kuali

TIPS & TRICKS

Kuali is a software program that the University of Utah utilizes for curriculum administration. This document explains the curriculum workflow within the Kuali system and provides helpful tips and tricks about working with Kuali to propose curriculum changes.

Curriculum Workflow

There are several levels to the workflow (or process/chain of events) when new courses or changes to an existing course are proposed through Kuali.

Individual & Departmental Level

1. *Any faculty or staff member* at the University of Utah can submit proposals to add or change existing courses through Kuali. *Note: individuals should not submit any proposed changes or additions unless the changes have been vetted and approved by faculty.*
2. Department/School Administrator Initial Check – This step is to ensure the proposal is complete.
3. The *Curriculum Administration* office checks to ensure all information entered is accurate, complete, and appropriate and either approves or returns for revisions.

Departmental Level

4. The *Department/School Curriculum Committee Chair* checks to ensure all information entered is accurate, complete, and appropriate and either approves or returns for revisions.
5. The *Department Chair/School Director* reviews the proposal. If the Department Chair/School Director approves, it is assumed at the college-level that the proposal has been vetted and approved by the faculty members of the pertinent unit.

College Level

6. The *Associate Dean and the CFA Curriculum Committee* reviews the proposal and either approve or send back to the department/school for revision.
7. The *Dean* reviews for final college approval.
8. The *Curriculum Administration* completes the final review. If approved, the change will go into effect in the semester indicated on the proposal. *Note: Proposals are submitted a year in advance. For example, proposals submitted in Fall 2018 should be for changes that will go into effect in Fall 2019.*
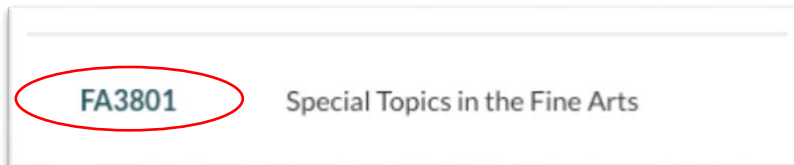
Viewing the Audit Log

Viewing the audit log allow you to see the history of a proposal or course in Kuali. To view the audit log, follow the steps below:

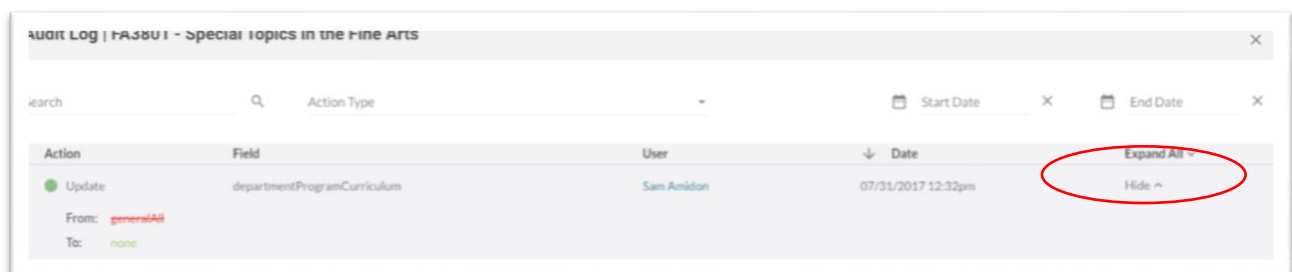1. Select the course by searching by the course name:
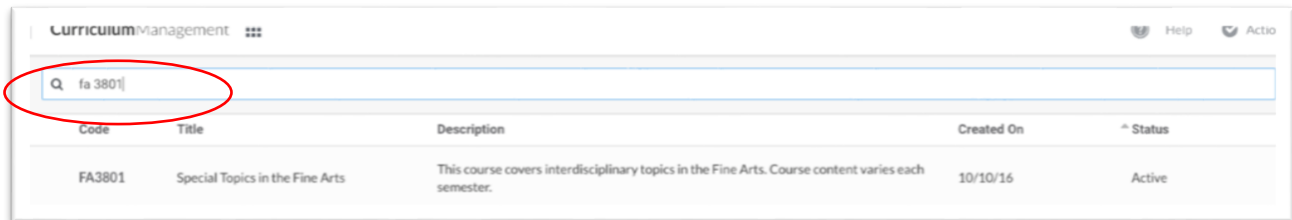
2. Click on the course name to view course details:

3. The audit log can be found by clicking the "3 bar" icon on the right side of the page:
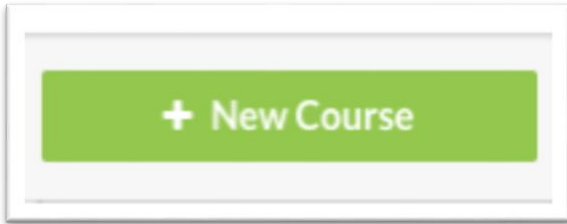

4. The audit log will appear on your screen. Click on "View/Hide" to see the details of the exact change that was made by users listed.
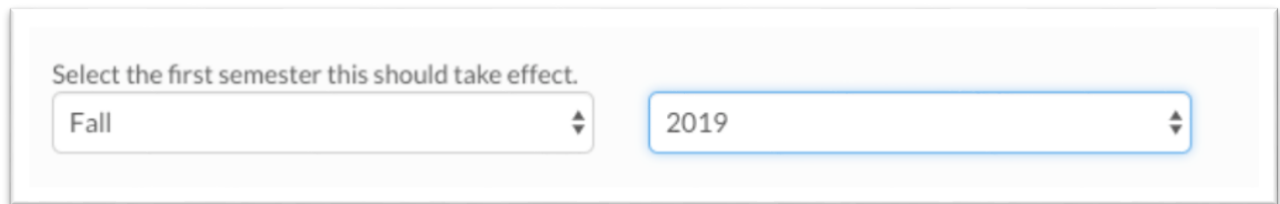
Creating a New Course

1. To start a new course, click on "New Course". *Note: A course syllabus is required for all new courses.*

2. Identify the semester that you wish the change to <u>take effect</u>. (This is *not* the semester during which you are proposing the course.)

3. Justification – Explain why the course is being created. You can also note the semester you intend the course to go into effect. This should <u>never</u> be left blank.

4. Proposal Information – If you are proposing a new course please speak with Curriculum Administration before selecting your **course number**. You can also refer to the course numbering policy; see this guide to help determine your selection. The **Grading Basis** must be in alignment with the course numbering policy.
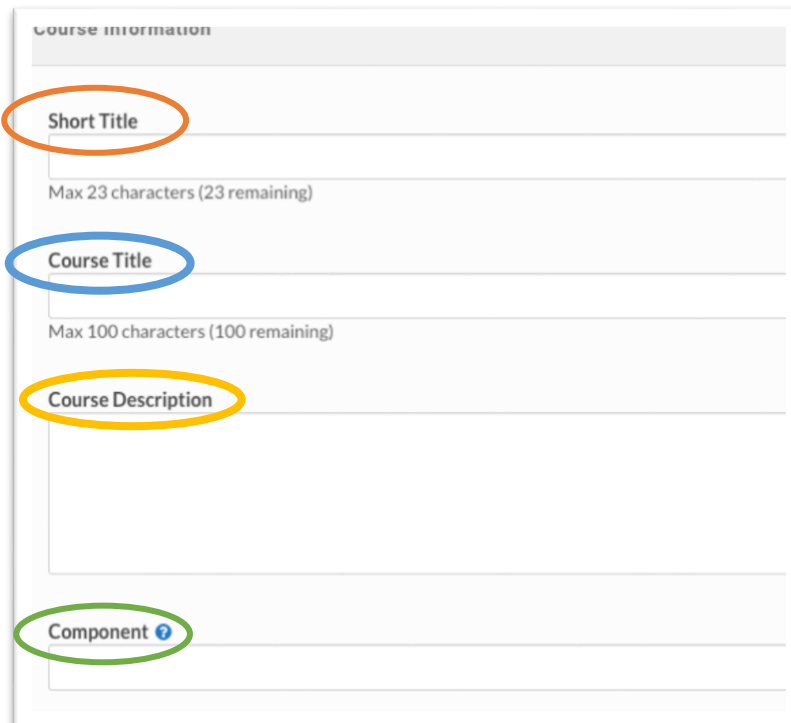

5. Department/Program Curriculum Committee Selection & College Curriculum Committee selection will <u>always</u> be "General (all)". This dictates the Kuali workflow route for the course.

6. Course Information
   - The **Short Title** is the title that appears on the class schedule.
   - The **Course Title** is the title that appears in the course catalog.
   - The **Course Description** will also appear in the course catalog and provides students with course information. This should <u>never</u> be left blank. You can also note if this class meets with another course in this section.
   - The **Component** is how instruction will be given, i.e. lecture, studio, etc. (Click here for component definitions.)

7. State Authorization – This section is required by state law and helps Curriculum Administration determine if disclosures or secondary compliance measures with other states need to be considered. This section <u>cannot</u> be left blank.

State Authorization

Can/will this course be taken online or via distance-education?
○ Yes
○ No

For Practicum, Clinical or Field Work courses: can/will any part of this course be completed at a location outside of Utah?
○ Yes
○ No

Professional Programs
○ Pre-licensure
○ Post-licensure
○ Neither / Does not apply

8. Credits – You can choose to assign a fixed or range (variable numbers) of credits for the course. If you are assigning a range and the course is repeatable for credit, please ensure that the number of times the course can be repeated and the credit range are in alignment.

Credits

Credits
● Fixed
○ Range

Repeatable Status
☐ Course is Repeatable for Credit.

9. Similar Courses & Cross-listed Courses
   - **Similar** courses and **cross-listed** courses are **NOT** the same thing.
   - **Similar** courses have similar content but are treated as two separate courses. For example, if an undergraduate and a graduate course meets together but receive different credit amounts.
   - **Cross-listed** courses must be identical in Kuali and are treated as the same course. If a change is made to one of the courses, the cross-listed course must have an identical proposal submitted in Kuali. Curriculum Administration will not approve a cross-listed course unless both courses have identical proposals in Kuali.
   - Note: Cross-listed courses are not required to have the same pre-requisites.

10. Pre-Requisites & Co-Requisites
    - Pre-Requisites are courses students must take prior to registering for another course.
    - Co-Requisites are courses students must be enrolled in at the same time as another course.
    - In the "Prerequisite/Co-requisite" text box, enter information that will appear in the catalog to inform students of any prerequisites or co-requisites.
    - The logic formulas or "Add Rule" allows PeopleSoft to recognize the pre-requisite requirements. However, for a pre-requisite to be enforced by the Registrar's Office the PERC Report must be completed in addition to the Kuali proposal.
    - Be wary of changing from upper division to lower division if the course is listed as a pre-requisite for another course, as it may affect how students receive upper division credit. Please coordinate with the other appropriate departments before making a change. Pre-requisites *must* be in Kuali and the catalog to be enforced.

    For questions about logic formulas – Contact Emerson Pratt in Curriculum Administration.

11. Dependencies – This section will automatically populate to indicate if the course is listed as a prerequisite or a co-requisite for any other courses or programs on campus. If so, it is your responsibility to communicate with the appropriate department.

12. Supporting Documents – Here you can attach budgets, committee notes, documentation for course fees, a course syllabus etc. If you do upload documents, please use clear file names.

13. Course Fees
    - If course fees are requested, a second approval process will begin in the system and go through the Curriculum Policy Review Board for approval. Curriculum changes submitted with a course fee proposal will not be approved until the course fee is reviewed.
    - If there are **no** course fees, leave this section blank, even inputting a 0 will start the approval process.
    - If you are removing a course fee the same approval process for adding a course fee will start.
    - The chartfield **must** be complete in the format of 01-ORGID-ACTIVITY-ACCOUNT. The University Cashier must collect the student fees. Associated learning outcomes with the course fees must be included. You can copy learning outcome language straight from the program fees. Do not leave any section blank.
    - Associated Learning Outcomes **must** be connected to the course fees for consideration.

Course Fees

Current Amount (if any)

Amount Requested (list section, if applicable)

Are you removing course fee?
- Yes
- No

Fee Review Date

Chartfield
Account number must be between 40770-40794.

Does the requested course/class fee overlap with any approved university program fees? ❓
- Yes
- No

All course/class fees will be collected by University Cashier?
- Yes
- No

Itemized Budget ❓
Itemized budgets should include the anticipated enrollment figures and a breakdown of the expenses covered by the fee.

Fee Rationale

Rationale focuses on essential course needs associated with one or more student learning outcomes?
◯ Yes
◯ No

Associated Course Learning Outcomes

14. Outcomes – You enter learning outcomes if you are proposing a new course. You cannot add if you are proposing a course change. These learning outcomes will be linked to program outcomes and University of Utah outcomes in the catalog once approved in Kuali.

Course Outcomes

Outcomes
+ Add New

15. Once the proposal is complete click "Leave Edit Mode" (a) and then click "Submit for Approval" (b).
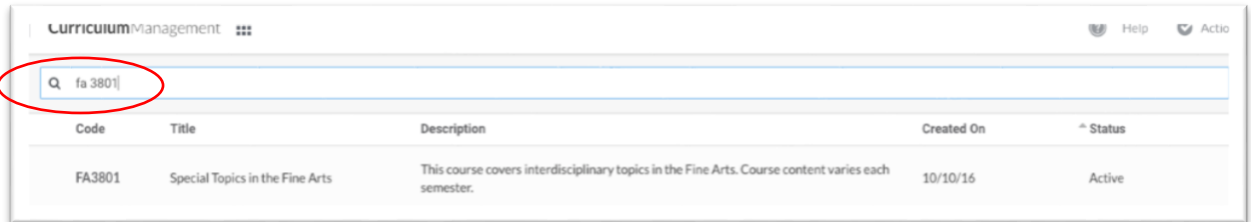

📝 Draft | Spring 2019

Edit Mode
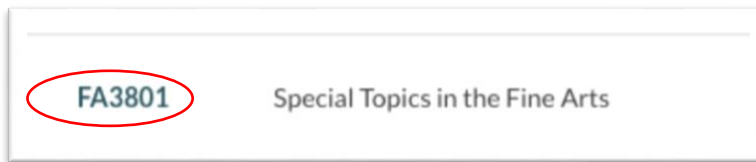
↪ LEAVE EDIT MODE

a.

➡ Submit For Approval

b.

Proposing a Change to an Existing Course

1. Type the name of the course you would like to propose a change to in the search bar.
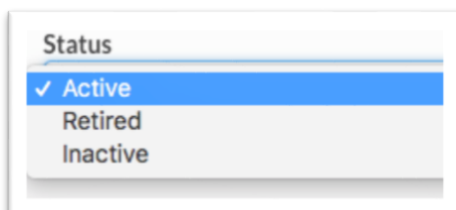

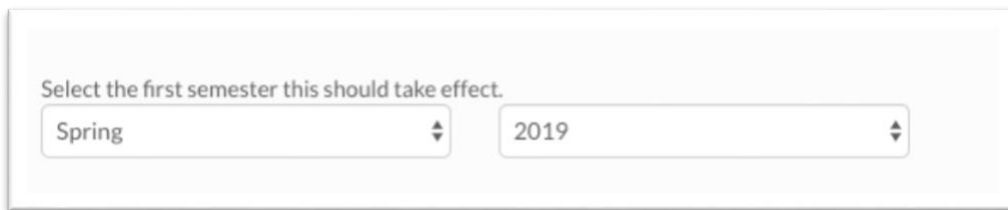2. Click the course to start the proposal.

3. Select propose changes to edit the course.

4. Course Status – You can retire, inactivate, or activate a course. Retiring a course will delete the course in the system, <u>this option should not be used</u>. Inactivating a course will remove it from the course catalog.
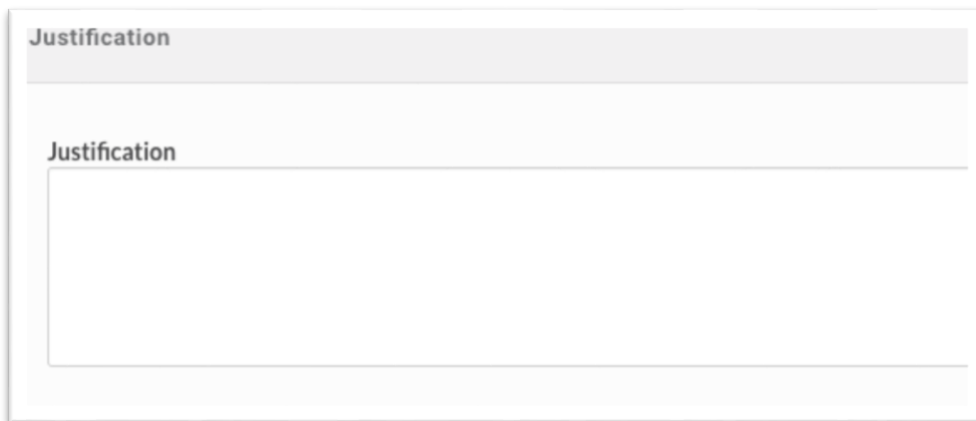
5. Identify the semester you wish the change to <u>take effect</u>. (This is <u>*not*</u> the semester during which you are proposing the course.)

Select the first semester this should take effect.

| Spring | ▲▼ | 2019 | ▲▼ |

6. Justification - Communicate all of the changes you are making to an existing course and a rationale for why the changes need to occur. You can also note the semester you intend the changes to take effect. This should <u>never</u> be left blank.
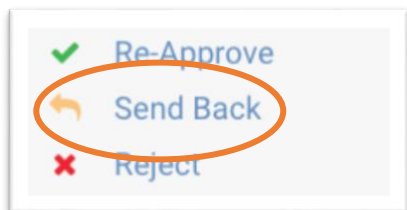
Justification

Justification

7. Make the changes within the Kuali page that are explained in the justification. See section above on Creating a New Course for explanations about each area of the Kuali page.

Approval Process Notes

If you are prompted to review a proposal for approval, you will have three options: Approve (or Re-Approve, Send Back, or Reject.

- If you approve the proposal, simply select **Approve** (or Re-Approve).
- If the proposal needs revision, select **Send Back.** You can add comments directly in Kuali to communicate why you are sending the proposal back to the originator.

If you select Send Back, the originator will receive a notification like this:
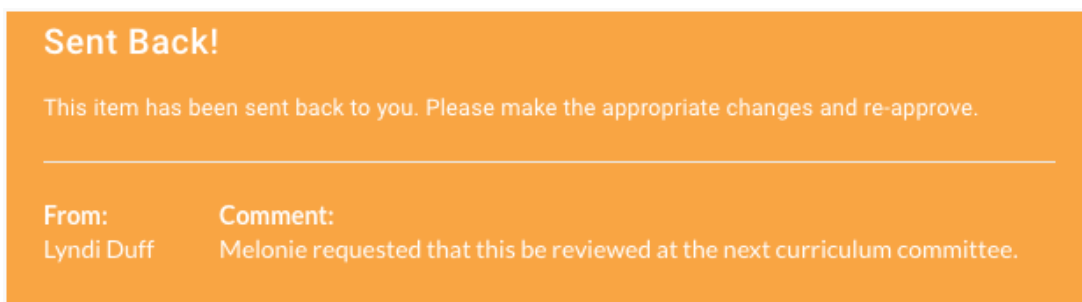
- Never *reject* a course proposal. This action deletes the course proposal. If a proposal needs revision, select Send Back.

Other Helpful Guidelines to Apply for Adding/Changing a Course:

General Education Courses
- Cannot be repeated for credit
- Cannot have variable credit hours
- Cannot have prerequisites

Students are your audience for the short title, long title, and course description
- Seek clarity and accuracy
- Think about how to attract students to your course

Course Description Content
- The best descriptions are concise, provide an overview of basic course content, and reveal how that course content will be delivered (e.g., lecture, discussion, critiques, etc.). If writing, creative production, and/or performance will be a major component of the class, mention it.
- Write the course description in a general enough way that multiple people could teach it in multiple different ways, but also avoid vagueness.
- Strive for economy of language. For example, use "This course introduces" rather than "This course provides an introduction to" or "this course is designed to introduce".
- While we encourage economy of language, most course descriptions will be more than 1-2 sentences.
- Avoid using the words "student" or "students." Focus on course content.
- Because the catalog can be searched by keywords now, think about putting specific keywords into your description.
- The course description should "match" the title, otherwise one or the other needs revision.

Course Description Copy-editing, grammar issues
- Proofread your descriptions. Be sure to avoid run-ons and sentence fragments.
- Avoid specialized, disciplinary language, unless absolutely necessary in upper-division major course descriptions. Also, avoid language that may go out-of-date.
- Avoid the use of "etc." Say what you mean.
- Avoid the use of "and/or", unless absolutely necessary.
- Avoid passive voice.
- Avoid vagueness.
- Remember the difference between the United States (a country) and America (a continent).

Please reach out to the following people if you have any questions/concerns.

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