



Hagerstown Community College

Watermark™

Curriculum Strategy

End-User Manual

2025-2026

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Watermark™ Curriculum Strategy Software

Watermark™ Curriculum Strategy is Hagerstown Community College's online Curriculum Management and Catalog system that automates the process of approving curricular proposals published within our online catalog.

<https://login.watermarkinsights.com/connect/hcc>

Logging In

To log in, navigate to the upper right corner of the screen, select “*Login*”. Enter your Hagerstown Community College (HCC) username and password (same as your computer log in). Only individuals with Hagerstown Community College (HCC) credentials that have already been added to the system by a system administrator can log in. If you have trouble logging in with your HCC login credentials, please contact your system administrator/Coordinator of Curriculum & Academic Systems (CCAS) with any questions:

Chelsea Brereton

Coordinator of Curriculum & Academic Systems

(240)-500-2283

cebrereton@hagerstowncc.edu

Note: User accounts will only be created for full-time faculty, division directors, and Curriculum Development & Review Committee members.

Help

In the event you need assistance within the system, you can reach out to your system administrator/Coordinator of Curriculum & Academic Systems (CCAS) with any questions:

Chelsea Brereton

Coordinator of Curriculum & Academic Systems

(240)-500-2283

cebrereton@hagerstowncc.edu

Curriculum Management

Curriculum Management streamlines the submission, review, and approval of curricular proposals and notifications. To access Curriculum Management, once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.

Upon selecting Curriculum Management, it will display the institution's curricular form options at the top of the page, as well as tabs (curriculum dashboard, my items, archived proposals, and removed from workflow) that show current, removed, and archived forms within the system.

Curriculum Dashboard

The Curriculum Dashboard tab is the default screen under Curriculum Management. The Curriculum Dashboard displays ALL forms currently in the workflow and breaks them down by form type, program name, current workflow step, date submitted, and last workflow user.

My Items

The My Items tab displays proposals awaiting your personal review.

Archived Proposals

The Archived Proposals tab displays proposals that were previously approved.

Workflow Notifications

Email notifications are sent to approvers in the workflow immediately when a change in a workflow takes place, as well as reminders to current workflow approvers every Monday.

User Accounts

User accounts in Watermark Curriculum Management consist of full-time faculty, division directors, and Curriculum Development & Review Committee members.

Comments

Only users whose step it is in the workflow or administrative users can comment on proposals via the "Add a Comment" button upon clicking on a proposal.

Step-By-Step Submission Instructions by Form

To determine which form to use, as well as to reference institutional rules and regulations, faculty or directors can refer to the [Curriculum Development Manual](#). Below are broken out step by step submission instructions by form:

Course Inactivation Proposal

1. Once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.
2. Click on 'Course Inactivation Proposal' from the form links at the top of the page.
3. In the 'Select a Course to Inactivate' screen select the subject, course level, and the course number of the course you are proposing to inactivate and click Select.
4. Complete the required and other necessary course information for the proposal.
Note: Most of the course information automatically populates on the form
 - a. **Approving Division** – Select the division in the dropdown from which the course belongs to and from where the proposal is originating
 - b. **Other Impacted Divisions** – If other divisions will be impacted by this course being inactivated select yes and select which divisions
 - c. **Effective Term** – The effective term will always be Fall
 - d. **Effective Year** – The effective year will always be the upcoming FY Fall Year
 - e. **Rationale for discontinuation of course** – Provide a clear reason of why the course should be inactivated/discontinued
5. Once all the information required on the form is completed select the save icon in the top right corner.
6. Once saved you will be given the options to 'Submit for Review' which will move the proposal forward in the workflow **OR** 'Remove Proposal' which will remove the proposal from moving forward in the workflow

Course Modification Proposal

1. Once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.
2. Click on 'Course Modification Proposal' from the form links at the top of the page.
3. In the 'Select a Course to Modify' screen select the subject, course level, and the course number of the course you are proposing to modify and click Select.
4. Complete the required and other necessary course information for the proposal.

Note: Most of the course information automatically populates on the form

- a. **Approving Division** – Select the division in the dropdown from which the course belongs to and from where the proposal is originating
- b. **Other Impacted Divisions** – If other divisions will be impacted by this course being modified select yes and select which divisions
- c. **Effective Term** – The effective term will always be Fall
- d. **Effective Year** – The effective year will always be the upcoming FY Fall Year
- e. **Current General Education Course** – Select from the dropdown whether the course is currently a general education course
 - i. If yes, select from the dropdown which general education category the course currently falls under
- f. **Are you making a general education change to the course** – Select from the dropdown whether you are making a general education change to the course
 - i. If yes, select from the dropdown the type of general education change
 - ii. Provide justification for the proposed general education course change you selected
 - iii. If you selected adding or moving from the type of general education change, paste the current course outcomes and proposed general education category outcomes in their respective areas
Note: If you are changing the general education category or status of the course you must revise/add a general education statement to the courses description
- g. **Rationale for modification** – Provide a clear summary of the changes being proposed to the course and reasons why
- h. **Are course outcomes changing** – Select from the dropdown whether you are changing the course outcomes
 - i. If yes, paste the current and proposed outcomes in their respective areas
- i. **Prerequisites/Corequisites** – This information will be carried in, however, if you are modifying be sure that the course list matches the narrative and the narrative will go into the catalog as written so, please ensure consistency.
- j. **If you are changing Student Contact Method & Hours** – Only check the method and put an amount IF the value is changing

- k. **If you are changing Instructor Method & Load** – Only check the method and put an amount IF the value is changing
- l. **Course & Program Dependencies** – If your modification affects any of the course or program dependencies (requisites, pathway, requirements, etc.) you will need to submit a modification separately for those courses and/or programs as well
- m. **Is this course adding/removing developmental requisites-** Select from the dropdown whether you are adding or removing developmental requisites
 - i. If yes, the Developmental Education & Adult Literacy Services Division Director will be added to the workflow to approve the developmental change

Note: If making edits to areas of information that are automatically carried in you can click in the area and modify as needed. The way you modify the area is how it will appear in the catalog.

- 5. Once all the information required on the form is completed select the save icon in the top right corner.
- 6. Once saved you will be given the options to 'Submit for Review' which will move the proposal forward in the workflow **OR** 'Remove Proposal' which will remove the proposal from moving forward in the workflow

New Course Proposal

1. Once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.
2. Click on 'New Course Proposal' from the form links at the top of the page.
3. Complete the required and other necessary course information for the proposal.

Note: Since this is a NEW course proposal form, much of the information must be entered manually. Due to this, be sure to follow current formatting used across existing courses.

- a. **Prefix** – Select the prefix from the dropdown that best fits the new course
Note: If a specific prefix currently does not exist message the CCAS to create it in the system before submitting the New Course Proposal
- b. **Course Number** – Enter the determined course number
- c. **Course Title** – Enter the determined course title
- d. **Approving Division** – Select the division in the dropdown from which the course belongs to and from where the proposal is originating
- e. **Effective Term** – The effective term will always be Fall
- f. **Effective Year** – The effective year will always be the upcoming FY Fall Year
- g. **Making a General Education Course** – Select from the dropdown whether you are making the course a general education course
 - i. If yes, provide Justification for your proposed general education course
 - ii. Provide current course outcomes and proposed general education category outcomes in their respective areas
- h. **Rationale for New Course** – Provide a justification for the new course being proposed
- i. **Program Associations** – Provide any program associations
Note: If program associations are entered you will need to submit a program modification as well to add the new proposed course to the program
- j. **Credits** – Enter the number of credits for the course
Note: If the course is a variable credit course enter the credit range. Ensure to type the word 'credit' or 'credits' if a variable credit course
- k. **Capacity Min** – Enter the min capacity
Note: Standard min capacity at HCC is 5
- l. **Capacity Max** – Enter the max capacity
Note: The max capacity will carry down the same across all created sections
- m. **Session Cycle** – Select the session cycle from the dropdown that the course will be offered
- n. **Yearly Cycle** – Select the yearly cycle from the dropdown that the course will be offered
- o. **Registration Restrictions** – Note any registration restrictions separate from the

prerequisites and corequisites

Note: This is most common for cohort courses

- p. **Course Description** – Enter the course’s course description
 - q. **Prerequisites/Corequisites** – Enter the prerequisite narrative that will display in the catalog, as well as selecting the courses listed in the narrative
Note: Prerequisites are to be taken always before the course and corequisites can be taken either concurrently specifically or previously/concurrently.
Student Contact Method & Hours – Select the student contact hour method of the course and list the number of hours for that method
Note: Student contact hour method should match the instructor method. If the course is a variable credit course enter the contact hour range.
 - r. **Instructor Method & Load** – Select the instructor load method of the course and list the number of hours for that method
Note: Student contact hour method should match the instructor method. If the course is a variable credit course enter the contact hour range.
 - s. **Upload Assessment Plan** – Attach assessment plan file for the new course
 - t. **Upload Master Syllabus** – Attach master syllabus file for the new course
 - u. **Is this course adding/removing developmental requisites** – Select from the dropdown whether you are adding or removing developmental requisites
 - i. If yes, the Developmental Education & Adult Literacy Services Division Director will be added to the workflow to approve the developmental change
4. Once all the information required on the form is completed select the save icon in the top right corner.
 5. Once saved you will be given the options to ‘Submit for Review’ which will move the proposal forward in the workflow **OR** ‘Remove Proposal’ which will remove the proposal from moving forward in the workflow

New Program Notification

1. Once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.
2. Click on 'New Program Notification' from the form links at the top of the page.
3. Complete the required and other necessary program information.

Note: Since this is a NEW program notification form, much of the information must be entered manually. Due to this, be sure to follow current formatting used across existing programs. The information entered should match what was sent on the proposal sent to MHEC for approval.

- a. **Approving Division** – Select the division in the dropdown from which the program belongs to and from where the proposal is originating
 - b. **Program Name** – Enter program name
Note: Should match name from approved MHEC proposal
 - c. **Effective Term** – The effective term will always be Fall
 - d. **Effective Year** – The effective year will always be the upcoming FY Fall Year
 - e. **Rationale for New Program** – Provide a justification for the new program
 - f. **Program Description** – Enter Program Description
Note: Should match program description from approved MHEC proposal
 - g. **Program Requirements** – Enter program pathway and areas as provided in the approved MHEC proposal
Note: Use other programs as an example of how to set up the program pathway and course areas. Special placeholder courses like 'restricted electives', 'spacing', 'or' statements, or 'electives' statements can be found under 'Narrative Courses'. 'Add Proposed New Course' is only used when there is a New Course Proposal for a course to be added to a program. You can also use the preview mode to ensure you are setting the areas up as needed to be viewed correctly in the catalog.
Note: Copy of Program Pathway – Upload a copy of the intended program pathway to confirm accuracy of the created program pathway
 - h. **Program Assessment MAP** – Upload a copy of the program assessment MAP
 - i. **Please list all active HCC articulation agreements with other institutions** – List out all active articulation agreements HCC has that pertain to this program
 - i. If there are current agreements, upload the agreements using the Attach Files button
4. Once all the information required on the form is completed select the save icon in the top right corner.
 5. Once saved you will be given the options to 'Submit for Review' which will move the proposal forward in the workflow **OR** 'Remove Proposal' which will remove the proposal from moving forward in the workflow

Program Modification Proposal

1. Once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.
2. Click on 'Program Modification Proposal' from the form links at the top of the page.
3. Complete the required and other necessary course information for the proposal.

Note: Most of the course information automatically populates on the form

- a. **Approving Division** – Select the division in the dropdown from which the program belongs to and from where the proposal is originating
- b. **Effective Term** – The effective term will always be Fall
- c. **Effective Year** – The effective year will always be the upcoming FY Fall Year
- d. **Rationale for Program Modification** – Provide a justification for the proposed modifications to the program
- e. **Pathway/Courses:** If making a change to the program that affects the pathway or courses listed you must revise the courses listed using the delete, select a course, or add proposed new course.

Note: Special placeholder courses like 'restricted electives', 'spacing', 'or' statements, or 'electives' statements can be found under 'Narrative Courses'. 'Add Proposed New Course' is only used when there is a New Course Proposal for a course to be added to a program.

- f. **Please list all active HCC articulation agreements with other institutions that this change affects** – List out all active articulation agreements HCC has that pertain to this program
 - i. If there are current agreements, upload the agreements using the Attach Files button. Substantial modifications for a transfer program must have an updated articulation agreement uploaded at the time of submission.

Note: If making edits to areas of information that are automatically carried in you can click in the area and modify as needed. The way you modify the area is how it will appear in the catalog.

7. Once all the information required on the form is completed select the save icon in the top right corner.
8. Once saved you will be given the options to 'Submit for Review' which will move the proposal forward in the workflow **OR** 'Remove Proposal' which will remove the proposal from moving forward in the workflow

Program Inactivation Notification

1. Once you have logged in to the Watermark™ Curriculum Strategy software click on Curriculum Management on the left-hand menu of the landing page.
2. Click on 'Program Inactivation Notification' from the form links at the top of the page.
Note: Program Inactivation Notifications are to be originated by the Dean of Instruction (DOI) only, unless special permission is given to the Division Director
3. In the 'Select a Program to Inactivate' screen select the program category and program title you are proposing to inactivate
4. Complete the required and other necessary course information for the proposal.
Note: Most of the course information automatically populates on the form
 - a. **Approving Division** – Select the division in the dropdown from which the program belongs to and from where the proposal is originating
 - b. **Effective Term** – The effective term will always be Fall
 - c. **Effective Year** – The effective year will always be the upcoming FY Fall Year
 - d. **Rationale for Inactivating the Program** – Provide a clear reason of why the program should be inactivated/discontinued
 - e. **Please list all active HCC articulation agreements with other institutions that this change affects** – List out all active articulation agreements HCC has that pertain to this program
 - i. If there are current agreements, upload the agreements using the Attach Files button
5. Once all the information required on the form is completed select the save icon in the top right corner.
6. Once saved you will be given the options to 'Submit for Review' which will move the proposal forward in the workflow **OR** 'Remove Proposal' which will remove the proposal from moving forward in the workflow

Form Workflows

Each curricular form has its own workflow outlined below (** indicates if needed*):

Course Inactivation Proposal

Submitter > *Other Impacted Division Director(s) > Approving Division Director > Coordinator of Curriculum & Academic Systems > Faculty Co-Chair > VPAASS Co-Chair

Course Modification Proposal

Submitter > *Developmental Education & Adult Literacy Services Division Director > *Other Impacted Division Director(s) > Approving Division Director > Coordinator of Curriculum & Academic Systems > Faculty Co-Chair > VPAASS Co-Chair

New Course Proposal

Submitter > *Developmental Education & Adult Literacy Services Division Director > Approving Division Director > Coordinator of Curriculum & Academic Systems > Faculty Co-Chair > VPAASS Co-Chair

New Program Notification

Submitter > Approving Division Director > Coordinator of Curriculum & Academic Systems > VPAASS Co-Chair

Program Modification Proposal

Submitter > Approving Division Director > Coordinator of Curriculum & Academic Systems > Faculty Co-Chair > VPAASS Co-Chair

Program Inactivation Notification

Submitter > Coordinator of Curriculum & Academic Systems > VPAASS Co-Chair

Note: The submitter of Program Inactivation Notifications should be the Dean of Instruction (DoI)

Form Review & Decision Making

Reviewing forms is an important step in the decision-making process. Covered below are several ways to review curricular forms, as well as several approving/rejecting decision options provided throughout the workflow:

Reviewing Forms

There are several ways to review proposals:

Compare Versions

Once you have opened a proposal to view it you can compare versions to see what was changed. To do this, click on the 'Compare Versions' button on the left-hand side within a submitted proposal. Red text indicates new/modified areas of text, while text in blue indicates deleted areas of text.

Note: You have the option to compare different versions. Ensure for the purpose of review that you are comparing the original to the most recent changed version.

Preview Mode

Once you have opened a proposal to view it you can preview the proposal as it will show in the catalog. To do this, click on the "Preview" button on the left-hand side within a submitted proposal. Review to ensure the pathway, program areas, and courses are showing as intended.

Making Edits to Initiated Proposals

During your step of the workflow you can lock the proposal to make any edits, this will ensure that while you are making changes your changes are not overwritten by another user.

Audit Trail

On the left-hand side of an open proposal it will provide the audit trail. An audit trail shows the workflow trail of the proposal along with any comments.

Approving/Rejecting Forms

During your step in the workflow several approving/rejecting decision options may be displayed (dependent on step/role):

Approve – Move forward in the workflow

Return to Previous –Rejecting back to the previous user in workflow (usually in addition to a comment to correct information)

Return to Submitter – Returning the form to the initial submitter/originator (usually in addition to a comment to correct information)

Move Forward – Move forward in the workflow

Note: *Co-Chair's (Faculty and VPAASS Co-Chair's) do not approve proposals until after the Curriculum Committee meeting.*

Reports

Course Dependency Report

The Course Dependency Report gives a listing of course dependencies across other courses and programs within a selected catalog year. To generate the report:

1. Log in to the Watermark™ Curriculum Strategy software and click Tools on the left-hand menu of the landing page.
2. Select Course Dependency Report
3. Select the year and catalog you are wanting to pull the information for
4. Select Add to Queue and the report will be generated overnight

Note: Course Dependencies are also shown at the bottom of an initiated Course Modification Proposal or Course Inactivation Proposal.