UH Features for KSCM

SYSTEMWIDE FEATURES

The University requires a curriculum management system to provide the following functions in addition to those features that are already provided in Kuali Course Management:

1. Management of Courses and Program Offerings: The Multi-Campus Environment
   a. The curriculum management system must accept data from Banner and must transfer data to Banner with perfect accuracy and with minimum human intervention on a schedule to be determined.
   b. The new system must accept data from Curriculum Central as specified by individual campuses.
   c. The system must be able to compare courses across all entities in terms of course alpha, number, title, description; to identify courses across all entities that serve as prerequisites, co-requisites, or cross-listings; to identify programs across all entities that require or refer to particular courses.
   d. KCM must accommodate both the distinctive offerings of each campus and also courses and programs that share common characteristics across campuses.

1. On user login, only campus-appropriate screens are accessible.

b. Maryland can share Oracle tables for the data exchange. Thanh and user group are working on this now.)

c. These functions are built into KCM and need to be customized for the multi-campus environment.

d. On the KSCM on the UH server, Thanh has added to the core KSMC Sections (Course Information, ... Supporting Docs) a set of separate KSCM Sections for each campus, with the intent that a user will see in the left frame a list of the core Sections and below that a list of campuses, so after completing the core Sections, user can click on her campus link and go to items specific to her campus (or items shared with a subset of campuses, such as community colleges).

1. The above arrangement of campus-specific Sections would make this login feature unnecessary (though it might be preferable to forcing users to choose from the list).
2. On user login, the user can enter data into the courses and programs for only that campus
   a. User can access only creation/modification items selected by user’s campus.
   b. Only campus courses should appear as options for prerequisites, corequisites, recommended preparation for courses.
   c. Only campus-relevant institutional and program learning outcomes and LO types/categories should appear in Learning Outcomes.
   d. Courses are linked only to campus-specific programs, not programs on other campuses.

3. All Banner-relevant course information for courses on different campuses with same alpha/number/title but somewhat different course descriptions and CLOs and PLOs for different campuses, must display for articulation with home campus designations.

4. Diverse approval sequences can be established for each campus and proposals are

3. [We need to determine whether the small number of outlier courses merits the customization required to accommodate them along with the vast majority of unique or fully articulated courses.]

4. This is already part of KSCM

3. Ideally in financial terms, provider should train trainers (one or two trainers per campus) and UH should develop its own user manual (U Maryland template) and other support materials (Kuali Implementation resources).

3c. Technical staff should have knowledge to further configure KSCM for the UH. This includes installation of PCs to compile configurable components.
properly routed and transparently tracked.

5. Each campus is able to set its own rules for the approval process: e.g., only the proposer can revise proposals, whether revised proposal is returned only to approver who requested revision.

- Add Hawaiian diacritics to the data dictionary for course titles and descriptions, for both storage (configuration) and search (customization).

2. Write customizations in KRAD for easy upgradeability to KCM 3.0

3. Training

   a. Provide UH system training coordinator with an overview of the system as configured, review training materials the trainer assembles, and be available to answer questions from the training coordinator
   b. Provide UH technical staff with appropriate training in the software, and review with the staff the procedures documentation that will be developed for operations.
   c. Train UH technical KSCM person to configure, compile, move to production, maintain, troubleshoot KSCM.
   d. Train UH technical KSCM person to use RICE to develop a set of standard, widely used reports (including data displays) of course and program data.

   - Among the reports most commonly used in the current curriculum
management system: Approval status of all in-process course and program proposals, all courses/programs approved by calendar year, display any proposed/approved/archived course or program, display comments/approval history of any c/p; display outline summary of any course; display outlines by effective terms/end date, experimental date by calendar year; display fast-tracked courses by calendar year; display archived/deleted courses by calendar year; summary of course/program actions; display program learning outcomes; all courses across system with a particular alpha with links to course information.

### MULTI-CAMPUS FEATURES

1. The system must be able to link campus program learning outcomes to campus course learning outcomes; and to link UH system and campus-specific General Education certification and outcomes to courses and to course learning outcomes.

2. Provide the ability to record, for each course, the following items: course content, course learning outcomes, assessment activities/methods, persons responsible for assessment, and schedule of assessment; some assessment documentation may be provided in attachments to each course.

1. Add-on available from Kuali associate/U Maryland, but must be modified to function in the multi-campus environment.

2. Configuration; useful for campus tracking of assessment and for accreditation review. In the second version of KSCM, would be linked to more detailed assessment input, as in Priority 3 Features, item 5.
### INDIVIDUAL CAMPUS FEATURES

1. Some campuses want items in KCM that will direct a course proposal for General Education review.

2. For those campuses using GE features in their KSCM course data, KSCM must display campus-specific GE course sets (courses on each campus that have been certified for GE).

3. Enable campuses wishing to display campus-specific announcements on login page to do so.

4. Some campuses want to be able to block actions from occurring after set deadlines: e.g., course proposals will not be permitted to move into the approval workflow after a particular date; deadlines are built into the approval sequence so that approvers must take action on time.

5. Expansion of assessment functions listed in Priority 2:
   a. Link institutional as well as program outcomes to course outcomes.
   b. Provide the ability to record, for each course learning outcome, the following items: persons responsible for assessment, a schedule of planned assessment, proposed assessment activities/methods, anticipated level of achievement of learning outcome, actual level
   c. Not all campuses want assessment items; these would be campus-specific or specific to those campuses that wish to include assessment in KSCM.
   d. All KCM data will be in Rice, so when 5.a,b,c above are in place, such reports would be doable.

1. This is readily accomplished using the existing approval sequencing function.

a. Not all campuses have institutional learning outcomes and not all want these included in the curriculum review process.

b. Not all campuses want assessment items; these would be campus-specific or specific to those campuses that wish to include assessment in KSCM.

c. Not all campuses want assessment items; these would be campus-specific or specific to those campuses that wish to include assessment in KSCM.

d. All KCM data will be in Rice, so when 5.a,b,c above are in place, such reports would be doable.
of achievement of learning outcome, proposed method for improving achievement of learning outcome and impact of prior implemented method for improving achievement of learning outcome; some assessment artifacts may be provided as attachments to each course. ]
c. Retain prior assessment records as new ones are added. Provide the ability to record, for each program learning outcome, the following items: all items similar to course outcomes assessment above, and where course learning outcomes are linked to a program learning outcome, report course learning outcome assessment results by date
d. Assessment reports should be easily constructed, such as tabular display of assessment reports submitted for course/program (for specified period of time), display of courses and programs not fully assessed (all outcomes over specified period of time).