
CM Overview

Q. Why is Penn transitioning to Curriculum Manger (CM)?

CM is being introduced as part of the Next Generation Student Systems (NGSS) program, which is updating Penn's student information systems. It delivers a streamlined process for curricular changes, supports greater visibility into status of requests and approvals, and integrates with our student information system and the University Catalog.

Q. Who will use CM at each School/Division?

The user roles are School-dependent. If you are going to be a CM user, you will be informed by your School CM administrator.

Q. How will our curricular management process change with the new tool?

The degree of change is determined by each School's configuration. However, all Schools will be using CM to enter proposals for new courses and programs, and make edits to existing course inventory level data and programs. Entering a proposal will trigger an automatic workflow that will route proposals for review/approval based on the School's process. Reviewers can comment, edit, and approve or rollback the proposals. Progress can be tracked through the application, as well as through system-generated email alerts notifications.

Q. Are other Schools participating in CM?

Yes, CM is being implemented at all twelve Schools across the University.

CM Workflow

Q. What is our School workflow?

The workflow process varies by each School and sometimes divisions within Schools. At a minimum, all proposals will be reviewed by a School administrator and the Office of the University Registrar. Some Schools' processes are complex and the workflow consists of more steps. For example, a School may require a review by a committee, while others may require faculty sign-off. It is highly customized for each School/Division. Because each School is implementing its own configuration, please consult with your CM administrator for details on the end-to-end process.

Q. When is the workflow triggered?

Once a proposal is submitted, workflow begins.

Q. How does CM alert users of changes?

The workflow generates different types of alert emails. Some inform of action to be taken, while others are 'fyi' and do not require any action.

Q. Can email notifications be turned off?

No.

Q. Can a proposal be rolled all the way back to the beginning, or be changed once the workflow has been initiated?

Yes, a proposal in the review process can be rolled back to any of the previous steps and reviewers can make edits to the proposal during the approval workflow.

Q. How will coordinators/department administrators be able to determine current state of submissions in the workflow?

CM displays the status of proposals in the console as they move through the workflow.

CM Processes

Q. Will section/term management be performed in CM?

No. CM handles only course inventory level data. Term or section management will continue to be performed in SRS during this transitional period, and later in CLSS as we migrate to Banner.

Q. Will lectures be managed in CM?

All methods of instruction, including lectures, labs, etc. are managed in CM. The activity type is designated on a field on the CM course form.

Q. Is there is a way to build in reminders in the system to let faculty know when submissions are due?

No, submission due date reminders occur outside of CM as they are dependent on your School's review process.

Q. How early should Department Administrators be telling faculty to submit course titles / descriptions?

This is dependent upon your School's approval process.

Q. What about minor changes to courses (e.g. adding a sentence to a description)? Will these need to go through the CM / approval process?

Yes, all updates to course inventory level data will need to go through CM. CM allows users to select whether their proposed change is substantive or non-substantive. Some schools have an expedited workflow for non-substantive changes.

Q. Will data from CM be instantly updated in SRS?

No. Course data from CM flows through a process which can take 3 days to complete once the proposal has been completely approved.

Q. Will faculty use CM?

Each School is determining who will use CM. In some cases, this will include faculty.

Q. When do faculty need to know about using the form?

If your faculty is going to be expected, or given the opportunity, to use CM, please inform them before CM is implemented at the end of August.

Q. What steps have been taken to test CM and see how it works?

Comprehensive testing has been taking place. User acceptance testing with representatives from all divisions is being conducted in July 2019.

Access

Q. How will I know if I have access to CM?

All faculty and staff have access to submit proposals, through PennKey single sign on. Authorization to perform other activities in CM, such as reviewing or approving proposals, is determined by School administrators and each School's workflow.

Q. Do you need a secure password to have access?

Access to CM for all users is controlled through PennKey single sign on.

Q. How will I access Curriculum Manager?

Links to CM will be available on a central university website. Specific information will be shared in communications and training leading up to go-live.

Transitional Period (Except for the College of Arts and Sciences)

Q. If I am making changes to upcoming fall 2019-20 semester courses, which system do I use?

Any changes to course inventory data before CM goes live should be made in SRS. Once CM goes live, all changes to inventory-level data should be made in Curriculum Manager.

Q. How should activity for courses be handled between now and when CM is released?

Schools should continue using existing business processes until CM is released in late August 2019.

Q. Is there a freeze period when I will no longer be able to enter changes into SRS, but before we begin using CM?

No. Schools should continue using SRS until CM goes live, at which point all updates to course inventory level data should be made through CM.

Training/Support

Q. Will training be offered?

Yes, training will be offered in August 2019. Separate communications will be sent with availability, timing and access instructions.

Q. Will training be required to use the system?

Training will be required for CM School administrators.

Q. Will training be held in a classroom or available on-line?

End-user training will be eLearning (self-paced, web-based training). Additional live training will be held for School/Division CM Administrators.

Q. What type of reference materials will be available for users who don't take training but have questions about the application and new processes?

Resources will be available online.