Integrated Curriculum Management System

Frequently Asked Questions (FAQs)
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<td>Amy Lowrey</td>
<td>Added information for the following questions:</td>
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ICMS Curriculum

What is the curriculum approval process?

A person creates, updates, or discontinues a course, saving the form in their “working folder”.

The “course” is put into a curriculum request. The “request” can be submitted immediately, or it can continue to sit in the person’s working folder until they are.

After the course “request” is submitted to the workflow, the person can track all curriculum requests they have via the ‘submitted curriculum’ folder.

Those assigned as approvers in the curriculum request workflow look in their “assigned curriculum requests” to determine actions they will take.

The “request” is approved through the workflow until it is complete. Then the “course” is saved as the current ‘version’, making it a source of information for Banner, the UC Davis General Catalog, and other UCD.

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How do I gain access, go through ICMS training, and/or have access to reference materials?

It is recommended that staff take the ICMS training class in person to obtain system access. You can find a list of class dates and a link to Staff Development and Professional Services (SDPS) on the ICMS home page at http://icms.ucdavis.edu. The link to SDPS is http://lms.ucdavis.edu; a UCD Login is required. Search the SDPS catalog for ICMS to find and register for a session. If you need enrollment assistance, contact SDPS at (530) 752-1766 or e-mail sdps@ucdavis.edu.

If you are not able to attend a training session, there is an Access Request Form available on the ICMS home page in the Other Training Options section. The Training Guide and a link to Online Videos are also available in the same section to assist you in learning how to use the system.

Once you have the form completed, you can send it to the Office of the University Registrar, Attn: ICMS by either interoffice mail, fax to (530) 752-0329, or email to ICMS@ucdavis.edu. Please note that fax and email are the fastest means in obtaining access to the system. If you will be sending the form by email, please ensure you place a digital signature in the appropriate field.

Many times a chair or other department head requires someone to work on their behalf. On the second page of the Access Request Form, there are instructions for you to either sign the form or submit it on behalf of the person you want to do your work. Please follow the instructions above for submitting the form.

Reference materials are available on the ICMS home page. Current documents are the Syllabus (for the training session), the Training Guide, the Quick Reference Guide, and a Draft Form. The Draft Form is for those users who would like to gather data before filling in the form in the system. This is especially helpful for faculty who have staff working in ICMS to enter their proposed course.

How do I change my permission to initiate, approve, or review courses? How do I create or approve courses for multiple departments?

A user in one school/department can approve a course that is assigned to another school/department simply by adding permission to that user to approve the workflow step of the other school/department. Use the ICMS access request form available at the ICMS home page http://icms.ucdavis.edu to update your permissions.
Why can’t I work on a Course in ICMS that I could work on in CAF?

The permissions that were given to you came from the previous course approval system, CAF. If you logged in using another person’s CAF identity, their permissions stayed with their user ID. The quickest way to resolve issues with your permissions is to download the ICMS Curriculum Access Request Form from the ICMS Home Page http://icms.ucdavis.edu.

Complete the form in its entirety and return to the Office of the University Registrar, Attn: ICMS, by either interoffice mail, fax to 530.752.0329, or e-mail to ICMS@ucdavis.edu. Please note that fax and e-mail are the best means of getting a quick response.

What changes can be made by completing a Curriculum Request?

What changes can I make without a Curriculum Request?

You can find information about what types of changes and standards for the changes at the COCI web site: http://academicsenate.ucdavis.edu/committee_cci_policies.cfm

The criteria regarding whether a proposal needs Committee approval are as follows:

Changes that require Committee approval include:

1. Course title, number, and unit value
2. Transfer of course from one academic unit to another
3. Catalog description
4. Mode of grading
5. Any change in learning activity (e.g., substitution of term paper for discussion section, use of a virtual discussion section, or substitution of Web notes for lectures) must be approved by the Committee on Courses before it may be listed in the Class Schedule and Room Directory. (Departments should keep this requirement in mind when planning learning activities for new or amended courses.) Courses with the flexible learning activities "extensive writing or discussion" (W-D) or "term paper or discussion" (T-D) do not require special approval when opting for one or the other, but the department should notify the Office of the University Registrar of their decision as far as possible in advance of the course.
6. Changes in the course that affect its General Education status

Changes that do not require Committee approval:

1. Instructor
2. Year
3. Quarter, semester or session

Send these change requests to ICMS@ucdavis.edu

Requests for temporary grading variances also do not go through the ICMS process. Consult the instructions in the standards:

http://academicsenate.ucdavis.edu/committee_cci_policies.cfm#gradvar
ICMS Curriculum’s form was built using the fields on the CAF system. A few fields were added that did not exist on CAF. If you want to update your course only to complete these new fields, contact the ICMS team at ICMS@ucdavis.edu to see if the changes can be made without a Curriculum Request and approval process.

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How do I remove a Course from a Curriculum Request?

1. If your course is in the approval workflow, you must find out who has the request and ask them to deny the request.
   a. Check the Workflow Tab in the Curriculum Request, and then contact the representative from that Workflow Group. It may be the chair of your department, a college courses committee member, or the Academic Senate. The ICMS team can help you identify who has permissions for the workflow level your request is located.

   Select Deny Request from the Workflow Action drop down list.

2. After the request is denied, the Curriculum Request will be in the Working Folder of the person who created it.
3. That person must go to their Curriculum Request tab, select the request, and then delete the Request.
4. The course(s) will then be in the Working Folder in the Curriculum tab.
5. You can now select one course, make updates as needed, then create a new Curriculum Request to submit to the workflow.

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How does the End Term update on approved (archived) courses?

When you create a New Version of a course, you will choose the Start Term, or the first term your course will be effective. When your course is completely approved at the Registrar level, the term just prior to the Start Term you selected will become the End Term of the previous version of the course. It does not matter if the End Term does not coincide with the terms the course was scheduled; it only matters that the course versions stay successive.

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What do I put into the Start Term and End Term fields?

What do I put into the Request Effective Date/Start Term?

What is the difference between the course Start Term, End Term, and the Request Effective Date/Start Term?

Note: The CAF system only had one term field, the “Effective Term”. ICMS has three terms to work with and understand.

When creating a Course:

- **Start Term** – The first term that the course or changes to the course are available or effective.
- **End Term** – The last term that the course or changes to the course are available or effective.
  - Most of the time this will be “No Specific End Date.
  - If you are submitting a Discontinue Request, then the End Term is the last term the course will be offered.

When creating a Curriculum Request:

The Effective Date/Start Term will usually be the same as the Start Term of the course – except for Discontinued courses.

For Discontinued courses:

- **Effective Date/Start Term** – The term the course is no longer offered; or discontinued as of this term.
- **Start Term** – Term that defaults from the system can be used for Discontinued courses.
- **End Term** – The last term the course is offered.

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I am discontinuing (or cancelling) a Course that has not been taught for many years. What End Term and Effective date do I use?

In this scenario, a course has either remained a valid course even though it has not been actually offered, or has been listed in the General Catalog with no request to discontinue (or cancel) it in the system.

To discontinue this course, in the Course Form, use the End Term that is currently listed in the course. In the Curriculum Request Form, use the following term for the Effective Date/Start Term.

Example: Course cancelled, Request is created and sent for approval on January 5thth.

Course End Term = Winter Quarter (last offered)
Request Effective Term = Spring Quarter (no longer offered)

How can I tell if a Cross Listed Course has been submitted for the same update?

Go to the Search Courses screen and search for the cross-listed course number. Check the status. If there is a course with the status 'In Change Request', it may be for the same update. Select the course number, and then look at the History to find the Curriculum Request Number. In the Quick Links section, select the Search Requests link and enter the Curriculum Request Number in the Request Number search criteria. Select the Course Number in the search results. By reviewing the updates, you can verify if the Course you found indeed has the same changes.

How do I change a Cross Listed Course?

A course form is required for each cross listed course containing the update. All cross-listed course(s) must be identical. The only exceptions are the subject codes -- which are the subject codes of all involved partners; and the course number -- which can be different if the subject does not have the requested course number available. The information in the body of these requests must be corrected to be identical.
How do I change who owns a Course that is “In Working Folder” of another user?

The ICMS Training Guide describes how to change ownership for courses in Working Folders. Please visit the ICMS home page at http://icms.ucdavis.edu to obtain a copy of the guide.

The basic steps are:

- Search for the Course
- Go to the bottom of the form
- Re-assign the Course

The person who started a Course is no longer in my department or has left UC Davis. What should I do?

- Courses that have been submitted through a Curriculum Request to the workflow cannot be re-assigned. Contact the ICMS team at ICMS@ucdavis.edu for review of the situation and instructions.
- If you need to have a user removed/deactivated, send an e-mail to ICMS@ucdavis.edu

Can a user copy a course that is outside of their department?

No. A user must contact the ICMS team at ICMS@ucdavis.edu to have their permissions changed temporarily so they can copy a course outside their department. They can submit an Access Request Form to permanently change their permission levels to include other departments.
What is the difference between Deny, Cancel and Relegate?

Relegate means to return the Curriculum Request to a previous workflow step. Curriculum Requests can be relegated as far back as the Chair level.

If the Chair does not or cannot update the Curriculum Request, they can choose to Deny or Cancel the Request. It will then be returned to the Working Folder of the person who submitted the Curriculum Request.

Deny and Cancel are currently the same; when used they have the same results. In the future, the vendor plans to change the functionality of Cancel. We will announce any changes when they occur.

More details can be found in the ICMS Training Guide at http://icms.ucdavis.edu/docs/ICMSTrainingDoc.pdf.

How do I fix a course that has been approved? I can’t use the same Start Term on a New Version.

Send an email to the ICMS Team at ICMS@ucdavis.edu explaining what occurred and what needs to be fixed. If the fix falls into a category that does not require Academic Senate review, then the ICMS team will update the existing approved course. If the update requires Academic Senate review and approval, then the ICMS team will instruct you of what to do with the Start Term.

How can I keep my list of Courses or Curriculum Requests sorted when I return to it using the BACK button?

Currently, the Back Button is not working as expected, and we are working with the vendor to fix this issue. The easiest way to keep your lists sorted is to use the “right-click method” to open the course or request in a different tab or window. When you right-click a Course or Curriculum Request in your sorted list, you can choose either “Open in New Tab” or “Open in New Window.” Using this method will keep your list sorted as your work on your Courses or Curriculum Requests in other tabs or windows.
How do I find the Curriculum Request when I only know the Subject Course Number?

First, see if you can easily locate the Curriculum Request by:

- Navigating to the Search Curriculum Requests screen
- Entering the Subject Course Number in the Request Title field
- Selecting the Search button

Note: You will not see the Subject Course Number in the search results, which may be a problem if the course has multiple open requests. View the Curriculum Requests that have a status of “In Workflow”.

If you cannot easily see the Curriculum Request from the Search Curriculum Requests screen:

- Navigate to the Search Courses screen
- Type the Subject Course Number in the Subject/Course Number field
- Locate your course with a Course Status of “In Change Request”
- Select the Subject Course Number to open the Course Details
- At the top of the form, find the text: “Course Status: In Workflow Request (View History)”
- Select the “View History” link

- Note the last 5 numbers of the Curriculum Request number; write it down, memorize it, or select/highlight-and-copy

- In the Quick Links section, select Search Requests

- Enter or paste the 5 digit number in the Request Number field, and select Search. From the search results, select the Curriculum Request to review.

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What is In-Progress Grading and how do I tell if my Course is Deferred or Multi-term?

How do I fill out the In-Progress Grading Start and End Term?

Multi-Term courses have one number and are offered over multiple terms. So, there would be a Start Term and End Term.

**Example:** ABC 123 has In Progress Grading

<table>
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<th>If Yes, In-Progress Grading Type:</th>
<th>Multi-term</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Progress Grading Start Term:</td>
<td>Fall</td>
</tr>
<tr>
<td>In-Progress Grading End Term:</td>
<td>Spring</td>
</tr>
</tbody>
</table>

After the first term, the In-progress Grade (IP) is given, and at the last term the grade or P/F is given to the course. Transcripts would show:

- Fall Quarter  ABC 123 grade = in-progress
- Winter Quarter ABC 123 grade = in-progress
- Spring Quarter ABC 123 grade = Pass

When courses are set up as "A", "B", "C", etc., and they are set up to be taken in a series with the final course getting the grade, they should be set up as **deferred** courses, not multi-term. So A and B get a "deferred" grade until the grade is assigned after C is finished, then all three courses get the same grade on the transcript. The Start and End Terms need to be completed for each course submitted:

- Class A offered in the Winter
- Class B offered in the Spring
- Class C offered in the Fall

In-progress Grade Start and End Terms:

<table>
<thead>
<tr>
<th>Class A:</th>
<th>Start Winter</th>
<th>End Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class B:</td>
<td>Start Spring</td>
<td>End Fall</td>
</tr>
<tr>
<td>Class C:</td>
<td>Start Fall</td>
<td>End Fall</td>
</tr>
</tbody>
</table>

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When can I put multiple courses into one Curriculum Request?

At this time, the Academic Senate is requiring **one course per request**. The system has been updated so that if you select multiple courses to submit, then individual Curriculum Requests will be created for each course.

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Several courses I have are duplicates. How can I delete the duplicates?

In your Working Folder, you can select the desired Courses from the Curriculum tab, and then select the Delete Selected button. If your Courses are contained in Curriculum Requests, contact the appropriate person to have the Curriculum Request denied. Once it is denied, the Curriculum Request will be in your Working Folder; where you can delete the Curriculum Request, and then delete the Course.

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In the My Curriculum section, what do the numbers represent; Courses or Requests?

The number in the Assigned Curriculum Requests represents the number of Curriculum Requests you have for review or approval. Your permissions in the system will control what you see in your Assigned Curriculum Requests.

The number in the Submitted Curriculum Requests is the number of Curriculum Requests you have submitted for approval and are in the workflow.

The numbers in Your Working Folder are the number of Courses and/or Curriculum Requests that you have started working on, but have not submitted for approval. **Note:** The Degrees and Programs are not currently used in the system.

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How do I remove the “N” from my Course code?

A Discontinue Request must be submitted for the N Course, and a New Course Request must be submitted for the new number.

Example:

Create the NEW COURSE Request with New Subject Course Number

1. In the Search Courses screen, search for ABC 123N with an Approved status
2. Select ABC 123N, go to the bottom of the screen, click on Create Copy
3. Change the Course number to ABC 123 (without the “N”), make any other desired changes, and Save
4. Go to your Working Folder, then to the Curriculum Tab, select ABC 123, and select Submit
5. Select the same College or School, Department, and Subject as the Course you created.
6. Enter the Effective Date/Start Term (i.e. the term the Course starts, which is also the term after the “N” course ends) and Save

Create the DISCONTINUE Request for the Old Subject Course Number

1. In the Search Courses screen, search for ABC 123N with an Approved status
2. Select ABC 123N, go to the bottom of the screen, click on Discontinue
3. Update the End Term with the term that the Old Subject Course Number can be scheduled and used
4. Go to your Working Folder, then to the Curriculum Tab, select ABC 123N, and select Submit
5. Select the same College or School, Department, and Subject as the Course you created
6. Enter the Effective Date/Start Term (i.e. the term the Course becomes Discontinued, which is usually the term after the End Term) and Save
7. Submit for Approval.

Now your Department Chair will have two ABC 123 Requests in their Assigned Curriculum Requests: ABC 123 (New) and ABC 123N (Discontinued)

How do I rename a Course?

Use the same instructions for renaming an “N” Course (click here). The difference is you will replace the “N” Subject Course Number with your desired Subject Course Number.
How to change a subject code from one to another (update all Course codes)

Use the same instructions for renaming (click here). You will copy the current Course and discontinue the old Course.

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Who are the College Courses Committee members?

Who are the COCI members?

Who are the Graduate Council committee members?

How long will it take for my course to be approved?

As with CAF, the ICMS system does not replace the “people process” of Course Approvals. The Course Committees and Councils must still review your Requests. We cannot provide a definite answer about the approval process time. Each committee/council has its own procedure for reviewing and approving courses submitted. Follow the policies and procedures to avoid your course(s) being delayed for approval.

Check the links on the ICMS home page or go directly to the policies and procedures at http://icms.ucdavis.edu/ for help in understanding what the standards are for Courses. Examples for Learning Activities are available on the ICMS home page as well as on the Course Form itself, and can be very helpful.

ICMS makes it easy to locate the courses you have submitted by viewing your Submitted folder. You can then tell where in the approval process your Course is. Edwin Arevalo, the Assistant Director of the Davis Division of the Academic Senate, can assist you with questions about approvals needed from COCI or the Graduate Council.

Know your Council and Committee members. Go to the Academic Senate site for COCI at http://academicsenate.ucdavis.edu/committee_cci.cfm. Here you can locate the members for

COCI = Committee on Courses of Instruction
Graduate Council = GC Courses (Members/ByLaws)

For College Committees see:

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Who do I contact if my Course is in the Office of the University Registrar workflow step?

Send an email to the ICMS Team at ICMS@ucdavis.edu.

What is the “Academic Level” field used for and what does it do?

This field is important for routing courses through the approval process. For example, Graduate courses will require the approval of the Graduate Council, while Professional courses may not require COCI approval.

Undergraduate: Lower division courses are numbered 1-99. Upper division courses are numbered 100-199.

Graduate: Courses are numbered 200-299.

Professional: Courses for teachers and courses intended for TA training are numbered 300-399. Other professional courses (e.g., Law, Medicine) which emphasize material appropriate to a specific professional curriculum are numbered 400-499.

The standards that define a Course number are available here: http://academicsenate.ucdavis.edu/committee_cci_policies.cfm#Course

Why am I getting emails, and how can I stop them?

Emails are sent to the people who are in the “target” workflow step each time a Curriculum Request is approved. This notifies them that they have work in their Assigned Curriculum. If you do not want to receive emails, send an email to the ICMS Team at ICMS@ucdavis.edu.

How often are there updates to the system?

The vendor will supply approximately two maintenance releases per year. The Office of the University Registrar will endeavor to implement the releases in mid-to-late December and late June.

If the system will have down time and/or if there are updates that an ICMS user will see, an e-mail will be distributed to all active ICMS users.