

## **Navigator and Curriculum Proposal Reminders/Updates October 2014**

### **NEW- Unsupported Browser Message**

- ✓ Please disregard the unsupported browser message you receive when you log into Navigator. Navigator support indicates a glitch in the software which happened during the August 2014 upgrade. Continue to use your current version of Firefox or Safari.

### **NEW-Multiple courses on separate forms**

- ✓ Do not put multiple course revisions or new courses on one curriculum request proposal form. Each course revision or new course needs to be on a separate form with a separate request number because otherwise, if there is a problem with any one of the courses at any level of approval, they all have to be delayed. Even if it is the same exact change for three different courses, they each need to have their own form and request number.
- ✓ This is also important because if something changes with a particular course and you do not want to submit it, there is not a way to delete one course off of a bundled curriculum request which contains more than one course.

### **NEW-Star ID and Password**

- ✓ Your Star ID and Password will be required to login to Navigator as of 10/13/2014.

### **NEW-Navigator is locking up**

- ✓ Support is aware of this issue and is working towards a solution. When proposing a new course or program and choosing levels on the institution unit area, Navigator is locking up. The work around for now is to continue to enter information and save, even though the screen is grayed out.

### **NEW-Proposal Timelines and MnSCU approval**

- ✓ Please be aware that new programs or program revisions can only be effective in the fall term (once per year). Courses can be approved for fall, spring, or summer, but must go through the approval process (Faculty Senate and Meet and Confer) in time to be added to the schedule for that particular term.
- ✓ Please remember after a program/certificate is approved it still must go to MnSCU for approval as well. Your dean will initiate this process in Program Navigator and will notify the Records Office upon approval.

### **NEW-Effective Terms**

- ✓ Please make sure when doing a course or program revision you are choosing the most CURRENT version of the course/program.
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## Frequently asked Questions/Issues in Navigator (2013)

### What is the difference between “SAVE” and “SUBMIT?”

- ✓ SAVE means you saved it to your working folder. You must go to your working folder, create request, and also submit for the proposal to move into workflow.

### What does “In Change Request” mean when I am searching for a proposal?

- ✓ In Change Request means the proposal is currently in one of the workflow stages. It has not received Official Approval from the President yet.

### What if I want to have my administrative assistant or program coordinator submit a proposal for a program or program revision?

- ✓ The department chair will need to appoint this person as a designee. To do this, the chair will need to email a request to [Sarah.Jegela@mnstate.edu](mailto:Sarah.Jegela@mnstate.edu).

***Remember...all faculty have the ability to initiate a new course proposal or course revision. Department Chairs and Deans are the only people that can initiate a new program or program revision unless they appoint a designee to do it for them.***

### Do I have the ability to go out and view proposals, even if the department did not request my consultation?

- ✓ YES! You have the ability to login to Navigator and search for any proposal that is in workflow. You will need to use the searching function in Navigator. To search for a course or program, make sure to search for proposals either “in workflow” or “in change request”. Remember, your comments are not anonymous. Your username is attached to all comments you make.

### Does Navigator “Time Out?”

- ✓ YES! Navigator will time out after an hour or two, so if you need to step away from your computer make sure to SAVE your proposal to your working folder and you can go back to it later.

### What if someone comments on a proposal and as the initiator I want to make a change to the proposal based on the comment(s)?

- ✓ The proposal will need to be relegated back to the initiator in order for the initiator to make any edits on the proposal. It would be the responsibility of the initiator to email the approver for the stage the proposal is currently located at. For example, if the department chair makes comments, they can relegate it back to the initiator to make changes, and then the initiator will send it back to the department chair. If the proposal goes all the way to faculty senate, the faculty senate president or designee would relegate it back to initiator to make changes, and

then move it back to the faculty senate workflow stage. If you have a proposal relegated back to you to make changes, it DOES NOT NEED to go through all stages of workflow again!!!

**How do I add documents/emails to a proposal?**

- ✓ On the curriculum request details screen, you will go to the “Minutes/External Review” tab to upload documents.

**If I am an approver for a workflow stage, do I have to make comments? Or can I just approve and move the proposal on?**

- ✓ As an approver, you are required to make a comment before you can take any action on a proposal. The comment area is required.

**What if I have a question or need help?**

- ✓ Please send an email to [Sarah.Jegela@mnstate.edu](mailto:Sarah.Jegela@mnstate.edu) for any help with the Navigator system. We will respond to your emails as quickly as possible. You can also go to the Academic Affairs page on the web for resources on training and other Navigator help.