The College of Education and Human Ecology
Electronic Course Approval (ECA)
Helpful Information

In 2007-2008 the Office of Academic Affairs (OAA) developed and released ECA to better guide course requests through the curricular flow within the University. ECA was designed to replace the former manual and paper-based process used to submit course approval requests. OAA now requires that all course requests be submitted through ECA (effective 1/1/09).

The routing within ECA is programmed to mimic what we currently do in our manual, paper-based process. Here is how the process should work:

1. Faculty members initiate course requests. The College Curriculum Committee recommends that, within the unit, faculty members continue to use the paper forms when developing requests (this can be done in hard copy or electronic format using the Word or PDF documents available within the EHE Carmen Exchange site). Also see forms in Curriculum Handbook. This will help the person inputting the requests in the ECA system have all the information they need.

2. The unit course initiator enters the request into the ECA system and puts the course in the “flow.” Please see the list of unit initiators below. Faculty are encouraged to contact these individuals when they are ready to move forward with requests. While we are adjusting to the new system, course initiators should email the following individuals to let them know a course request has been entered into the “flow” and is ready for unit review:
   a. the appropriate studies committee chair within their unit
   b. and Sarah Lang (lang.279@osu.edu)

3. From there the request is “sent” to the unit level undergraduate and graduate studies committee chairs. The studies committee chairs should receive an email from the ECA system that a course is ready for review/approval. Please note that the message is generic and sent to the entire group of studies chairs for each college. The wording within the email may be confusing as it mentions “your list” which can be interpreted as being targeted, but it is not. Please note the department or school listed in the message, and if it is not your department, please ignore it. The messages come in a digest format once a week or so, and the volume should not be overly high (information provided by Joe Rutter, ECA University coordinator). However, if your unit’s course initiator informs you a particular course has been placed in the flow, you can always log-on to check the request (i.e., you do not have to wait to receive the list serve message to proceed with your processes).

Here is an example of a typical message:

One or more tasks related to the Course Approval process are currently on your list. This alert refers to a course proposed by the EDU P&L department of EHE entitled Online Learning Strategies and Skills.

The course ID is EDU P&L 159.

To view all items awaiting your attention please click on the following link and log in to the Course Approval system:
http://bpmprod.itprod.ohio-state.edu/ibpmweb

NOTE: This is a system generated email message. Please do not reply directly to this message.

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______________________________________________
Ehe_chrdir mailing list
Ehe_chrdir@lists.service.ohio-state.edu
https://lists.service.ohio-state.edu/mailman/listinfo/ehe_chrdir

End of Ehe_chrdir Digest, Vol 1, Issue 1
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4. After the studies committee chair approves the request, it is "sent" to the School Director or Departmental Chair, the EHE Curriculum Committee, the EHE Council, the Dean, and then to the next appropriate point outside our College. At each level the ECA system emails the next appropriate individuals in the chain for his/her approval. These individuals will receive a similar digest email like the example above.

Others outside our College will be able to view requests once they are put "in the flow" (i.e., once the person inputting the requests has completed his/her tasks). Those above, or outside, the next point in the chain of approval, will be able to see the request, but they will not be able to edit or approve. Once requests are set "in the flow" other units may view them to check for concurrence, but formal concurrence should still be sought from applicable units. Appropriate concurrence documentation should be uploaded and attached to the course request along with any other necessary documentation (e.g., course syllabus, scheduling information, etc.)

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<td>Michelle Puthoff</td>
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<td><a href="mailto:puthoff.17@osu.edu">puthoff.17@osu.edu</a></td>
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<td>Andy Zircher</td>
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<tr>
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<tr>
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If you have additional questions about the ECA system, please:

1. Visit the ECA website (http://eca.osu.edu/)
2. Contact the College Curriculum Coordinator, Sarah Lang (lang.279@osu.edu)
3. Contact Joe Rutter (rutter.1@osu.edu) who can help with technical questions and password/log-on difficulties