Curriculum Management

Envisioning Simplification and Student Success

The Problem

- 20th-c general catalog system with multiple (and inconsistent) secondary views.
  - Leading to unclear requirements, advising mistakes, and hard-to-find information impacting student success.
- Curriculum planning system without summer or system integration.
  - Leading to high workload, inefficient classroom scheduling, and budgeting errors.
- Curricular approval system without catalog integration.
  - Leading to high workload, lack of archival change tracking.
- Student information system without curriculum management integration
  - Leading to high workload, process and curricular inefficiency, errors.
Academic Information System (AIS)

- **What is AIS:**
  - The system of record for all student record, course catalog, schedule of classes, campus community etc.
  - AKA Oracle/PeopleSoft Campus Solution

- **Limitations:**
  - Current (original) security set-up forbids direct departmental scheduling.
  - Curricular planning takes place in the CCLP rather than AIS.
    - Current AIS practice is to only schedule up to 2 terms in advance.
  - Does not have a built in course approval workflow.
  - Does not integrate with DivData for faculty appointments and salary history.
  - Does not support teaching assistant, course assistant, reader and tutor budgeting.
  - Cannot use temporary cruzid’s for faculty and staff to be hired.

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Current Curriculum Management Systems

[Diagram showing the flow between OCA, AIS, CCLP, Div Data, and other systems like Admissions Webpages, Advising Webpages, AAR, Data Warehouse (reporting), General Catalog, Reporting, and Part Manual/Part Automated processes.]
OCA (On-Line Curriculum Approval)

- **What is OCA:**
  - Stand-alone workflow system for Course Approvals and Program Statements.
  - The OCA eliminated a complex paper process, speeding program statement and course submission, review, and approval.
  - Launched in 2012.

- **Limitations:**
  - OCA does not interface with AIS, CCLP or the General Catalog.
    - Courses are manually entered in 3 systems.
  - Pdf form upload; changes require re-uploading rather than webform editing.
  - No author-based change tracking.
  - No direct publication to the General Catalog.
  - No standardization of forms or program statements.
  - Updates delayed by intra-system copying.
CCLP (Campus Curriculum Leave and Planning)

- What is the CCLP:
  - Support system for course planning, scheduling, and budget.
  - 2-year planning vs AIS 2-term scheduling

- Limitations:
  - FileMaker with limited support and efficiency.
  - Hours of manual analysis, correction, and communication among department, divisional, Registrar, and ITS staff.
  - Constant monitoring for data integrity and reconciliation.
  - Thousands of quarterly changes and updates re-entered centrally and in units.
  - Manual entry of TA and faculty information, rather than direct feed from IDM, AIS, or DivData.
  - CCLP does not include the Summer quarter.
  - Reporting is limited to CCLP-centric information and day-old AIS data.
General Catalog

- **What is the General Catalog:**
  - The primary description of our academic programs and courses.
  - Our annual contract with students on requirements and offerings.
  - A paper-formatted catalog converted into a series of static web pages maintained by hand based on AIS data.

- **Limitations:**
  - Difficult to navigate – for students, faculty, and advisors.
  - Not easily searchable.
  - Lack of consistency in information across programs.
  - Layout is based on the 20th-century print catalog rather than 21st-century web.
  - Mobile unfriendly.
  - Constrained by WCMS design.
  - Not integrated with AIS or OCA.

Current Curriculum Management Systems

![Diagram showing Current Curriculum Management Systems]

- **AIS**
  - Course Approval
  - Program Statement
  - Resource 25
  - Reporting
  - Planning future Schedule
  - Faculty Leave Data
- **OCA**
  - Data Warehouse (reporting)
  - Admissions Webpages
  - Advising Webpages
  - Department Webpages
  - AAR
- **CCLP**
  - General Catalog
  - Current Curriculum Management Systems
- **Div Data**
  - Current Scheduling
  - Faculty Leave Data
ABOG Vision for Curriculum Management

- Eliminate duplicate process and multiple points of data entry
- Eliminate multiple handoffs and manual processing
- Improve accuracy
- Improve student success through increased time for direct advising
- Free up faculty & staff time to support student retention and time-to-degree initiatives
- Improve student experience timely and accurate class, lab, and section scheduling
- Improve student experience with an interactive and searchable catalog
- Reduce cumbersome, non-intuitive processes that require frequent relearning, correction, and intervention
- Improve reporting
- Increase employee morale by reducing long-standing frustrations
- Streamline repetitive processes required to produce centralized student information (major and advising pages) for associated needs such as orientation and admissions

Curriculum Management

**GREEN** currently implemented – **RED** not available; planned for new system.

- Advisor Usability
- Student Usability
- Data Consistency
- Workflow Reporting
- FWS Curriculum (AIS, CCLP)
- Curriculum Budgeting (CCLP)
- Process Flow
- Web Interfaces (AIS, CCLP, R25)
- Historical Reporting
- Summer Curriculum
- Course Scheduling (AIS, CCLP)
- Classroom Scheduling (AIS, CCLP, R25)
- Requirement Archive
- Ease of Use
- Full AIS Integration
- Course Approval (OCA, AIS)
- Catalog Update (AIS, WCMS)
- Catalog Advising Views
- Structured Catalog DB
- Sustainable
Curriculum Management Strategy

- **Strategy 1**: Wait until existing staff have more time
  - Currently overwhelmed with EAB and the Hub
    - Significantly affecting universal degree audit
  - 2-3 years for project launch
  - Who knows what else will come up?
  - Meanwhile, the risk is loss/turnover of knowledgeable staff

- **Strategy 2**: Make an investment to define the unknowns and launch procurement and development
  - In support of student success, simplification, and employee morale
  - In support of integrated FWS-Summer curricular planning
    - In support of 17 for 2017
Curriculum Management Strategy

- **Pre-work**
  - Vendor discussions on systems related to the framework
    - Solution will require integration in all cases
  - Development of stopgap system -- Online Curriculum Approval (OCA)
  - Consulting with other campuses, especially UCB
  - Consultation across campus with multiple constituencies, units, and Senate

- **Functional analyst/project manager**
- **Work with constituencies to develop requirements framework**
- **Formally evaluate vendor and local possibilities**
- **Consolidate transcript fees into lifetime document fee for ongoing and possibly one-time costs.**

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**Curriculum Management Project Plan and Timeline**

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<tr>
<th>Phase</th>
<th>Time Needed</th>
<th>Dates 1/1/16 start date</th>
<th>Project Manager</th>
<th>Registrar Systems Analyst</th>
<th>Consultant and Vendors</th>
<th>ITS</th>
<th>Student Success</th>
<th>Other Divisions</th>
<th>User Groups</th>
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*For the purposes of this project timeline:

- "Catalog" encompasses Course Approval Workflow, Program Statements, Course Catalog and Reporting.
- "Scheduling" encompasses Class Scheduling, Faculty Leave, Faculty Salary History, TA Data and Reporting.
The Solution

- Seek a vendor solution for the general catalog.
- Improve the OCA or purchase vendor software for seamless integration with AIS and the General Catalog
  - Eliminate copying and pasting data between systems, enforce data integrity, create uniform structures in the General Catalog.
- Move the scheduling and planning from CCLP to AIS by changing role level security in AIS to allow units to enter the data directly.
- Explore modifying AIS or DivData to implement the Leave / Faculty equivalency functionality which is currently CCLP-specific.

Project Supporters

Curriculum Management Team
ITS (3), Reg (3), P&B (2), PBSci (4), Arts (2), BSOE, Hum, SocSci

Advisory Committee Academic Systems
ITS (5), UE (3), Arts (1), Grad (1), BAS (1), PBSci (1), P&B (1), Student Success (1)

Disciplinary Deans and Assistant Deans
Seek an integrated curriculum management system and improvements to campus scheduling tools and processes, with concern about SSC leapfrogging over this long-term need.

Academic Business Officers Group
Priority project for 8 years. Sole priority for 2015-16 for support of Student Success and Employee Morale.

Academic Senate
Committee on Educational Policy
Graduate Council
Why the General Catalog first?

- The Catalog is the primary source of course and requirement information for prospective and enrolled students, faculty, advisors, and families
- Newly structured catalog will
  - Be advisor, student, and mobile friendly
  - Increase access and comprehensibility of our courses and requirements
  - Be the foundation for planning and scheduling
- Based on the Campus experience with the SIS to AIS conversion, the CCLP implementation, meetings with key campus constituents (e.g., ABOG), and discussions with possible vendors, the Course Catalog is the best starting point.

Curriculum Management Estimated Costs

- Jan 2016 – Feb 2017
  - Project Manager: $125K (Principal Analyst), 2.5 years
  - Analyst: $115K (Senior Analyst), 2.5 years
  - Consultant: $25K (or less), 1 month
  - Catalog and Course Approval System: $60K-$200K
    - Based on current quotes and other UC queries
- June 2017 – July 2018
  - CCLP, AIS, Scheduling, and Planning Integration: $400K
  - AIS Modification, Integration, and Security: $250K
- Internal funding
  - One-time revenue from Doc Fee conversion may contribute $300K-$500K.
  - Possible $100K+ from current AIS development pool (reduced work on other key priorities).
- Ongoing support
  - Existing personnel, doc fee for licensing ($9K-$20K/yr catalog software)
Curriculum Management

Discussion