MINIMUM REQUIRED FUNCTIONALITY

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:

2.5.1 Management of Courses and Program Offerings

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. Note: Maryland can share Oracle tables for the data exchange.

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

d. 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 [add-on available from Kuali associate, must function in the multi-campus environment]

e. KCM must accommodate both the distinctive offerings of each campus and also courses and programs that share common characteristics across campuses.

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

• On user login, the user can enter data into the courses and programs for only that campus
  o User can access only creation/modification items selected by user’s campus.
  o Only campus courses should appear as options for prerequisites, corequisites, recommended preparation for courses.
  o Only campus-relevant institutional and program learning outcomes and LO types/categories should appear in Learning Outcomes.
  o Courses are linked only to campus-specific programs, not programs on other campuses.

• 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
• 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.

f. For item linking credit hours and associated course format/activities: Kuali should display a matrix. [Important for accreditation review; UMD has code for this customization.]
g. Provide the ability to record, for each course, the following items: course content, learning outcomes assessment, assessment activities/methods, persons responsible for assessment, and schedule of assessment; some assessment documentation may be provided in attachments to each course. [Configuration; important for campus tracking of assessment and for accreditation review]

h. Develop a set of standard, widely used reports (including data displays) of course and program data.
• Among the 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.
• Additional 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). [All KCM data will be in Rice]

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

j. Ensure that diverse approval sequences can be established and maintained in the multiple campuses and that proposals are properly routed and transparently tracked.

2.5.2 Write customizations in KRAD for easy upgradeability to KCM 3.0

2.5.3 Training
• 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
• Provide UH technical staff with appropriate training in the software and review with the staff the procedures documentation that will be developed for operations.

2.6 DESIRED FEATURES

2.6.1. Some campuses want items in KCM that will direct a course proposal for General Education review. (On other campuses, GE certification is conducted by a different committee than those responsible for course approval.)

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

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

2.6.4. 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.