



Curriculum End User Instructions

Departmental Training and Reference Guide

Fall 2023





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Curriculum Overview

The Coursedog Curriculum module assists Tennessee Tech in automating the GSEC submission process for all new and existing programs, courses and university exceptions. The platform allows the department to submit the departmental approval memo through the Coursedog system. Once submitted, the proposal routes through the College of Graduate Studies and GSEC, and if needed; to the Academic Council, TTU Board of Trustees, THEC and the TTU Registrar.

As a department and college, your approval process will not be altered using Coursedog. With this roll-out you will continue to have your committees discuss, approve, and document your changes. The only thing that changes is that a Coursedog form will be completed and the approval memo attached to the form, versus emailed to Graduate Studies.

Types of Proposals

The following forms are available for your GSEC submission:

- New Program
- Program Deletion
- New Course
- Course Change
- Course Deletion
- Curriculum Change
- Graduate Exception to University Requirement

Logging In



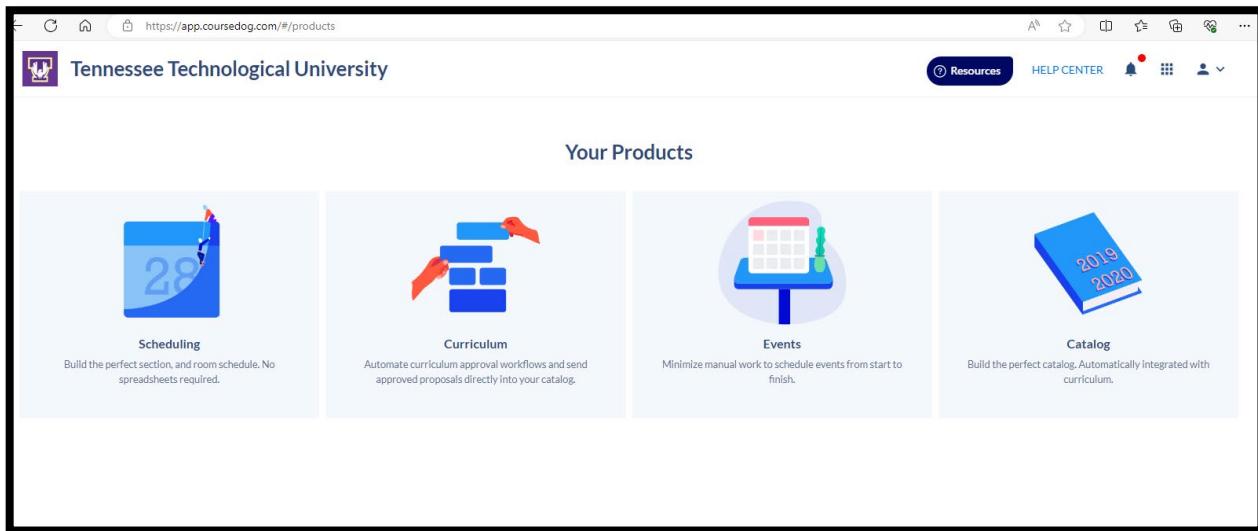
The department will determine who will submit the GSEC proposal through the Coursedog system. The representative will log in to Coursedog at app.coursedog.com or by clicking on the icon on their Tech Express Menu and entering his/her institutional email address.

Remember that all “proposal and course” forms submitted through Coursedog must have the departmental/college approval memo and documents attached to the Coursedog form. All course and program additions, changes, and deletion submissions will be voted on by the Graduate Studies Executive Committee



The Coursedog Home Page

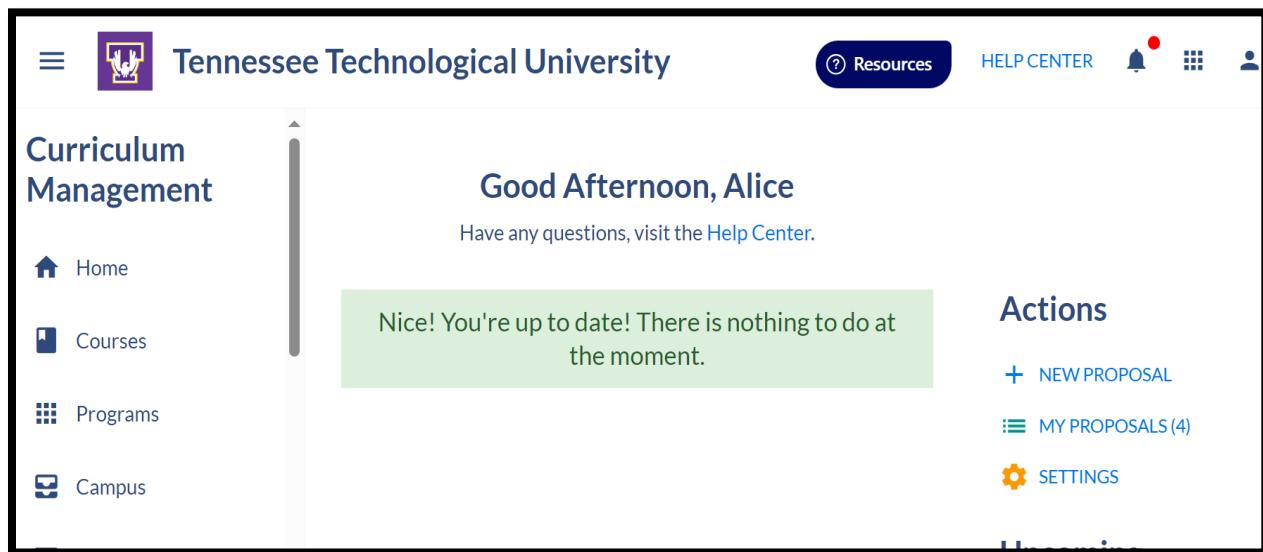
You will then see the following homepage. *Your home page may look different.



The screenshot shows the Coursedog homepage with the Tennessee Technological University logo at the top. Below the logo is a navigation bar with 'Resources', 'HELP CENTER', a notification bell, and a user profile icon. The main content area is titled 'Your Products' and features four cards:

- Scheduling**: Build the perfect section, and room schedule. No spreadsheets required.
- Curriculum**: Automate curriculum approval workflows and send approved proposals directly into your catalog.
- Events**: Minimize manual work to schedule events from start to finish.
- Catalog**: Build the perfect catalog. Automatically integrated with curriculum.

The waffle or 9 square menu, right top, will allow you to change which product you are working in. Most work will be done in Curriculum.



The screenshot shows the Curriculum Management page. The left sidebar has a title 'Curriculum Management' and a list of navigation items: 'Home', 'Courses', 'Programs', and 'Campus'. The main content area greets the user with 'Good Afternoon, Alice' and a message: 'Have any questions, visit the Help Center.' Below this is a green box stating 'Nice! You're up to date! There is nothing to do at the moment.' On the right, there is a sidebar titled 'Actions' with three items: '+ NEW PROPOSAL', '≡ MY PROPOSALS (4)', and '⚙️ SETTINGS'.



Proposing a New Course or Program

*Note: Proposals Auto-save

All changes to your proposal will **auto-save**. If you need to navigate away from the page before you submit your proposal- and need to access your draft later – you can find that at Curriculum > Drafts on the left-hand side bar. Proposals will be sorted by the order in which they were created – not the date edited –with the oldest at the top, the newest at the bottom.

HINT: When drafting a proposal, it is helpful to complete the “Program Title” field first, so that names of your proposal appear in your list of drafts.

You can submit a proposal for a new program or course in two ways:

Option #1: Curriculum Homepage Right Side Bar - select +New Proposal

Click “+New Proposal” from the Curriculum homepage and then follow the on-screen prompts.

The screenshot shows the Curriculum Management homepage for Tennessee Technological University. The left sidebar includes links for Home, Courses, Programs, and Campus. The main content area greets the user with "Good Afternoon, Alice" and a message: "Nice! You're up to date! There is nothing to do at the moment." The right sidebar, titled "Actions", contains buttons for "+ NEW PROPOSAL" (which is highlighted with a red arrow), "MY PROPOSALS (4)", and "SETTINGS".

Choose which type of proposal you want to start from a drop-down menu.

*Your options may be different.

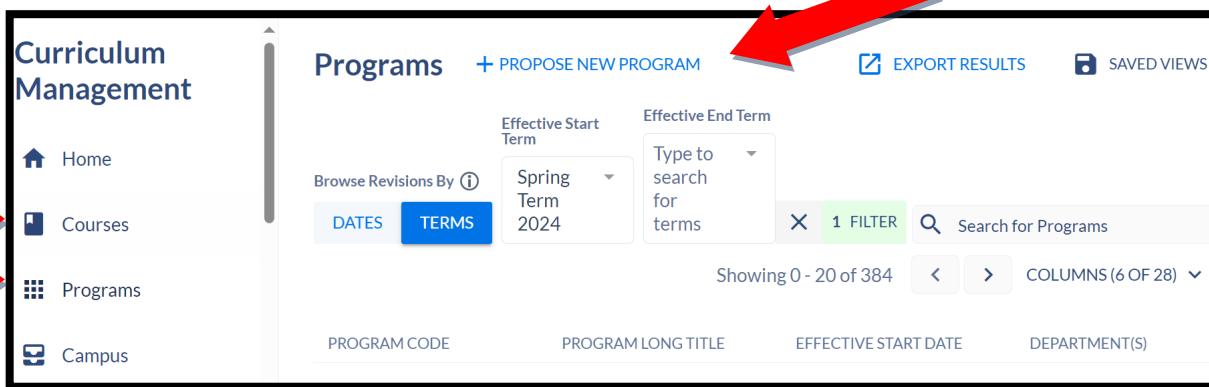
The screenshot shows the "New Proposal" modal. The title is "New Proposal" and there is a close button "X". Below the title is a question: "What type of form are you looking for?". A list of options is shown in a dropdown menu, with "New Program" highlighted in blue. Other options include Program Deletion, New Course, Course Change, Course Deletion, Curriculum Change, and Graduate Request for Exception.



Option #2: Course or Program Page Left Side Bar – select +Propose New Program

Navigate to the type of item you are proposing, “Course” or “Programs” tab on the left-hand side of your screen and then select

“+Propose New Course/Program” located at the top middle of the screen.



Curriculum Management

Programs + PROPOSE NEW PROGRAM

Effective Start Term: Spring Term 2024

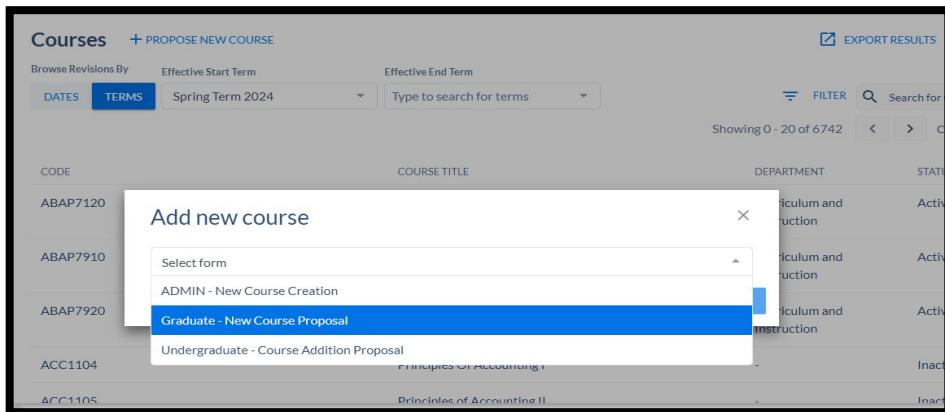
Effective End Term: Type to search for terms

Browse Revisions By: DATES TERMS

Search for Programs: 1 FILTER

Showing 0 - 20 of 384

PROGRAM CODE PROGRAM LONG TITLE EFFECTIVE START DATE DEPARTMENT(S)



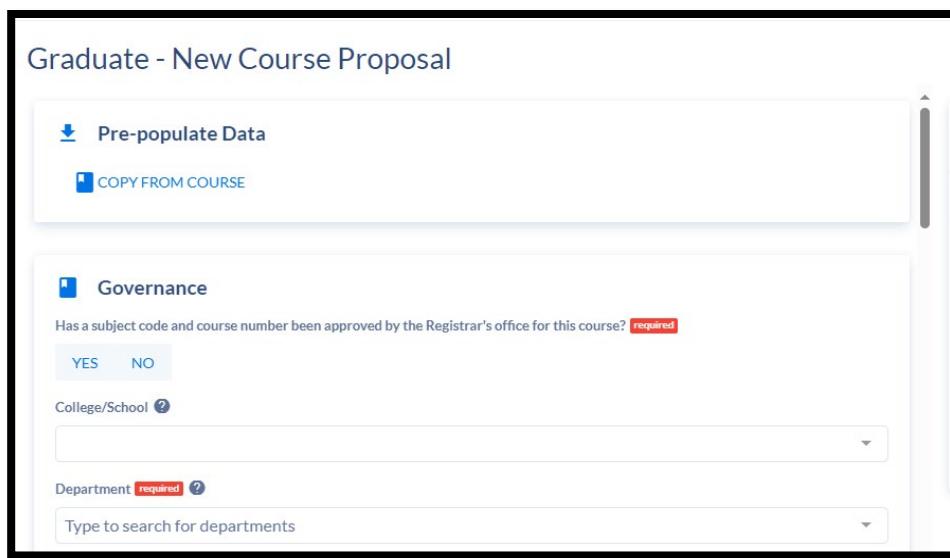
Courses + PROPOSE NEW COURSE

Browse Revisions By: DATES TERMS Effective Start Term: Spring Term 2024 Effective End Term: Type to search for terms

CODE	COURSE TITLE	DEPARTMENT	STATUS
ABAP7120		Curriculum and Instruction	Active
ABAP7910		Curriculum and Instruction	Active
ABAP7920		Curriculum and Instruction	Active
ACC1104	Principles of Accounting I		Inactive
ACC1105	Principles of Accounting II		Inactive

Select Graduate level course or program form.

If you choose to add from the Course or Program Page, it may give you the option to Pre-populate Data. You must know the course number or program which you are going to copy. Verify all copied information for relevance to new course or program.



Graduate - New Course Proposal

Pre-populate Data

COPY FROM COURSE

Governance

Has a subject code and course number been approved by the Registrar's office for this course? required

YES NO

College/School

Department required

Type to search for departments



How to Fill Out the New Course Form

The screenshot shows the 'Curriculum Management' section of the Tennessee Technological University website. The left sidebar lists various management options: Home, Courses, Programs, Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area is titled 'Governance' and asks if the course has a subject code and course number approved by the Registrar's office. It includes fields for 'College/School', 'Department', 'Course Title', 'Effective Start Term', 'Academic Level (Course Level)', 'Course Description', 'Grade Modes', 'Instruction Modes', 'Equivalent Courses', 'Cross Listed Courses', and 'Course Attributes'. On the right, there are 'ACTIONS' buttons for 'SUBMIT PROPOSAL' and 'DELETE PROPOSAL', and a 'Contents' sidebar with links to Governance, Learning Outcomes, Credits, Requirements, Justification, and Financial Impact.

Required Information:

- In “Course Description”, begin with listing any requisites.
- Required information will have a red [required] box next to it.
 - “Learning Outcomes” and “Requirements” do not have a red requirement box, **but you will not be able to submit the proposal without the box being activated.**
- Ensure you attach a current valid syllabus for the course.
- For “Learning Outcomes”, follow the instructions located within the box on the proposal. You may use bullet points or numbers to list outcomes, if you would like.
- A signed approved memo for the addition of the course should be attached in the “Justification” box. The justification should be typed in the text box.



② The “Requirements” box allows you to add prerequisites, corequisites, and completion requirements and creates a corresponding tab in the online catalog.

Requirements

SIMPLE REQUIREMENTS

Prerequisite

Type: Prerequisite

Visibility: Show in catalog

Name: Prerequisite

Rule Condition: Complete All Of

Data type: Courses

Filter by: Subject code

Select course: Type here to start searching

Rule Notes: REMOVE STOP EDITING

Directly underneath the Name box, there will be a blue ‘ADD REQUIREMENT RULE’ button. Clicking this will expand to the screen pictured above. From here you will be given several drop-down menus you can use to add the requirement information. Once you have selected the type of requirement, it will give you the option to name the requirement. We recommend leaving it untitled because it causes a second title to appear.

- ★ If the course does not have any requirements, you can add and then immediately delete the requirement to bypass the submission issue.



How to Fill Out the New Program Form

When you select the New Program Form, you will need to select the which type of program to add.

Programs + PROPOSE NEW PROGRAM EXPORT RESULTS

Add new program

Select form

CANCEL SUBMIT

PROGRAM CODE PROGRAM LONG TITLE EFFECTIVE START DATE

There are two form options:

Graduate Request for University Exception
Graduate - New Program Proposal

Select the form needed and complete all the [required] items.

The option to copy an existing program. PrePopulate Data can be found at the top of the page. Ensure information is correct for new program.

Graduate - New Course Proposal

Pre-populate Data

COPY FROM COURSE

Governance

Has a subject code and course number been approved by the Registrar's office for this course? required

YES NO

College/School ?



General

Name **required**
Enter Program Name

Program Type **required**

Program Long Title **required**
This title is displayed on the catalog. Program long titles should be of the form, "Program Title", "Concentration Title", "Degree Code".

Program Level **required**
US

*Program Long Title: should be in the format Program name, concentration, degree code

For example:
Nursing, Family Nurse Practitioner, NURS-NUFNP

College/School

College/School Dean **required**

Department(s) **required**
Type to search for departments

Please provide a description of the program you are proposing **required**

Effective Start Term **required**
Type to search for terms

Effective Start Date **?**

Information And Additional Notes **?**

Please attach your college approval memo here

ADD FILES



Though there is no required box, please attach the signed approval memo to the proposal.



Program Requirements

PROGRAM REQUIREMENTS

Degree Requirements:

No requirements yet

No Requirements

ADD +

Use this section to name and describe the requirements for the program. It is recommended that you complete this section using the builder, which will help the Registrar to construct the degree audit accurately. [View Coursedog tutorial](#).

1. Click "+ add requirement" to create a new part of the program, usually a Completion Requirement, taken during the program.
2. Enter a name for each requirement, such as core courses, required courses, elective areas or distribution requirements, open electives, etc.
3. For each requirement, click "add requirement rule" to describe how students may complete this requirement. For example, students may be required to complete all courses from a list, or any 2 of their choice.
4. Search for existing courses that satisfy each requirement and click "add course" to enter each one.
5. For new courses not yet part of the catalog, or for open electives that are not tied to specific courses, use the Freeform Text option under Rule Condition.

Justification

Justification required

Include the reasons for proposing the changes desired, and any additional information which you believe might be of assistance to the members of the committee in acting upon the proposal. In addition, state how the proposed changes(s) relate to the departmental student outcomes goals and the financial impact of these changes. In some cases, it is the tendency to tailor curricula for faculty expertise instead of student outcomes. Please be conscious of this concern as curricular changes are pursued.

Financial Impact

Financial Impact required

Include the resources needed for the proposed change. Specify None if no additional resources are required.

THEC Form Submission

THEC Guidelines

1. Proposals for new degree programs must follow policies set by the Tennessee Higher Education Commission. Please refer to THEC Policy A1.0 New Academic Programs: Approval Process and Policy A1.1 Academic Program Modifications for detailed requirements. The THEC policies and checklists, and other forms are available on THEC's website (<https://www.tn.gov/thech/bureaus/academic-affairs/program-approval--academic-policies/academic-policies--checklists-and-forms.html>) and TTU's Office of the Provost website.
2. Requests for a THEC Academic Action Notification items must be reported to THEC on the THEC Academic Action Notification Forms along with the proposal to the University Curriculum Committee. The proposal should include justification, financial impact, implementation date, and phase-out date (if applicable). THEC Policy A1.5 Academic Actions Notification and related forms can be found on the TTU Provost's Office website.

Upload completed THEC forms here required

ADD FILES

SUBMIT PROPOSAL

Continue to complete all required information.

The Program Requirements box, though it does not have a required box, it must be activated in order to submit the proposal.

If you do not want to include a 'Program Requirement', you can add a requirement and immediately delete it. This will allow you to bypass the requirement.

Remember that you will also insert the departmental/college approval memo and other documents in designated locations.

Any other information or photos are optional.



The following is an example of a completed program. Note the type of information that is provided in the form.

Governance

SIS ID
—

College/School
Arts and Sciences

College/School Dean
—

Department(s)
Biology

Program Governance and Overview

Status
Active Defaults to "Active".

Program Type
CONCENTRATION Select the program type.

Program Level
UG Program Level Descriptions

- DR - Doctoral
- ED - Education
- GR - Graduate
- UG -Undergraduate

Program Code
BIOL-BOT Program codes must be unique and of the form "Academic Department Subject Code" - "Degree Code". For example, ACCT - BSBA.

When a degree designation is not available, replace "Degree Code" with "Program TYPE". For example ACCT - MIN for a minor in Accounting.

For concentrations within a major, use the form "Academic Department Subject Code" - "Concentration Code". For example, AGRI - AGBE for Agriculture, Agribusiness Management Concentration, B.S.AG..

CIP Code
0813030112 You may refer [here](#) to the NCES full list of CIP Codes.

Degree Code
B.S.

Degree Description
Bachelor of Science

Program Title
Biology Typically program umbrella title.

Program Long Title
Biology, Botany Concentration, B.S. This title is displayed on the catalog. Program long titles should be of the form, "Major Title", "Concentration Title", "Degree Code".

Effective Start Term
Spring Term 2023 The term when the program is first offered. This term is used to display the correct program revision in the catalog. To create new revisions of a program, change the effective start term.

Effective Start Date
Jan 12, 2023

Approval Date



Catalog Information

Catalog Full Description

—

Full program description as it should appear in the public facing catalog.

Catalog Short Description

Bachelor of Science in Biology with a concentration in Botany

This is the short description of the program to appear in the "Description" column on the Department page. This description is also displayed as a subheading for the program in the program list.

Information And Additional Notes

—

Catalog Image



Image description

—

Important: The Web Content Accessibility Guidelines require all images to have a description to convey the purpose of the image to users using assistive technologies. Please provide a description to ensure your catalog remains WCAG 2.0 compliant.

Requirements

PROGRAM REQUIREMENTS

Degree Requirements:

—

Biology, Botany Concentration (120 hours)

[Shown in catalog](#)

Use this section to name and describe the requirements for the program. It is recommended that you complete this section using the builder, which will help the Registrar to construct the degree audit accurately. [View Coursedog tutorial](#).

1. Click "+ add requirement" to create a new part of the program, usually a Completion Requirement, taken during the program.
2. Enter a name for each requirement, such as core courses, required courses, elective areas or distribution requirements, open electives, etc.
3. For each requirement, click "add requirement rule" to describe how students may complete this requirement. For example, students may be required to complete all courses from a list, or any 2 of their choice.
4. Search for existing courses that satisfy each requirement and click "add course" to enter each one.
5. For new courses not yet part of the catalog, or for open electives that are not tied to specific courses, use the Freeform Text option under Rule Condition.

Biology, Botany Concentration

[Shown in catalog](#)

^

Plan code

No Plan Code Set

Requirement level

Degree Requirements

Name

Biology, Botany Concentration

SIS ID

No SIS ID Set

Type

Completion Requirement

Biology, Botany Concentration Core

Complete ALL of the following Courses:

- BIOL1113 - General Biology I
- BIOL1123 - General Biology II
- BIOL2310 - General Botany
- BIOL3130 - General Ecology
- BIOL3140 - Cellular Biology
- BIOL3200 - General Microbiology
- OR BIOL3230 - Health Science Microbiology
- BIOL3810 - General Genetics
- BIOL3920 - Biological Comm Skills
- BIOL3240 - Field Botany
- BIOL4310 - Plant Anatomy
- BIOL4320 - Plant Physiology
- BIOL4330 - Plant Ecology



Curriculum

Degree Plan - Biology, Botany Concentration, B.S.



Use this section to describe one or more pathways students may take to complete the program. At least one curriculum table is required for all programs. [View Coursedog tutorial](#).

Each map is organized by semester, which can include specific courses or other requirements. Total credits are calculated automatically as requirements are added.

1. Click "+ new map" to create a new plan for students.
2. Enter a name for each map, such as full-time, part-time, spring entry, etc.
3. Each map is organized by semesters, with requirements for each. Click "+ new semester" to add a new term and select the year and semester. Multiple requirements can be added to each semester.
4. You can edit each requirement to add existing courses from the catalog.
5. For new courses not yet part of the catalog, or for electives that are not tied to specific courses, use the Generic option under Requirement Type and enter the actual credits (minimum) under the Details tab.

It is recommended that you use this builder to assist the Registrar in conducting accurate degree plans.

Curriculum Notes

Curriculum Notes

—

Dependencies

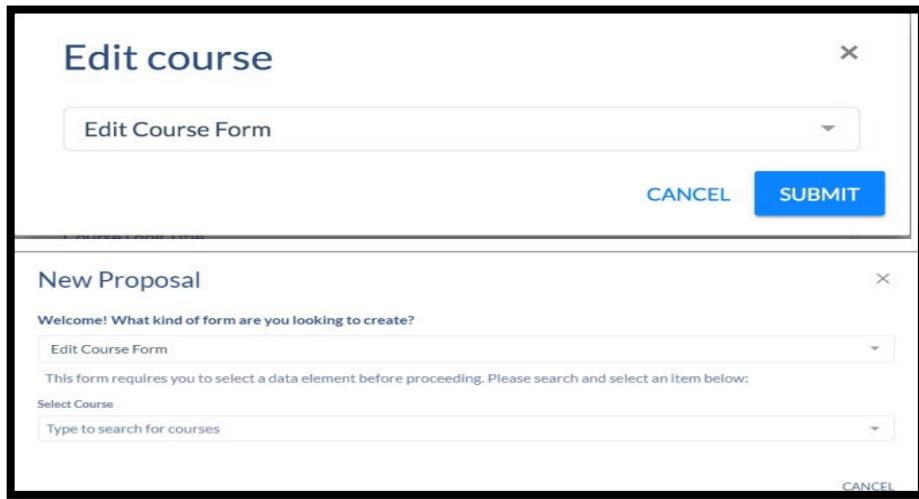
No dependencies



Propose Change to a Course or Program

To include: Program Deletion, Course Change, Course Deletion, Curriculum Change

Option #1: From the home screen, select + NEW PROPOSAL on the right side then select the type of form you would like to use.



Edit course

Edit Course Form

CANCEL SUBMIT

New Proposal

Welcome! What kind of form are you looking to create?

Edit Course Form

This form requires you to select a data element before proceeding. Please search and select an item below:

Select Course

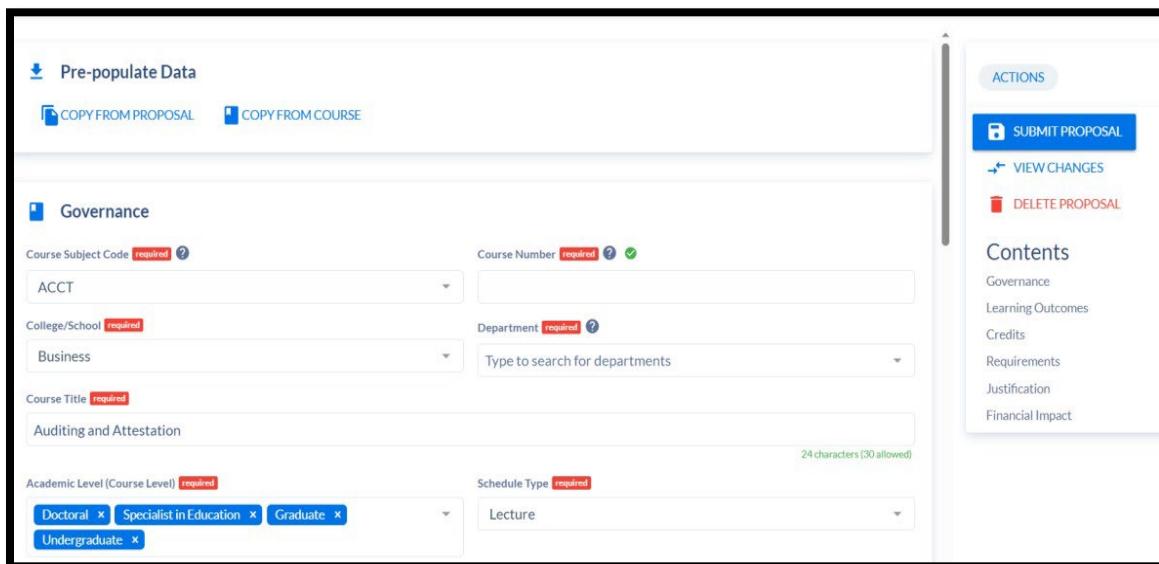
Type to search for courses

CANCEL

Option #2: Navigate to the course/program to be changed. Select “Propose Change” on the right action bar.

Course Change Form

From here, it's as simple as changing the correct fields and clicking 'Submit Proposal' on the right hand actions toolbar. All required information will have a red box next to it.



Pre-populate Data

Governance

Course Subject Code **required** ?
ACCT

College/School **required**
Business

Course Title **required**
Auditing and Attestation

24 characters (30 allowed)

Academic Level (Course Level) **required**
Doctoral x Specialist in Education x Graduate x Undergraduate x

Schedule Type **required**
Lecture

ACTIONS

SUBMIT PROPOSAL

VIEW CHANGES

DELETE PROPOSAL

Contents

Governance
Learning Outcomes
Credits
Requirements
Justification
Financial Impact

- The only exception is the “Learning Outcomes” is required to submit the form.



Course Deletion-Inactive Course

The screenshot shows the Curriculum Management system interface for Tennessee Technological University. The left sidebar lists various management options: Home, Courses, Programs, Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area is titled "Graduate - Inactivate Course Proposal". It asks for the type of form (Course Deletion) and seeks to remove a graduate course. The "Justification" section requires a term for the change (Fall Term 2027) and a reason for deletion. The "Financial Impact" and "Governance" sections are present but empty. The right sidebar contains an "ACTIONS" panel with "SUBMIT PROPOSAL", "VIEW CHANGES", and "DELETE PROPOSAL" buttons, and a "Contents" section listing "Justification", "Financial Impact", "Governance", "Learning Outcomes", "Credits", and "Requirements".

- The only requirement is the Justification for deleting the course.
- Once submitted, it will enter a workflow to GSEC.



Program Deletion Form:

General

Name required	Program Type required	
<input type="text"/>		
Long Title	Program Level required	
<input type="text"/>		
College/School required	College/School Dean required	Department(s) required
<input type="text"/>		<input type="text"/>
Description required		
<input type="text"/>		
Attach Your College Approval Memo Here		
<input type="button" value="ADD FILES"/>		
Effective End Term required	Effective End Date ?	
<input type="text" value="Fall Term 2023"/>	<input type="text" value="Aug 17, 2023"/>	
Information And Additional Notes ?		
<input type="text"/>		
Justification		

- The required information will have a red box next to it.
- College Approval Memo needs to be attached.
- Once submitted, it will enter a workflow to GSEC.



Curriculum Change Form:

Graduate - Edit Existing Program Form

What type of form are you looking for?
Curriculum Change

Are you seeking to change an undergraduate program or a graduate program?
Change a Graduate Program

In cases where a college wishes to change existing graduate policies, procedures, and exceptions, the Dean of that college must send a written request to the Dean of the College of Graduate Studies for submission to and approval by GSEC.

Changes Requested

What changes would you like to make to this program? required

Is this change applicable to all of your concentrations within the program? required

YES NO

Program Name Change	Status
Curriculum Changes	
Credit Hour Changes	Active
Change to admissions requirements	
Change to degree requirements	on

At the top of the form, is a drop-down menu to select the type of change being requested.

Once the type of change is selected, it is as simple as changing the desired fields and submitting the proposal. All required information will have a red box next to it. Once submitted, it will enter a workflow to GSEC.



Managing Curriculum Proposals

Proposal Dashboard Overview

Coursedog's Proposal Dashboard makes it easy to manage any proposals you've created or need to vote on.

Depending on your permissions, you might see up to five categories: Vote Required, Assigned to ME, Created by Me, All Requests, and Archived Requests.

Clicking each tab could potentially show a different set of proposals.

You can add columns and apply filters to change what you see: save your views: save a default view: and export results.

NAME	PROPOSAL TYPE	CURRENT STEP	REQUEST STATUS
<input checked="" type="checkbox"/> Test New Program	Vote Required New Program	Not Started	Pending

Vote Required: The “Vote Required” tab includes all requests where the assigned user must cast their vote to move the request along the approval workflow.

Assigned to Me: The “Assigned To Me” tab contains requests that the faculty member has not yet voted on or has voted on in the past. This tab is useful for record keeping purposes of past actions.

Created by Me: The “Created By Me” tab shows all requests created by the faculty member specifically.



Tracking Proposals

If you are looking to see the status of an existing proposal, navigate to the proposal and select “Workflow” in the proposal Toolbox on the right. Here you can see all the steps the proposal has been through and needs to be through to be approved.

The screenshot shows a proposal tracking interface. On the left, the 'Curriculum Program Proposal' page displays basic information: 'Submitted on 11/30/2022 at 3:11 PM by Tiffany Winters [twinters@courseone.com]'. It includes fields for 'Proposal Type' (Edit Program), 'Form Title' (Edit Program Form), 'Author' (Tiffany Winters), and 'Program' (BS in Biology). Below these are tabs for 'PROPOSAL', 'DEPENDENCIES', and 'CHANGES'. On the right, a 'Proposal Toolbox' window is open. The toolbox has tabs for 'DECISION', 'WORKFLOW', and 'ACTIVITY'. The 'DECISION' tab is active, showing 'Status: Pending' and 'Decisions: 0/0'. It includes buttons for 'APPROVE', 'REJECT', 'SUSPEND', and 'ROUTE BACK'. A comment box is provided for 'Please comment on your decision below.' and a 'SUBMIT DECISION' button. The 'WORKFLOW' tab shows the current step as 'Route Back Test' with a 'Status: Pending' box. The 'ACTIVITY' tab is not visible in the screenshot.

The “Proposal Toolbox” contains the following three tabs:

Decision: The “Decision” tab contains the final decision on whether the proposal has been approved or rejected.

Workflow: The “Workflow” tab shows the approval path the proposal has or will go through in the process and whether the proposal was approved or rejected in that step.

Activity: This tab contains an entire overview of the actions taken on the proposal, from user submitted information to the activity of the committee approving or disapproving the proposal. Faculty members can also use this tab to discuss and communicate the proposal in question.



Customizing Proposal Columns

The Column dropdown in the Course or Program page allows the end user to edit and customize which columns are displayed on the page.

The screenshot shows a table with columns: CODE, COURSE TITLE, and DEPARTMENT(S). The table contains the following data:

CODE	COURSE TITLE	DEPARTMENT(S)
BIO151	Introduction to Quantitative Modeling in Biology (Basic)	Biology
BIO152	Introduction to Quantitative Modeling in Biology (Advanced)	Biology
BIO153	Fundamentals of Ecology and Evolution	Biology
BIO987	Course Title	Math
ENGL0005	English for Students	English
ENGL101	English 101	English

A 'COLUMNS' dropdown menu is open on the right, showing a list of available columns with checkboxes. The checked columns are: Code, Course Title, Department(s), and Status. The unchecked columns are: HEGIS Code, Author, Blind Grading, Can Schedule, Career, Catalog Print, and CIP Circle.

By selecting the Columns dropdown, the faculty member can determine what information is displayed on the Course and Program page. Faculty can also drag and drop each column element to order the columns in a preferred manner.

The custom column view can be saved by the faculty member by clicking on the “Saved Views” icon and then clicking “Save Current View”. This will bring up a pop up that allows them to review their preferred options and name the specific view setting.

The dialog box is titled 'Save view' and contains the following fields:

- Name:
- Base Filters: Columns is Program Code, Status, Author, Created at, Degree Designation, Effective end date
- Buttons: CLOSE and SAVE