**Instructions for submitting your proposed Curriculum Changes through the shared drive**

**Accessing the shared drive**

1. You will need to map the drive onto your computer.
   1. Click the **My Computer** icon
   2. On the tool bar single click **Tools**
   3. On the drop down menu for Tools select **Map Network Drive**
   4. In the dialog box which pops up check **Reconnect at login**
   5. In the same dialog box which pops up click **Browse**
   6. Expand **Microsoft Windows Network** (Click on the ‘+’ symbol in front of the folder named *Microsoft Windows Network*)
   7. Scroll down to find the subfolder within *Microsoft Windows Network* labeled  **Tctc**, expand **Tctc**.
   8. Scroll down to find the subfolder within *Tctc* labeled **Tcrhshrs**, expand **Tcrhshrs**.
   9. Scroll down to find the subfolder within *Tcrhshrs* labeled **Curriculum**, click on **Curriculum**.
   10. In the dialog below (the gray area), click **OK.**
   11. In the dialog box which next appears click **Finish.**
   12. The mapped drive should appear as an option in *My Computer* as

**Curriculum on** ‘**Trchshrs’**. Congratulations!

**Accessing the Curriculum Change Forms**

1. The forms to make Curriculum changes will be available on eTC, but they are also available on the shared drive. The forms are contained in the folder labeled CC Forms on the shared drive. You may copy the folder and paste it in your folder.
   1. To access your folder click on the folder which designates the academic division of which you program is a part.
   2. Then click on the folder which designates the department of which your program is a part. You should find a folder which designates your program click to open your folder. If you want the forms directly available within your folder paste the copied CC Forms folders here.

**Working with the Forms**

1. You now have the forms, open the CC Forms folder and click on the relevant form or forms you need to make the Curriculum Change you are proposing.
2. Follow the form’s instructions to complete the form.
3. Also complete any additional information indicated by the form as needing to be attached.
4. In particular, give special attention to the indicated proposed new **WIDS** documentation.
   1. The proposed new **WIDS** documentation must be completed within **WIDS** itself.
   2. The proposed new **WIDS** documentation must be saved onto the **WIDS** shared drive.
   3. You must save the proposed new **WIDS** documentation with proposed as part of the file name. This will prevent the proposed new **WIDS** documentation from replacing the currently approved WIDS documentation.
   4. After saving proposed new **WIDS** documentation within **WIDS** as a **WIDS** document, create a separate copy of this documentation in Microsoft Word format. To do this use the save as function to choose the MS Word format and save this copy onto your computer’s hard drive.
   5. It will be this back up copy which will be submitted through the following steps.
5. Once you have the curriculum form, or forms, completed and you have completed all additional information indicated by the form, or forms, gather everything together into a folder. This folder will be what is shared through the approval process and constitutes the approval packet. The folder shared for approval shall designate the highest level of Curriculum Change proposed, as recognized by the total number of hours, being submitted for approval. The related curriculum changes will be included in this folder as subfolders. Save this folder on the curriculum shared drive in your folder.

**Naming the Folders, Subfolders and Curriculum Form Files**

1. The name of a folder and the name of the curriculum form files within the folder will be used to designate the level approval obtained. As such a naming convention is necessary. The name of any folder, subfolder, the curriculum form files, **WIDS** documents, within the folder shall have the following three positions: **type of curriculum change proposed**, **the element of the curriculum being changed**, **a letter indicating the level of approval obtained**.
   1. The folder shared for approval shall designate the highest level of Curriculum change, as recognized by the total number of hours, being submitted for approval. The related curriculum changes will be included in this folder as subfolders.
      1. Thus if change to a program is being proposed, this folder’s **name** will begin with **the title of the form** used to make this change. The pattern will hold for any subfolder. If changes to courses, or lower level credentials, are part of the program change they should be present as subfolders within this folder. The course change, or lower level credentials’, subfolders’ **names** will begin with **the title of the form** used to make these course changes. Within the course subfolders the curriculum form file’s **name** will begin with **the title of the form** used to make this course change.
      2. If only a course change is proposed, then this would be the highest level of curriculum change being proposed and the **name** of this folder should start with **the title of the form** used to propose the curriculum change being proposed. Within the course folders the curriculum form file’s **name** will begin with **the title of the form** used to make this course change.
   2. Each folder, subfolder, curriculum form file, and **WIDS** document, shall designate what element of the curriculum the form filed out is proposing to change. This identification of the element of the curriculum being changed shall follow the title of the form which is the first part of the folder, or subfolders, name.
      1. Thus, a course deletion proposed for PHI 101 would have as the first two elements of its folder’s name ***Course Deletion Proposal PHI 101***.
      2. Thus, program change to Associate in Applied Science Major General Technology-Concentration in Prepharmacy would have as the first two elements of its folder’s name ***Program Change Proposal Associate in Applied Science Major General Technology-Concentration in Prepharmacy*** .
   3. Each folder, subfolder, curriculum form file, **WIDS** document ,shall designate the level of approval obtained for the materials contained in that folder, or subfolder. The convention to designate the level of approval will be to rename the folder upon approval by placing a letter of the alphabet as the third part of the folder, or subfolders, name. These letters will start with **A** and progress through the alphabet through each level of approval. The letter **Z** shall be the letter used to indicate the final approval of the proposed changes in any folders, subfolders, or curriculum form file has been given. Below are the letters which designate the level of approval.
      1. Program Coordinator, or individual faculty member, initiating the curriculum change **A**
      2. Department Head **B**
      3. Dean **C**
      4. CC Division Representative **D**
      5. Student Records **E**
      6. Curriculum Committee **F**
      7. VPAA **G**
      8. President (if necessary) **H**
      9. Commission (if necessary) **I**
      10. CHE (if necessary) **J**
      11. STBTCE (if necessary) **K**
      12. SACS (if necessary) **L**

Confirmed Final Approval **Z**

**Reviewing, Amending, and Approving Curriculum Changes**

1. When reviewing and approving the curriculum form files in any folder, or subfolder, if the curriculum form files is amended note the change with a comment in the ***notes*** section at the very bottom of the form. This will enable tracking of the changes to the curriculum form files. If discussion of these changes is needed we can compare the various versions of the files saved at the different levels of approval.
2. Once you have completed the form and the relevant information indicated by the forms is completed, or you have given your approval to the proposed curriculum change; then rename the folder, any subfolders, the curriculum form files, **WIDS** document s, contained therein, with letter appropriate to you level of approval. Save your version with your letter designation in a folder for later reference. This is your record of the curriculum change as you approved it. Now copy the folder and paste the folder into the folder of the next position in the approval process.
   1. Thus, the folder, and the curriculum form file in that folder, proposing the deletion of PHI 101 that has been approved by the relevant Department Head would be renamed ***Course Deletion Proposal PHI 101B*** from ***Course Deletion Proposal PHI 101A .***
   2. Thus, the folder, and the curriculum form file(s) in that folder, proposing the deletion of PHI 101 that has been approved by the relevant Dean would be renamed ***Course Deletion Proposal PHI 101C*** from ***Course Deletion Proposal PHI 101B .***
   3. Thus, the folder, and the curriculum form file(s) in that folder, proposing the deletion of PHI 101 that has been approved by the relevant CC Representative would be renamed ***Course Deletion Proposal PHI 101D*** from ***Course Deletion Proposal PHI 101C .***
   4. This pattern would continue until the highest level of approval necessary is obtained. Once this final approval is obtained the folder, and the curriculum form file(s) in that folder, would be renamed ***Course Deletion Proposal PHI 101Z*** ***.***
   5. This pattern of renaming shall also hold for the subfolders, and the curriculum form file(s) in that subfolder, if any, within the renamed folder to indicate they have also been approved.

**Communicating that action needs to be taken on the proposed Curriculum Change**

1. When you paste this folder,i.e. share it, into the next level, ***you must e-mail the person, or persons, associated with the next level of approval to inform them of the changes being proposed need their attention.***