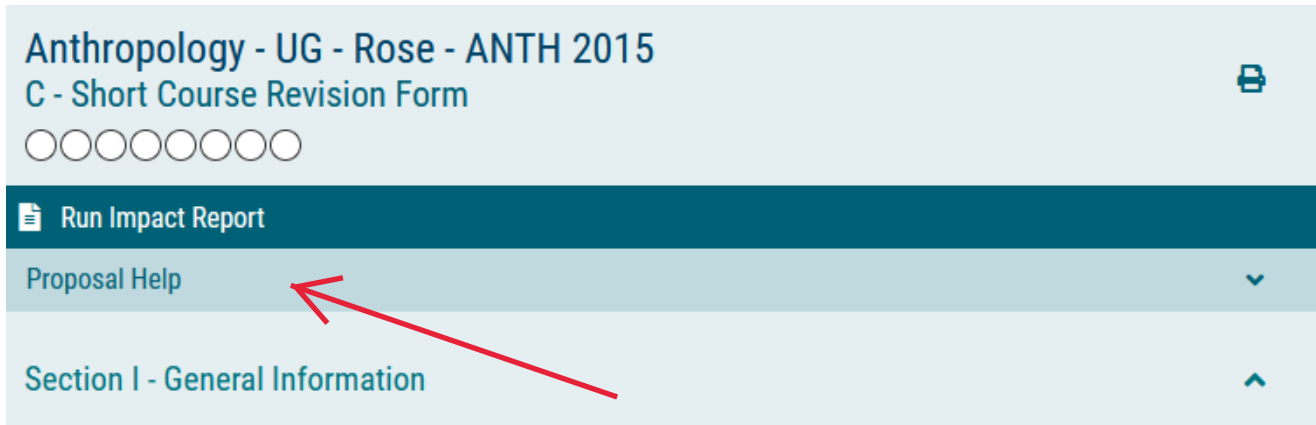


## DETERMINING COURSE REVISION IMPACTS

Course revisions can impact other courses, programs, or departments. The first step in determining the impacts of your proposed change is to run the automatically generated report from Curriculog for your course revision.

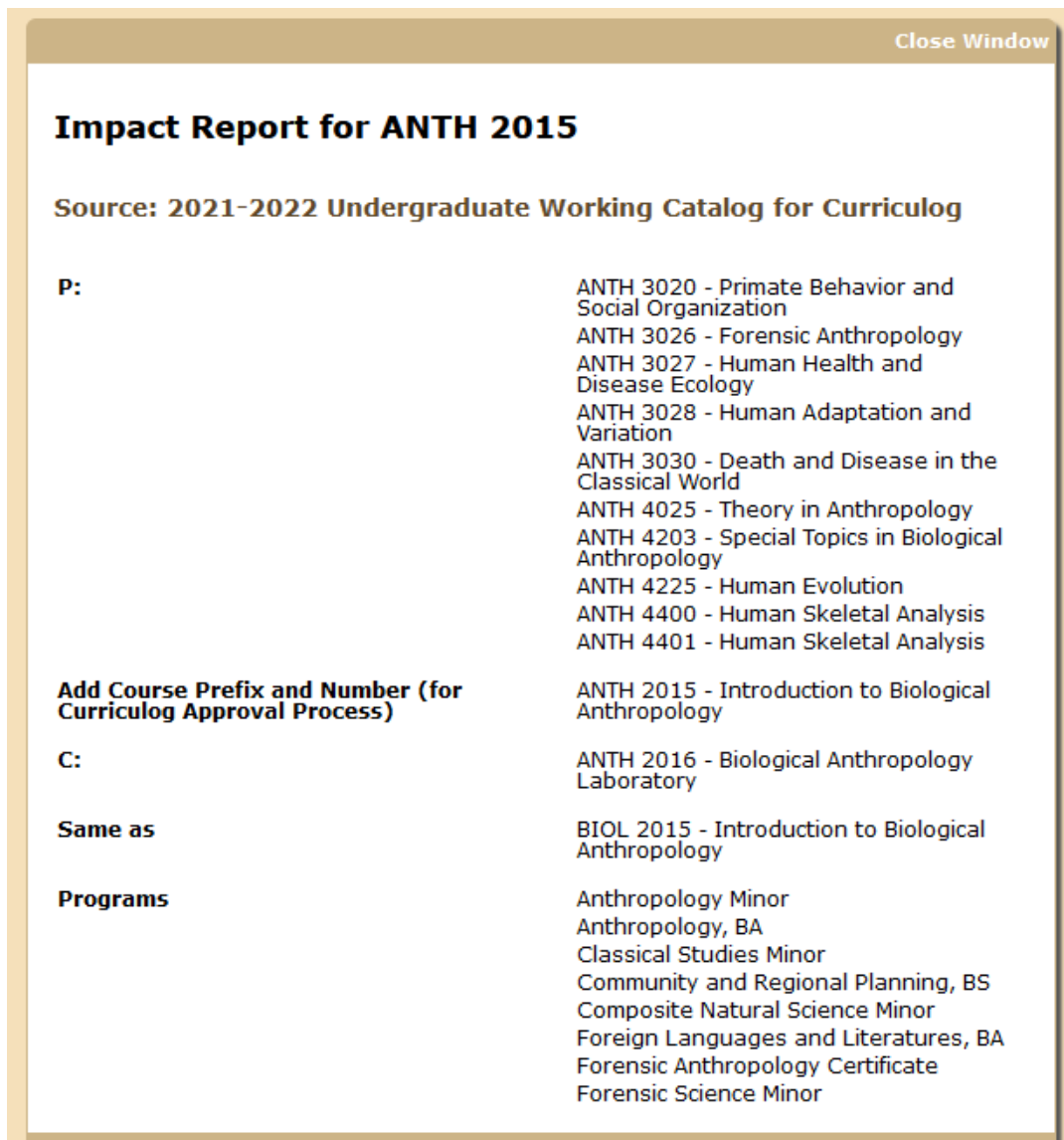
### Running the Curriculog Impact Report:

Scroll to the top of your proposal and locate the **Run Impact Report** button , then click on it.



The screenshot shows a web interface for 'Anthropology - UG - Rose - ANTH 2015 C - Short Course Revision Form'. At the top right is a printer icon. Below the title is a progress indicator with eight empty circles. A dark teal bar contains the 'Run Impact Report' button with a document icon. Below this bar are two menu items: 'Proposal Help' with a dropdown arrow and 'Section I - General Information' with an up arrow. A red arrow points from the 'Run Impact Report' button area down to the 'Proposal Help' link.

In a pop-up window, you will see a list of catalogs. Select the one that is the correct level and has “Working Catalog” as part of its name and click on **Generate Report**. The report will show anywhere the course you are revising appears in the catalog as a prerequisite, corequisite, or in a program.



The screenshot shows a pop-up window titled 'Impact Report for ANTH 2015' with a 'Close Window' button in the top right corner. The source is listed as '2021-2022 Undergraduate Working Catalog for Curriculog'. The report is organized into sections: 'P:' (Prerequisites), 'Add Course Prefix and Number (for Curriculog Approval Process)', 'C:' (Corequisites), 'Same as', and 'Programs'. Each section lists relevant courses and programs.

Section	Course/Program
P:	ANTH 3020 - Primate Behavior and Social Organization
	ANTH 3026 - Forensic Anthropology
	ANTH 3027 - Human Health and Disease Ecology
	ANTH 3028 - Human Adaptation and Variation
	ANTH 3030 - Death and Disease in the Classical World
	ANTH 4025 - Theory in Anthropology
	ANTH 4203 - Special Topics in Biological Anthropology
	ANTH 4225 - Human Evolution
	ANTH 4400 - Human Skeletal Analysis
	ANTH 4401 - Human Skeletal Analysis
	Add Course Prefix and Number (for Curriculog Approval Process)
C:	ANTH 2016 - Biological Anthropology Laboratory
Same as	BIOL 2015 - Introduction to Biological Anthropology
Programs	Anthropology Minor
	Anthropology, BA
	Classical Studies Minor
	Community and Regional Planning, BS
	Composite Natural Science Minor
	Foreign Languages and Literatures, BA
	Forensic Anthropology Certificate
	Forensic Science Minor

If the courses/programs that show up in that report are outside of your department, then you must contact the departments that own those courses/programs to let them know about your proposed revisions. For example, say that you are adding a note to restrict your course to majors only, but your course is a required course in another program. A solution will need to be reached and documented, because if your change is approved, the students in that other program will not be able to complete the curriculum.

Once the results of the automatically generated report have been considered, it is time to consider other ways that the course revision could impact other units:

1. Are you changing the course description? If you are changing some of the words to describe the content, then you need to conduct some keyword searches in the catalog to make sure your content does not significantly overlap with another course that is already available and being taught by another department.
2. Are you adding or deleting prerequisites/corequisites that are courses in another department? That may affect the enrollments for those courses, so the home department should be notified.
3. Are you changing the number of hours for your course? Other programs that use the course will need to be notified, because it may affect the hours for their degree or one of the concentrations within a degree.
4. Are you changing when the courses are offered (for undergraduate courses only)? That may affect the ability of other programs to use your course in their degree plans.
5. Does the course have any special designations? If so, you will need to contact the appropriate committee to let them know about the changes (committee links below).

[Diversity](#)

[General Education and Instructional Effectiveness Committee](#)

[Writing Across the Curriculum \(WAC\)](#)

[Service-Learning Committee](#)

Some impacts to other units may be so significant that the other unit will need to revise their own programs to maintain an accurate and complete curriculum. In those cases, it is best if your package and the other unit's revisions are considered at the same meeting of the Undergraduate Curriculum Committee or the Graduate Curriculum Committee. This may require coordination between your unit and the outside unit to guarantee the changes are approved at the same time. Failure to have those changes brought at the same time may delay the approval of your package.

#### Recommended Notification Procedures:

- Notify the chair and/or the undergraduate or graduate program director/coordinator of the impacted unit by email. It may help to provide links to your memorandum of request in the email, along with an explanation of the perceived impact your change will make upon their unit.
- Provide a deadline for response. A two-week deadline is ideal, but a one-week deadline is probably sufficient. If the deadline passes without response, attach a copy of the email you sent to your proposal and approve when you are ready. If you receive responses, attach those to the proposal. If the responses fall after the deadline, please send them to [curriculog@ecu.edu](mailto:curriculog@ecu.edu), and they will be added to your proposal at the next available Curriculum Support approval step.

If you need further help with this process, please send an email to the [curriculog@ecu.edu](mailto:curriculog@ecu.edu) address.