How to Create an Academic Strategic Plan in Kuali

Arizona State University uses Kuali to create and edit its Academic Strategic Plan proposals. The Kuali forms consist of multiple-choice questions, fields to type long answers in, and spaces that auto-generate answers to choose from based on what is filled in on the form thus far.

Academic Strategic Plans are the first step in creating a program. Academic plans must be approved prior to submitting any program proposal forms to curriculumplanning@asu.edu.

Step 1: Sign into Kuali.

Once you sign in, you will be presented with three options: Curriculum, Users, and Groups. Pick Curriculum to get to programs.

Step 2: Navigate to Academic Strategic Plan Page

On the left side of the screen, a sidebar lists several form types. Click "Academic Strategic Plan".

This page has academic plans approved in the last three years, as well as an inventory of ASU's current catalog of programs, departments and colleges. If you wanted to request changes to an existing program or organizational unit, you could find it on this page.
Step 3: Select Action Type

Choose one of two options:

3a. Request a new program or organizational unit.
3b. Request to change an existing program or organizational unit.

3a. Request a new program or organizational unit.
Choose the Action Type: Program or Organizational Unit. This will generate more sections based on your answer. To create a proposal for a new program or organizational unit, click on “+ Academic Strategic Plan” on the upper right side of the screen.

Fill out the rest of the form using the combination of multiple choice, long answers, and auto-generated answers.
3b. **Request to change an existing program or organizational unit.**

To submit a request to change an existing program or organizational unit, find the program you would like to change by utilizing the search bar:

Double click on the desired program. Find the “Propose Changes” button on the right.
Select “Create a New Version for a Future Term”

From there, follow the questions to rename, disestablish or move a program or unit. For name changes, please update the Program Name field with the newly requested name:

Step 4: Submit the form

Click “Leave Edit Mode” on the right side of the form. Review the form and make any changes using the “Edit” button on the right side of the page. Here you can also Delete, Share, Duplicate, Print, and view an Audit Log of the proposal.
Once everything has been reviewed, submit the proposal to Workflow by clicking “Submit for Approval”.