ICMS: Curriculum

Course Committee Review Guide

This review guide is intended to assist School/College Course Committees and the Academic Senate Committee on Courses of Instruction (COCI) in their review process. Please send any inquiries about the ICMS system to the ICMS team at icms@ucdavis.edu. All inquiries regarding course policy and procedure can be sent to Edwin M. Arevalo at emarevalo@ucdavis.edu. The ICMS homepage (http://icms.ucdavis.edu/) also has valuable training guides and links to policy that is useful during course review.

Course Committee Review

1. **Log into ICMS via the ICMS home page:** [http://icms.ucdavis.edu/](http://icms.ucdavis.edu/)
   
   a. Access to the system is granted by attending an ICMS class (highly recommended). You can also view the online training tools and/or fill out the online access form on the ICMS homepage to obtain access.

2. **Once you have access you will see course requests in your “Assigned Curriculum Requests”**
3. You can find the course(s) you need to review a few ways:

a. You can review the course requests by clicking on “view” icon for “assigned curriculum requests.” All headings can be used to sort the list. Therefore, you can review by sorting by department, date submitted, title etc. This depends on whatever review schedule is agreed upon by the course committee.
b. You can also search for a course request by clicking on the “Curriculum” tab on the top of the screen. Click on “Curriculum Requests” and you will be taken to a screen where you can input a “Request Number” or “Request Title.” Please input the request number if you know it. If you know the course, input the 6 item alpha-numeric course designator in the request title (example: IMM 298) and it will take you to the course request.
4. **Reviewing the Course:**

A committee reviewer can review the course by clicking on the actual course under the “Subject/Course #” field. This will take you to the course content section of the course. You will then need to hit “back” button to come back to the Curriculum Request Details page again to input your “temporary reviewer comments.”
**Details:** Tells you where the course is, what the request number is, and gives you the ability to input your course review notes in the “Temporary Reviewer Comments.” Hit the “save” button on the bottom of the page after you have commented on the course.

**Notes:** The official committee response will be saved in the “notes” tab of the page. This is the official history/committee action on a course.

**NOTE:** Committee members should use the “Temporary Reviewer Comments” field. The committee support staff/analyst or chair should then compile the temporary comments and then submit the final committee action in the “notes” section. The temporary comments should be cleared once a final action is annotated in the notes section.

**Supporting Documents:** This section is intended for the user to attach any pertinent documents to the course request. In the past, this would be an excel spreadsheet or some memo that clearly stated what the department was trying to achieve. This is most helpful when there are multiple course requests coming through for a single department.
5. **Course Request Action**

a. Once a final “note” (annotation) has been made in the course request, the course can be acted upon. Final action on a course should be completed by **ONE** individual. College course committees will have to submit their membership list to the ICMS team and delineate who has final action/approval authority. Some colleges have a staff member who pushes the final button and other colleges have the Chair who relegates or moves the course forward. Either way, the ICMS team will need to know who that it is.

b. Under the “Workflow Management” section, you have the ability to take action on the course. The comment section is currently mandatory and you can input “approved” or “ok” since the official record is kept in the notes. Click on “choose” in the the “Workflow Action” section. You will be able to act on the course in this section.

i. Approve Request = Approve

ii. Relegate Request = Moves the course request back one level in the workflow

iii. Deny Request = Moves the course request to the initiator