion (chat icon):** View comments and changes (select "Show current with markup").
- **Workflow Status (Bullet List Icon):** Track proposal progress.
- **Files (Paperclip Icon):** Access uploaded documents.
- **Approvers Make Decisions (Check-mark Icon):** Add comments to the "Discussion" tab, then make your approval or rejection decision. (Note: Decisions are final once made.)

.....If you need assistance contact Associate Registrar Breeze Potter potterb@wou.edu.....

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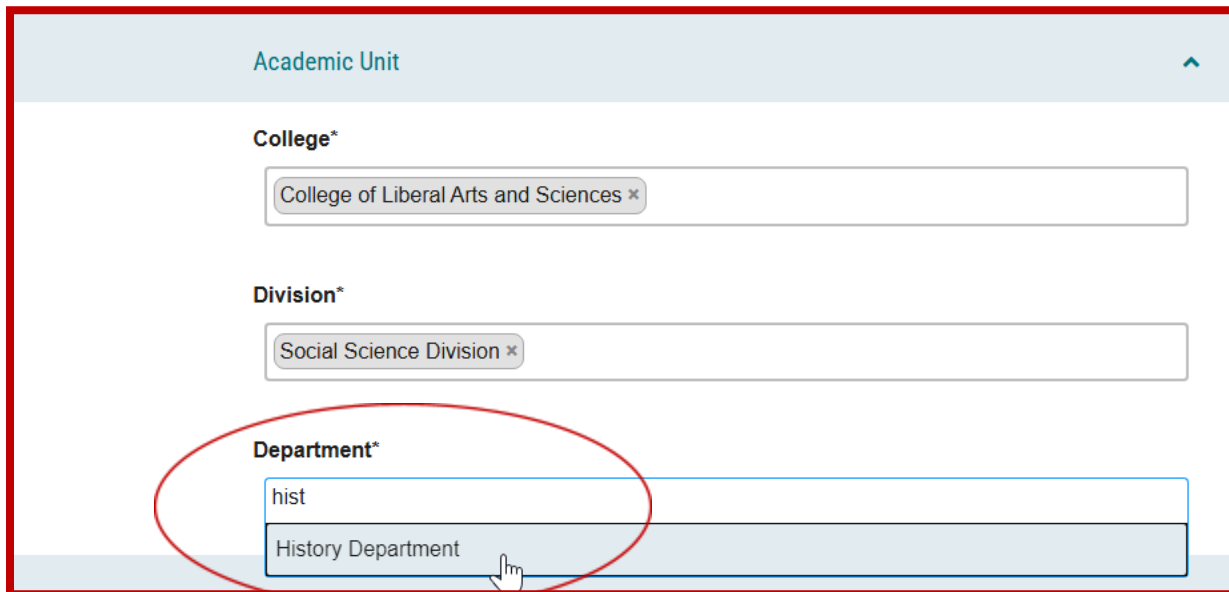
STEP 4: Fill Out Your Proposal

- **Rationale:** explain why the program is being modified.



The screenshot shows a form section titled "Rationale" in a light blue header. Below the header is a label "Summary Rationale*" followed by a large, empty text input field. At the bottom of the section, a small italicized note states: "This information is not used in processing this request and will not impact implementation of changes in Banner, Degree Tracks, or the Catalog."

- **Academic Unit** – The **College** and **Division** will automatically populate. Use the drop-down menu to select the **Department**:



The screenshot shows a form section titled "Academic Unit" in a light blue header. Below the header are three dropdown menus. The first is labeled "College*" and shows "College of Liberal Arts and Sciences *". The second is labeled "Division*" and shows "Social Science Division *". The third is labeled "Department*" and shows "hist" with a dropdown menu open, listing "History Department". A red oval highlights the "Department*" dropdown, and a mouse cursor is pointing at the "History Department" option.

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- **Basic Program Information** – Select the **Level** (this routes the form to the appropriate steps in the workflow).

Program information will autofill for you. Edit the **Title** and **Description** as needed. **DO NOT** edit the **Program Type** or **Degree Type** fields on this form.

- o **Description of Program Learning Outcomes (PLOs):** You may add or change PLOs in the Description.

These are the public-facing outcomes that will appear in the academic catalog.

- **Match in the Core:** After you've finalized the PLOs in the description, you will enter the exact same PLOs into the Program Learning Outcomes Alignment core of the Current Curriculum section.

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Basic Program Information

Level*

Select an option

Program Type*

Undergraduate Major x

Degree Type*

Bachelor of Arts x

Concentration/Focus is categorized under the degree type associated with the major (e.g. Bachelor of Science if the concentration is under EXS). Endorsement, License, and Specialization are categorized as Graduate or Undergraduate Non-Degree types.

Title*

History, B.A.

Title format is program name comma then degree. For example, Accounting, B.S.

Description*

Professors: David Doellinger, Patricia Goldsworthy-Bishop, Kimberly Jensen

Associate professor: Elizabeth Swedo

Assistant professor: Ricardo Pelegrin Taboada

Mission

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- **Requirements** – Requirements management can be complex, be sure to **read the instructions carefully before you begin.**
- **VIEW CURRICULUM COURSES TAB (OPTIONAL)**
 - Use this tab to remove or add to the list of courses available for use in your program's Curriculum Schema.
 - **Adding Courses:**
 - **Existing Courses:** If the course already exists, use "Import Course" to locate and select it. Search by Prefix (e.g., BA) or by both Prefix and Course Code (e.g., BA 131).
 - **New Courses (this is a two-step process):**
 - Submit a course proposal to create the new course.
 - Use "Add Course" in the program proposal and provide the course Prefix, Number, and Title
 - **Removing Courses:**
 - Use the trash can icon to the right of the course to remove it from the list. Do this before you remove it from a Core.
- **VIEW CURRICULUM SCHEMA TAB**
 - Click "View Curriculum Schema"
 - **Cores:**
 - **Modify Existing Cores** by clicking the down arrow to expand the Core. Add/remove courses using "Add Courses" button and/or the trash can icon. Add or change Custom Text as needed.
 - **Add New Cores** by clicking "Add Core" (do **NOT** use Import Core). Give the Core a title, "Add Courses", and if needed add Custom Text. Drag the New Core to the desired position.
 - **Remove an Existing Core** by locating the Core and clicking the trash can icon to the right of the Core name. Caution, all associated courses will be removed from the Curriculum Schema.

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- **Core Description:** Leave blank.
- **Core Formatting Guidelines:**
 - **Core Courses:** Is the first Core. Do not rename or reorder it.
 - **Nested Cores:** All Cores except "Total Credits" and "Note" are nested under "Core Courses."
- **Remember when Adding or Removing Courses:**
 - **Adding a new course that does not currently exist** requires a new permanent course proposal in addition to the program proposal. If the course proposal does not exist your program proposal will be delayed.
 - **Removing Courses:** To remove a course from the program, delete it from the Curriculum Schema then delete it from the "View Curriculum Courses" list.
- **Custom Text:**
 - Use Custom Text to convey "and", "or", sequencing, or course credits required for variable credit courses.
 - Name: describe the rule (e.g., "and," "or," "sequence," "credits")
 - Text field: enter the text. If it is a credit rule enter the name of the variable credit course, colon, and credits required (e.g., LIT 406: 4) and enter the credits in the credit box.
 - Position:
 - "and"/"or" appears below between the courses it applies to.
 - "credits" appears below and to the right of the course it applies to.
 - Some examples are:
 - BA 243 or STAT 243Z
 - PH 201, 202, and 203 or PH 211, 212, and 213
 - LIT 406 credits 4
- **Core Title Examples:**

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- **Choose One/Two/Three:** Used for Cores where students must choose a specific number of courses from a list (e.g., Core Title “Choose Two”).
- **Credits: ##:** Used for Cores where students must complete a certain number of credits from a list of courses (e.g., Core Title “Upper Division Elective Credits: 12”).
- **Concentration Cores:** Concentrations are separate Cores nested under "Core Courses" and can be optional or required.
 - **Required Concentration:** "Choose One Concentration Required"
 - **Optional Concentration:** "Choose One Concentration Optional"
- **Total Credits:**
 - This field reflects the program's lowest and highest possible credit completion range. Formatted as "Total Credits: ##" or "Total Credits: ##-##" (e.g., Total Credits: 80 or Total Credits: 80-84).
 - **Note:** This is a text field where you can provide additional information about the program. It is nested under the Total Credits Core.
- For any questions or assistance, please contact Associate Registrar Breeze Potter potterb@wou.edu.

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- Add/remove courses from the **View Curriculum Courses** tab as needed.
 - To add an existing course, use the **Import Course** button. To add a brand-new course, use the **Add Course** button.
 - Adding a new course that does not currently exist requires a **New Permanent Course Form** in addition to the program proposal. If the course proposal does not exist your program proposal will be delayed.
 - To remove a course, use the trash can icon to the right of the course.

The screenshot displays the 'Current Curriculum*' interface. At the top, there are two tabs: 'View Curriculum Courses' (highlighted with a red circle) and 'View Curriculum Schema'. To the right of these tabs is a 'Preview Curriculum' button. Below the tabs, a list of courses is shown, each with a credit value (4) and a trash can icon to its right. The courses listed are:

- HST - 104 - World History: The Ancient and Classical World
- HST - 105 - World History: Expanding Societies
- HST - 106 - World History: The Modern World
- HST - 201 - History of the United States: Native American Cultures to Early 19th Century
- HST - 202 - History of the United States: Reform and Progress
- HST - 203 - History of the United States: First World War to the Present
- HST - 420 - Philosophies of History
- HST - 499 - Senior Seminar (highlighted with a red circle)

At the bottom of the interface, there are two buttons: 'Add Course' and 'Import Course', both of which are highlighted with a red circle. A mouse cursor is visible near the bottom center of the interface.

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- Use the **View Curriculum Schema** tab to add/remove/modify Cores.
 - You may find it useful to **Preview Curriculum** before making edits.



History, B.A.

Core Courses

HST 104 World History: The Ancient and Classical World	4
HST 105 World History: Expanding Societies	4
HST 106 World History: The Modern World	4
HST 420 Philosophies of History	4
HST 499 Senior Seminar	4

Choose Two:

HST 201 History of the United States: Native American Cultures to Early 19th Century	4
HST 202 History of the United States: Reform and Progress	4
HST 203 History of the United States: First World War to the Present	4

Elective Credits: 44

Select at least two courses from four of the five focus areas below and an additional 12 credits of history electives or other electives approved by your advisor.

Consult a History Department adviser in developing your plan. This may include [HST 402](#) seminars on topical/regional areas offered on a periodic basis. With prior approval from their History Department adviser, students may plan a program that includes up to 9 hours of social science electives relevant to their focus areas in history to complete the 44-hour sequence.

FOCUS AREAS:

- [Africa/Latin America](#)
- [Comparative/Methods](#)
- [East and West Asia](#)
- [Europe/Russia](#)
- [North American Studies](#)

Senior Seminar Projects:

Students will work with history faculty to develop a capstone project for their Senior Seminar. In consultation with History Department faculty, students may select to do a thesis paper or an internship or practicum. Both thesis and internship students will work with History Department advisers, across their senior year, completing their capstone projects in the History Senior Seminar ([HST 499](#)) in the spring term. [HST 420](#) should be taken the winter term preceding [HST 499](#). In [HST 420](#), the student will explore the theoretical foundations of the discipline of history that will become the basis for the [HST 499](#) senior capstone project.

Students planning on pursuing graduate work are encouraged to complete the thesis option, for which students use a research paper created in an upper division history course at WOU as a foundation for their Senior Seminar thesis. These students will revise and expand this topical paper, completing it in [HST 499](#). For internship capstone projects, students engage in research and writing related to their internship topics in [HST 420](#). They then complete their practicum or internships with community partners and integrate their experiences and their research in writing in [HST 499](#).

Total Credits: 72

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- To edit an existing Core, click the down arrow to expand the Core.
 - Use the **Add Courses** button to add courses to the Core from the **View Curriculum Courses** tab.
 - Use the trash can icon to remove a course from a Core.
 - Use the **Add Custom Text** button to add custom text.
 - Delete a Core using the trash can icon **but proceed with caution as the Core and all associated courses will be deleted.**

The screenshot displays the 'Core Courses' interface. At the top, there is a 'Title' field containing 'Core Courses' and a 'Description' field. Below these is a table of courses. The first course, 'HST - 104 - World History: The Ancient and Classical World', has its trash can icon circled in red. The 'Add Courses' and 'Add Custom Text' buttons are also circled in red. At the bottom, there is a 'Choose Two:' section and an 'Elective Credits: 44' label. A hand cursor is visible over the bottom right corner.

Courses	Credits	Action
HST - 104 - World History: The Ancient and Classical World	4	Trash Can
HST - 105 - World History: Expanding Societies	4	Trash Can
HST - 106 - World History: The Modern World	4	Trash Can
HST - 420 - Philosophies of History	4	Trash Can
HST - 499 - Senior Seminar	4	Trash Can

Buttons: Add Courses, Add Custom Text

Choose Two:

Elective Credits: 44

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- You can use the **Add a Core** button to add a new Core. Please follow formatting guidelines when creating a Core from scratch.



- If the **Total Credits** have changed, expand the **Total Credits** Core and update the number.
 - **Only change the number not the “Total Credits:”**
 - If the **Total Credits** is a range, enter the ‘low number hyphen high number’ without any spaces (e.g., 72-90)
 - **Total Credits** must encompass the least to the greatest number of credits a student can complete the program in (e.g., if they can complete in 72 credits but with an optional concentration it would be 90 credits enter 72-90).

A screenshot of a web form for editing a "Total Credits" core. The form is enclosed in a red border. At the top, it says "Total Credits: 72" with a small upward arrow and a trash icon to its right. Below this is a section titled "Title" with a text input field containing "Total Credits: 72". Underneath is a section titled "Description" with a large, empty text area. At the bottom is a section titled "Courses" with the text "No Courses" below it.

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- **Program Learning Outcomes (PLOs) are stored in a table housed in a core that is not visible in the catalog (Inactive-Hidden), allowing us to pull the information from the system to distribute as needed.** – You can add, remove, or change the language in the Program Learning Outcome column. You may have up to ten PLOs for your major or certificate program. These should match the PLOs in the description.
 - **Do NOT change the values in the # column or any of the titles.**

Current Curriculum*

[View Curriculum Courses](#)[View Curriculum Schema](#)[Preview Curriculum](#)

Core Courses	▼	🗑️
Choose Two:	▼	🗑️
Elective Credits: 44	▼	🗑️
Senior Seminar Projects:	▼	🗑️
Total Credits: 72	▼	🗑️
Program Learning Outcomes	▼ (Inactive-Hidden)	🗑️

[Add Core](#)[Import Core](#)

HOW-TO: Minimal Program Modification

Program Learning Outcomes

(Inactive-Hidden)

Title

Program Learning Outcomes

Description

Program Learning Outcomes -History, B.A.

#	Program Learning Outcome
1-History, B.A.	Critically analyze, synthesize and evaluate primary and secondary historical sources.
2-History, B.A.	Engage multiple historical methodologies and multiple sources to produce well-researched written work.
3-History, B.A.	Explain historical developments across multiple cultures and regions.
4-History, B.A.	
5-History, B.A.	
6-History, B.A.	

Rich Text Editor, core-5255-description

Courses

No Courses

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- **Supporting Information** – Answer all questions with an “*”. Please provide:
 - Faculty and/or facility needs
 - Eligibility requirements
 - Program eligibility conditions (if applicable)
 - Assessment data usage
 - High Impact practices
 - Impact on other programs/units (if applicable)
 - Concentration and major impact information.

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Supporting Information

Provide details of faculty and/or facilities needed to support this change.*

If there are no additional needs enter "None"

Are there courses or other requirements that must be completed to be eligible to enroll in this program?*

☐ No ☐ Yes

If applicable, please specify any pre-enrollment conditions here.

B I U x_s x² I_x ∑ ≡ ≠ ≤ ≥ ↵ ↻

Format - | ▬ ▮ ▯ ▰ ∞ ⚙ 🏠 🗂 ☰

For informational and review purposes only. This content is NOT part of the program curriculum.

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

☐ No ☐ Yes

Will this program change impact any other programs or units?*

☐ No ☐ Yes

If this program change impacts other programs/units, explain how and steps taken.

For majors with concentrations: Is there a proposal to modify the concentration(s)?*

☐ No
☐ Not Applicable
☐ Yes

If modifying a major with concentrations, list them here.

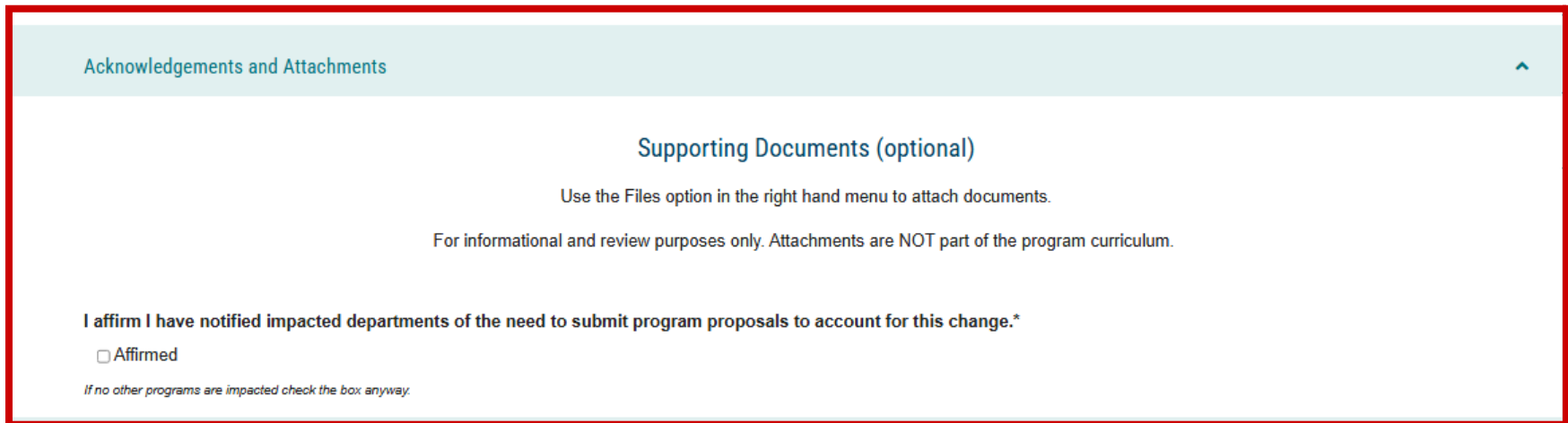
For concentrations: Is there a proposal to modify the major(s)?*

☐ No
☐ Not Applicable
☐ Yes

If modifying a concentration, list the major(s) it belongs to.

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- **Acknowledgements and Attachments** – Complete this section to finish your proposal. Please note, you may add attachments to supplement your proposal, but these are not required.
 - If no other departments are impacted, click the **Affirmed** box anyway.



A screenshot of a web form titled "Acknowledgements and Attachments". The title is in a light blue header bar. Below the header, the text "Supporting Documents (optional)" is centered. Underneath, it says "Use the Files option in the right hand menu to attach documents." and "For informational and review purposes only. Attachments are NOT part of the program curriculum." Further down, there is a statement: "I affirm I have notified impacted departments of the need to submit program proposals to account for this change.*" followed by a checkbox labeled "Affirmed". At the bottom, a small italicized note reads: "If no other programs are impacted check the box anyway."

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

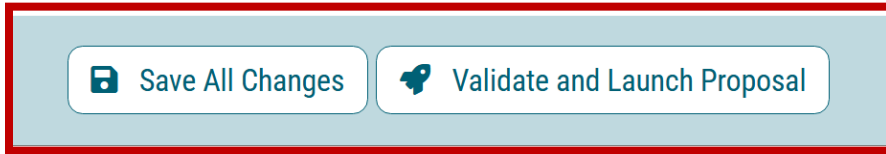


A screenshot of the right-hand menu of the same form. The menu is a vertical bar on the right side of the form. It contains several icons. The "Files" icon, which is a paperclip, is circled in red. Above it is a "Steps to Approval" icon, and below it is a "Files" icon. The "Acknowledgements and Attachments" title is visible in the header bar on the left.

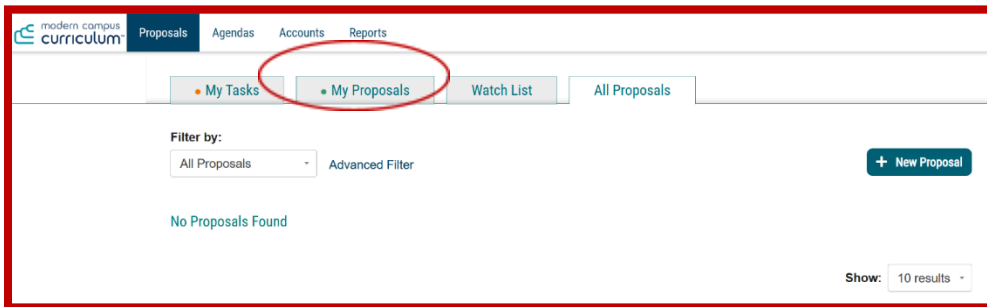
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STEP 5: Launch & Track Your Proposal

- **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:



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- 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:

