Terminology/Icon Guide

ICON	WHY IS IT USED?	WHERE IS IT LOCATED?
	View Summary - this will bring up a summary of the proposal and the workflow.	**Proposal listing. Viewable when you hover over a proposal.**
	View Proposal - this will open up the proposal but editing is not possible.	**Proposal listing. Viewable when you hover over a proposal.**
	Edit Proposal - this will open up your proposal for editing.	**Proposal listing. Viewable when you hover over a proposal.**
	Delete - this will delete an unlaunched proposal.	**Proposal listing. Viewable when you hover over a proposal.**
	Email - this will let you send a message about the proposal (with link) to specified users.	**Proposal listing. Viewable when you hover over a proposal.**
	Watch Proposal - this will add the proposal to your Watch List.	**Proposal listing. Viewable when you hover over a proposal.**
	Workflow Status - a mark inside the circle indicates that level has made a decision (green check mark is approved, red "X" is rejected).	**Proposal listing and when the proposal is opened, it is on the upper right side.**
	New Proposal - this will open a list of proposal form options (aka approval processes).	**" New Proposal" - above proposal listing.**
	Preview Proposal Form - before starting a proposal, you can use this to look at the form.	**In the list of proposal form options. Viewable when**

			hovering over each proposal form.
✓		Start Proposal - this will start a proposal.	In the list of proposal form options. Viewable when hovering over each proposal form.
ⓘ		Show Help Text - turns on additional tips and information above the form fields.	Top middle of proposal form.
⊕		Add Item - lets you select from a menu.	" ⊕ Add Item" - on several fields throughout proposal form.
⊛		Expand - displays all the choices within a hierarchy item	Custom route participant menu.
🖨		Print Proposal - this will print out the proposal.	Top middle of proposal form.
↔		Toggle - this will toggle between a split screen form and a full width form.	Top middle of proposal form.
↳		Import - this will import course/program information from the current catalog into the proposal.	Upper left side of proposal form.
▤		Impact Report - this will run an impact report that you can copy and paste into the impact report field question.	Upper left side of proposal form.
▶		Launch - this will launch the workflow and start track changes. You (the originator) are the first step in the workflow and need to 'approve' the proposal before it can advance.	Upper left side of proposal form.
💬		Discussion - area where you can see the comments on a proposal and display user tracking ("Show current with markup").	First icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.

≡	**Workflow** - area that lists the approval steps in the workflow and provides a history of the approval process.	**Second icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.**
◆	**Signatures**	**Third icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.**
📄+	**File Attachments** - this area is where you can view and upload file attachments (syllabus, academic plan of study, etc.).	**Middle icon on upper right side of proposal. If form is toggled to full-width you will not see this icon.**
✔	**Decisions** - this area is where you lodge your decision (approve, reject, or custom route).	**Fifth icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.**
➡	**Custom Route** - this area displays pending custom routes (go to Decisions area to custom route a proposal)	**Sixth icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.**
⤬	**Crosslisted Proposals** - this area lets you add or view cross-listed proposals (not cross-listings, but crosslisted proposals)	**Far right icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.**
📄 📄✱	**Parent & Crosslisted Proposals** - these icons let you toggle back and forth between the parent proposal and the cross-listed proposal(s).	**Crosslisted Proposals area.**
➕	**New Agenda** - lets you create a new agenda.	" ➕ New Agenda" is above agenda listing in "Agendas" tab.
▶ ■	**Publish & Unpublish Agenda** - lets you publish and unpublish an agenda.	**Upper left side of agenda.**

Glossary of Curriculum Terms

Program Map - Program maps are used as a guide for a student's progression of classes through a specified program in college. The map will take a student from core classes all the way through their major courses within four years.

Assessment Plan - Every unit is expected to develop and maintain an assessment plan. At a minimum, an approved assessment plan includes:

- Clearly stated student learning outcomes or performance outcomes and their relation to the UWG strategic plan.
- A description of the intended measurements to be used in the assessment of each outcome providing specific information as to the who, what, when, and how each outcome will be assessed.

BOR One-Step Proposal - The one-step new academic program proposal combines elements of the previous two-stage process into "one-step" for a more accelerated review of final, new program proposals submitted by university system institutions. The one-step proposal requires institutions to provide prioritized academic programs that demonstrate a clear need (and separately demand) for the areas served by the college or university. Programs may be directly tied to state economic development efforts, other initiatives, and may follow disciplinary changes and norms. The one-step new academic program proposal requires that institutions provide evidence that the proposed degree and/or major meets various needs and does not warrant unnecessary program duplication.

Embedded Certificates - Embedded certificates are granted only to students who, in addition to the certificate program requirements, have satisfied requirements for an academic degree.

Stand-Alone Certificates - Stand-alone certificates may be completed independent of students being enrolled as a Master's or Doctoral student. These certificates represent a cohesive program of study of a smaller size than a degree program and provide more flexibility to professionals for pursuing graduate education. When completed, these certificates appear on the student's academic record (transcript), and the student receives a certificate of completion. UWG currently offers stand-alone certificates at the post-baccalaureate (CERG) and post-master's (CERM) levels. Post-baccalaureate certificates are certificates beyond the bachelor's degree that do not meet the requirements for a master's degree; the curriculum is offered at the master's level.

Post-master's certificates are certificates beyond the master's degree that do not meet the requirements for a doctoral degree; the curriculum is offered at the doctoral level. Stand-Alone certificates are listed by the USG as Degrees and Majors Authorized and are required to undergo annual academic program assessment.

Prerequisite - course(s) and/or other requirement(s) that must be completed before taking another course.

- For example, you must complete ENGL 1101: Composition I prior to taking ENGL 1102: Composition II.

Corequisite - course(s) and/or other requirement(s) that must be taken at the same time as other courses and/or requirements.

- For example, ECED 4251 and READ 4251 must always be taken in the same semester as ECED 4251L. ECED 4251L is a corequisite for ECED 4251 and READ 4251

Concurrent Prerequisites - course(s) and/or other requirement(s) that must be completed before, or taken at the same time as, another course.

- For example, MATH 1111 is a prerequisite for CHEM 1151K. The department decided that students have the option to enroll in MATH 1111 at the same time as CHEM 1151K to satisfy this prerequisite requirement.

Entirely Online - online course, the content of which is delivered 100% through distance learning technology.

Fully Online - online course, the content of which is delivered 95% through distance learning technology and contain a one-time campus visit requirement.

Cross-listing - occurs when a course is offered by two or more departments. The course syllabus, schedule, etc. are the same, but it is offered under two or more course prefixes.

Termination - the removal of a program from the institutions list of authorized programs. Termination proposals should be submitted when the teach-out plan is complete or in the rare instance, when no students are enrolled in the program due to lack of interest.

Deactivation - the suspension of an academic program to consider continuation or termination of the program. Deactivation proposals should be submitted when admissions to the program are stopped and must include a teach-out plan.