

Uploading to Drop Box

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Password: Curriculum (C is Capital)



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When You Enter, Ignore the 'Recent' if there are any. Please do not place new files in this area. See Below.

Home

Files

Paper

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Recent Hide

Ignore these Files

- Change_of_Course_Proposal_2017 2018- BSC1005.docx
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- Change_of_Course_Proposal_2017 2018- BSC1011.docx
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- CHM 2045 Change of Course Proposal - with...signatures.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- Discontinuation of Course Proposal - BSC1050.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- BSC1011 Change of Course Proposal - with signatures.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- BSC1005 Change of Course Proposal - with signatures.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting

Click on Files

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Recent Hide

- Change_of_Course_Proposal_2017 2018- BSC1005.docx
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- Change_of_Course_Proposal_2017 2018- BSC1011.docx
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- CHM 2045 Change of Course Proposal - with...signatures.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- Discontinuation of Course Proposal - BSC1050.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting
- BSC1011 Change of Course Proposal - with signatures.pdf
Proposals for 2018-2019 Effective Catalog Year > ... > For October 6, 2017 Meeting

Click this

After getting to Files, Click into 1. Proposals for 2018-2019 Effective Catalog Year If you need the most updated/recent proposal form, you can open that file below 1. Proposals for 2018-2019 Effective Catalog Year (see end for directions to download files).

Dropbox

Upgrade account

Search

Click here into 1. Proposals for 2018-2019 Effective Catalog Year

Name	Modified	Members	
1. Proposals for 2018-2019 Effecti...	--	Only you	...
Blank Proposal Forms 2017-2018	--	Only you	...
Curriculum Committee Calendar...	8/21/2017 8:58 AM	Only you	...
Curriculum_Committee_Manual...	8/21/2017 8:58 AM	Only you	...
Get Started with Dropbox.pdf	5/11/2015 9:44 AM	Only you	...

Upload files

- New shared folder
- New folder
- Show deleted files

Once inside, find your School and Open File Location

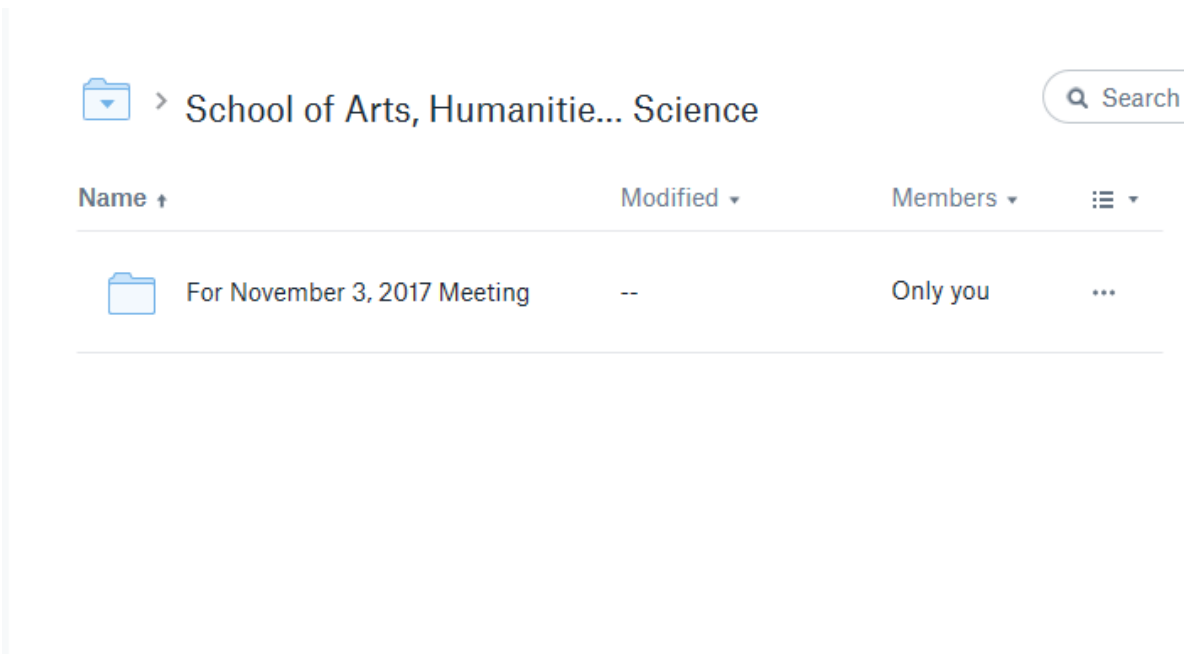
Dropbox > 1. Proposals for 2018-2019 Effective Catalog Year

Search

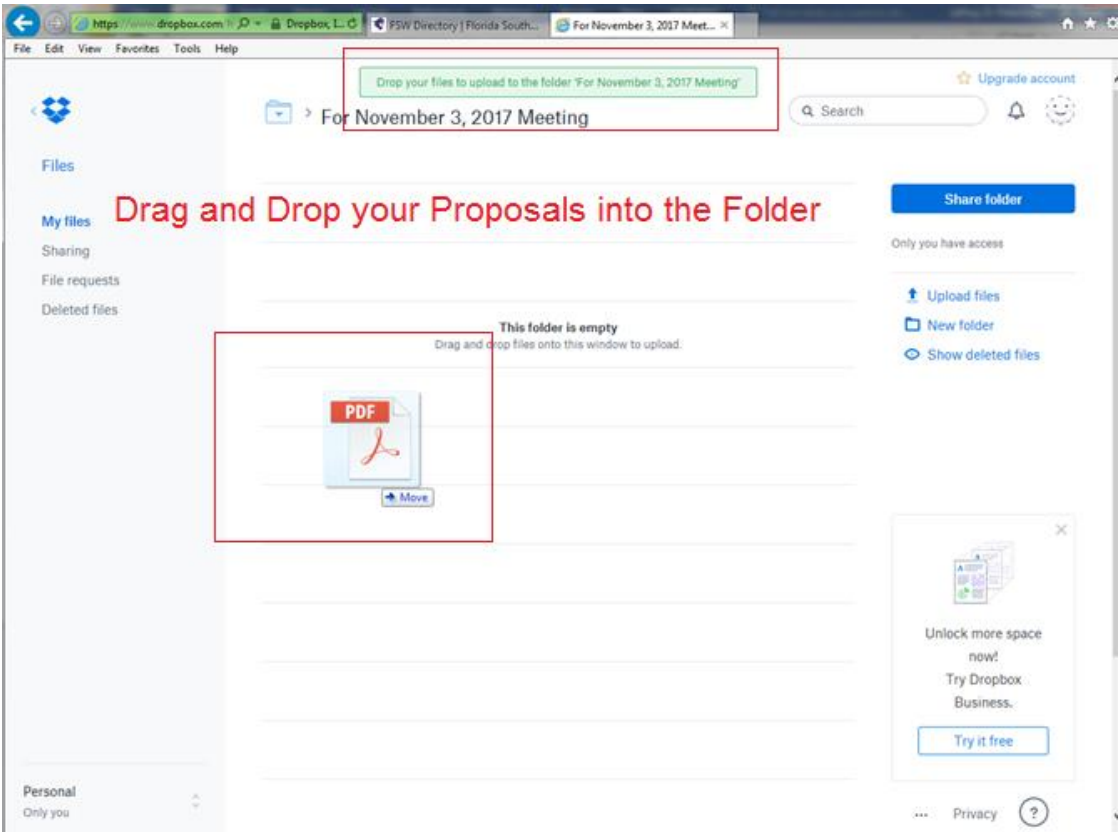
Find your School and open Folder Location

Name	Modified	Members	
School of Arts, Humanities and S...		Only you	...
School of Business and Technolo...		Only you	...
School of Education		Only you	...
School of Health Professions		Only you	...
School of Pure and Applied Scien...		Only you	...

Inside your School Folder you will see the Folder for the upcoming meeting. Open this folder.



Once inside the folder, you can drag and drop your proposals inside



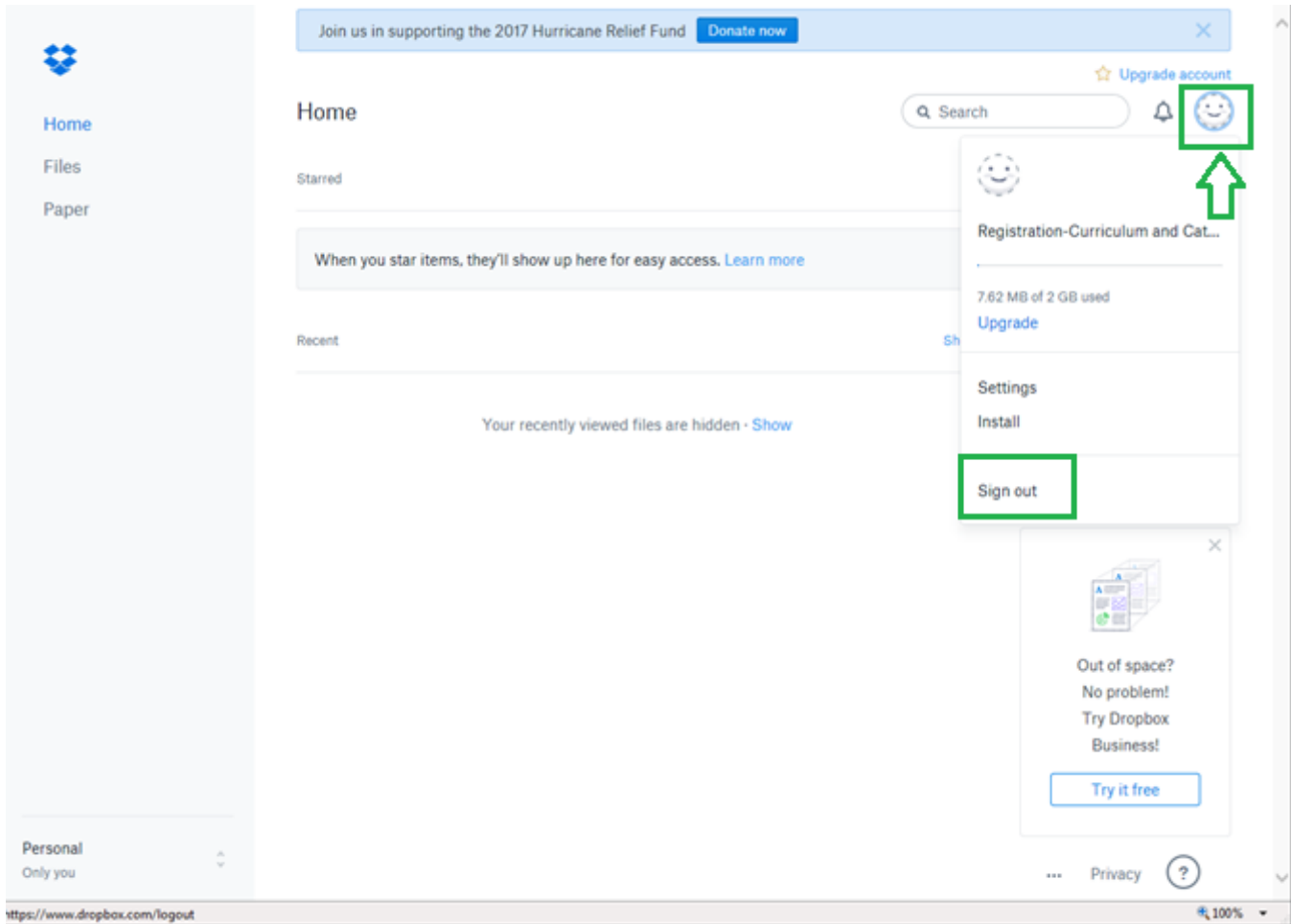
If you want to remove the file of a file that you just put in, make sure the check mark is checked to the left of the file, and click Delete.

The screenshot shows the OneDrive interface. At the top, there is a banner for the 2017 Hurricane Relief Fund with a "Donate now" button. Below the banner, the current folder is "For November 3, 2017 Meeting". A search bar and notification icons are visible. The file list has columns for Name, Modified, and Members. The file "2017-2018 Catalog.pdf" is selected, indicated by a red box around the checkmark in the Name column. To the right of the file, there is a "Share" button. On the right side of the interface, a context menu is open, listing actions like Download, Add comment, Star, Version history, Rename, Move, Copy, and Delete. The "Delete" option is highlighted with a red box.

When you are done uploading files click on the drop box symbol in the top left corner to bring you to the Home Page.

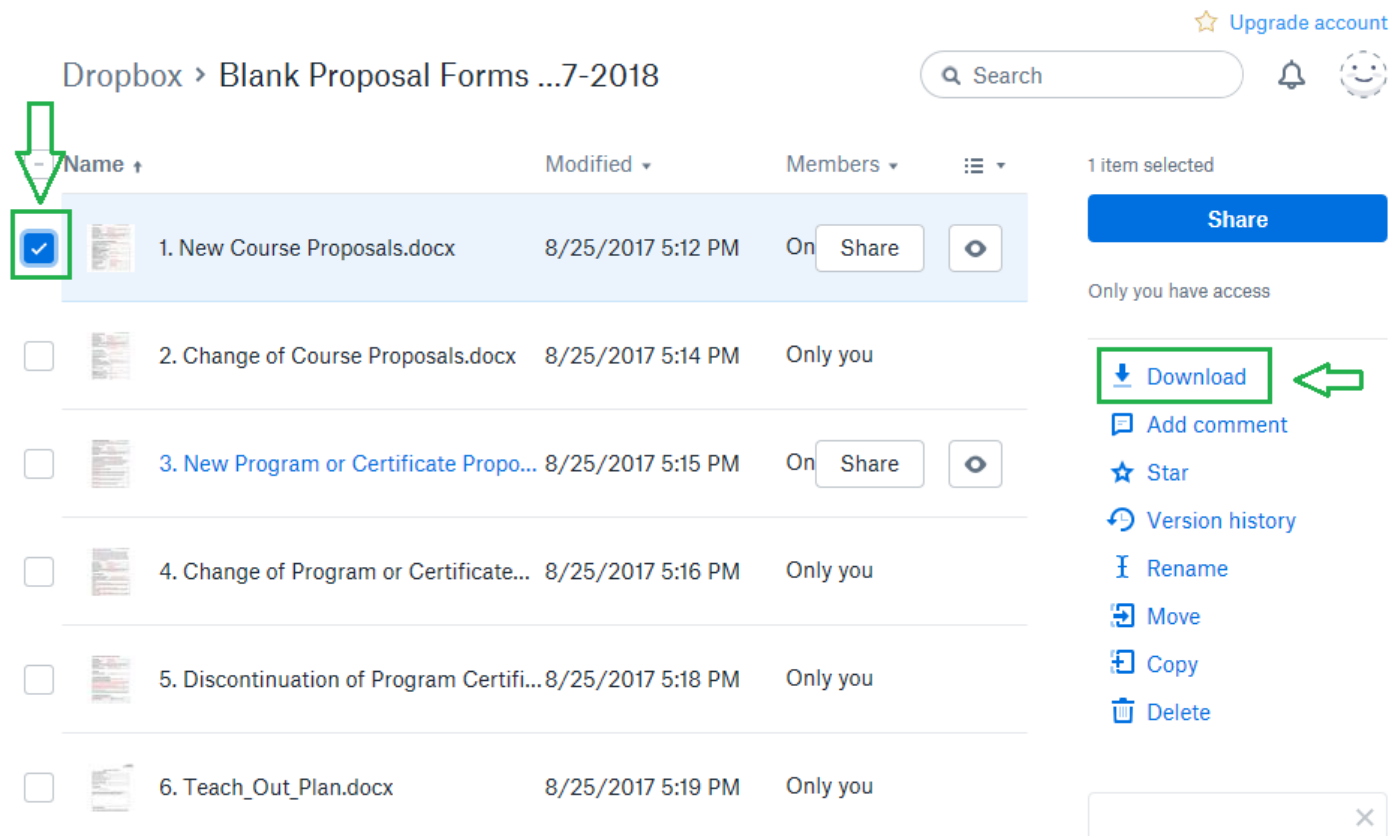
This screenshot is similar to the previous one, but with a green box around the Home button (a drop box symbol) in the top left corner of the sidebar. A green arrow points from the Home button to the text "Click to go Home" written in red. The file list now shows "2017-2018 Catalog.pdf" with a "Share folder" button instead of a "Share" button. The context menu is not visible.

When you are on the home page, go to the top right and click on the smile face. This will drop down to give you the sign out option. Sign out and you are done.



To Download Files

Make sure that the file you want is Blue Checked, then click Download.

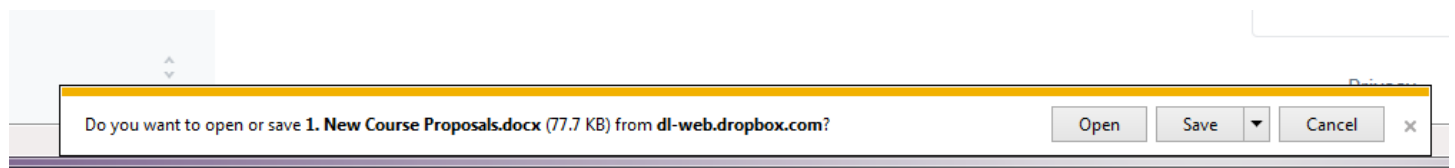


The screenshot shows a Dropbox interface for a folder named "Blank Proposal Forms ...7-2018". A list of six documents is displayed, with the first document, "1. New Course Proposals.docx", selected and checked. A context menu is open on the right side of the selected file, with the "Download" option highlighted. A green arrow points to the "Download" button in the context menu, and another green arrow points to the checkmark in the first row of the file list.

Name	Modified	Members	Actions
<input checked="" type="checkbox"/> 1. New Course Proposals.docx	8/25/2017 5:12 PM	On	Share
<input type="checkbox"/> 2. Change of Course Proposals.docx	8/25/2017 5:14 PM	Only you	
<input type="checkbox"/> 3. New Program or Certificate Propo...	8/25/2017 5:15 PM	On	Share
<input type="checkbox"/> 4. Change of Program or Certificate...	8/25/2017 5:16 PM	Only you	
<input type="checkbox"/> 5. Discontinuation of Program Certifi...	8/25/2017 5:18 PM	Only you	
<input type="checkbox"/> 6. Teach_Out_Plan.docx	8/25/2017 5:19 PM	Only you	

- Download
- Add comment
- Star
- Version history
- Rename
- Move
- Copy
- Delete

For Explorer, you will get this on the bottom of the page, click open. Once the file is open you can save to desk top fill out then drag and drop into you school file.



In FireFox, Save File, and click OK. Up top to your Download arrow and open the file then save to your desktop, fill in save then drag and drop into you school file.

Dropbox > Blank Proposal Forms ...7-2018

Search

1 item selected

Name	Modified	Members
<input checked="" type="checkbox"/> 1. New Course Proposals.docx	8/25/2017 5:12 PM	Only you
<input type="checkbox"/> 2. Change of Course Proposals.docx	8/25/2017 5:14 PM	Only you
<input type="checkbox"/> 3. New Program or Certificate Prop...	8/25/2017 5:15 PM	Only you
<input type="checkbox"/> 4. Change of Program or Certificate...	8/25/2017 5:16 PM	Only you
<input type="checkbox"/> 5. Discontinuation of Program Certi...	8/25/2017 5:18 PM	Only you
<input type="checkbox"/> 6. Teach_Out_Plan.docx	8/25/2017 5:19 PM	Only you

Share

Download

Add comment

Star

Version history

Opening 1. New Course Proposals.docx

You have chosen to open:

1. New Course Proposals.docx
which is: Microsoft Word Document (77.8 KB)
from: https://dl-web.dropbox.com

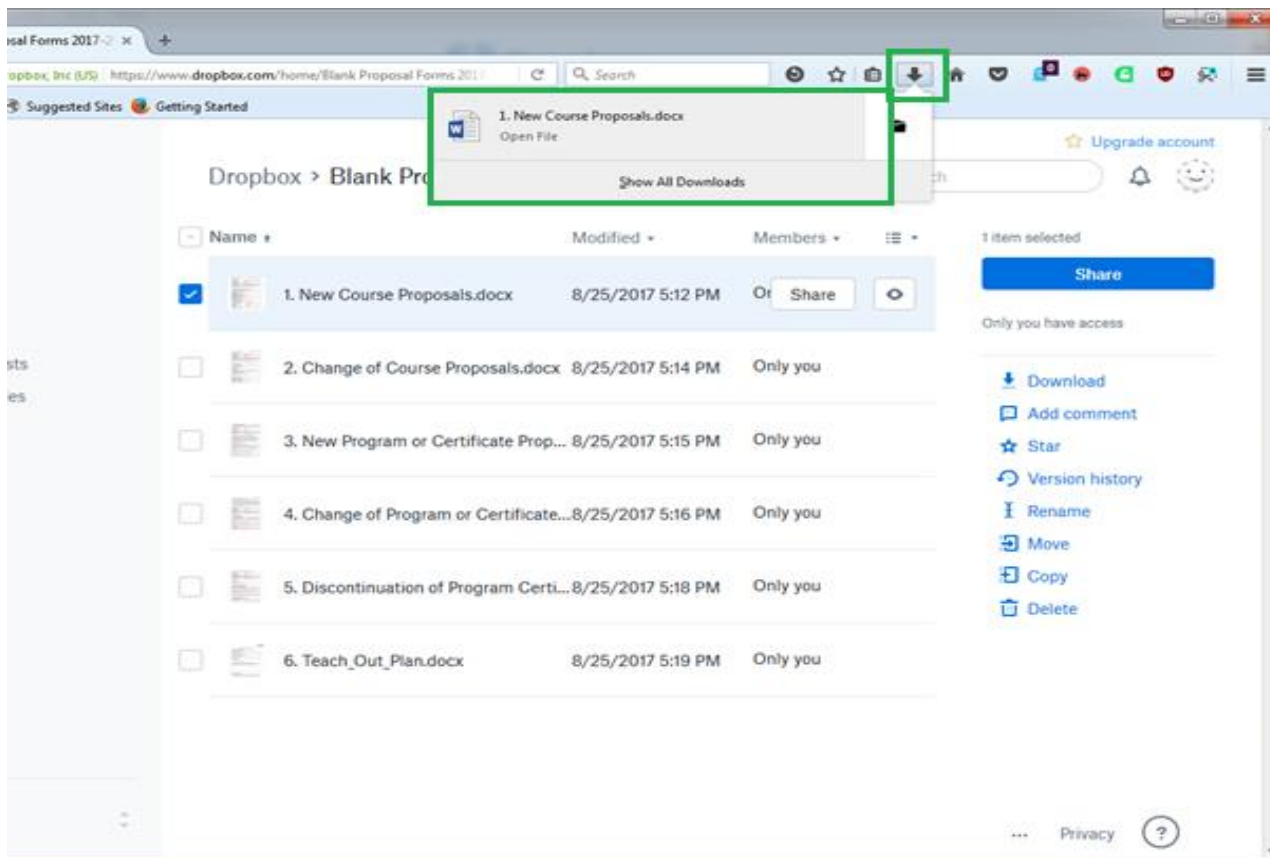
What should Firefox do with this file?

Open with Microsoft Word (default)

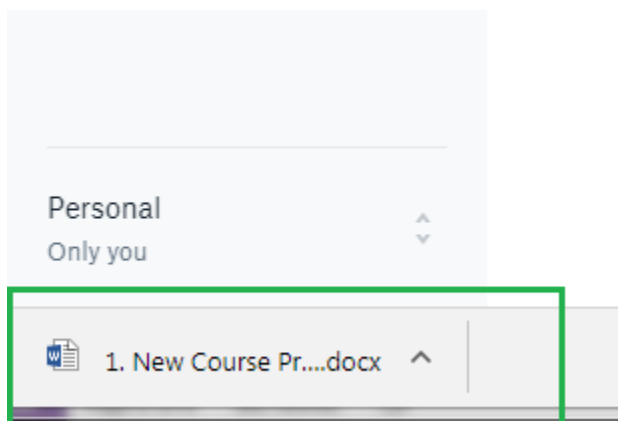
Save File

Do this automatically for files like this from now on.

OK Cancel



In Chrome, the file will appear in the Bottom Left Hand Corner, click on it and the document will open. (Enable Editing Mode) to fill in the form, save then drag-and-drop into you school file.



School or Division	<input type="checkbox"/> Choose an item
Program or discipline	<input type="checkbox"/> Choose an item or add program or discipline
Proposed by (Faculty only)	<input type="checkbox"/> Faculty member
Proposed by (Faculty only)	<input type="checkbox"/> Faculty member
Notes: All the proposed course titles should include the program or discipline. Character counting or truncation will be indicated to the School or Division and will be calculated for a course title.	
Submission date	<input type="checkbox"/> Pick from a calendar
Course prefix, number, and size	<input type="checkbox"/> Course prefix, number, and size

Section I, New Course Information
(must complete all items)

101 course prerequisite(s) and co-requisite prerequisite(s) (must include equivalent grade if higher than a "C")	<input type="checkbox"/> 101 course prerequisite(s) and <input type="checkbox"/> co-requisite(s)
Provide justification for the proposed prerequisite(s)	<input type="checkbox"/> Choose an item
100 number for listing any of the prerequisites listed for this course in a different part of the course record (see Terms 5 and 10a, 10b)	<input type="checkbox"/> Choose an item
101 course co-requisite(s)	<input type="checkbox"/> 101 course co-requisite(s)
Provide justification for the proposed co-requisite(s)	<input type="checkbox"/> Choose an item
100 number for listing any of the co-requisites listed for this course in a different part of the course record (see Terms 5 and 10a, 10b, 10c)	<input type="checkbox"/> 100 No co-requisite
Course outline or check book	<input type="checkbox"/> Course outline or check book

Should any major prerequisites be listed on this course? If so, which "or" should the appropriate major prerequisite(s) be added to?	<input type="checkbox"/> Choose an item <input type="checkbox"/> No applicable major prerequisite exists
Is the course an "International or Diversity Focus" course?	<input type="checkbox"/> Choose an item
Is the course a General Education course?	<input type="checkbox"/> Choose an item
Is the course a Writing Intensive course?	<input type="checkbox"/> Choose an item
Is the course experimental?	<input type="checkbox"/> Choose an item
Is repeatable course or, by other means than this form, has additional course, for example, 101.2, or, is repeatable course to be repeated 2 times and a course for each enactment of a course. Indicate course title, section, and term/program.	<input type="checkbox"/> Repeatable course <input type="checkbox"/> If repeatable, list maximum number of credits
Do you expect to offer this course three times or less frequently?	<input type="checkbox"/> Choose an item

Project of Course Proposal	
100 The new course proposal impact other courses, programs, departments, or budgets?	<input type="checkbox"/> Choose an item
101 The course is dependent upon or impacts other courses, programs, or budgets?	<input type="checkbox"/> 101 dependent
Have you discussed the proposal with members of the department, program, or institution regarding the impact? Have any agreements in place? Provide detail if possible below.	
<input type="checkbox"/> Provide detail if possible below	

Section II, Justification for proposal

Provide justification below for the proposed curriculum action.
<input type="checkbox"/> Type in justification

Final Curriculum Committee Meeting Date	
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All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.

Approve Do not approve
