To use the Electronic curriculum change process, **all** participants must be assigned the appropriate Banner Workflow roles. Please fill out the table(s) below and forward it to oit-workflow@wmich.edu.

**\*\*\*** As of 2018, Faculty members will only be able to request the *WMU Curriculum Couse Initiator* role via the **Workflow Access Request Form**. All Chair, Dean, and Curriculum Committee Chair roles must be sent to OIT via the applicable college’s Office of the Dean, using this form. You can find this and other forms on the Faculty Senate’s website, <https://wmich.edu/facultysenate/policies/curriculumreview> .

**College Curriculum Committee Chair**

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| **Name** | **Bronco Net ID** | **E-mail** | **College** |
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 **Curriculum Dean (College)**

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| **Name** | **Bronco Net ID** | **E-mail** | **College** |
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 **College Web Manager**

Note: This person should be the college web manager or person designated for posting curriculum changes. They will receive an e-mail for each change that is routed to the college curriculum committee chair. The e-mail will include the text of the change along with all attachments. This person in this role will **not** have any permissions to approve any curriculum requests at any step of the process.

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| **Name** | **Bronco Net ID** | **E-mail** | **College** |
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 **Curriculum Chair/Director (Department)**

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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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 **Department Curriculum Committee Chair**Note: In the paper process this role was not specifically defined. The person in this role typically chairs the faculty committee that approves the curriculum change prior to the change being forwarded to the department chair. Approval by this person certifies that the faculty in the department or program supports the curriculum change.

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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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**Curriculum Initiator**

Note: Any faculty member who wishes to initiate a curriculum change *must* have this Banner Workflow role. To request this role on someone else’s behalf please fill out their information in the subsequent table.

Any faculty member may request this role by filling out the *Workflow Access Request Form.*
To visit the *Workflow Access Request Form*, please log into GoWMU, navigate to **All Links**, **Faculty Menu**, **Electronic Curriculum Process**, and click the **Request Banner Workflow Initiator Role** link.

Please select your department, and then mark the checkbox “WMU Curriculum Course Initiator Role” along with any other roles you may need.

This role will allow you to initiate the curriculum request. The OIT Workflow team will be notified and get in touch with you to make sure you get setup.

Documentation for the **Workflow Access Request Form** can be found on the Faculty Senate’s website, <https://wmich.edu/facultysenate/policies/curriculumreview>.

If you have any questions, please contact oit-workflow@wmich.edu.

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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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