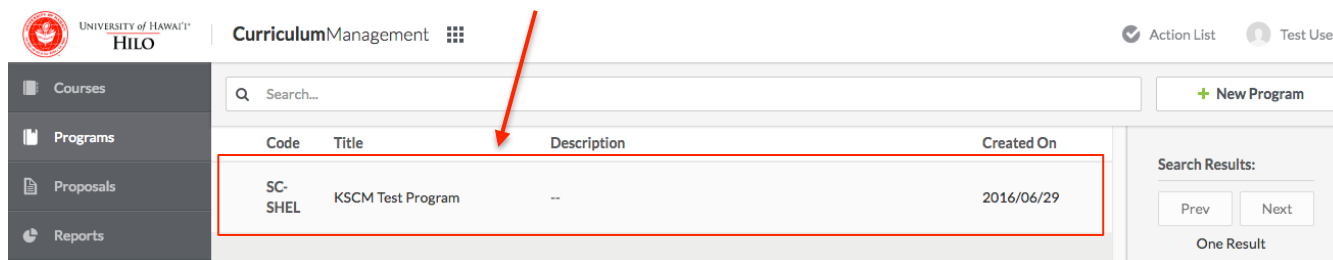


## PROPOSING A PROGRAM MODIFICATION

Kualii CM Login URL:  
<https://hilo.kualii.co/cm>

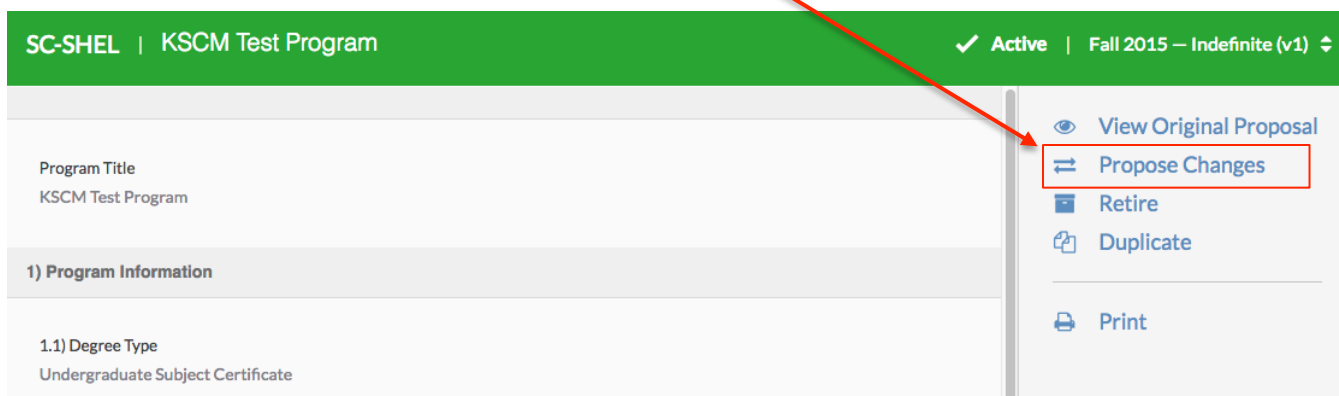
- Upon visiting the above URL, you will be prompted to login with your UH username and password.
- After logging in, navigate to the Courses main screen by clicking on "Apps" → "Curriculum" → "Programs"

Using the search bar at top middle, search for the course that you wish to modify. In this tutorial we will be modifying the program, SC-SHEL KSCM Test Program.



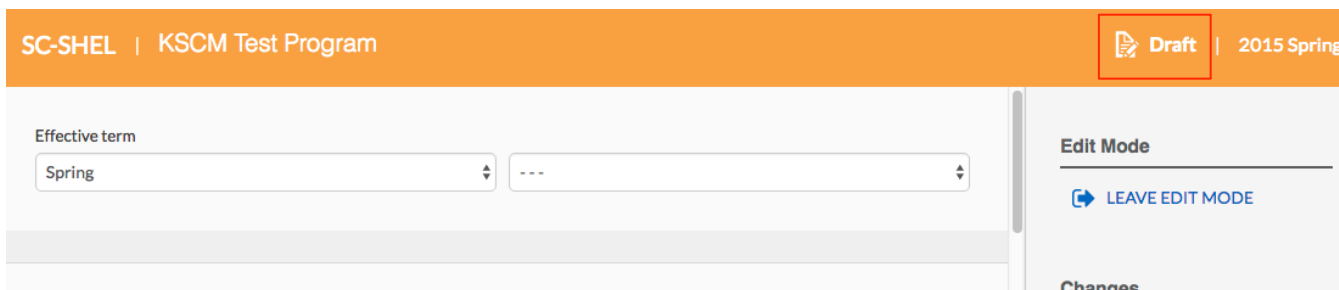
The screenshot shows the 'CurriculumManagement' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search...'. Below the search bar is a table with columns: Code, Title, Description, and Created On. A red box highlights the first row of the table, which contains the following data: Code: SC-SHEL, Title: KSCM Test Program, Description: --, Created On: 2016/06/29. A red arrow points from the search bar to the highlighted row. On the right side of the interface, there is a 'Search Results:' section with 'Prev' and 'Next' buttons and the text 'One Result'.

The course will open with either a Green or Purple Bar at top indicating the most recent version of the course. Green is a current term, and purple is a future term effective date. Click on "Propose Changes"



The screenshot shows the details page for the 'SC-SHEL | KSCM Test Program'. At the top, there is a green bar with the text 'SC-SHEL | KSCM Test Program' on the left and 'Active | Fall 2015 – Indefinite (v1)' on the right. Below the bar, there is a sidebar on the left with the text 'Program Title' and 'KSCM Test Program'. The main content area is titled '1) Program Information' and contains the text '1.1) Degree Type' and 'Undergraduate Subject Certificate'. On the right side, there is a vertical menu with several options: 'View Original Proposal', 'Propose Changes', 'Retire', 'Duplicate', and 'Print'. A red box highlights the 'Propose Changes' option, and a red arrow points from the text above to this option.

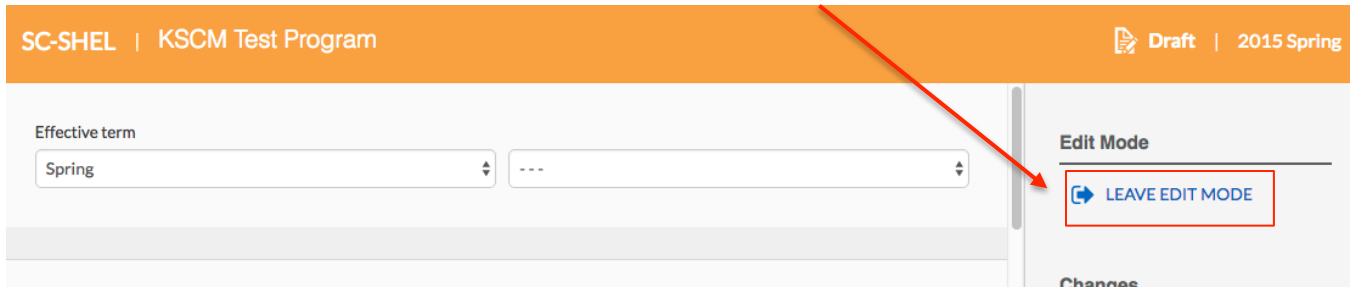
After clicking on Propose Changes, the bar at the top will turn to Orange, indicating you are now in draft mode. Complete all questions on this form. Clarification on certain items can be found below.



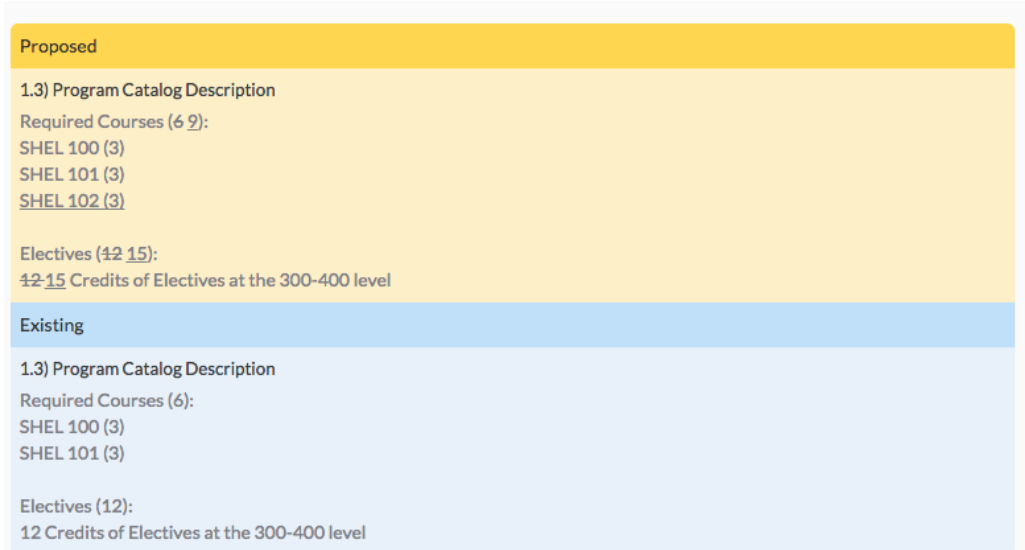
The screenshot shows the details page for the 'SC-SHEL | KSCM Test Program' in draft mode. At the top, there is an orange bar with the text 'SC-SHEL | KSCM Test Program' on the left and 'Draft | 2015 Spring' on the right. Below the bar, there is a sidebar on the left with the text 'Effective term' and 'Spring'. The main content area is titled 'Edit Mode' and contains the text 'LEAVE EDIT MODE'. On the right side, there is a vertical menu with several options: 'View Original Proposal', 'Propose Changes', 'Retire', 'Duplicate', and 'Print'. A red box highlights the 'Draft' text in the top bar, and a red arrow points from the text above to this box.

Complete all fields in the Proposal Details section (Questions P.1-P.8), and complete any fields in the Program Information section where you would like to make changes to.  
If No changes are required to a question, no action is required.

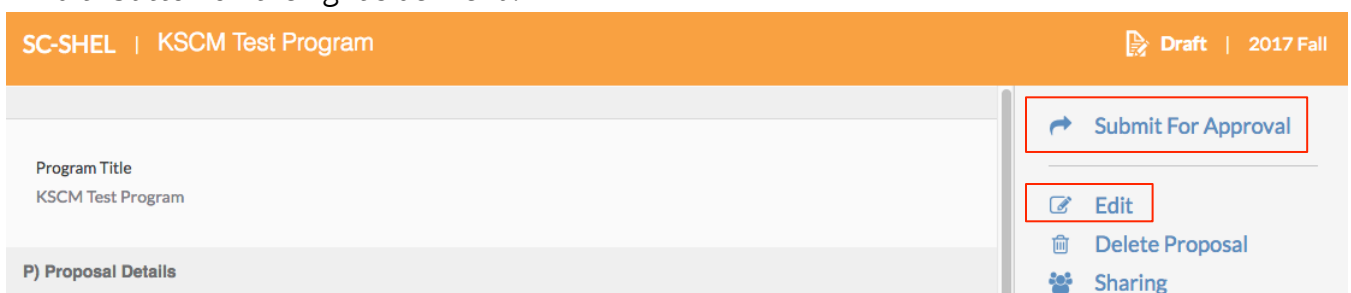
When you have completed all of your input, click on “Leave Edit Mode” on the right side.



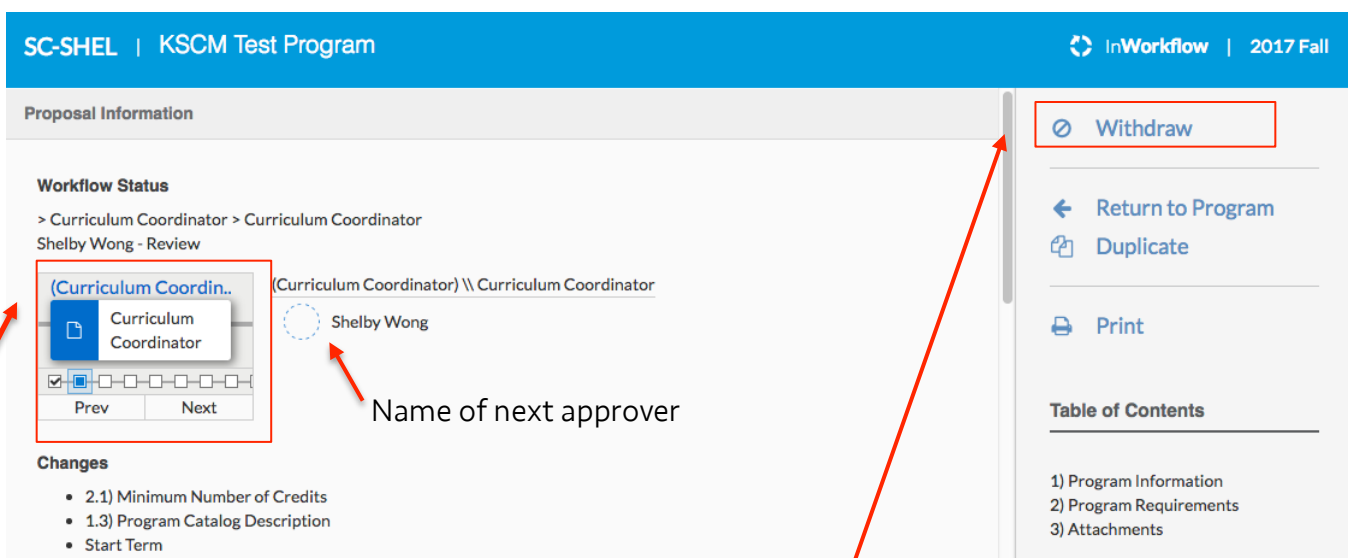
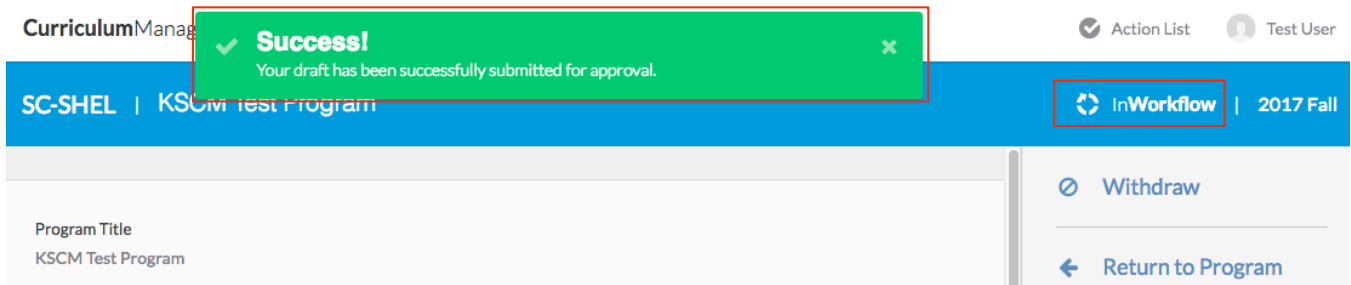
For each field that changes were requested for, you will see summary boxes similar to the below as you scroll down through your proposal. In this test proposal changes were made to 1.3) Program Catalog Description and 2.1) Minimum Number of Credits. The two ways the summary of changes are presented is below:



Once your proposal is ready for submission for approval. Click on “Submit for approval” on the right side menu. If further changes are required, you can return to edit mode by clicking on the “Edit” button on the right side menu.



You will see a green box indicating "Success!" your proposal has been submitted appear in the top middle of the screen. The orange bar will now change to blue, indicating your proposal is in workflow for approvals.



This is a dynamic window that allows you to see who the current approver for the proposer is currently and who else needs to approve it in future. Click on "Prev" and "Next" to see past and future approvers.

If you need to pull your proposal from the approval process at any time, you can do so by using the "Withdraw from Workflow" button, please note that the approvers will not be notified if this action is taken and the proposal will need to be resubmitted before any approvals can take place.

Your proposal has been submitted!

Questions: Shelby Wong [shelbyw@hawaii.edu](mailto:shelbyw@hawaii.edu) Ph: 932-7927

## Frequently Asked Questions Program Modifications

Q: What is the difference between the Proposal Details Section and the Program Information section?

A: Proposal Details: Specific to this one request.

Program Information: Will stay attached to this program permanently or until changes are requested to the information via a modification.

Q: How do I note my changes in the Program Catalog Description section?

A: The changes should be made directly into the box. KSCM will summarize the changes made when the proposal is complete, we ask that you note any changes with the following formatting:

Underline: New Information

~~Strikethrough~~: Information to be removed

Q: What attached "Proposal Supporting Documents" do I need?

A: If the Program Includes courses from other departments in which it is housed:

Mandatory: PDF stating approval to include the other departments' courses from the other Department Chair(s)

Optional: Syllabi of other department courses

Q: What "Attachments" do I need?

A: There are no required attachments but you may upload any relevant documents to the program that you would like to be saved with the program in perpetuity.

Q: Can a Program Modification be used to modify all aspects of the program?

A: The majority of program edits can be final approved by the Curriculum Review Process.

However there are a few types of modifications which require further action beyond this process.

Examples of these include but not limited to:

- Changing degree type EG: BA to BS – Requires BOR Approval
- Changing program name- Requires consultation with UH System and Chancellors approval.

If you have questions on if your modification will require further approval, please contact Shelby: [shelbyw@hawaii.edu](mailto:shelbyw@hawaii.edu).