NSS Help Document

Ways of Accessing KissFlow

- Logon with the link on the far top right at https://KissFlow.com
- You can also get there through the KissFlow icon (see image of it above) at the bottom of the College Senate Curriculum Committee web page: http://collegesenate.buffalostate.edu/submitting-proposals
- There are KissFlow apps for both Android and iPhone.

Your Departmental Accounts

Each department has TWO accounts to be used with KissFlow:
1. A new departmental e-mail address from which to submit curricular items. This account will also receive notifications about progress. This departmental e-mail account can be used by anyone who is given the password, so please be careful with your departmental password. Accompanying this document is a spreadsheet with the names of all NSS departmental accounts. They all appear in the Outlook Global list, starting with the word Curriculum.
2. Your account in KissFlow uses the same departmental e-mail address for its username. But it may help you to remember that the e-mail account and the KissFlow account are actually two separate entities with two (potentially) separate passwords.
   a. For simplicity's sake, the initial password for both your email and KissFlow accounts was "**1300Elmwood**". You are free to change your password, but *please make sure you keep track and guard your passwords*. Think of them as departmental resources. As noted above, the passwords for these two accounts do NOT need to be the same.
   b. The departmental accounts have been granted *exclusive permission* inside KissFlow to initiate CSCC proposals.
   c. As soon as you submit a proposal, the workflow is started and I will be notified. I will then be able to send the item back for "clarification" or tweak it, approve it, and send it on to the CSCC.
   d. Your department should decide WHO should be responsible for submitting curricular materials. In many cases, that will be the department chair, but it could be the chair of the curriculum committee or other designee. With great power comes great responsibility! He or she will be responsible for responding to requests for clarification, monitoring the progress of the curricular items, resubmitting revised documents, etc. Please establish a succession plan so that information can be provided to new people.
3. Course and program proposals will make their way to each associate dean involved for approval before heading to the Assistant to the Senate to be logged, and then to the assigned workgroup of the CSCC. The CSCC website has a visual representation of the process: Course Proposal Workflow Diagram. The Daily Bulletin (Thursdays) will have an announcement of some of the approval stages.

How to Submit a Course or Program Proposal

Please begin ALL curricular work by checking the College Senate Curriculum web page for the most recent templates, naming conventions, Bloom words, and instructions. There may be changes from year to year, and the CSCC workgroups often care about details.
http://collegesenate.buffalostate.edu/submitting-proposals

The naming conventions are particularly important because the **dates** allow everyone to keep track of the latest version of the proposal, after the course is sent back in KissFlow for small revisions.

When your document is ready to submit, log into KissFlow and click the giant red plus sign at the <u>bottom right</u>.

You will get the "initiate" screen:

Click **Initiate** for the relevant proposal to reach the routing form; many of the fields are REQUIRED.

For a course proposal, the catalog description can be copied and pasted from the proposal document.

<u>Note</u>: "Repeatable" means that the course can be repeated more than once by a student to earn additional credit. Most courses are NOT repeatable. "Variable credit hours" means that the course may sometimes be offered for 1 credit, sometimes for 2 credits, etc. Most courses are "standard credit hours."

After completing all fields on the routing form, upload the new proposal by clicking "Attach Files:"

You can attach multiple files if needed. For example, this is the place to attach a memo of support for a cross-listed course, or e-mails of support from department chairs saying it's OK to include their course(s) in your minor.

Monitoring Progress

There is a Reports tab at the top right: | HOME   REPORTS |

It takes you to a summary page of all of your items, with the following headings:

| In Progress ⌄ | Completed ⌄ | Rejected ⌄ | Withdrawn ⌄ |

Here's an example from HSSE:

My Items	App-Specific Reports				
My Items					🔍
App Name ⌄		In Progress ⌄	Completed ⌄	Rejected ⌄	Withdrawn ⌄
Course Proposal		4	5	3	1
Program Proposal		1	0	0	0

In the "In Progress" column, click the number. That will take you to the relevant details page:

My Items ❯ Course Proposal - In Progress ▾

Course...					🔍 ⬆ 🖨 Nudge
☐	Item Subject ⌄	Created By ⌄	Created On ⌄	Last Modified On ⌄	Task Name ⌄
☐ ⬈	SSE/SST 611	curric-history@buffalostate.edu	5/21/2017 4:06 PM	2/13/2018 3:07 PM	CSCC Chair
☐ ⬈	SSE/SST 609	curric-history@buffalostate.edu	5/21/2017 4:15 PM	2/13/2018 3:07 PM	CSCC Chair
☐ ⬈	HIS 347	curric-history@buffalostate.edu	10/4/2017 9:18 PM	1/29/2018 9:37 AM	Provost Approval
☐ ⬈	HIS 348	curric-history@buffalostate.edu	10/4/2017 9:26 PM	1/29/2018 9:37 AM	Provost Approval

The little box on the left with the arrow ⬈ is the "forms" box. Hovering your cursor over it gives you the words "View Form." Clicking it will open the routing form of the curricular item.

Near the top of the routing form is a progress bar | 64% |
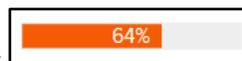
Clicking the progress bar will let you see where your proposal is. Here's an example from a newly-submitted course that was just approved at the dean's level and is only 18% completed:


And here is one that is nearly completed (91%):

How to Respond to Suggested Changes of the CSCC

1. Please, ALWAYS make any editorial changes on the <u>version of the course or program that was submitted</u>. I often make little format changes (and occasionally change a Bloom word).

2. You must respond using the "**Clarifications**" tab on the left-hand side (see below). Accessing the routing form in any other way will allow you to upload the new file, but will NOT give you the button at the bottom of the form to "Respond."
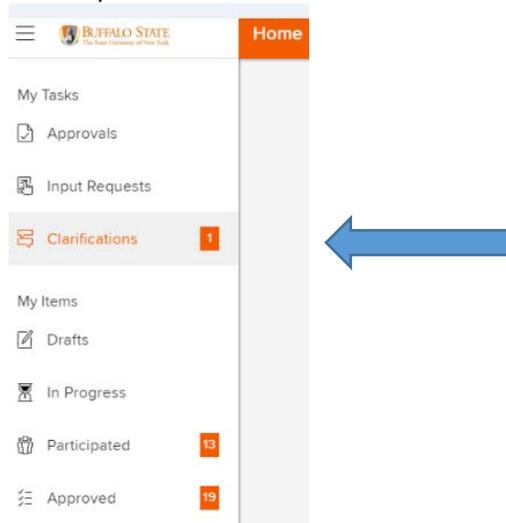
3. Go to the routing sheet, download the attached file and make the changes.
4. Save the new document with the **new date.**
5. Attach (upload) the new file to the routing sheet in the same place as the first time. Do not delete the old version because the CSCC chair will want to check to see if suggested changes were made. Supporting documents should <u>not</u> be deleted.
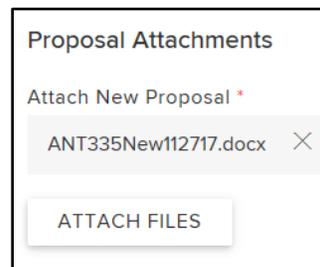
6. Check the routing sheet to make sure you have made any needed changes there (e.g., course description). When you're finished, scroll to the bottom of the routing sheet and click "**Respond**."

Please let me know if you have any questions, corrections, etc.
Karen O'Quin oquink@buffalostate.edu
Associate Dean, NSS

Department	E-mail
Anthropology	curric-anthropology@buffalostate.edu
Biology	curric-biology@buffalostate.edu
Chemistry	curric-chemistry@buffalostate.edu
Data Science and Analytics	curric-dsa
Earth Science/Science Ed	curric-esse@buffalostate.edu
Economics & Finance	curric-econfin@buffalostate.edu
Geography & Planning	curric-geography@buffalostate.edu
Great Lakes Center	curric-gles
Health Dietetics & Nutrition	curric-healthdiet@buffalostate.edu
History & Social Studies Education	curric-history@buffalostate.edu
Mathematics	curric-math@buffalostate.edu
Physics	curric-physics@buffalostate.edu
PoliSci Public Administration	curric-pubadm
Political Science	curric-polisci@buffalostate.edu
Psychology	curric-psych@buffalostate.edu
Sociology	curric-sociology@buffalostate.edu

Note: The department curricular e-mail address is also the KissFlow account username.