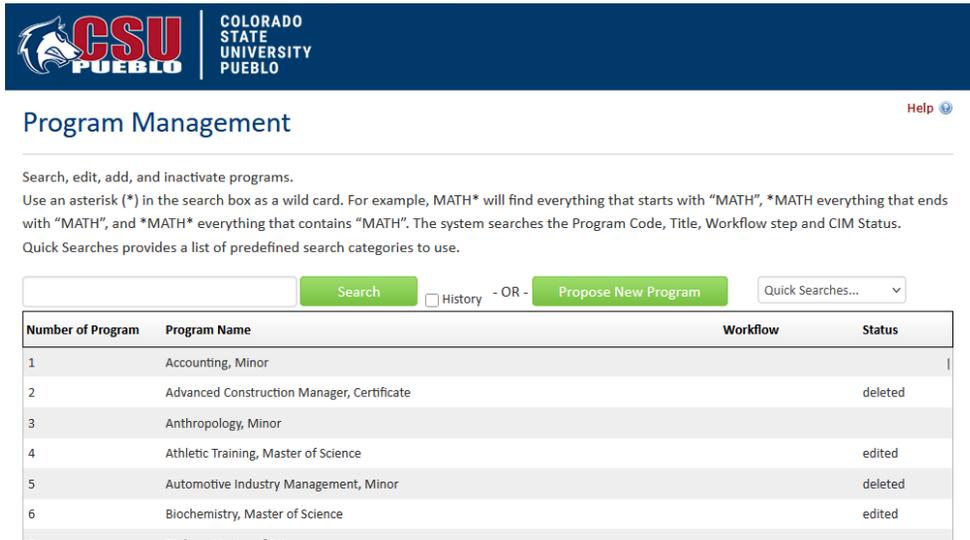


How To Submit a Program Change

1. Go to Program Management: <https://nextcatalog.csupueblo.edu/programadmin/>



CSU PUEBLO | COLORADO STATE UNIVERSITY PUEBLO

Program Management

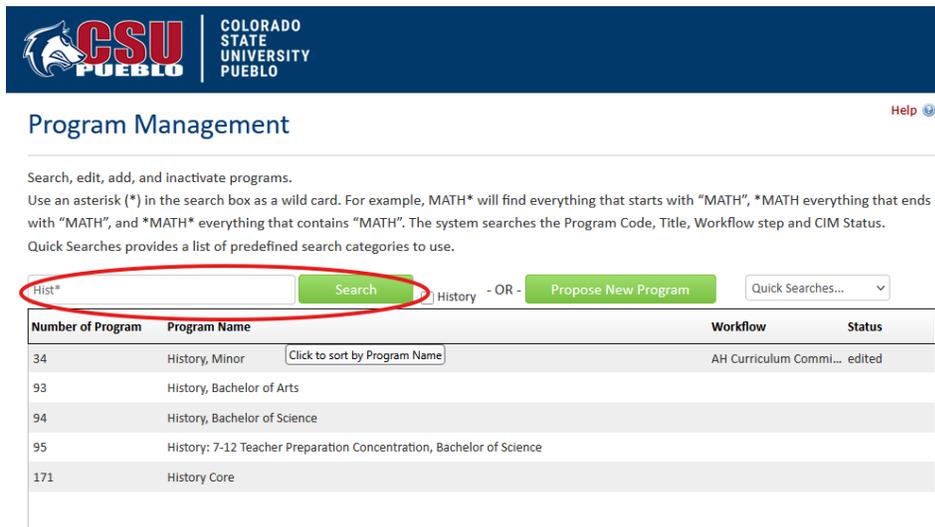
Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

Search History - OR - Propose New Program Quick Searches...

Number of Program	Program Name	Workflow	Status
1	Accounting, Minor		
2	Advanced Construction Manager, Certificate		deleted
3	Anthropology, Minor		
4	Athletic Training, Master of Science		edited
5	Automotive Industry Management, Minor		deleted
6	Biochemistry, Master of Science		edited

2. Use the Search bar to locate the program. Use an asterisk* to broaden your search criteria.



CSU PUEBLO | COLORADO STATE UNIVERSITY PUEBLO

Program Management

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

Hist* Search History - OR - Propose New Program Quick Searches...

Number of Program	Program Name	Workflow	Status
34	History, Minor	Click to sort by Program Name	AH Curriculum Commi... edited
93	History, Bachelor of Arts		
94	History, Bachelor of Science		
95	History: 7-12 Teacher Preparation Concentration, Bachelor of Science		
171	History Core		

3. Select the program from the search results & select Edit Program to open the editor form.

CSU PUEBLO | COLORADO STATE UNIVERSITY PUEBLO

Program Management Help

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

Hist* History - OR -

Number of Program	Program Name	Workflow	Status
34	History, Minor	AH Curriculum Commi...	edited
93	History, Bachelor of Arts		
94	History, Bachelor of Science		
95	History: 7-12 Teacher Preparation Concentration, Bachelor of Science		
171	History Core		

[Preview Workflow](#)

Viewing: **95 : History: 7-12 Teacher Preparation Concentration, Bachelor of Science**

Last approved: 04/16/25 1:16 pm
Last edit: 04/16/25 1:16 pm

Catalog Pages Using this Program

History

- Sep 7, 2020 by tiaramarie.banham
- Mar 31, 2021 by Ainsley Holloman (ainsley.holloman)
- May 16, 2021 by

4. Complete the Proposal Information section. The **Effective Catalog Year** determines which catalog will display the new information. For program changes, the **Program Type** should not be changed. The **Proposal Justification** is an explanation of the changes entered.

Proposal Information

Effective Catalog Year

Program Type

Proposal Justification

Explain the reason and provide justification for the proposed addition or change.

5. College, Department, Degree Type, Major Name, Concentration, and Program Name changes require a **New Program Proposal** because they require an entire rebuild of the

program in CourseLeaf and in Banner.

Program Information

College: CHASS - College of Humanities, Art, and Social Sc

Department: History Political Science Geography & Philosophy

Degree Type: Bachelor of Art

Major Name: History

Concentration: 7-12 Teacher Preparation Concentration

Program Name: History: 7-12 Teacher Preparation Concentration, Bachelor of Science

This field cannot be changed. Please hiatus this program and create the changes in a new proposal. Students in this program will still be able to complete the program through graduation, or they will need a catalog change to join the new program.

Does this program have a shared core? Yes No

Minimum Credits required to complete program: 124

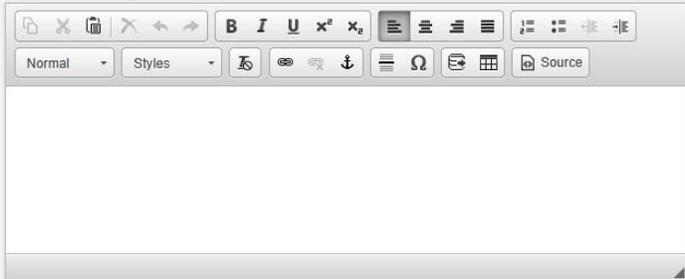
Maximum credits required to complete program: 124

Will this program be available online? Yes No

- Cores refer to the core courses required for a major across all concentrations. For more information about cores, please see How To – Shared Cores.
 - Minimum and maximum credits display the number of credits required to complete the program.
 - Will this program be available online? Allows us to appropriately organize and indicate program offerings in the catalog.
6. **Admission Requirements (Specific to Program Only)** are not required for all programs. This section provides the opportunity to detail specific requirements that differ from the university for entry into the program. To enter information, simply click in the box and type. Use the toolbar to edit the format of the information.

Program Requirements/Components

Admission Requirements (Specific to Program Only)



7. **Student Learning Outcomes** and **Outcomes Assessment Activities** are required fields that detail what students and accreditors can expect upon completion of the program and the methods of assessing the outcomes. For help entering these fields, please see

How To Enter Student Learning Outcomes and Outcomes Assessment Activities.

The screenshot shows two sections: 'Student Learning Outcomes' and 'Outcomes Assessment Activities'. The 'Student Learning Outcomes' section contains five entries, each with a text box and a set of three icons (a red 'X', a green up arrow, and a green down arrow). The 'Outcomes Assessment Activities' section contains one entry with a text box and the same set of three icons.

Student Learning Outcomes	Outcomes Assessment Activities
1 Demonstrate literacy—analytical reading and effective writing skills—in general, and for historical content.	1 Portfolio reviews serve as the core, formal assessment tool for the history program. Student portfolios contain papers written for HIST 493 Seminar (3 c.h.). Portfolio papers are reviewed on
2 Demonstrate understanding of the history of historical writing, and demonstrate the ability to apply the principles and theories that support historical writing.	
3 Demonstrate knowledge of specific times and locations studied, and knowledge of the complexities of the past and the diversity of human cultures in those times and places.	
4 Apply the concepts of historical thinking, for example, in evaluating change over time.	
5 Demonstrate skills in historical research, including historical analysis and interpretation.	

- Curriculum** must have a Program Overview which provides a quick view of the program requirements and provides the total credits required. In this section, departments can detail all that the program entails. Include specific details and exceptions to courses in this section. Cores are imported into this section. Detail the concentration requirements and elective options. See *Style Guide* for formatting guidelines.
- Graduation Requirements (Specific to Program Only)** is similar to the Admissions section. It is an optional field.
- The Planning Sheet** is a required field. This section must begin with the *Planning Sheet Disclaimer* followed by the **Plan of Study Grid** found in the toolbar. First, click the **table** button in the toolbar.

The screenshot shows the 'Planning Sheet' toolbar. The table icon, which is a grid of four squares, is circled in red. Below the toolbar, the text 'Planning Sheet' is displayed, followed by a disclaimer: 'Disclaimer: The Planning Sheet is designed as a guide for students planning their course selections. The information on this page provides only a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately portraying the information contained in the college catalog, this form is not

Next, click the drop down list and select **Plan of Study Grid** and click OK.

The screenshot shows the 'Insert Formatted Table' dialog box. The 'Select Type:' dropdown menu is open, and 'Plan of Study Grid' is selected and highlighted in yellow. Other options in the list include 'Course List', 'Course List (Per Attribute)', 'Other Content', 'Borrowed Content', 'Footnotes', 'Course Descriptions (Per Subject)', 'Course Descriptions (Per Course)', 'Pre-Defined Table', 'Program Table', 'On This Page Navigation', 'Faculty List', and 'Sitemap'. The background shows the 'Planning Sheet' interface with the 'Plan of Study Grid' text visible.

Then, select the **Year** and the **Term**.

The screenshot shows the 'Plan of Study Grid' window. At the top left, there are two dropdown menus: 'College of Humanities, Arts, and Social Sciences (CHASS)' and 'Select Subject...'. To the right of these are two more dropdown menus: 'Year: Select Year...' and 'Term: Select Term...'. These two dropdown menus are circled in red. Below the 'Select Subject...' menu is a large empty rectangular area. To the right of this area are two arrows: '>>' and '<<'. Below the arrows are several input fields: 'Comment:', 'Sequence:', 'Cross Reference:', 'Or Class:', 'Hours:', and 'Footnote:'. There is also a checkbox labeled 'Indent'. At the bottom left, there is a 'Quick Add:' field and an 'Add Course' button. Below that is an 'Add Comment Entry' button. At the bottom right, there are 'Move Up' and 'Move Down' buttons. At the very bottom right, there are 'OK' and 'Cancel' buttons.

Use the drop-down menus on the left-hand side to find courses to add to the Planning Sheet or enter the Subject and Course number in the Quick Add bar.

The screenshot shows the 'Plan of Study Grid' window with more content. The 'College of Humanities, Arts, and Social Sciences (CHASS)' dropdown is selected. Below it, the 'Criminology (CRIM)' dropdown is selected, and a list of courses is displayed: CRIM 101 Introduction to Criminology, CRIM 203 The Criminal Justice System, CRIM 205 Research Methods, CRIM 212 The Forensics of Bones, CRIM 252 Understanding Lived Experiences, CRIM 261 Introduction to Cannabis Studies & Science, CRIM 275 Law & Procedure for Peace Officers, CRIM 291 Special Topics, CRIM 303 Deviance, CRIM 304 Race and Crime, CRIM 305 Women & Crime, CRIM 306 Delinquency and Juvenile Justice, CRIM 310 Criminological Theory, CRIM 321 Cross-Cultural Perspective on Crime, CRIM 335 Advanced Research Methods, and CRIM 336 Crime Mapping with GIS in Criminal Justice. The 'Year' dropdown is now set to 'Year 1' and the 'Term' dropdown is set to 'Fall'. The 'Quick Add:' field now contains 'MATH 120'. The 'Add Course' button is highlighted in yellow. The rest of the interface, including the 'Comment:' field, 'Move Up/Down' buttons, and 'OK/Cancel' buttons, remains the same as in the previous screenshot.

Use the arrows to add/remove courses from the specific Year/Term and click Add Course when using the Quick Add bar.

For more details about the Planning Sheet please see the *How To Enter a Planning Sheet*.

11. After completing each required field and including any required documents in your proposal, click **Start Workflow**. To save changes without submitting to the workflow, click **Save Changes**.