Order of Operations to Create/Modify a Course

Your S/C Internal Process
- Talk to your School/College/Dept for more details on course creation/updates

UCC or Non-UCC
- See our website or slides below to determine which Course Proposal Forms go where

Dean Sig Authority
- This will either route to your Associate Dean or Dean OR the designated signature authority for your school/college

RO Curriculum Management Team
- Form routes to RO Curriculum Management Team to review

CourseLeaf Sync with CU-SIS
- Information from form is input into CU-SIS

Final Review by RO Curriculum Management Team
- Ensures information is matching in both systems
Course Level Changes that COULD have an impact on other Schools/Colleges and need UCC review
Course Level Changes that should not have an impact on other Schools/Colleges and do not need UCC Review

- Deactivating or reactivating a course
- Changing a course prefix or catalog number
- Updating a requisite
- Technical changes to course (credit hours, repeatability, component, attribute, grading method, default section size)
- Special Topics courses and topics (topic can only be offered 3 times before it needs to become a course and go through UCC)
- Independent Studies, Thesis, Dissertation, Candidate for Degree (AKA 900 section level courses)
- UNIV and UNHL Courses

Non-UCC (Non-University Curriculum Committee)
UCC Workflow Steps for CIM Courses

1. **Coordinator fills out and submits CIM Courses Form**
   - Needs to be done by Thursday at 4pm for UCC review

2. **RO Courses Initial Review**
   - RO team makes sure course should go to UCC and form is filled out correctly
   - RO team will update workflow if it does not need UCC review

3. **UCC New NOI Courses**
   - Week 1 of UCC Review Process

4. **UCC Full Proposal Courses**
   - Week 2 of UCC Review Process

5. **School/College Dean Sig Authority**
   - Dean/Associate Dean or Designated Signature Authority reviews form

6. **RO Courses Processing Review**
   - RO Team reviews form to transition information into CU-SIS

7. **PeopleSoft**
   - Course information from CourseLeaf is synced with CU-SIS

8. **RO Courses Final Review**
   - RO Curriculum Team ensures CourseLeaf software and CU-SIS match
Non-UCC Workflow Steps for CIM Courses

1. **Coordinator** fills out and submits CIM Courses Form
   - RO team makes sure course should not go to UCC and form is filled out correctly
   - Will update workflow if form should go through UCC Process

2. **RO Courses Initial Review**
   - Dean/Associate Dean or Designated Signature Authority reviews form

3. **Dean Sig Authority**
   - RO Team reviews form to transition information into CU-SIS

4. **RO Courses Processing Review**
   - Course information from CourseLeaf is synced with CU-SIS

5. **PeopleSoft**
   - Course information from CourseLeaf is synced with CU-SIS

6. **RO Courses Final Review**
   - RO Curriculum Team ensures CourseLeaf software and CU-SIS match

Final Review
- RO Curriculum Team ensures CourseLeaf software and CU-SIS match
Edits/Changes to Degree Requirements Tab submitted
• This can be done by faculty, chair, catalog editor for each school/college/dept
• If the Catalog Editor is making the changes, they will also need to approve their own edits in the next step.

School/College/Dept Catalog Editor
• School/College/Department reviews edits and checks formatting
• This step exists even if the catalog editor is the initial submitter
• If you have comments about your edits, they may be submitted in the Reviewer Comments section when editing
• If you do not have a Degree Audit for your program, please include in the reviewer comments, “No Degree Audit for this program”

CU Denver Grad Cert
• Degree Audit Teams reviews and makes updates to the upcoming year’s degree audit

CU Denver Catalog
• Catalog team reviews to ensure style guides are followed, no course errors, and checks for any additional grammar, spelling, etc.

- CIM Programs- https://nextcatalog.ucdenver.edu/programadmin/
- Search for your program you need to edit in the Search Box
- Click Edit Program
- If a program is already in the workflow, you will not be able to make edits (unless it is in your step); email catalog@ucdenver.edu if you need a page rolled back.
Relationship between CIM Courses, CU-SIS, and CAT

CIM Courses
- Coordinator submits Course Proposal Form
- RO Catalog and Curriculum Team reviews

CU-SIS
- RO Catalog and Curriculum Team ensures information goes into CU-SIS Course Catalog Page

CAT
- RO Catalog and Curriculum Team runs course import from CU-SIS into Catalog during CAT Editing
- Import from CU-SIS to CAT only brings courses with effective dates through that catalog year; future dated changes beyond that catalog are not imported
CIM and CAT Parallel Processes (1 of 2)

CIM Processes
• On-going
• Updates/Changes will show in CIM at all times

CAT Processes
• Only open during editing period

CIM Processes
CIM Form submitted (Courses, Program, Misc) → Review/Workflow Cycle → Approved Form → Complete

CAT Processes
Next Editing Environment → Edits/Workflow process → Approved Page → Publish

CU-SIS
CIM Courses via sync
CIM Courses via Reg Office
CIM Programs/Misc forms as applicable via Reg Office
CIM and CAT Parallel Processes (2 of 2)

• CIM and CAT have separate workflows and processes
• CIM workflows for new submissions, updates, and edits are made independently of catalog editing
  • Faculty and staff submit their forms
    • Registrar’s Office will verify the effective catalog edition and effective term
• CIM information only goes into CAT when the Registrar’s Office imports the information