



STEERING COMMITTEE RECOMMENDATION APPROVAL REQUEST

Process: Maintenance of Academic Structure within Campus Management

Description of Recommendation: The long-term plan for maintaining the academic structure course database in Campus Management (CM) is twofold. First, it is recommended that the CM system be the official repository of all academic program and course information. Second, it is recommended that the course and catalog revision process be converted to an Eform type process to reduce the amount of paper forms that must be typed and retyped during the submittal and approval process through the various review bodies and also to ensure that the proper information is correctly entered into the CM database.

Underlying Opportunities: At present, the required course or program add/delete/change paperwork is submitted by the requesting department, forwarded to the dean and, as appropriate, to a school C&P Committee. If approved at school or college level, it is then routed to the Undergraduate or Graduate Council for review. Once approved by these standing committees, the minutes of the Undergraduate or Graduate Council are then submitted to the Academic Council for further comment, and the minutes of the Academic Council are then submitted to the Chancellor for final approval. Once approved by the Chancellor, the changes are [1] entered into the master course list and [2] entered in the campus catalog. Two separate groups record these changes, based on their independent readings of the minutes of the Academic Council. This process requires several stages where the initial course forms are re-typed into the minutes of the meeting and possible new/corrected information added. It is prone to errors. During recent months, many discrepancies have been identified between the master course list and the campus catalogs.

Pros Supporting the Recommendation:

1. The proposal will result in single data source for the campus catalogs, the web presentation of academic programs and the academic computing system.
2. The consolidation of data entry will serve to eliminate differences in interpretation of course and program additions, deletions and changes.
3. The revised course and program approval process using a database structure will provide uniformity in change proposals and eliminate the likelihood of errors.

Cons Against the Recommendation:

1. The electronic transmittal and approval system for course and academic program changes does not exist and will have to be developed.

Issues, Concerns, or Currently Unresolved Aspects of the Recommendation:

The details of the operation of the data flow are still not clear. More information is required before a decision can be made as to how best to handle this data flow. Either the present University Eforms system or possibly the SAP system itself could be used for this purpose. Both require further examination before a decision can be made. The basic requirements of the process are as follows:

- 1) Data should be easily entered into the database structure by a departmental or school designee. The field titles/form should be clear and easily understood by the faculty, and the computer form should be easily accessible to all persons that can now start such a process.
- 2) If the add/delete/change information applies to an existing course, then the required form information should be “pulled” from CM into the computer form to populate all fields.
- 3) The computer form should require an entry for all fields. Preferable, a copy/paste option could be used to generate changes from the existing information. It should be easily determined what fields have been changed and which have not.
- 4) The computer form should have a “printable copy” option whereby all the required information can be printed for paper submission to approval committees.
- 5) The computer form should be automatically routable to the next review group, similar to the present Eform system. The next higher review group would never consider a form that has not been approved in the previous review process.
- 6) Only after all reviews have been made and approved, would the database information be considered for inclusion into production CM. A single person would make the final data entry into CM.
- 7) The Publications Office currently maintains catalog copy and has offered to be the point of data entry for the Campus Management system. However, since this is an academic process, it is suggested that the Registrar’s Office have the final review authority to examine the database information in CM after Publications has entered any and all final corrections. Once the Registrar’s Office gives final approval, the data will be moved electronically from the planning stage into the production system.

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For further information about this recommendation, contact:

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