

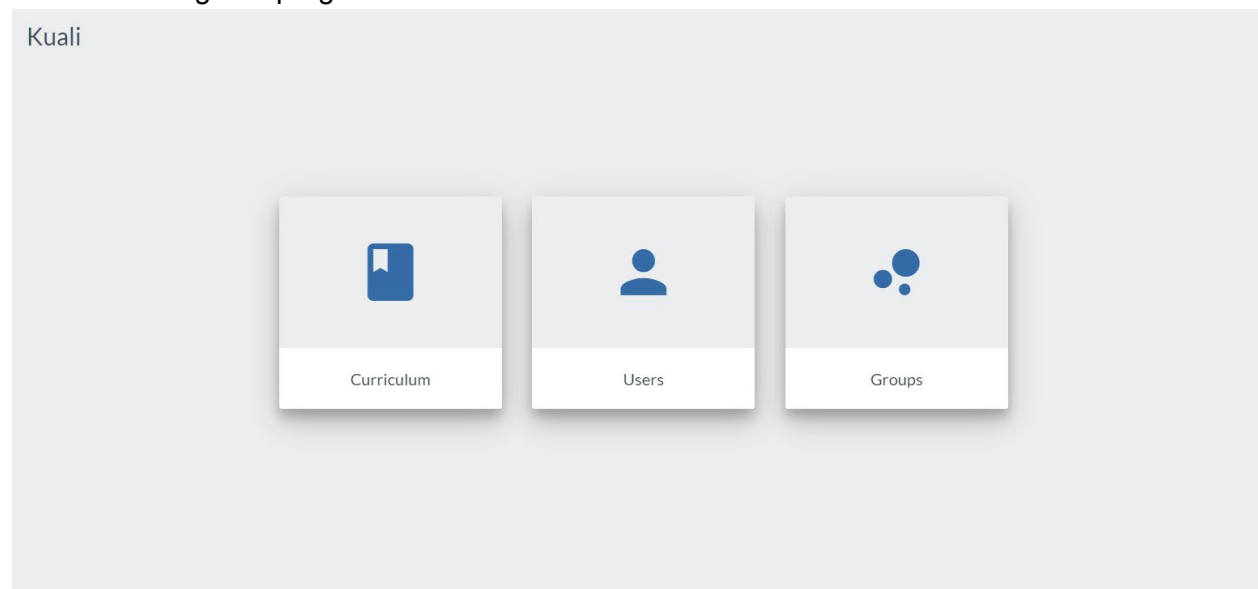
# How to Create an Academic Strategic Plan in Kualu

Arizona State University uses Kualu to create and edit its Academic Strategic Plan proposals. The Kualu 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](mailto:curriculumplanning@asu.edu).

## Step 1: Sign into Kualu.

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.

ASU Arizona State University Curriculum Management

My Dashboard

Search...

+ New Academic Strategic Plan

Code	Title	Description	Created On	Status
	Worlds	New unit needed for all things	2020/04/06	Active
	Sales	-	2020/04/14	Active
APA CERT	Applied Behavior Analysis	-	2020/04/29	Active
MS BIO	Biological Data Science	-	2020/05/05	Active
	Organizational Leadership (Veterans, Society and Service)	-	2020/06/03	Active
	Health Care Administration and Policy	-	2020/06/03	Active
	Health Information Management	-	2020/06/01	Active
	Science for Social Impact	-	2020/06/01	Active
	Design (Experience Design)	-	2020/06/01	Active
	Population Health	-	2020/06/01	Active
	Social Design	-	2020/06/01	Active

Search Options

Pagination: 1-30 of 2126

Filters:

Status

Active

Retired

Inactive

Actions:

Download CSV

Print

ASU Arizona State University

My Dashboard

Courses

Academic Strategic Plans

Programs

Policies

Proposals

Proposal Groups

Agendas

Reports

System Settings

## 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.

The screenshot shows the ASU Curriculum Management interface. At the top left is the ASU logo and 'Curriculum Management'. At the top right are 'Action List' and 'RAQUEL FONG'. A search bar is located below the header. A table lists various Academic Strategic Plans with columns for Code, Title, Description, Created On, and Status. A red arrow points to a '+ New Academic Strategic Plan' button in the top right corner, which is also enclosed in a red box. On the right side, there are search options, pagination (1-30 of 2126), filters (Status: Active, Retired, Inactive), and actions (Download CSV, Print).

Code	Title	Description	Created On	Status
WWB	Web Worlds	New unit needed for all things	2020/04/06	Active
	Sales	-	2020/04/14	Active
APA CERT	Applied Behavior Analysis	-	2020/04/29	Active
MS BIO	Biological Data Science	-	2020/05/05	Active
	Organizational Leadership (Veterans, Society and Service)	-	2020/06/03	Active
	Health Care Administration and Policy	-	2020/06/03	Active
	Health Information Management	-	2020/06/01	Active
	Science for Social Impact	-	2020/06/01	Active
	Design (Experience Design)	-	2020/06/01	Active
	Population Health	-	2020/06/01	Active
	Social Design	-	2020/06/01	Active

This is a close-up of the '+ New Academic Strategic Plan' button, which is highlighted with a red box. Below it is the search options sidebar, which includes pagination (1-30 of 2126), filters (Status: Active, Retired, Inactive), and actions (Download CSV, Print).

Fill out the rest of the form using the combination of multiple choice, long answers, and auto-generated answers.

Academic Plan or Org Code | Title

**Academic Plan**

Academic Planning Cycle  
2020-2021 AP

College/School \* Department/School \*

College Contact Name \* Title of Contact \*

Phone \* Email \*

Action Type

Program

Organizational Unit

### 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:

ASU Arizona State University CurriculumManagement

My Dashboard | Search...

	Code	Title	Description	Created On
Academic Strategic Plans	W	Web Worlds	New unit needed for all things	2020/04/06
Programs		Sales	-	2020/04/14
Policies	A	Applied Behavior Analysis	-	2020/04/29
Proposals	MS BIO	Biological Data Science	-	2020/05/05
Proposal Groups		Organizational Leadership (Veterans, Society and Service)	-	2020/06/03
Agendas		Health Care Administration and Policy	-	2020/06/03
Reports		Health Information Management	-	2020/06/01
System Settings		Science for Social Impact	-	2020/06/01

Double click on the desired program. Find the “Propose Changes” button on the right.

Academic Plan or Org Code | Health Information Management Future | Spring 2021 – Indefinite

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Academic Plan

Academic Planning Cycle  
2020-2021 AP

College/School  
College of Health Solutions (CHL)

Department/School  
College of Health Solutions (CHL)

- Edit
- View Original Proposal
- Propose Changes**
- Duplicate
- Delete



Select “Create a New Version for a Future Term”

### Propose Changes

Create a New Version for a Future Term

Make a Revision for Current Term

CANCEL    NEXT →

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:

**Academic Level \***

Undergraduate


Graduate

**Proposal Type \* ?**

Degree Program

**Degree Type**

If requesting a new degree type, please select 'Other.'

Bachelor of Science (BS) 

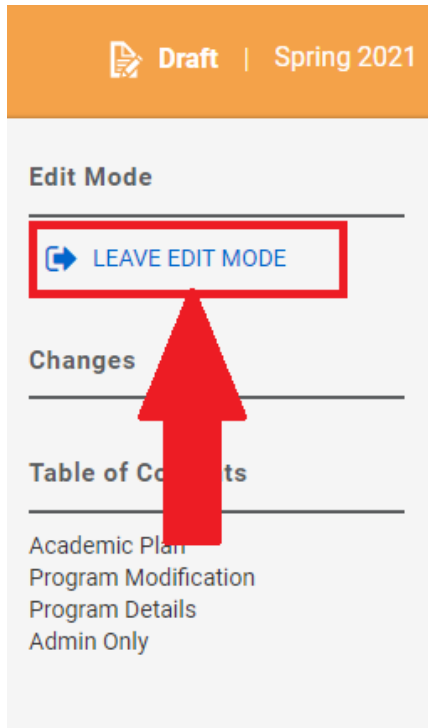
**Program Name**

Please include concentration name in parenthesis, if applicable.

Health Information Management

## 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”.

