10 Most Common Curriculog Errors

1. **Summary of Request form is missing action items or the form does not match the course forms**
   a. The Summary of Request form is a required form for all curriculum packages, and it should include a complete and clear summary of all actions taking place in the package. Additionally, it will include links to all proposal forms that let reviewers know which forms are included in a package. Originators often leave actions out of their summary of request, don't include links to all their forms, or include links to old or incorrect forms.

2. **Users make edits before launching**
   a. To correctly edit a course or program, users must first <u>import</u> information from the catalog, and then immediately <u>launch</u> their proposal. If users begin editing information in their form before launching, their revisions will not be captured in the form. You can tell if a user made this mistake because there will be no mark-up in the form.

3. **Users not importing information from the catalog**
   a. As mentioned above to revise a course or a program, you must import from the catalog. If users do not import and instead type information directly into the form or copy/paste from elsewhere, their revisions to the catalog copy will not be captured. You can tell if a user made this mistake because there will be no mark-up in the form.

4. **Users don't utilize resources or follow step-by-step instructions**
   a. Every Curriculog form includes help-text and links to resources and instructions. When users do not consult these resources as they are filling out their forms, errors are usually made.

5. **Users don't search for all applicable impacts not detected by the Curriculog-generated report**
   a. When revising courses and programs, it is important to ensure the impact your revisions could have on other departments across ECU. Some examples of impacts include revising prerequisite and corequisites, duplication of courses, or course content overlap, etc. You can tell all applicable impacts were not detected when prerequisites/corequisites courses that are offered in other departments were deleted or added, but no courses were listed in the impact area and no notifications were sent. Another example would be if courses used by another program were deleted or added from a program, but no courses were listed in the impact section and no notifications were sent.

6. **Users don't always send impact notifications or attach evidence that they sent notifications**
   a. As mentioned above, it is vitally important to consider the impacts your revisions could have on other departments and programs. When impacts are noticed, users are required to notify the affected department. You can tell impact notifications were not sent when there are impacts listed in the copied impact report or in the impact fields, but no files are attached that contain the notifications.

7. **Justifications are inadequate and/or unclear**
   a. The justification section of Curriculog forms is a required component that explains to reviewers and approvers why the change users are requesting is important. You can tell justifications are inadequate when they are really short and do not explain how the user came to the decision that these changes are necessary or will improve their programs or courses.

8. **Course objectives lack measurable verbs**
   a. It is important that every course objective has a measurable verb to ensure that faculty can clearly demonstrate whether a student has met the stated objective. For example, **acquire an understanding** is not measurable and could be clarified with an alternative verb choice that identifies what the student is able to do that demonstrates that understanding has been acquired. Bloom's Taxonomy is a good resource for measurable verbs.

9. **Omitted or incomplete CIP Code**
   a. A Classification of Instruction Programs (CIP) code is a 6 digit number used to classify educational programs for data gathering and reporting purposes. You can tell the code is missing or incomplete if the field is empty or the number does not have 6 digits.

10. **Spelling and punctuation errors**
   a. Ensuring spelling, punctuation, and grammar are correct in Curriculog forms is vitally important as the majority of information in course forms will be included in either the ECU catalog or course syllabi.