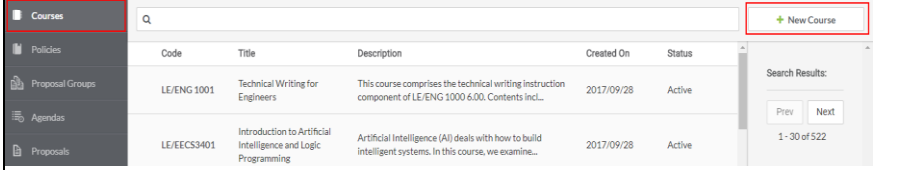
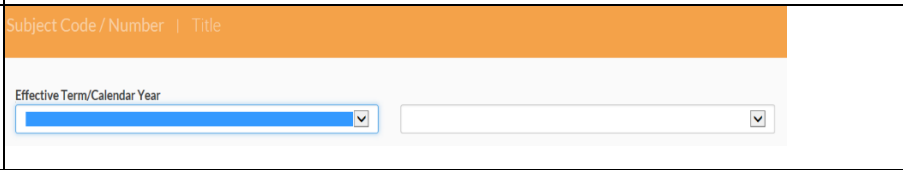


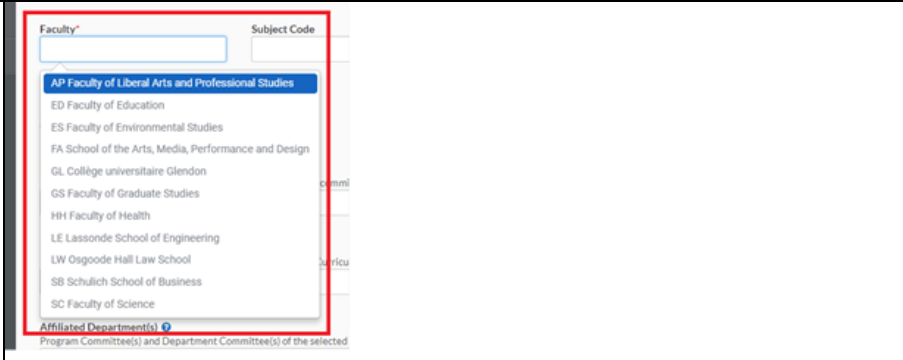
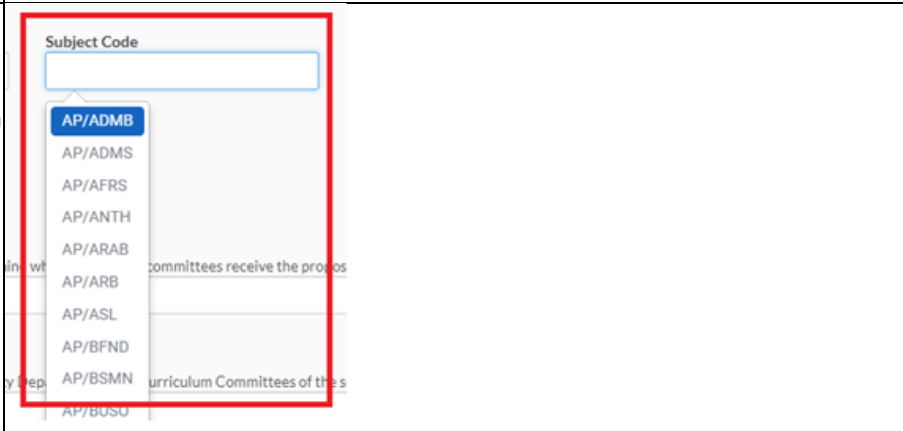



KUALI- PROPONENT'S MANUAL

1. Propose a New Course

<p>2. In the 'Courses' section, select the '+ New Course' button located in the upper right corner. This will bring you to a course proposal form, initially in 'Edit Mode'.</p>	
<p>2. Select the effective term and calendar year the course will be effective (when it will be offered first).</p>	
<p>3. Provide a rationale for this proposal. That rationale should address the general reasons why the new course should be created, and the need it addresses.</p>	
<p>4. Complete course type. This defines the course as a graduate, undergraduate or non-degree.</p>	
<p>5. Complete Faculty. Click in the field to access the list of Faculties.</p>	
<p>6. Complete subject code. Click in the field to view a list of subject codes.</p> <p>Begin your search by entering the Faculty ID from the previous field. The subject code must be a combination of the Faculty ID (e.g. AP for LA&PS) and the course code (e.g. ADMS for Administrative Studies).</p>	
<p>7. Complete course credits. Credits can be entered as three characters (e.g. 3.0), use the arrows to select the appropriate credit amount. Once approved, course credits cannot be edited.</p>	

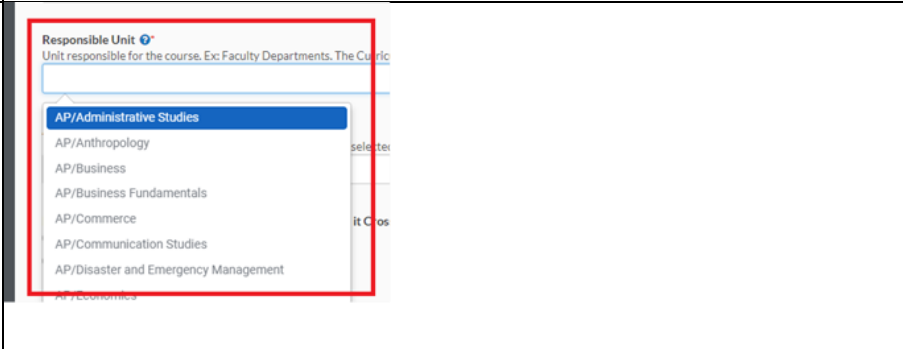
8. Select **language of instruction**. Click in the field and select the appropriate language from the list that appears.



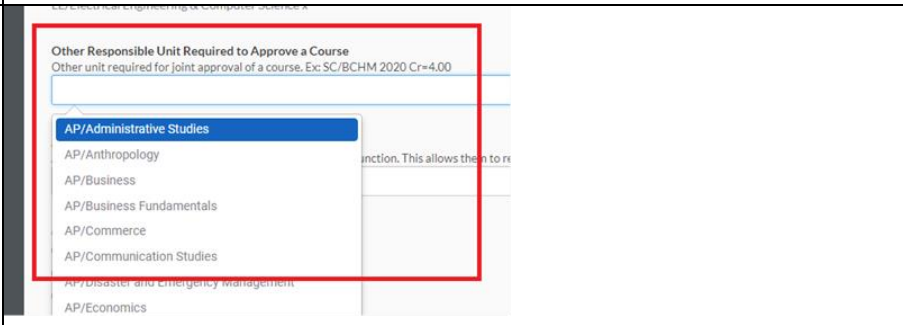
9. **Dependencies** – auto populated. This field works together with the pre-requisites/co-requisites section of the form. If the current course has dependencies listed (see example), this means each of those courses depends on the current course as a pre-requisite/co-requisite. Those depending on the course should be informed of changes.



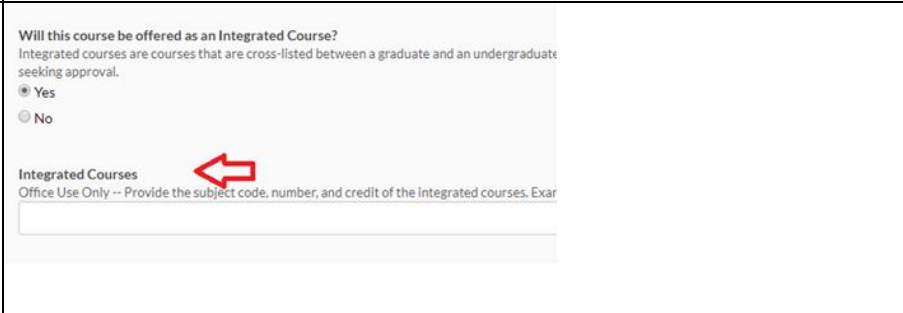
10. **Responsible Unit** – the department/program the course belongs to. Selecting this unit will route the proposal to the appropriate workflow for that unit. Click in the field to access the list of responsible units.



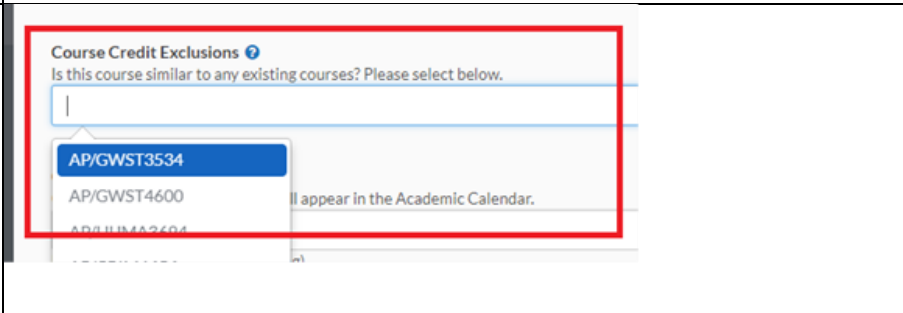
11. Other **Responsible Unit required to approve a course** – another field that informs workflow. Selection here will inform joint approval of a course.

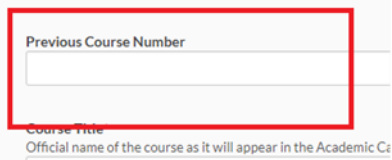
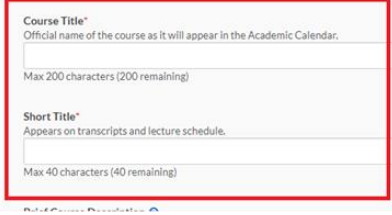
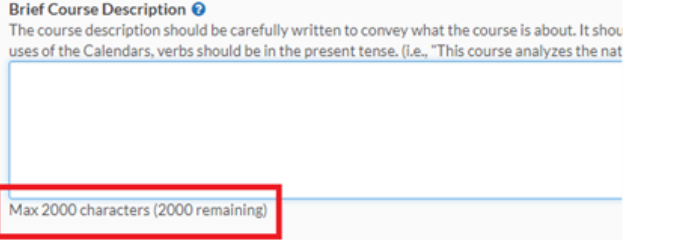
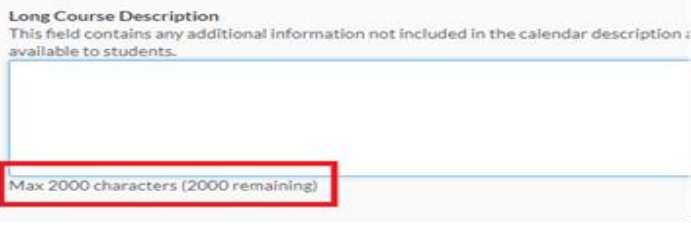
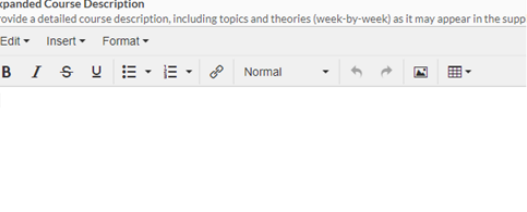
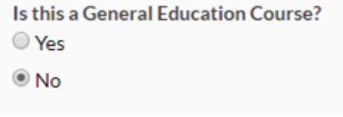
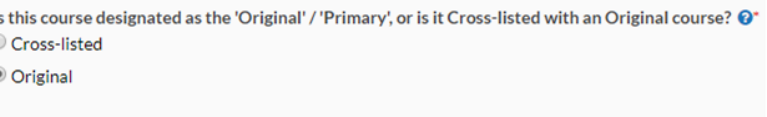
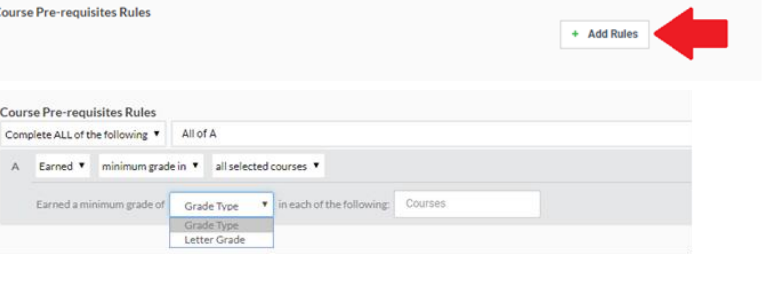


12. **Integrated Course** – complete if applicable. Note that if 'yes' is selected, additional fields will be required to complete (shown left).


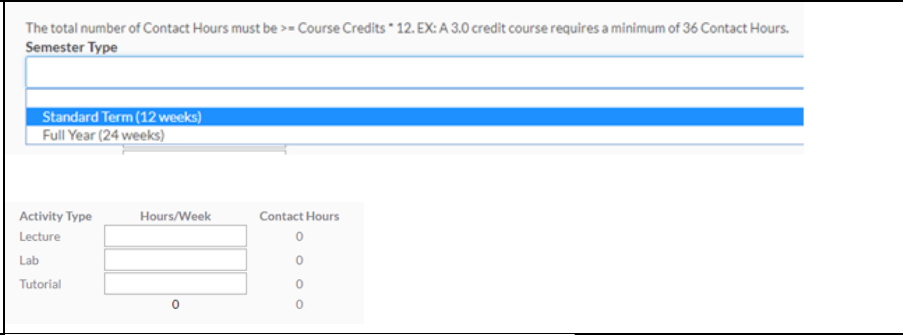
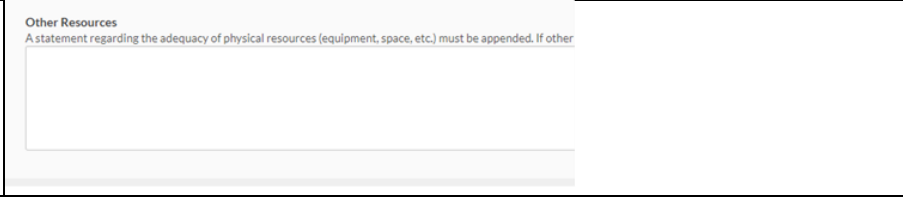
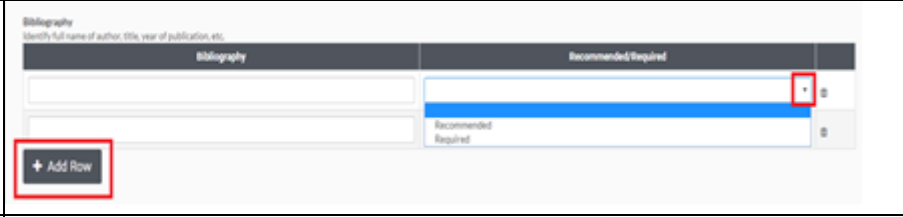
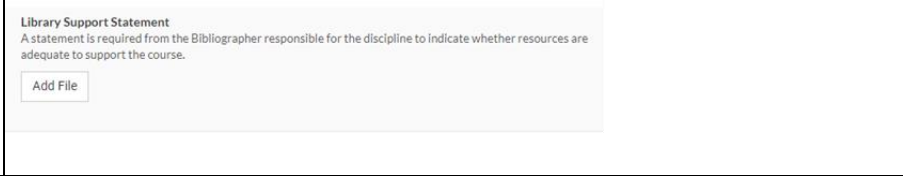


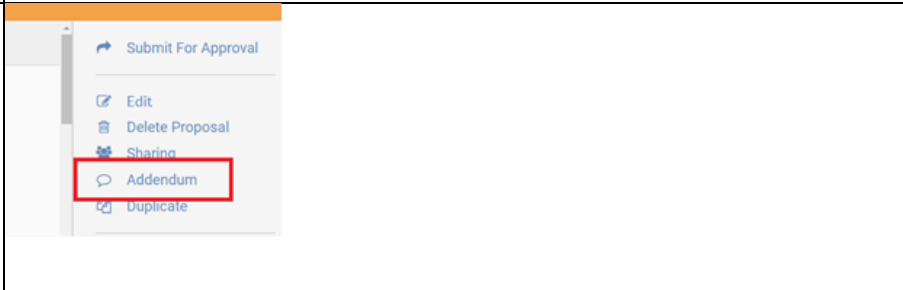




13. **Course Credit Exclusions** – click in the field to access a list of courses from CMS. Select all CCEs – where courses listed have significant overlap in content and students cannot receive credit for both. If the course number appears twice, this could mean instances where a retired version exists. Please add every instance of the CCE course number, ensuring you have selected only active courses.



<p>14. Previous course number – if you are aware a different course number was used in the past, please provide in this field.</p>	
<p>15. Course Title and Short Title – complete.</p>	
<p>15. Brief Course Description – please write in present tense. With a 2000-character limit, this description will appear as the official course description in the academic calendar. A character counter is located at the bottom of the field. Be sure to include pre-requisites here – this field pushes to COS to inform both the offering and the academic calendar.</p>	
<p>16. Long Course Description – include any additional information that could not fit in the brief description. This field can be used to distinguish differences between cross listed courses. This is not accessible to students.</p>	
<p>17. Expanded Course Description – can be used to provide a detailed, week to week course description including topics and theories as they may appear in the course outline, if available.</p>	
<p>18. Identify if the course is considered general education.</p>	
<p>19. Complete cross listing information, if applicable. The fields required in this section will change depending on if the course is an original or a cross listing.</p>	
<p>20. Requisites – Pre-requisites – Use the gadget to enter all pre-requisites required for this course. Be sure to use the drop downs to include the minimum grade achievement (earned) or pass/fail. Click 'Add Rules' to start.</p>	

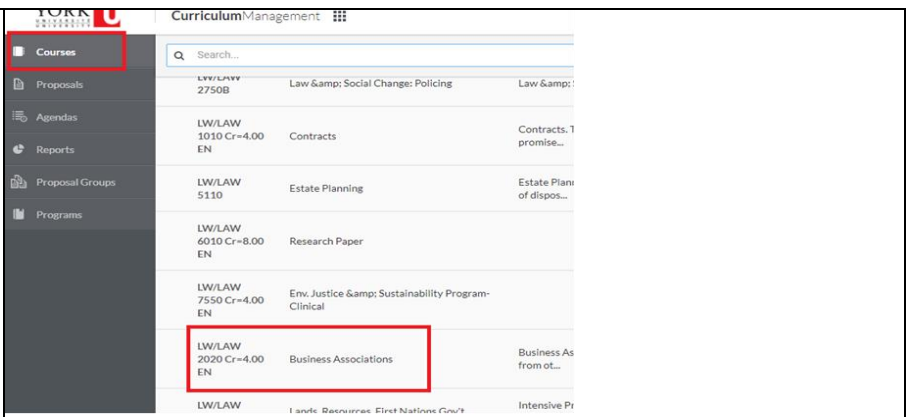
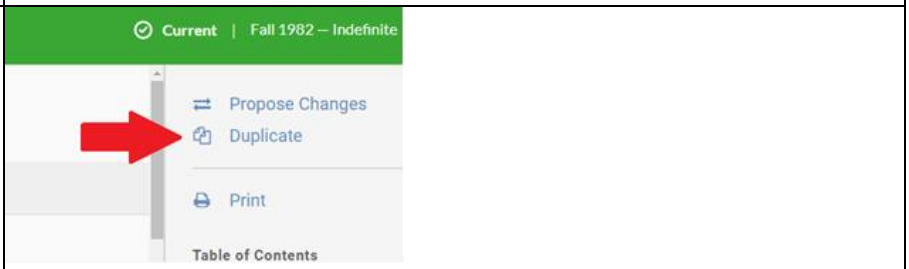
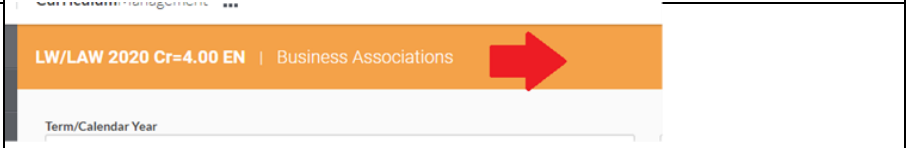
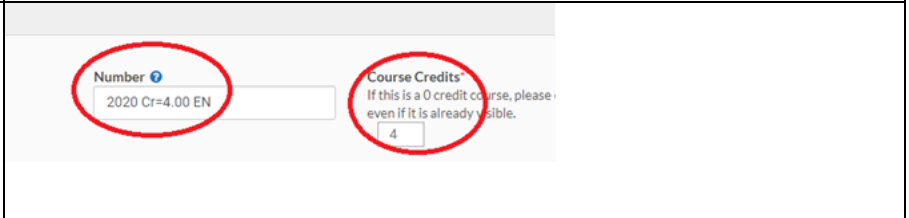
<p>21. Course objectives – provide a general overview of what the objectives are in delivering this course. Not the same as learning outcomes. Click Add New to start.</p>	<p>Objectives What are your goals and intentions in teaching this course?</p>						
<p>22. Course Learning Outcomes – complete the gadget for each separate learning outcome. Use the ‘+’ sign in the upper right of the gadget to add different course outcomes. Be sure to include Undergraduate Degree Level Expectation and Undergraduate Degree Map Level.</p>	<p>Course Outcomes Proficiency in writing essays Undergraduate Degree Level Expectation Undergraduate Degree Map Level</p>						
<p>23. Course design – complete. Speak to how design of course will support achievement of learning outcomes.</p>	<p>Course Design Indicate how the course design will support students in achieving the learning outcomes. Please detail a experiential education components. Example: In the absence of scheduled contact hours, what role does Edit Insert Format B I S U List Bulleted List Link Normal Undo Redo Image Table</p>						
<p>24. Experiential Education – complete if applicable. Select all that apply. For more information on Experiential Education visit link in guiding text to AVP Teaching & Learning site.</p>	<p>Experiential Education Strategies An approach to learning that bridges theory and practice by providing students with concrete applied experiential education components. For more information and definitions, please visit: http://avptl.info.yorku.ca/experiential-education/ <input type="checkbox"/> Classroom Focused <input type="checkbox"/> Community Focused <input type="checkbox"/> Work Focused - Co-op Education <input type="checkbox"/> Work Focused - Course Based Placements <input type="checkbox"/> Work Focused - Internships <input type="checkbox"/> Work Focused - Program Based Placements Mode of Delivery</p>						
<p>25. Mode of Delivery – select all that apply. If the mode of delivery required is not included in this list, please contact your Faculty Course Repository Officer.</p>	<p>Mode of Delivery Select all that apply. <input type="checkbox"/> Blended Online and Classroom <input type="checkbox"/> Clinical <input type="checkbox"/> Directed Reading <input type="checkbox"/> Dissertation <input type="checkbox"/> Field Experience <input type="checkbox"/> Field Trip <input type="checkbox"/> Fully Online <input type="checkbox"/> Independent Study <input type="checkbox"/> Individual Directed Study <input type="checkbox"/> Intensive Program-Clinical <input type="checkbox"/> Internship <input type="checkbox"/> Laboratory <input type="checkbox"/> Language Classes <input type="checkbox"/> Lecture <input type="checkbox"/> Performance <input type="checkbox"/> Practicum <input type="checkbox"/> Research Evaluation <input type="checkbox"/> Research Paper <input type="checkbox"/> Review Paper <input type="checkbox"/> Seminar <input type="checkbox"/> Studio <input type="checkbox"/> Thesis <input type="checkbox"/> Tutorial <input type="checkbox"/> Workshop</p>						
<p>26. Enrolment notes – complete. Provide details on restricted enrolment, or pertinent information a student should know prior to enrolling.</p>	<p>Enrolment Notes Is the course limited to a specific group of students; closed to a specific group of students; and/or if the</p>						
<p>27. Evaluation – using the drop-down menu in each cell of the table, select the evaluation method. Enter the associated percentage that aligns to the evaluation method. Add rows as required.</p>	<p>Evaluation Provide a detailed description of the basis of evaluation, including the type and percentage value of each assignment / examination (out of 100%). If course is amenable to technologically mediated forms of delivery, please identify the integrity of learning evaluation will be maintained. (e.g. will on-site examinations be required, etc.)</p> <table border="1"> <thead> <tr> <th>Evaluation Method</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add Row</p> <p>If Participation is one of the methods of evaluation:</p>	Evaluation Method	Percentage				
Evaluation Method	Percentage						
<p>28. Participation – provide a brief description of how participation will be evaluated if it is an evaluation method. This information can also be added in the rationale.</p>	<p>If Participation is one of the methods of evaluation: Please attach a brief description of how it will be evaluated. (e.g. participation in tutorial discussions; submission of response papers; leading a tutorial discussion; etc.)</p> <p>Add File</p>						


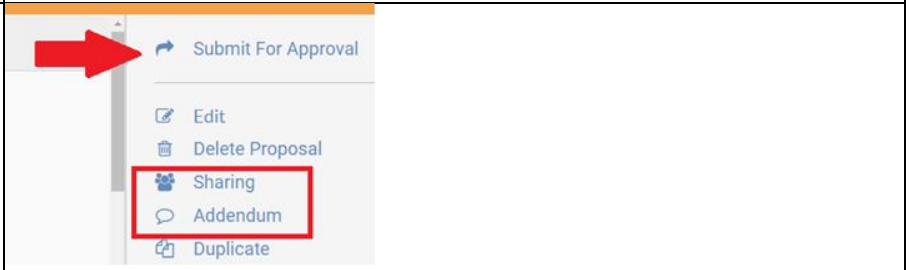
<p>29. Instruction – complete. Planned Frequency of Offering should include how many times per academic year the course will be offered. Detail the anticipated number of sections below. Provide the number of instructors qualified to teach the proposed course, along with the names of the Instructors (first+last) who are likely to teach. (optional)</p>	 <p>Planned Frequency of Offering Describe frequency of offering.</p> <p>Number of Sections Anticipated</p> <p>Number of Instructors currently qualified to teach the course</p> <p>Instructor(s) likely to teach the course are:</p>															
<p>30. Contact hours – complete. Select the semester type from the drop down, and detail below how many hours per week students will participate in labs, lectures and tutorials.</p>	 <p>The total number of Contact Hours must be >= Course Credits * 12. EX: A 3.0 credit course requires a minimum of 36 Contact Hours.</p> <p>Semester Type</p> <p>Standard Term (12 weeks) Full Year (24 weeks)</p> <table border="1"> <thead> <tr> <th>Activity Type</th> <th>Hours/Week</th> <th>Contact Hours</th> </tr> </thead> <tbody> <tr> <td>Lecture</td> <td></td> <td>0</td> </tr> <tr> <td>Lab</td> <td></td> <td>0</td> </tr> <tr> <td>Tutorial</td> <td></td> <td>0</td> </tr> <tr> <td></td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Activity Type	Hours/Week	Contact Hours	Lecture		0	Lab		0	Tutorial		0		0	0
Activity Type	Hours/Week	Contact Hours														
Lecture		0														
Lab		0														
Tutorial		0														
	0	0														
<p>31. Other resources – provide details on physical resources required to mount the course. If other resources are required, include them here.</p>	 <p>Other Resources A statement regarding the adequacy of physical resources (equipment, space, etc.) must be appended. If other resources are required, include them here.</p>															
<p>32. Bibliography – add all required and recommended texts/journals/written resources for this course. Use the Add Row button as appropriate.</p>	 <p>Bibliography Identify full name of author, title, year of publication, etc.</p> <table border="1"> <thead> <tr> <th>Bibliography</th> <th>Recommended/Required</th> </tr> </thead> <tbody> <tr> <td></td> <td>Recommended Required</td> </tr> </tbody> </table> <p>+ Add Row</p>	Bibliography	Recommended/Required		Recommended Required											
Bibliography	Recommended/Required															
	Recommended Required															
<p>33. Library support statement – attach the statement of support from the Library, illustrating sufficient resources are available to mount the course.</p>	 <p>Library Support Statement A statement is required from the Bibliographer responsible for the discipline to indicate whether resources are adequate to support the course.</p> <p>Add File</p>															
<p>34. Historical Documentation – upload any paper proposals you would like retained in this version of the course (e.g. EE support letter, consultation form)</p>	 <p>Attach Historical Documents</p> <p>Add File</p>															
<p>35. When all changes are complete, leave edit mode. This is found at the top right of the course form.</p>	 <p>Edit Mode</p> <p>LEAVE EDIT MODE</p>															
<p>36. Addendum – if the proposal should be shared with other York faculty or staff, but it is not required that you collect their comments, use the Addendum selection at the top right of the screen. Follow instructions in the Addendum section of this manual. Please note Addendum will only function prior to submitting the proposal for approval (to the next stage in the approval workflow).</p>	 <p>Submit For Approval</p> <p>Edit</p> <p>Delete Proposal</p> <p>Sharing</p> <p>Addendum</p> <p>Duplicate</p>															

<p>37. Sharing – if this is a joint proposal, and the authority to submit the proposal for approval is to be shared over two people, use Sharing to initiate this relationship. Please note Sharing will only function prior to submitting the proposal for approval (to the next stage in the approval workflow).</p>	
<p>38. Submit for Approval – submit your proposal to the next step in the curriculum approval workflow for your Faculty. Submit for approval is found in the top right corner.</p>	




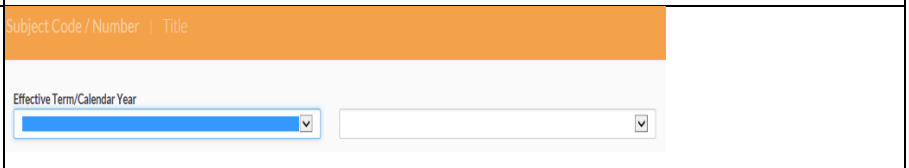


2. Propose a New Course Using Information from an Existing Course



In the event that a modification to a course includes **a change to the course number, language of instruction or credit value, reactivation of an inactive course**, a new course should be proposed. The CMS system has a duplicate function that allows proponents to copy an existing course as a basis for a new course. A new course number must be part of this process, as components of the course are changing.

<p>1. Select the course you want to copy by double clicking on the record in the course list. Access the course list by clicking 'courses' on the left side navigate+</p>	
<p>2. Click on the 'duplicate' option in the right side bar of the course form.</p>	
<p>3. A duplicate form of the course will be created in a draft mode (note orange color header) where changes can be made.</p>	
<p>4. Update the course number. If course components are changing, create a course number that is different from the original. Update the credit value and any other fields that support the change in credit value.</p>	

<p>5. When changes are complete, select 'leave edit mode' at the top right of the course form.</p>	
<p>6. At this time, sharing tools can be used to request feedback from a CMS user outside the approval workflow, or to Share ownership/authorship of the curriculum proposal.</p> <p>The final step is to submit changes to the approval workflow in the top right corner.</p>	

3. Proposing Changes to an Existing Course

<p>1. The CMS homescreen defaults to the course view. You can ensure you are in this view by clicking on courses in the top left hand corner.</p>	
<p>2. Use the search field to locate the course you would like to modify.</p>	
<p>3. Double click on the course to select, then click on Propose Changes in the top right hand corner.</p>	
<p>4. Select the effective term and calendar year for the course (when it with its change will be offered first).</p>	
<p>5. Provide a rationale for this proposal. That rationale should explain why the change is needed and how this change will be addressed or aligned with the existing course structure.</p>	
<p>6. Include modifications in the fields you wish to change. Use the Table of Contents on the right side of the screen to navigate to different course sections. Please note that you do not need to fill in/change any area of the table that is not affected by the proposed change/s. However, if the mode of delivery was not specified before, for any CEC proposals regardless of what changes it is proposing MOD must be specified in KUALI.</p>	

<p>7. Click Leave Edit Mode once modifications are complete. This is located at the top right side of the screen.</p>	
<p>8. If desired, use the Addendum feature to request feedback from colleagues who are not part of the curriculum approval workflow for your department.</p>	
<p>9. Click Submit for Approval to send your proposed changes to the next stage of your department's curriculum approval workflow.</p>	