

Core Curriculum Request Management (CCRM)

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Navigating CCRM

To begin or query a new core curriculum proposal, navigate to the Core Curriculum Request Management page (<https://next.catalog.utsa.edu/curriculumadmin/>).

Core Curriculum Request Management Help

Search, edit, and add Curriculum requests.
Please review the information about proposing core courses before submitting a new proposal - <https://provost.utsa.edu/corecurriculum/>

add Search ☐ History - OR - Propose New Curriculum Quick Searches...

Request Code	Request Type	Title	Workflow	Status
1	Add existing course to the Core			Added

Note: the University Core course inventory only includes undergraduate university core courses. Graduate courses that are a part of a program's core coursework should NOT be submitted here. The entire University Core course inventory will NOT show on this site. Only proposals to add, change, or delete University Core courses will show.

Searching for Proposals

To search for a core curriculum proposal, type in the request type or title of the proposal in the search bar and click "search." The search bar is NOT case sensitive. The resulting proposal will include the Request Code number, the Request Type, the Title of the proposal, the workflow step if it's in the workflow, and the status of the proposal. Click the proposal to select it, it should be a dark grayed-out highlight as seen in the example below.

Search ☐ History - OR - Propose New Curriculum Quick Searches...

Request Code	Request Type	Title	Workflow	Status
1	Add new course to the Core	Testing Core Proposals	ACCT UG Curriculum ...	Added

List of request types to search for: add existing course to the core, add new course to the core, remove course from core, and revise an existing core course. You can search for *add*, *remove*, or *revise* if you don't know the proposal title. The asterisk * is a wild card feature that allows you to search for all courses that include the keyword(s) or numbers.

math Search

The status column will provide information regarding the proposal. Proposals which have been recently added, or are in the progress of being added, will have the status of “added.”

Workflow	Status
	Added

Available Proposal Information

All of the proposal information may be viewed here including the uploaded documents. The proposal information includes a hyperlink to the course inventory information for the referenced core course. The workflow may be also viewed here if the proposal is in workflow or previewed if not. Once the proposal has been selected it may be [edited](#) by selecting “Edit Request.”

New Proposal
Changes saved but not submitted

[Edit Request](#)
[Preview Workflow](#)

Viewing: **Testing Core Proposals**
 Last edit: 11/16/21 3:41 pm

Linked Course [ACC 3071: Professional Issues and Topics in Accounting I](#)

Viewing the Workflow

To view where a proposal is in the workflow, scroll down to the “In Workflow” box. The green step is where the proposal has been approved in the workflow. The gold step of the workflow is where the proposal currently is in the workflow. To email the person/people assigned to a step, click on the step.

In Workflow

1. **IBIO UG Curriculum Committee Chair**
2. **IBIO Chair**
3. SC Course Fee Review
4. SC Associate Dean of UG Studies
5. UG Vice Provost
6. Registrar
7. Banner

Adding a Course to the University Core Inventory

This section of the procedures applies to both adding a course currently existing in the general course inventory and adding a newly created course to the University Core course inventory.

Step 1: Select the “Propose New Curriculum” button. The proposal form will appear in a new window.

The top screenshot shows the 'Core Curriculum Request Management' interface. It includes a search bar, a 'Search' button, a 'History' checkbox, a 'Propose New Curriculum' button, and a 'Quick Searches...' dropdown. Below this is a table with columns: Request Code, Request Type, Title, Workflow, and Status. The table currently shows 'No Results Found.' The bottom screenshot shows the 'Curriculum Request' form, which has a 'Request Type' dropdown menu with a 'Select...' option.

At any time, you may scroll to the bottom of the proposal form and select “save changes.” [Search](#) for the proposal to continue with the edits.

The screenshot shows three buttons at the bottom of the form: a red 'Cancel' button, a gray 'Save Changes' button, and a green 'Start Workflow' button.

Step 2: Select the request type. If adding an already active course to the University Core, select “add existing course to the core.” This option is usually if you have changed an already active course to a core course. If requesting a new course to be added to both the general inventory and core inventory for the same catalog cycle, select “add new course to the core.” Make sure there is a proposal in CIM for the new course, it does not need to be approved through the workflow. If [removing](#) or [changing](#) an existing core course, please navigate to those sections of these procedures.

The screenshot shows the 'Curriculum Request' form with the 'Request Type' dropdown menu open. The options are: 'Select...', 'Add existing course to the Core', 'Add new course to the Core', 'Remove course from Core', and 'Revise an existing core course'.

Step 3: Include your name and your email address under “Proposer Name” and “Proposer Email.”

The screenshot shows two input fields at the bottom of the form: 'Proposer Name' and 'Proposer Email'.

Step 4: Select the catalog year which the addition will take effect.

Effective Term	Select... ▼
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Step 5: The title will be the title of the proposal. We recommend using the course's subject code and number as the title of the proposal so it is easier to search in the future.

Title	
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Step 6: Select the Department the course is housed under. The College will automatically populate, but double check that it is correct.

Department	Accounting ▼
College	Alvarez College of Business ▼

Step 7: Select the linked course. This is the course being added to the core. The course should already be proposed in CIM. If not, please create a proposal in CIM first.

Linked Course ⓘ	Select... ▼
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Step 8: Select which foundational component area applies to the course.

Foundational Component Area	Select... ▼
Foundational Component Area Intent	<div> <div>Select...</div> <div> American History Communication Component Area Option Creative Arts Government-Political Science Language, Philosophy and Culture Life and Physical Sciences Mathematics Social and Behavioral Sciences </div> </div>

Core Curriculum Objectives

Step 9: Type the Foundational Component Area Intent. This section explains how the proposed course meets the intent of the selected foundational component area.

Foundational Component Area Intent	
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Step 10: Type the Core Curriculum Objectives. These sections should explain the objectives of the core course and how they apply to the component area. Complete the sections on critical thinking skills, communication skills, empirical and quantitative skills, and social responsibility. For more information about how to write a core course proposal, please visit the Academic Affairs website:

<https://provost.utsa.edu/corecurriculum/proposing-review/proposal-guidelines.html>.

Core Curriculum Objectives	
Critical Thinking Skills	
Communication Skills	
Empirical and Quantitative Skills	
Social Responsibility	

Step 11: If applicable, also include information on teamwork and/or personal responsibility.

Teamwork	
Personal Responsibility	

Step 12: Make sure to attach a proposed syllabus and a core course assessment plan.

Proposed Syllabus	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
Core Course Assessment Plan	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>

If there is any other documentation to be uploaded, make sure to upload it under “Additional Information.”

Additional Information	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
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Step 13: If there are any other additional comments to be made on the proposal, include them under “additional comments.”

Additional Comments	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
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Step 14: From here, you may save your changes by selecting “save changes,” cancel the proposal by selecting “cancel,” or send the proposal to the Core Curriculum Committee Workflow for approval by selecting “start workflow.” Please note, the bundling feature is not available for the Core Curriculum Request Management site.

<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/> <input type="button" value="Start Workflow"/>

Process complete.

Changing a University Core Course

Make sure to submit a Course Inventory Management (CIM) change proposal for the existing core course prior to submitting the Core Curriculum Request change proposal. If the course is currently existing or newly added to the general course inventory and needs to be added to the University Core course inventory, please navigate to the [Adding a Core Course](#) section of these procedures. If the course is already in the University Core and needs to be deleted, please navigate to the [Deleting a Core Course](#) section of these procedures.

Step 1: Select the “Propose New Curriculum” button.

Core Curriculum Request Management

Search, edit, and add Curriculum requests.

Please review the information about proposing core courses before submitting a new proposal - <https://provost.utsa.edu/corecurriculum/>

☐ History - OR -

Request Code	Request Type	Title	Workflow	Status
No Results Found.				

The proposal form will appear in a new window. At any time, you may scroll to the bottom of the proposal form and select “save changes.” [Search](#) for the proposal to continue with the edits.

Step 2: Select the “Revise an existing core course” option from the “Request Type” menu. If needing to [remove a course from the core inventory](#), please navigate to that section of the instructions.

Curriculum Request

Request Type:

Proposer Name:

Effective Term:

Title:

Options for Request Type:

- Select...
- Add existing course to the Core
- Add new course to the Core
- Remove course from Core
- Revise an existing core course

Step 3: The rest of the form will not differ from the adding a new/existing course to the core form. Make sure to copy and paste all applicable information into the required sections from the existing core course. If there are any changes to the information, edit them here.

Step 4: Make sure to attach an updated syllabus and core course assessment plan.

Proposed Syllabus	Attach File	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
Core Course Assessment Plan	Attach File	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>

If there is any other documentation to be uploaded, make sure to upload it under “Additional Information.”

Additional Information	Attach File	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
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Step 5: Under “additional comments” please include a justification for the change.

Additional Comments	<div></div>
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Step 6: From here, you may save your changes by selecting “save changes,” cancel the proposal by selecting “cancel,” or send the proposal to the Core Curriculum Committee Workflow for approval by selecting “start workflow.” Please note, the bundling feature is not available for the Core Curriculum Request Management site.

Cancel	Save Changes	Start Workflow
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Process complete.

Deleting a Course from the Core Inventory

For course that are being removed from BOTH the general inventory and university core inventory: make sure the inactivation proposal for that course has also been created in CIM.

Step 1: Select the “Propose New Curriculum” button. The proposal form will appear in a new window.

The screenshot shows the 'Core Curriculum Request Management' window. At the top, it says 'Search, edit, and add Curriculum requests.' Below this, a message states: 'Please review the information about proposing core courses before submitting a new proposal - <https://provost.utsa.edu/corecurriculum/>'. The interface includes a search bar, a green 'Search' button, a checkbox for 'History', a green 'Propose New Curriculum' button, and a 'Quick Searches...' dropdown. Below these elements is a table with columns: 'Request Code', 'Request Type', 'Title', 'Workflow', and 'Status'. The table currently displays 'No Results Found.'

At any time, you may scroll to the bottom of the proposal form and select “save changes.” [Search](#) for the proposal to continue with the edits.

The screenshot shows three buttons at the bottom of the form: a red 'Cancel' button, a grey 'Save Changes' button, and a green 'Start Workflow' button.

Step 2: Select “Remove course from Core” as the “Request Type.” Selecting this option will change the proposal form to exclude the Core Curriculum Objectives and attachments sections.

The screenshot shows the 'Curriculum Request' form. The 'Request Type' dropdown menu is open, showing the following options: 'Select...', 'Add existing course to the Core', 'Add new course to the Core', 'Remove course from Core', and 'Revise an existing core course'. The 'Remove course from Core' option is highlighted.

Step 3: Complete all sections highlighted in red based on the course's current information.

Curriculum Request

Request Type

Remove course from Core

Proposer Name

Proposer Email

Effective Term

Select...

Title

Department

Select...

College

Select College...

Linked Course

Select...

Foundational Component Area

Select...

Foundational Component Area Intent

Step 4: Under “additional comments” make sure to include a justification for the course being removed.

Additional Comments

Step 5: From here, you may save your changes by selecting “save changes,” cancel the proposal by selecting “cancel,” or send the proposal to the Core Curriculum Committee Workflow for approval by selecting “start workflow.” Please note, the bundling feature is not available for the Core Curriculum Request Management site.

Cancel

Save Changes

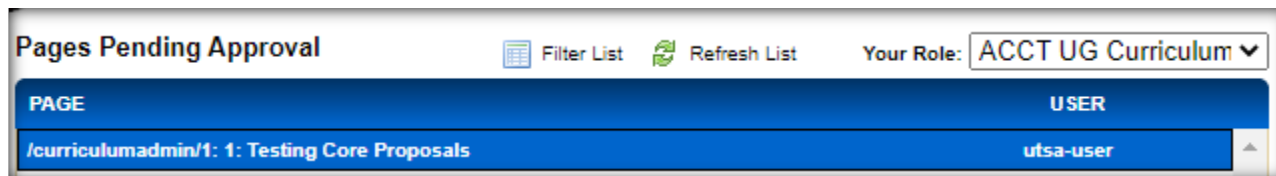
Start Workflow

Process complete.

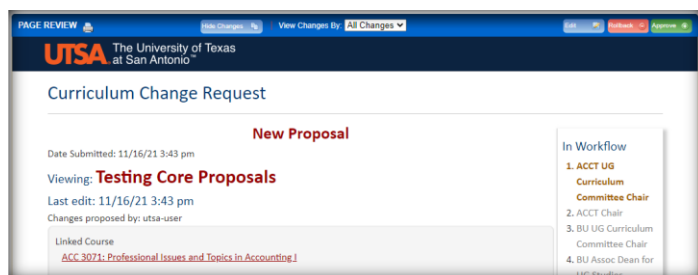
Reviewing Proposals in the Workflow

Reviewing core course changes, additions, or deletions is similar to the CIM proposal workflow process.

Step 1: To view courses assigned to you in the workflow, navigate to Approve Pages to approve, rollback, edit, or view workflow status. **Please note:** If you are not able to see the proposal in Approve Pages, it may not be assigned to you in the workflow. Make sure “Your Role” matches the role listed in the workflow. The selected course will be highlighted in dark blue as seen below.



Step 2: Scroll down to “page review” to view the proposal information and workflow. The type of request will be specified at the top of the “page review.” Review all edits that have been made to the proposal.



Step 3: Edit, rollback, approve, or vote on the proposal.

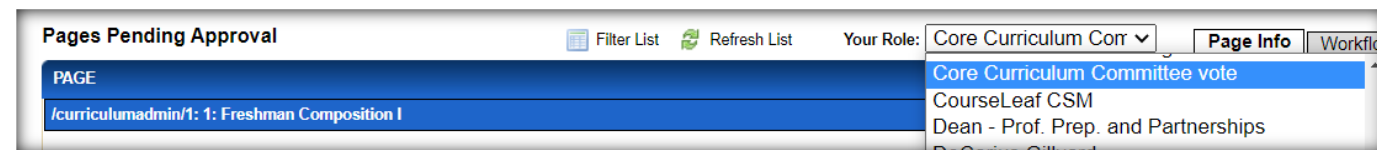


Approving Proposals

Selecting “approve” will send it to the next person in the workflow for further approval. DO NOT approve, if the proposal is asking for a vote, unless you are the last person in the voting role, then view results to see if the proposal is to be approved or [rolled back](#).

Voting on Proposals (Core Curriculum Committee Members ONLY)

Make sure your role is set to “Core Curriculum Committee Vote.”



Select your vote for, against, or abstain on the proposal by checking the relevant box. There is an optional comment box available. Click “save” and make sure “vote saved” appears to cast your vote.

Vote Required for Approval

Do you accept the proposed changes?

☐ Yes ☐ No ☐ Abstain

Comments

Save

View Voting Results

In Workflow

1. Core Curriculum Committee vote

Save

Vote Saved

If you change your mind about your vote, you can go back and change the vote any time before it is approved to the next step of the workflow. DO NOT approve or rollback the proposal until all members of the voting role have had a chance to vote. If you are the last person to vote, make sure to select “approve” (majority “yes”) or “[rollback](#)” (majority “no”) depending on the outcome of the vote. To view the voting results, or to see who still needs to vote, select “show voting results.”

Hide Voting Results

Votes Cast: 2

Yes 100%

No 0% |

Abstain 0% |

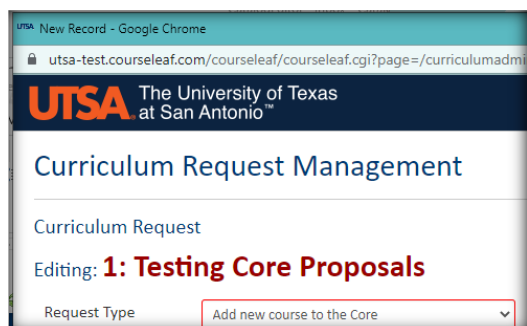
Full Voting Results

User	Vote
Shae Large	Yes
Johanna Hunziker	Yes
Jimmy Adair	

Show Voting Results

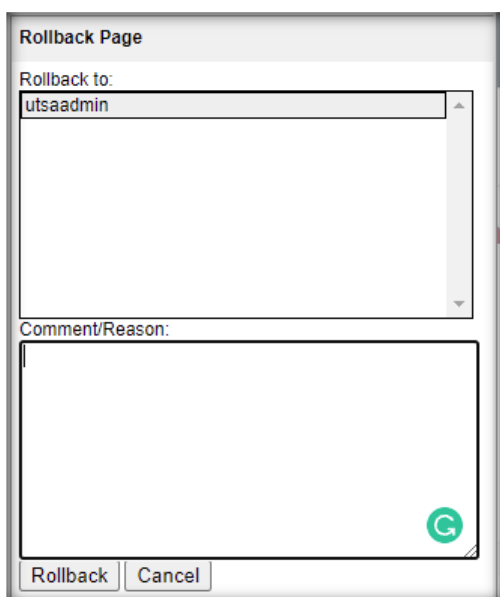
Editing Proposals in the Workflow

Selecting “edit” will allow you to make further changes on the core course. The proposal information will pop up in a separate window. Once all edits are made, select “save changes.”



Sending Back Proposals

Selecting “rollback” will send the proposal back to any previous person in the workflow. Select which person you would like to roll it back to, add comments, and then click “rollback.”



Process complete.

Our Contact Information

If you have any questions about the preceding procedures, please reach out to us via email or TEAMS.

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