

DEPARTMENT OF SOCIAL SCIENCE

CURRICULUM MANAGEMENT SYSTEM (CMS) ONBOARDING AND WORKFLOW

AUGUST, 2024

Effective July 1, 2024, the process of proposing curriculum changes in the Department of Social Science (i.e. changes to existing courses; proposals for new courses) will be moved online to the Curriculum Management System (CMS) or Quali. All curriculum proposals from this point forward will be managed through this system, replacing the Word documents we have used in the past. The idea is that this new system will be more efficient and transparent, with proposals easily moving from one approval step to the next and providing the ability to track the status of curricular submissions through the entire approval process. In addition, once approved, new courses will also be automatically added to the course repository, a process which currently takes several weeks.

Within CMS, there are three key roles: **(1) proposer** (initiates a new course proposal or course change; able to look up the status of proposals and can share draft proposals with other CMS users); **(2) acknowledger** (reviews curriculum proposals and can provide comments; however, unable to approve and send back proposals); and **(3) approver** (reviews and has the authority to approve curriculum proposals and move them to the Faculty-level). Given the unique structure of the Department of Social Science, these roles have been defined slightly differently than in other departments. Specifically, program coordinators and members of the curriculum committee will be acknowledgers, while the Curriculum Chair and UPD will be approvers. Based on these roles, the workflow for submitting and reviewing course proposals will be as follows:

Step One: Proposal and Program Approval

Any faculty member may propose a new course or a change to an existing course. It is assumed that proponents will first seek input at the program-level before formally submitting a proposal through CMS. Once a course (or course change) is approved in theory, the proponent (i.e. the faculty member proposing the change), would then enter the proposal in CMS providing more detailed information such as: course title; short and long description; format; and rationale for the change. At this point, proponents would then share the draft (draft proposals may be circulated before they are submitted into the CMS workflow) with program members and solicit additional feedback. Once a course (or course change) is approved at the program-level, the proponent would then submit the proposal in CMS thus initiating the formal review process.

Step Two: Curricular Review and Approval

Once a proposal has been formally submitted, it will trigger an email to the Chair of the Curriculum Committee who will review the proposal and provide initial feedback (as appropriate). Once they have approved the proposal, designated Acknowledgers will be notified (i.e. Coordinators and Curriculum Committee Members). While Coordinators may provide additional comments and feedback, it is at this point the proposal will be reviewed by members of the Curriculum committee. At any point in the approval process, the proposal may be turned back to the proponent for further revisions.

Step Three: Department Consultation

Following approval by the curriculum committee, all new course proposals will be made available to Council and must be approved as consent agenda items – as per past practice.

Step Four: Department Approval

Finally, the UPD will provide the final approval of the proposal, moving it to the Faculty-level curriculum team.

Three guides have been developed to provide further details on the specific steps and considerations involved in submitting new course proposals and changes to existing courses: (1) How to Submit a Change to Existing Course Proposal in CMS; (2) How to Submit a New Course Proposal in CMS; and (3) How to Review Proposals in CMS.