Catalog Updates and Program Management

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Last Updated: 10/27/2022

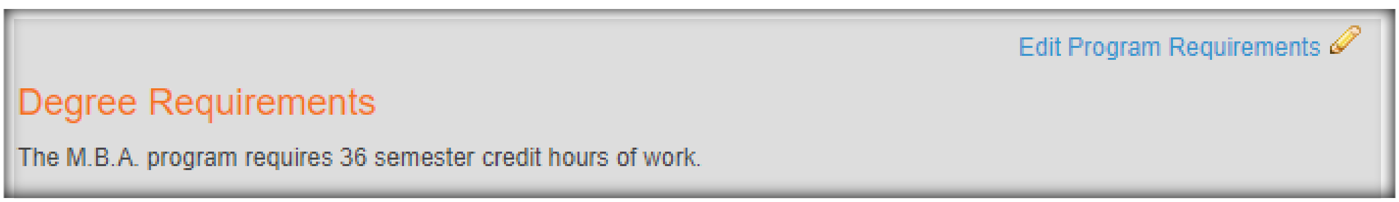
Changing a Program

Notes:

A. As soon as a program is edited in Program Management, the catalog page's editing view will reflect the edits in the page body editor of any page the program is on. The Approval screen and Show Differences tool will show the last approved program change.
B. Make sure your program changes are approved in CIM Programs before submitting the catalog page for approval. Newly approved department and program pages will be created by the Registrar Office based on information inputted into the CIM Program Management proposal. If a new program has been approved and you don't see the page in the catalog after a few weeks, please reach out to the Registrar Office at CatalogEditor@utsa.edu.

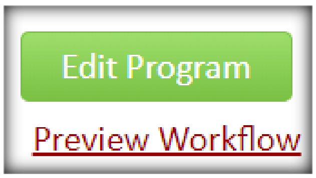
Step 1: To edit an existing program, you will need to access the CIM Program Management webpage from the Next Catalog (CAT) (https://next.catalog.utsa.edu/) by navigating to the existing program page and selecting "Edit Page."

Step 2: Then, click on the hyperlinks labeled Program Description, Program Requirements, or Four-Year Academic Plan within the gray text boxes. **Note:** Not every program will have a Program Description or Four-Year Plan. Some minors will not have a description and four-year plans will only be for undergraduate degrees.



Step 3: These links will navigate you to the CIM Program Management webpage and automatically pull up the corresponding program.

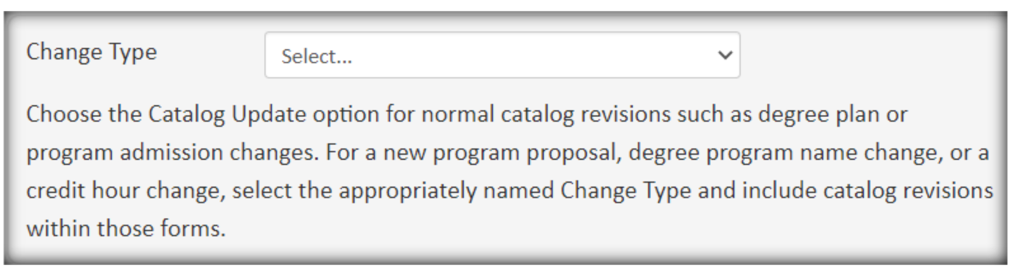
Step 4: Scroll down and select "Edit Program."

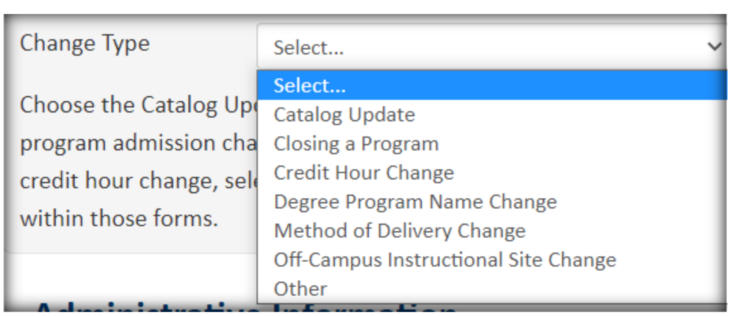


A pre-filled form, similar to the adding new program form, will appear in a new window. At any time, you may scroll to the bottom of the form and select save changes.

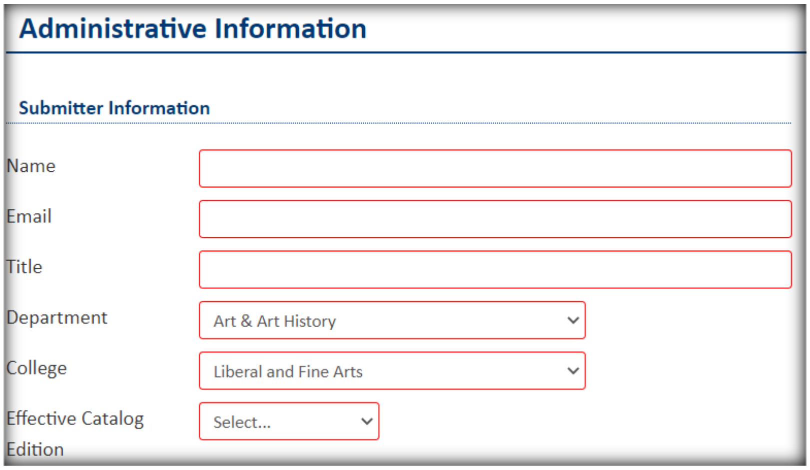
After saving, the change proposal will appear in the program inventory search with the status of "edited" so you can come back to edit it at any time.

Step 5: Select the type of change being made. The form will change based on the option selected. [Click here if closing the program](#). The catalog text may be updated within each change type. If multiple change types need to made please reach out to the Office of Continuous Improvement & Accreditation (academicprograms@utsa.edu).

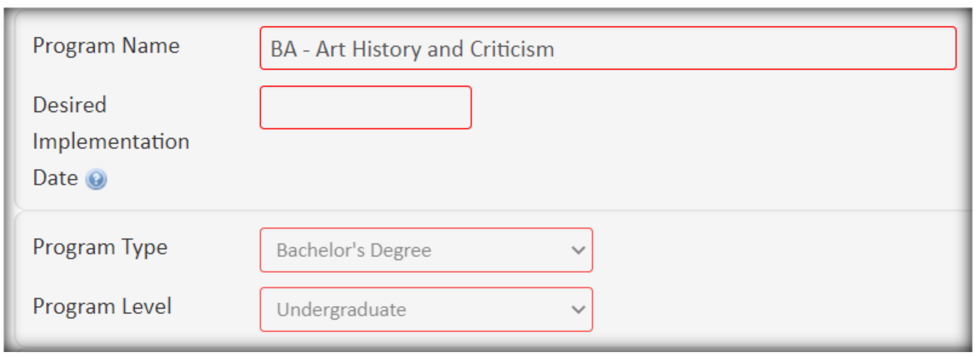




Step 6: Type your name, email, and title. The Department and College options will be pre-filled. If those need to be changed, change them. Update the Effective Catalog Edition to the catalog these changes will apply.

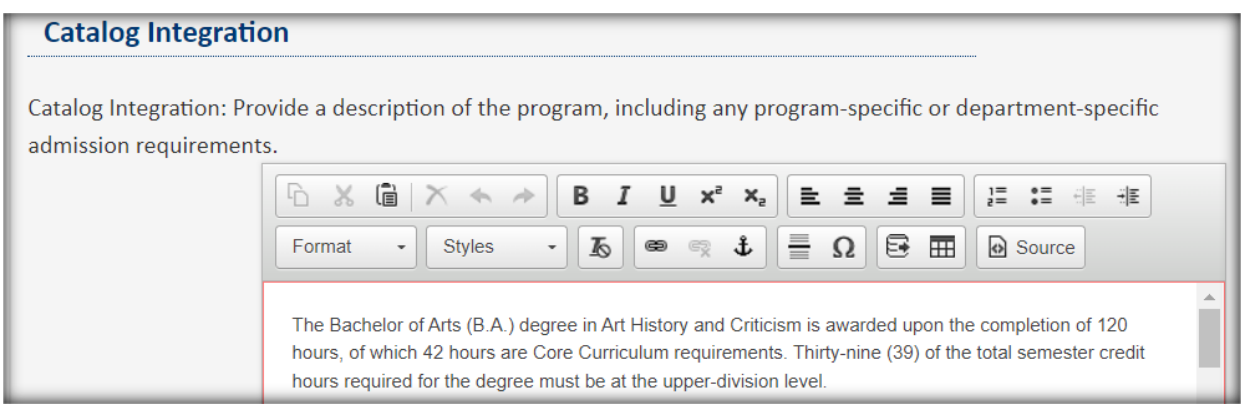


Note: For the Catalog Update Change option, you will not be able to change the Program Name, Desired Implementation Date, Program Type, or Program Level.



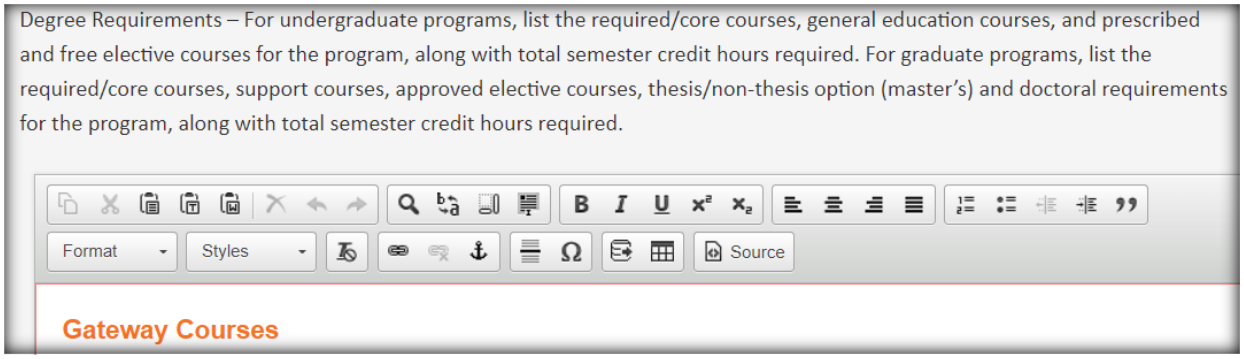
Step 7: In the "Catalog Integration" section of the form, make all necessary updates to the catalog text (shows in catalog) like the program description, degree requirements, and if working with an undergraduate program, the four-year academic plan. Don't worry about formatting, this will be updated by the Registrar Office. See [below for editing a table instructions].

Program Description Section:

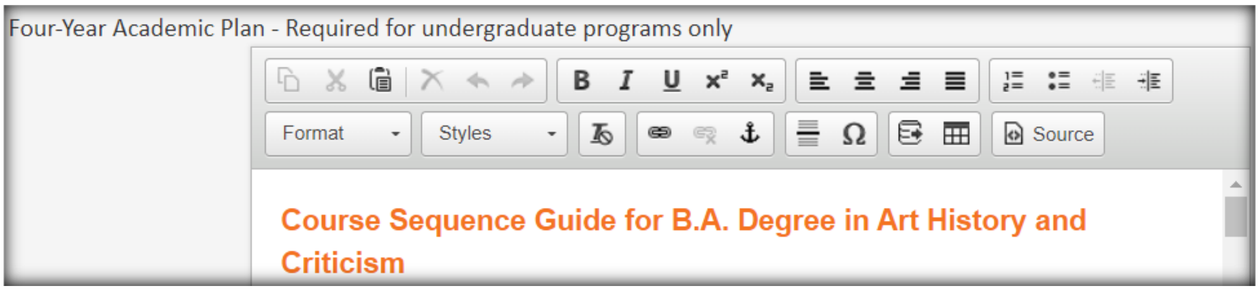


Please note: Not every program will have a program description section. However, this section is required, if the section is blank, either add a description or type "N/A" into this section.

Degree Requirements Section:



Four-Year Academic Plan Section (undergraduate programs only):



See below for information on [how to edit a course or footnotes table.]

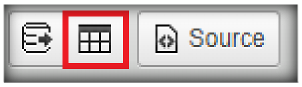
Step 8: If there are any additional comments, type them here. This is an internal comment which only reviewers can see, they will NOT show in the catalog.

Step 9: From here you may save changes or submit the changes to the first person in the approval workflow.

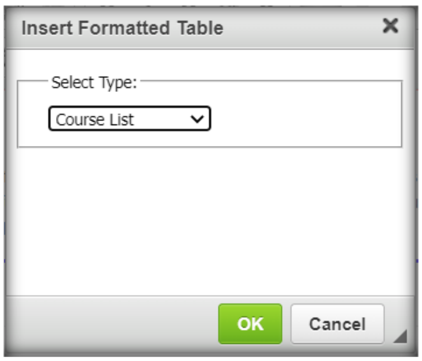
See below for instructions on how to approve program edits in Approve Pages and how to merge workflows for multiple proposals.

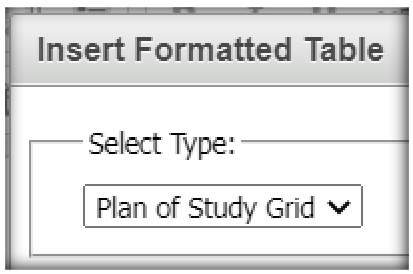
Editing a Course Table

To add a course table to a catalog integration point, select the space beneath an introductory block of text. This text is usually a Degree/Major Requirements header and/or a brief description of the course requirements. Click the Insert/Edit Formatted Table icon in the toolbar.

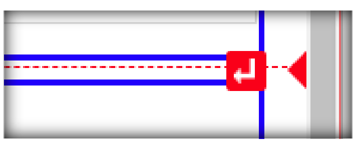


Then select "Course List" as the table type. If adding a four-year degree plan (undergraduate degree programs only) select "plan of study grid."



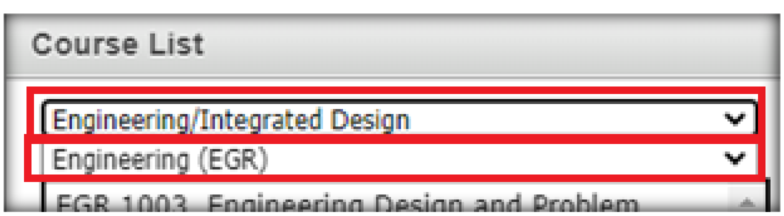


If there isn't space to click under a course list or block of text, hover your mouse just under the area and a red "return" arrow will appear. Clicking the arrow will generate a blank line for inserting text or tables.

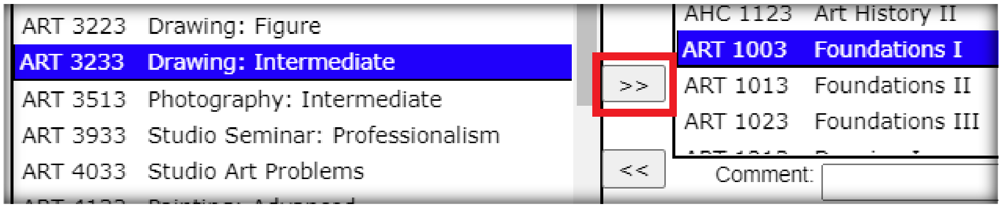


To edit an existing table, double click on the table within the blue outlined box. A Course List box will appear.

To search for courses to add to the course list, select the drop down college or subject code box. Scroll to the applicable course, then click to select it.



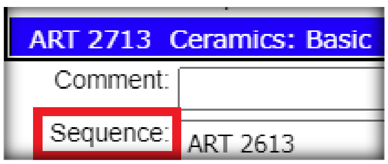
<u>To add a course to the course list,</u> select the course or header it should go below and select the course you want to add, then click the right pointing double arrows.



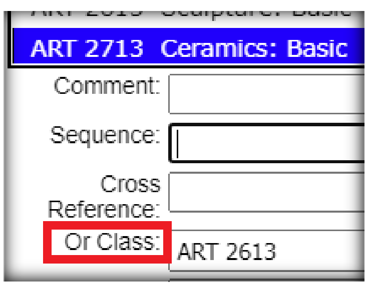
You can also type the course subject code and number into the "Quick Add:" line then click "add course." If the course is new and has not been proposed in the [Course Inventory Management site](), the Quick Add feature will add the course to the list but it will show as "Course Not Found" until the course proposal is created and saved.

<u>To combine two or more courses in a course list</u>, there are three options: sequence, cross reference, and or class.

1. Sequence: take course 1 and course 2

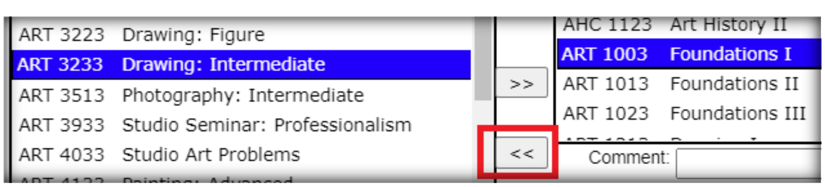


2. Cross Reference: course 1 is the same as course 2 (NOT RECOMMENDED)
3. Or Class: take course 1 or course 2

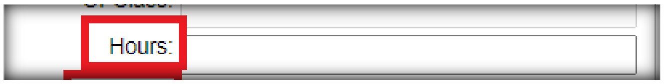


<u>If more than two courses need to be combined,</u> separate them by a comma, make sure to keep them in alphabetical order by subject code and numerical order by course number.

<u>To remove a course, comment, or heading from a course list,</u> select it from the list on the right hand side of the window, then click the left pointing double arrows.

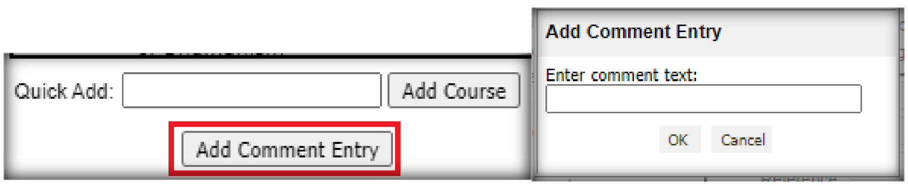


To add or update hours to a heading or course, select the course or heading, then type in the hours in the "hours" section. Adding hours to a comment is NOT RECOMMENDED.

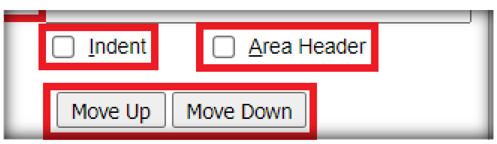


To add a footnote to a course, comment, or heading, select it and then type a relevant number or symbol. To add that number or symbol to a list of footnotes, see editing a footnotes table below.

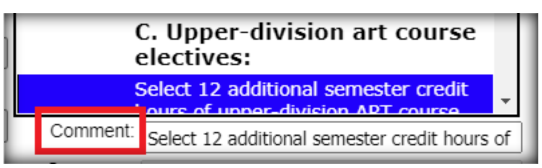
To add a comment or a heading to a course list, select "add comment entry" a small window will appear, type in the comment or heading, then click "OK."



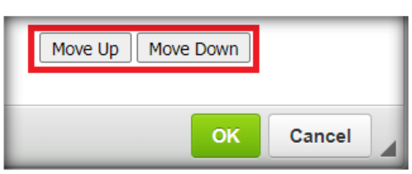
To make a comment into a heading, select the comment, then check "area header."



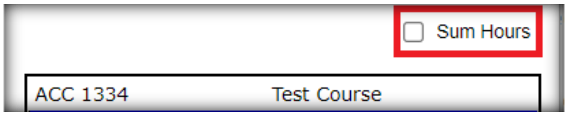
To edit the content of a comment or a heading in a course list or on a course, select the course, comment, or heading then make edits in the "comment" section. It's easier to copy, edit, and paste this information outside of the course list window. For course comments, parentheticals will be automatically added, DO NOT add additional parentheticals.



To move courses, comments, and headings in a particular order, select the course, then select the "move up" or "move down" buttons. It is beneficial to keep courses in alphabetical order by subject code then numerical order by course number.



To add a total sum of hours to a course list, select "Sum Hours." It is recommended that most course lists include a summation of hours.

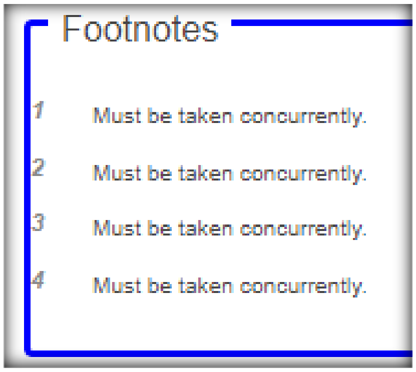


To exclude a course from calculating in the sum hours, select the course, and select "indent."

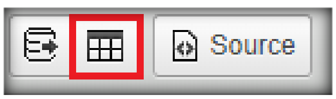
When done, select "OK."

Editing a Footnotes Table

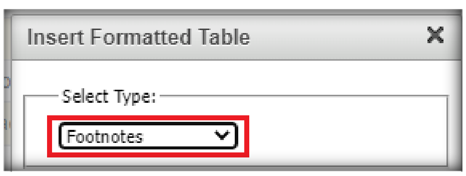
If a course, comment, or heading has a footnote, a footnotes table should be listed beneath the corresponding course list.



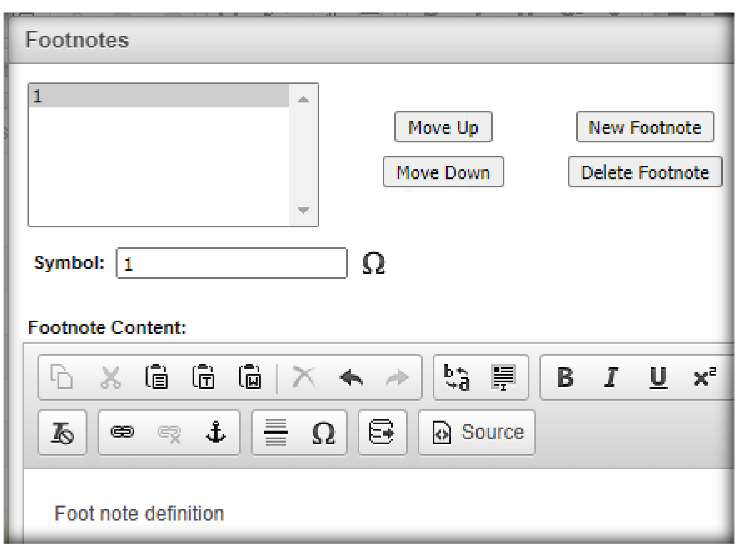
If a "Footnotes" list does not currently exist at the end of the course list, then select the area below the list and click the Insert/Edit Formatted Table icon in the toolbar.



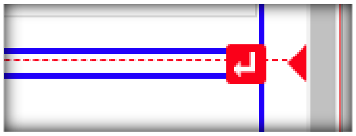
Select the "Footnotes" table type.



A "Footnotes" window will appear. In the "Symbol" section type the corresponding number or symbol to the footnote in the course list. Then, type the reference in the "footnote content" section. When done, select "ok."



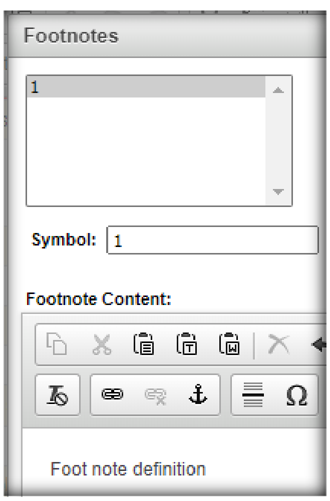
If there isn't space to click under a course list or block of text, hover your mouse just under the area and a red "return" arrow will appear. Clicking the arrow will generate a blank line for inserting text or tables.



If a footnotes list already exists, double click within the blue outlined box of the footnote section and assign content to each respective footnote label.

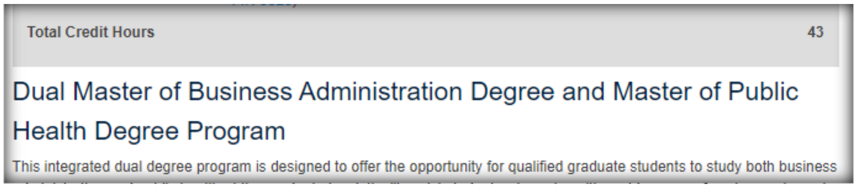
To add or remove footnotes, select "New Footnote" or "Delete Footnote." When selecting "New Footnote" make sure to type the corresponding footnote number into the "symbol" section.

To edit existing footnotes, select the footnote, then update the footnote's description under "footnote content." Consider changing substantial footnotes (more than one sentence or applies to an entire section of the course list) into comments in the course list.



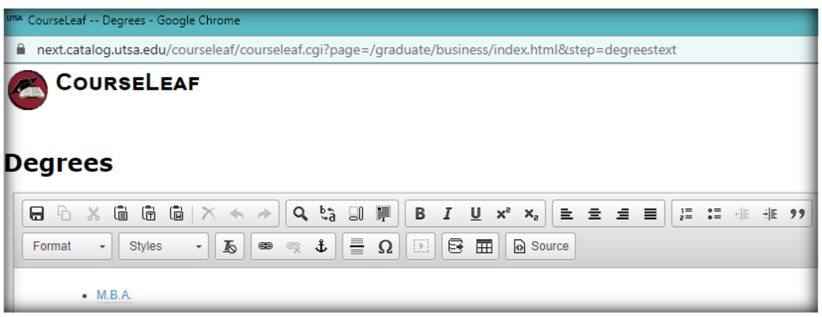
Changing page content not showing in CIM Programs

Some catalog page information will NOT be editable in CIM Programs (https://next.catalog.utsa.edu/programadmin/). They will NOT show within the gray blocks in CAT (https://next.catalog.utsa.edu/).



Step 1: To edit this information, select “Edit ‘Degrees/Page Body/Certificates/Minors’” at the top right-hand side of the page.

Step 2: The CourseLeaf window will pop up. Edit any applicable information which is not inside a blue box labeled “Program Description,” “Program Requirements,” or “Four-Year Academic Plan.” When complete select “OK.”



Step 3: Once ALL changes have been sent to the workflow in CIM Programs, select the “Start Workflow” button in the bottom right hand corner of the screen. All page approval workflows are now standardized to include the Catalog Editor, the Department Chair/School Director, the Associate Dean of the college, and the Final approval stage.

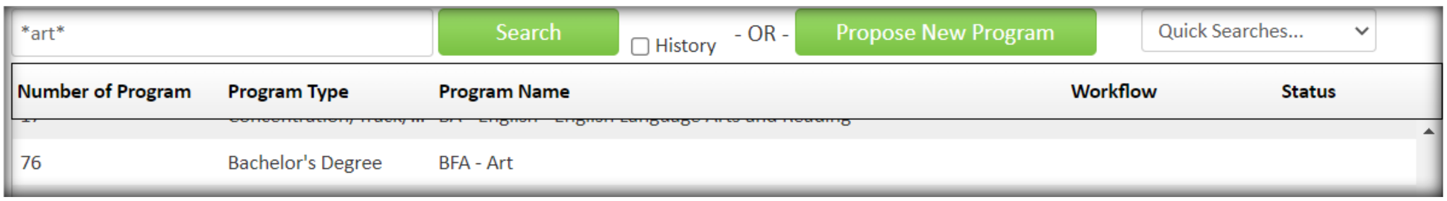
See below for instructions on how to approve catalog pages in Approve Pages.

Navigating the Program Inventory

If needing to revise an existing program, please start from the Next Catalog (CAT) (https://next.catalog.utsa.edu/) and follow the Changing a Program procedures.

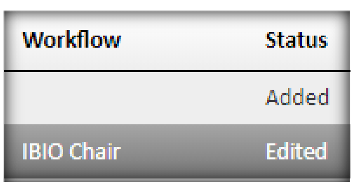
Searching for Programs

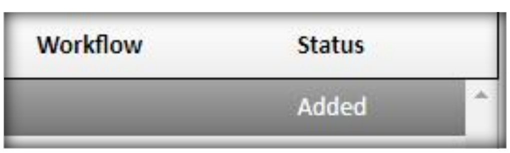
To search for a new program proposal in CIM Programs, navigate to the Program Management site (https://next.catalog.utsa.edu/programadmin/) type the program name or number in the search bar and click "search." The search engine has a wild card feature to search for key words, just use the asterisk * as the wild card to search for all programs that include the key word(s). The search bar is NOT case sensitive. The resulting programs will include the program type (Bachelors, Concentration, etc.), the program name, the workflow step if it's in the workflow, and the status of the program. Click the program to select it, it should be a dark grayed out highlight. **Please note:** ALL programs in the inventory will show in this search.



The Status Column

The status column will provide information regarding the program. A program that has not had any recent changes will not have a status. Programs which have been recently edited, or are in workflow, will have a status of "edited" and may have a note of where the program is in the workflow. Programs which have been recently added, or are in the progress of being added, and have not been sent to the workflow, will have the status of "added." Programs which have been deleted will have the status of "inactive."



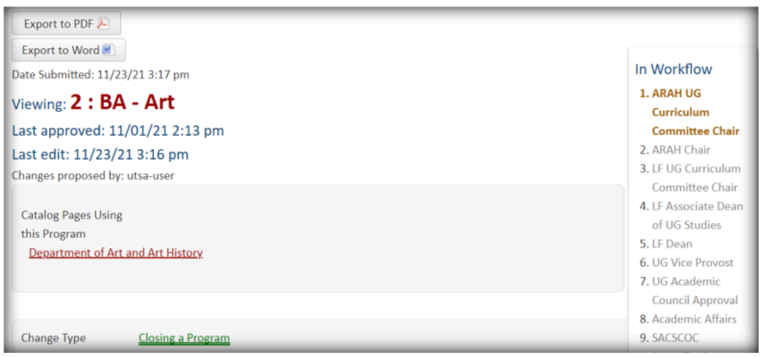


Action Buttons

Once the program has been selected it may be edited by selecting "Edit Program" or inactivated by selecting "Inactivate." If it is a program proposal that has been submitted to the workflow, the workflow and changes may be viewed. If a PDF or Word Document of the program information is required, this can be generated by clicking "Export to PDF" or "Export to Word."

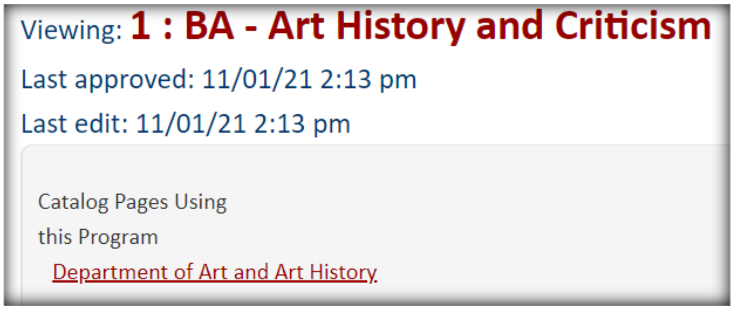
Active program example:

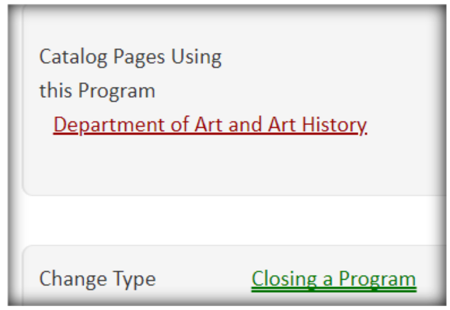
Program in workflow example:



Available Program Information – Program Ecosystem

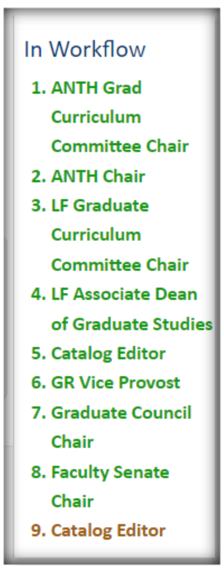
Querying a program provides all the information about the program. Each active program should include a section labeled “Catalog Pages Using this Program.” This section includes a hyperlink to the program’s department page in the catalog. If the program is in the workflow, you will be able to view the changes that have been made, highlighted in red and green, and the type of change requested.





Viewing the Workflow

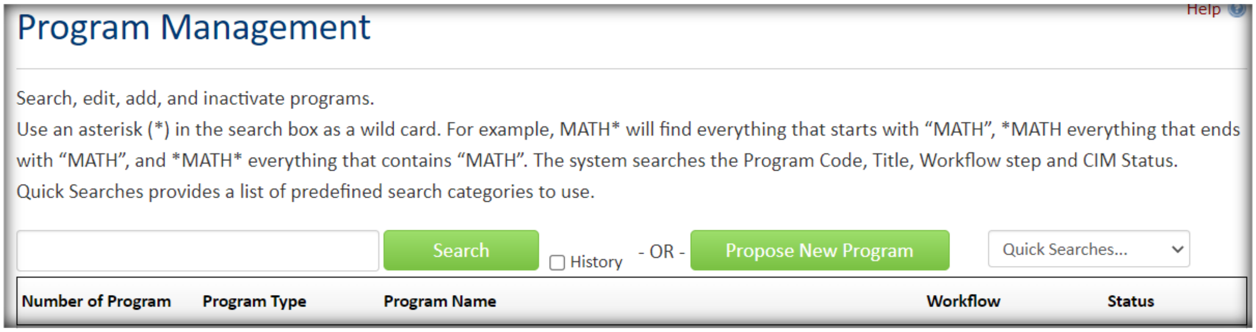
To view where a program proposal is in the workflow, scroll down to the “In Workflow” box. The green step is where the program has been approved in the workflow. The gold step of the workflow is where the program currently is in the workflow. To email the person/people assigned to a step, click on the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



Adding a New Program

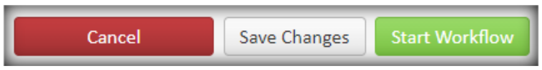
Note: For questions about the proposal process, please reach out to the Office of Continuous Improvement & Accreditation (academicprograms@utsa.edu).

Step 1: Navigate to the CIM Program Management webpage (https://next.catalog.utsa.edu/programadmin/).



Step 2: Select "propose new program." The New Program Proposal Form will appear.

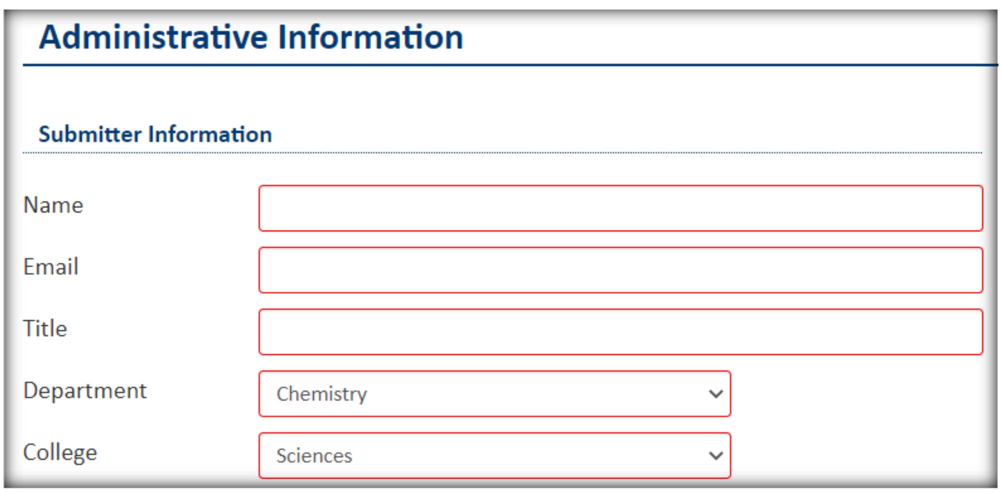
If at any time, the proposal needs to be saved, scroll to the bottom of the form and select "Save Changes."



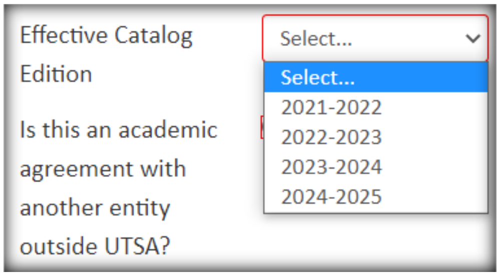
After saving, the proposal will appear in the program inventory search with the status of "added" so you can come back to edit it at any time. Make sure to notify both the Office of Continuous Improvement & Accreditation (academicprograms@utsa.edu) and the Registrar Office (catalogeditor@utsa.edu) of the program's number (far left column) once the proposal has been created.

Administrative Information Section

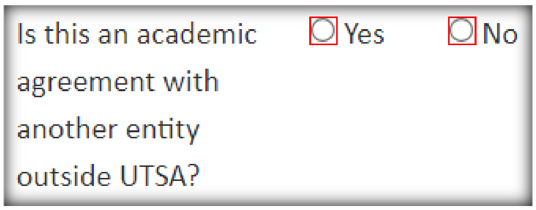
Step 3: Type your information including your name, email, title, and department. After selecting "department" the college will automatically populate, but double check that it is correct. If the program is not assigned to a department, scroll to the bottom of the department list and selecting the abbreviation for the college.



Step 4: Select the catalog term the program will activate under “Effective Catalog Edition.”



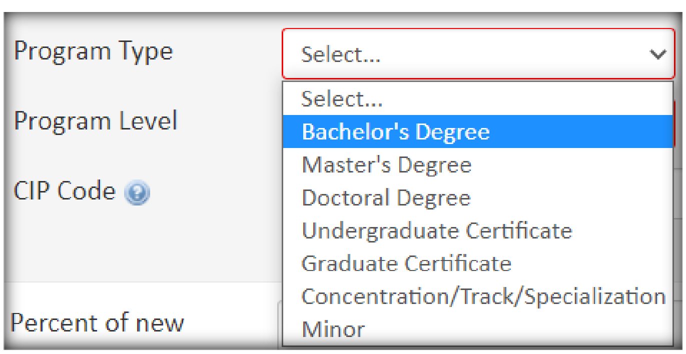
Step 5: Select whether or not there is an academic agreement with another entity outside of UTSA. If so, make sure to also complete the Agreement Form.



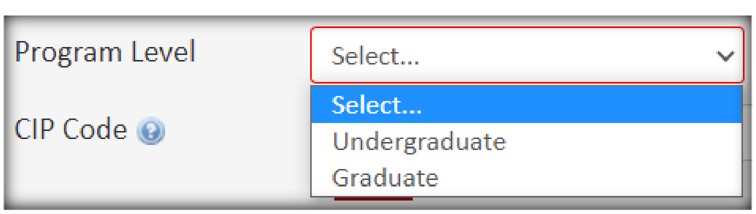
Proposal Section

Step 6: Type the program name and desired implementation date. **Please note:** This is the date students would enter the proposed program.

Step 7: Select the program type. Example: Bachelor’s, Master’s, etc.

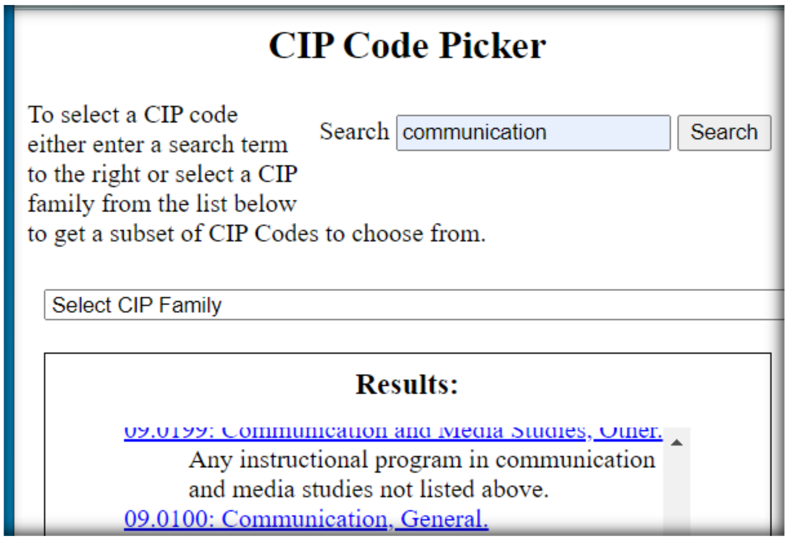


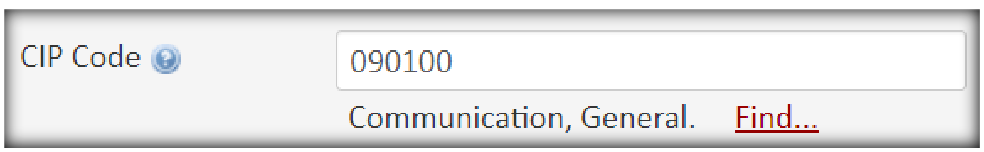
Step 8: Select the program level (Undergraduate or Graduate).



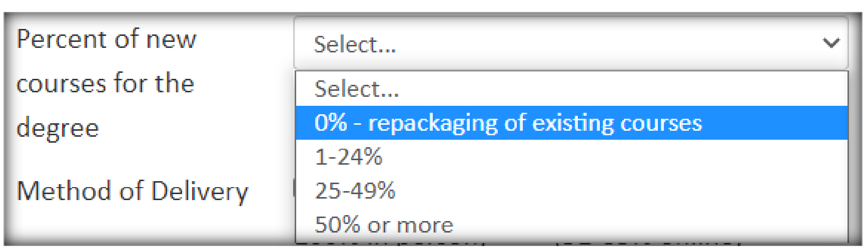
Step 9: Enter the Texas Classification of Instructional Programs (CIP) Code.

Make sure to include just the 6 digits of the code, no periods or spaces. For example: a general communication program is listed as 09.0100 but should be entered as 090100. A link to a CIP Code Picker search engine is available within the proposal.

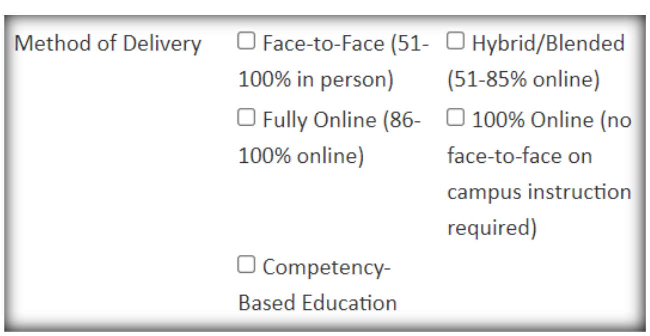




Step 10: Select the percent of new courses for the degree. If creating new courses for a new program, make sure to also submit a CIM request form (https://next.catalog.utsa.edu/courseadmin/). Courses will be marked as “course not found” in the Catalog Integration points unless a proposal has been created for them in CIM.



Step 11: Select the method(s) of delivery for the program.



Step 12: Select whether the program applies to a specific department or just to the college. Make sure the "department" section of the form correlates to this response. If a program is not assigned to a department, make sure to select the college abbreviation from the bottom of the department list at the beginning of this form.

Is this a college-level program?

○ Yes ○ No

A college-level program is a degree program associated with a college instead of a department.

Step 13: Select whether or not the program collaborates with other departments at UTSA, depends on other courses or programs, or impacts other courses or programs.

Is this program in collaboration with another department at UTSA, dependent on other courses (i.e., pre-reqs) or programs, or impact other course or program offerings?

○ Yes ○ No

Step 14: Type the rationale for the request. Make sure to cite the Bureau of Labor Statistics, Texas Workforce Commission, professional association data, and other documented data sources to create a supply/demand analysis.

Provide a rationale for the request. Include analysis conducted, information on need/demand, including similar programs at UTSA, Texas public and independent universities, potential students, and job market needs.

Step 15: Type the relationship the new program has with other programs.

Demonstrate the relationship between the proposed program and existing programs.

Step 16: Type how the new program affects existing programs.

Describe how the proposed program would affect existing programs, including the potential effects on enrollment for existing programs.

Step 17: Type the anticipated cumulative head count and full-time enrollment (https://catalog.utsa.edu/policies/generalacademicregulations/records/) of the new program.

> Provide analysis and rationale for anticipated cumulative head count and full-time equivalent (FTE) enrollment for each of the first five years and indicate the number expected to be new to the institution each year. Explain assumptions used in making these estimates.

Step 18: Type the educational objectives of the new program.

> Describe the educational objectives of the proposed program. For the description of educational objectives, distinguish between aspects of the curriculum that are standard for the field and aspects that would be unique to the proposed program.

Step 19: Type the courses which have been or will be created for this program. Make sure to request new courses with the CIM form (https://next.catalog.utsa.edu/courseadmin/).

> Describe courses that have been implemented and new courses needed.

Step 20: Type the faculty resources and requirements for the new program.

> Describe the faculty resources and faculty requirements, if any.

Step 21: Select whether or not the program is a doctoral program.

> Is this a new doctoral program?
>
> ○ Yes ○ No

Step 22: Type the minimum Degree Credit Hours required to complete the program.

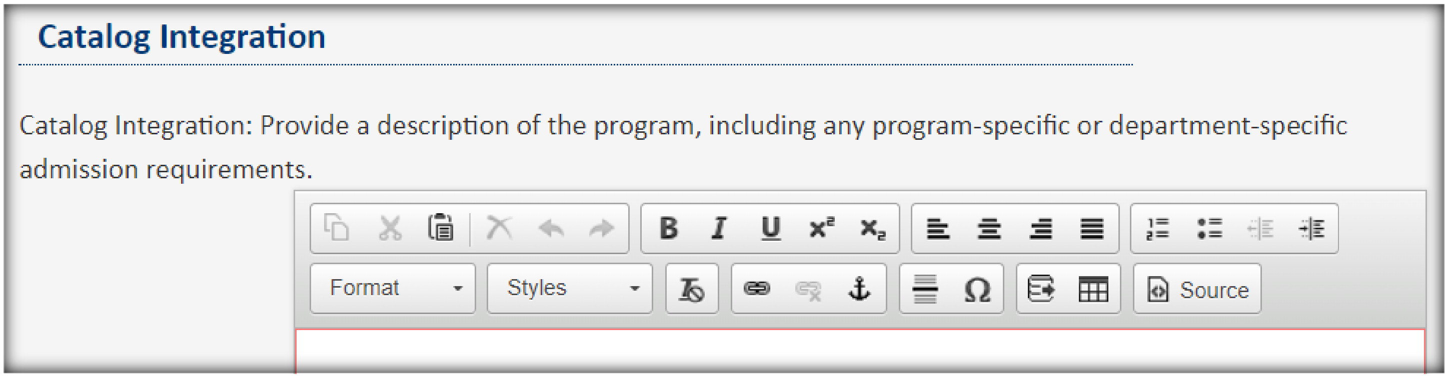
> Degree Credit Hours

Catalog Integration Section

Note: Don’t worry too much about formatting, that will be cleaned up by the Registrar Office.

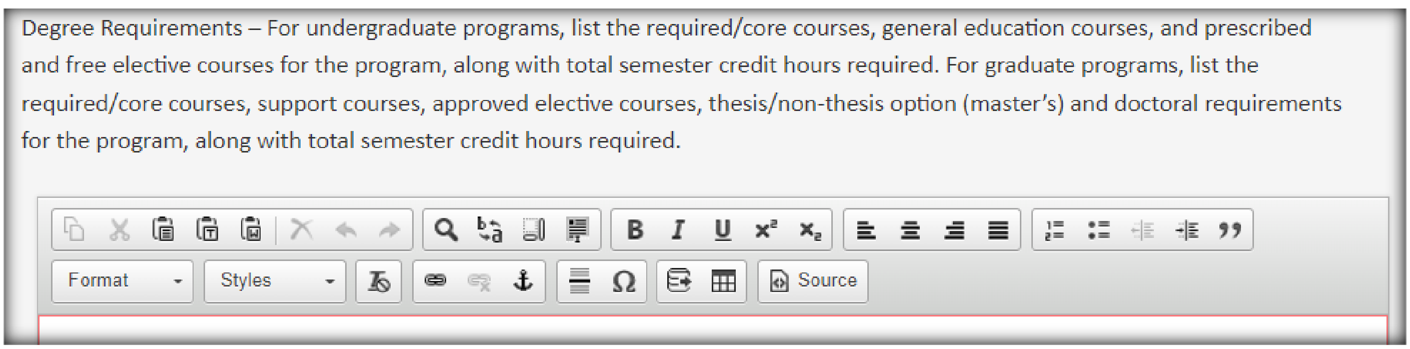
Program Description

Step 23: Type the program description here. This is the information directly below the program title that appears in the catalog. This section informs students of what to expect from the program, background information, collaborating efforts, application information, etc.

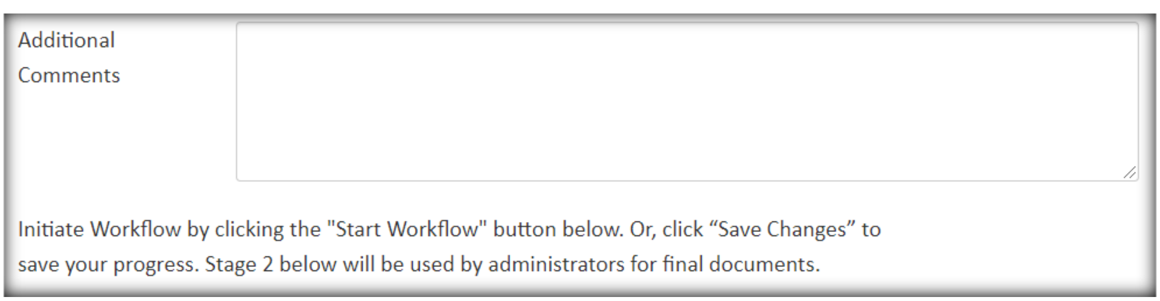


Degree Requirements

Step 24: The degree requirements section starts with the subtitle “Degree Requirements” and sometimes a brief description of the program of study. This section is also for adding a course table. Navigate to the editing a course table section of these procedures for more information about adding and editing course tables.



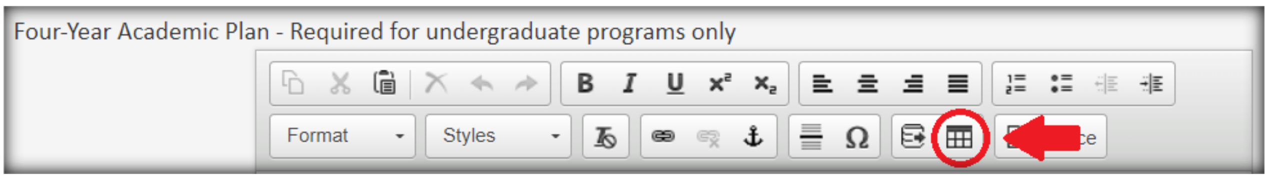
Step 25: If creating an undergraduate program, see the four-year plan instructions below. For graduate programs, skip the Stage 2 section of the form. If there are any additional comments to add to the new program proposal, type them here. These comments are seen by reviewers only and DO NOT show in the catalog.

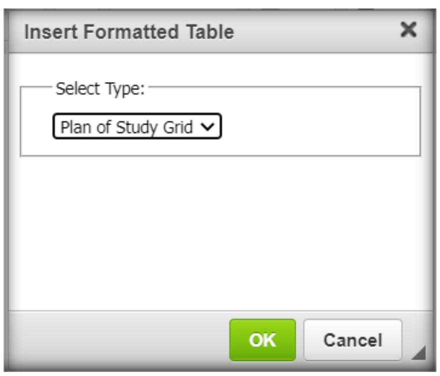


Step 26: From here, you may either select "save changes" and come back to make edits to the proposal, or select "Start Workflow" to send the proposal to the first person in the approval workflow. See below for instructions on how to approve new programs in Approve Pages and merging workflows for multiple proposals. See above for more information about editing course and footnote tables.

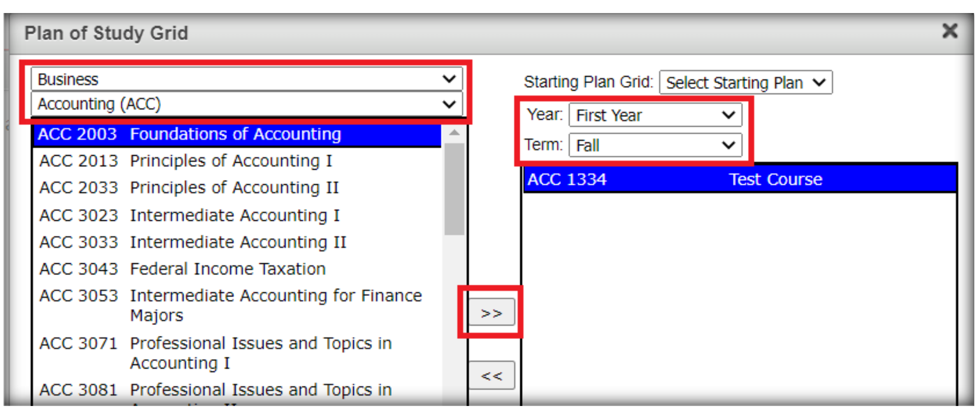
Four-Year Plan (Undergraduate ONLY)

Step 1: The four-year plan is required for each undergraduate degree-seeking program and should add up to at least 120 hours. Add a title for the section, it is usually [Program Title] Recommended Four-Year Academic Plan. Then insert a table for the four-year plan by selecting the "Plan of Study Grid" type.

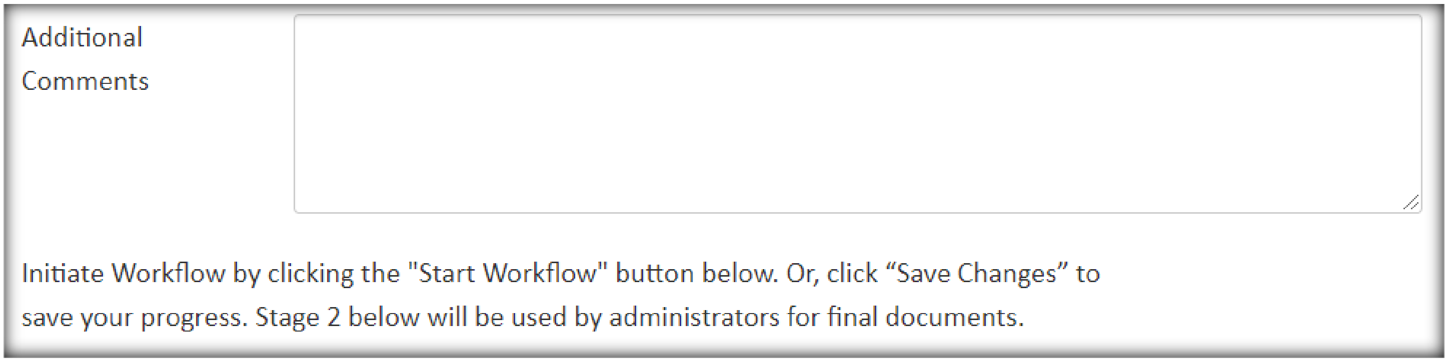




Step 2: Start building the four-year plan grid by selecting First Year under "Year" and Fall under "Term." Then select the applicable college and department for each recommended course. Follow the editing a table instructions above to complete the table. Alternate between years and Fall/Spring terms until all four years are populated. Only include Summer terms or a fifth year if the program is over 120 credits. Make sure all core courses are represented in the table. Select "OK" when done.



Step 3: Skip the Stage 2 section of the form. If there are any additional comments to add to the new program proposal, type them here.



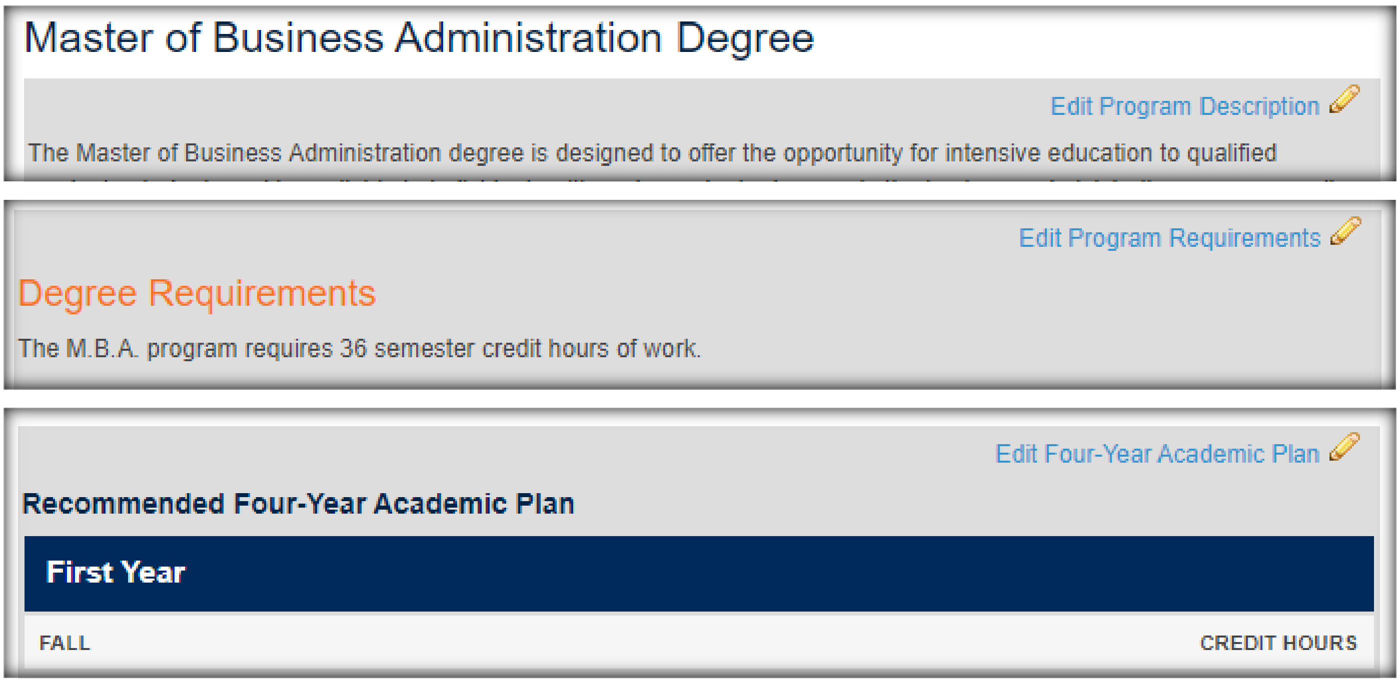
Step 4: From here, you may either select “save changes” and come back to make edits to the proposal, or select “Start Workflow” to send the proposal to the first person in the approval workflow. See below for instructions on how to approve new programs in Approve Pages and merging workflows for multiple proposals. See above for more information about editing course and footnote tables.

Deleting/Closing a Program

For questions about the inactivation proposal process, please reach out to the Office of Continuous Improvement & Accreditation (academicprograms@utsa.edu).

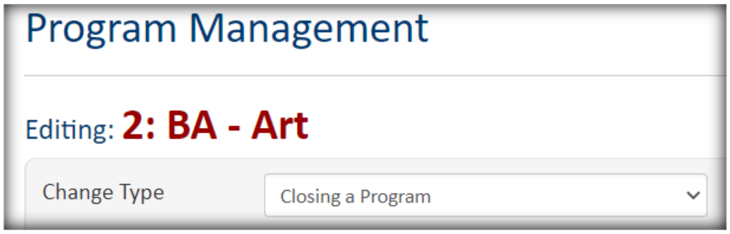
Step 1: Navigate to the program page in the Next Catalog (CAT) (https://next.catalog.utsa.edu/). Then selecting "Edit Page."

Step 2: Then, click on the hyperlinks labeled Program Description, Program Requirements, or Four-Year Academic Plan within the gray text boxes.

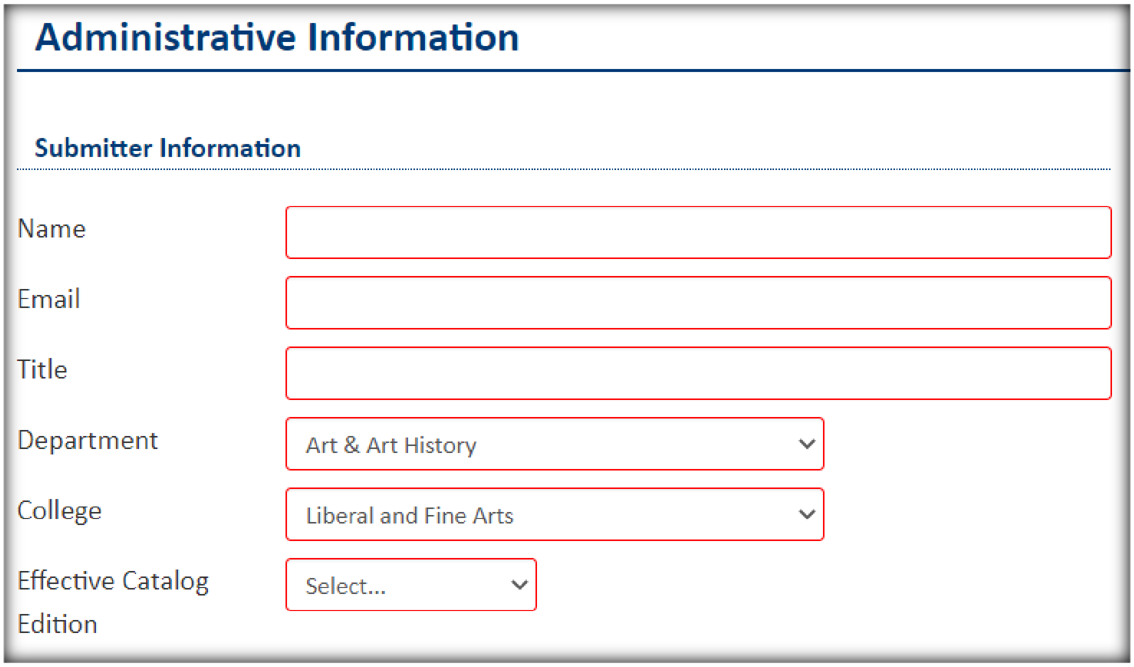


Step 3: These links will navigate you to the CIM Program Management webpage and automatically pull up the corresponding program. **DO NOT select the "Inactivate" button, this request will NOT be approved.** Instead, select the "Edit Program" button.

Step 4: Select the "Closing a Program" Change Type.



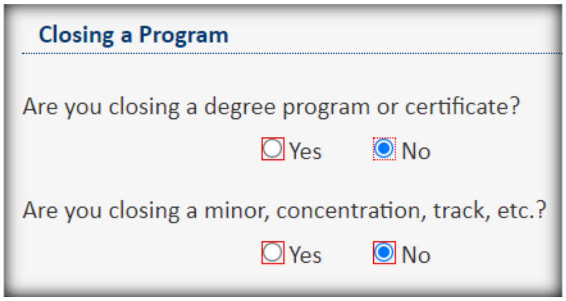
Step 5: In the Submitter Information section, type your name, email, and title. The Department and College will be pre-filled. Select the Effective Catalog Edition this program will be inactivated in.



Step 6: Type the desired implementation date. This should be a date within the effective catalog. Do not change the program level.

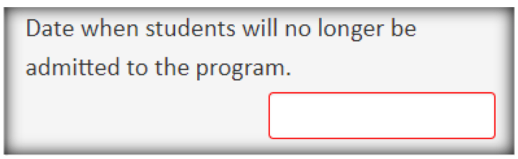
Step 7: Do not update information in the Catalog Integration sections.

Step 8: Scroll down to the Closing a Program section. At least one of these options should be "yes." If not, please consider a change option. Select whether or not you are closing a degree program or a certificate OR closing a minor/concentration/track.

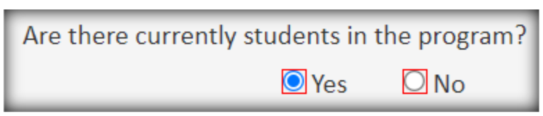


Step 9: Type the reason for the closure.

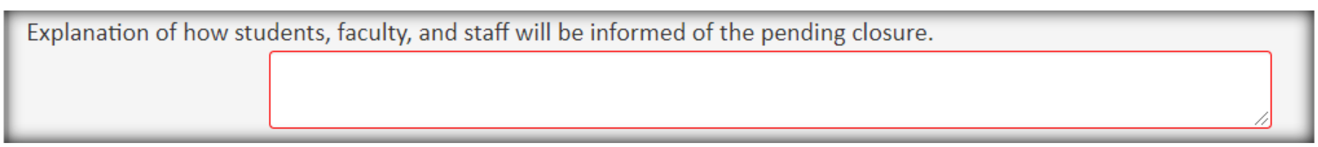
Step 10: If the program is a minor/concentration/track skip to Step 14. If the program is a degree or a certificate, type the date when students will no longer be admitted in the program.



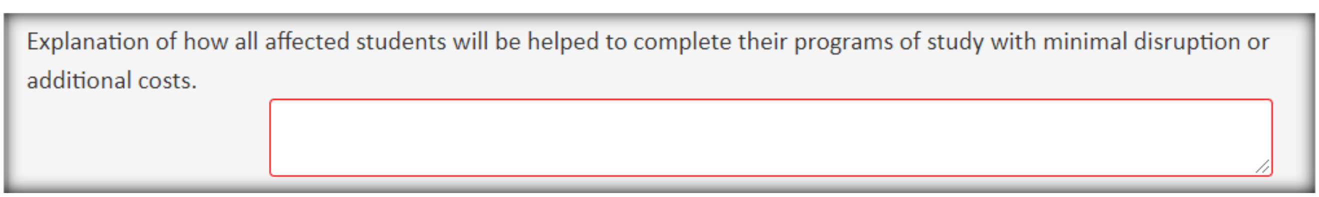
Step 11: Select whether or not there are currently students in the program.



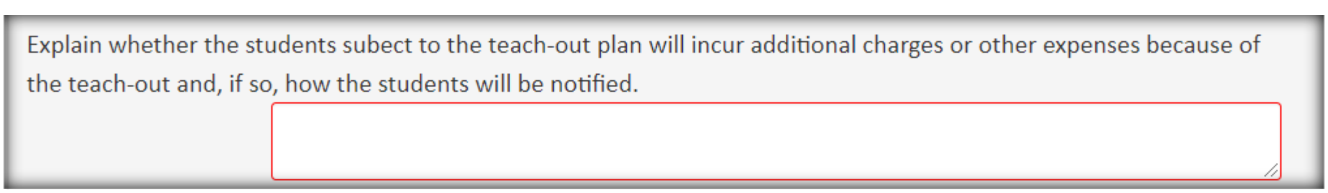
Step 12: Type an explanation for how students, faculty, and staff will be informed of the closure.



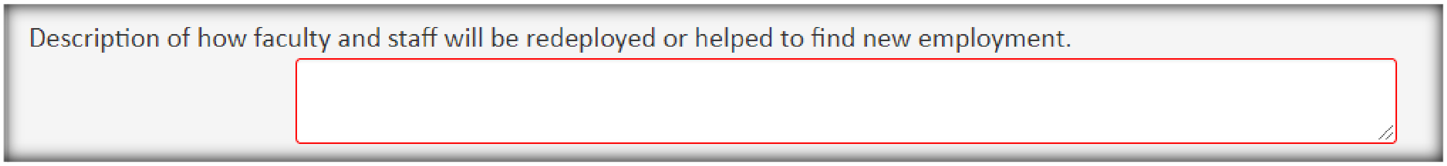
Step 13: Type an explanation for how all affected students will be helped to complete this program.



Step 14: Type whether students will incur additional charges or expenses.



Step 15: Type a description of how faculty and staff will be redeployed or helped to find new employment.



Step 16: Attach a copy of the teach-out plan or agreement.

Step 17: If additional comments need to be made, type them here.

Step 18: From here you may save your changes or send the changes to the first person in the approval workflow. After saving, the inactivation proposal will appear in the program inventory search with the status of "edited" so you can come back to edit it at any time.

See below for instructions on how to approve the deletion proposal in [Approve Pages] and [merging workflows on multiple proposals].

Merging Multiple Workflows

If multiple programs are being proposed or edited for a department, school, or college, it may be a benefit to "bundle" the proposals.

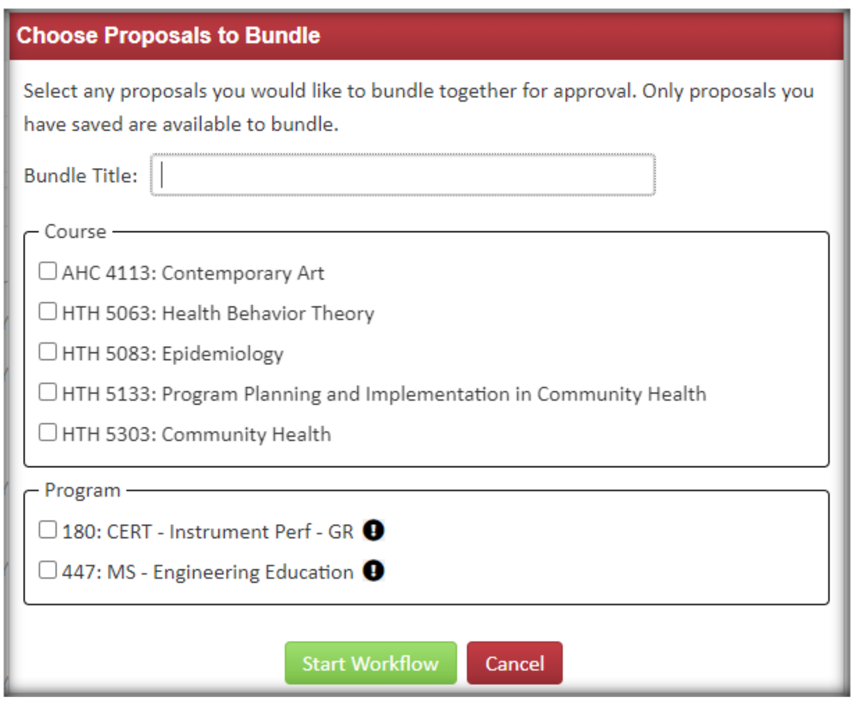
Bundling allows course and program proposals to enter and move through their respective workflows simultaneously. Essentially, the workflows are merged and all bundled proposals are sent to the next shared step in the workflow as a group. If the proposals DO NOT share some workflow steps, then the proposal will wait in the bundle until the next shared step in the workflow or until all shared steps are complete.

Often, proposals are dependent on the approval of other courses or programs. Reasons for bundling: decreases workflow notification emails, a new program is proposed along with new courses to support that new program, or there are many edited courses or programs within a department, school, or college.

Step 1: To create a bundle and merge workflows for several proposals, instead of selecting "start workflow" on each course or program proposal, select "save changes."

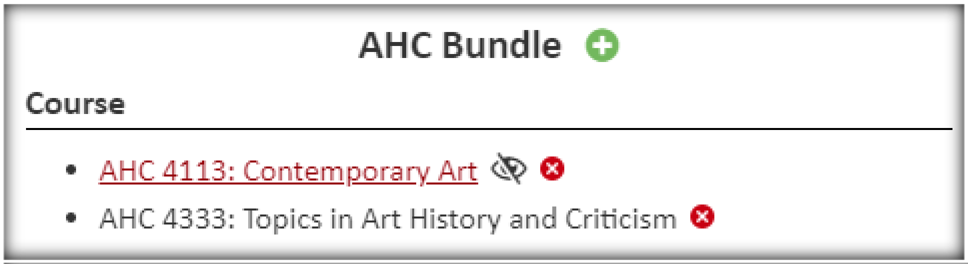
Step 2: Once the edits on all proposals that should be bundled have been saved and ready to be sent to the approval workflow, select "Start Workflow" on one of the proposals.

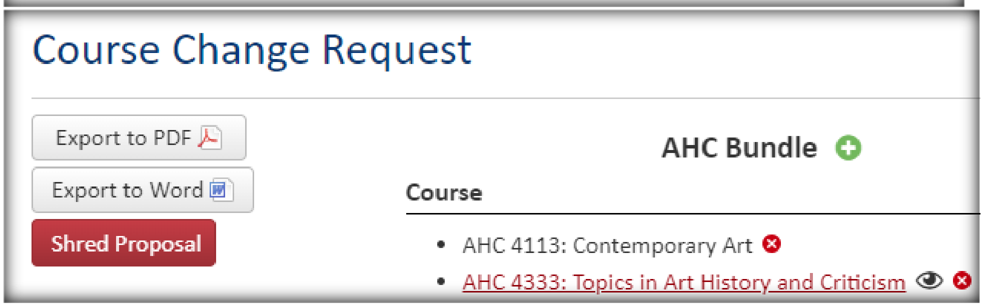
Step 3: A "Choose Proposals to Bundle" window will appear. Every course and program that has been edited in the CIM sites will appear regardless of department, school, or college. If you DO NOT want to bundle your proposals, simply select "start workflow." If you DO want to bundle your proposals, type in a title for your bundle something relevant like "Engineering Programs."



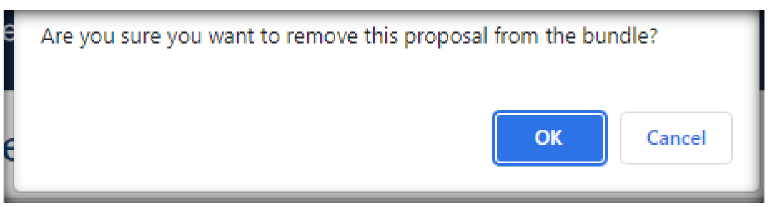
Step 4: If you decided to bundle the proposals, then make sure to select all courses and programs which you would like to include in the bundle by selecting the check box next to it. When bundling, make sure to ONLY select proposals which are ready for approval and relevant to the current catalog cycle (no bundling graduate and undergraduate proposals), your department, school, or college. Once all relevant proposals are selected, select "start workflow."

Step 5: When you search for a course or program in the bundle and select it, it will show you the bundle name and which courses and programs are in the bundle. The currently selected course or program will be in black text. The other courses and programs will be in red hyperlinked text. To view the other proposals in the bundle, click the hyperlinked text and a new window will pop up.



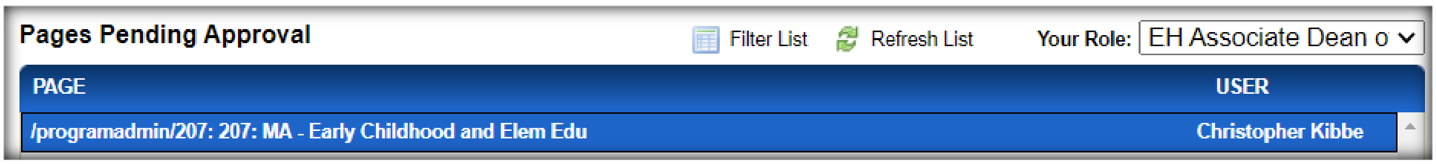


NOTE: If a course or program from outside of your department, school, or college is accidentally selected for the bundle, select the red X button next to the incorrect course or program, then select "OK". This will take the course or program out of the bundle but NOT out of the workflow so make sure to also reach out to us and let us know which course or program was accidentally bundled.



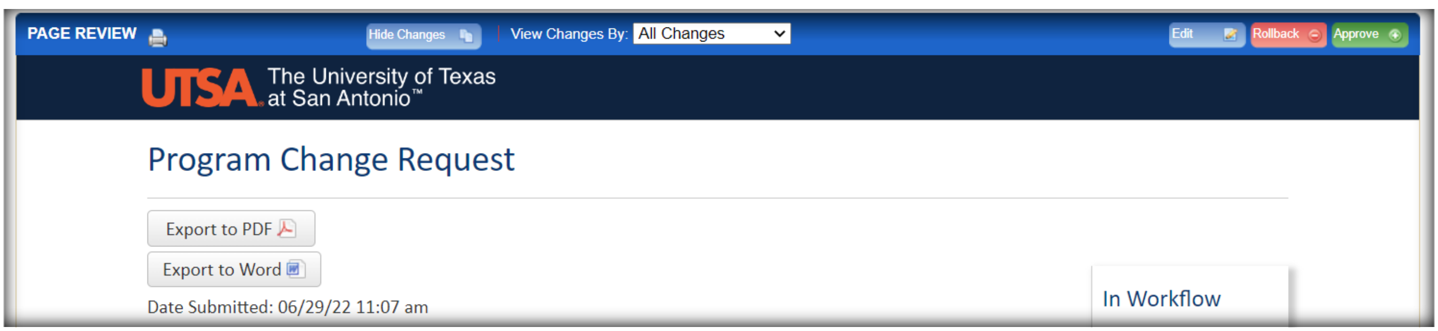
Reviewing Program Proposals

If you are an approver listed in the workflow for a program or bundle, you will receive an email to approve the program or bundle and a link to navigate to Approve Pages console (https://next.catalog.utsa.edu/courseleaf/approve/). To view programs assigned to you for approval in the workflow at any time, navigate to the Approve Pages console to approve, rollback, edit, or view workflow status. Make sure "your role" is set to the role that corresponds with the step of the workflow, it will also be specified in the email. **Note:** courses, programs, and itemized bundles will appear in this list. If more than one person is assigned to a workflow role, either person can approve a course or program. Make sure to communicate with the role sharer as to which courses and programs can be or have been approved by whom.



Step 1: Select your role, then select the program proposal in the "Pages Pending Approval" window.

Step 2: Scroll down to "page review" to view the program and/or bundle information and workflow. The type of proposal will be specified at the top of the "page review."



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

a. Approving Proposals

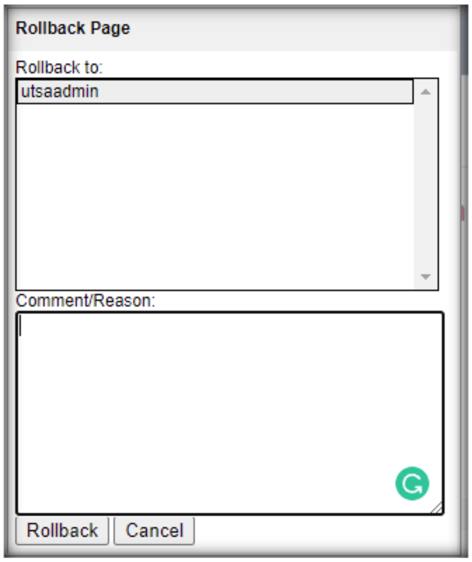
Selecting "approve" will send it to the next person in the workflow for further approval.

b. Editing Proposals

Selecting "edit" will allow you to make further changes on the program. The program information will pop up in a separate window to make any edits. Once all edits are made, select "save changes" then either roll back or approve the program changes.

c. Sending Back Proposals

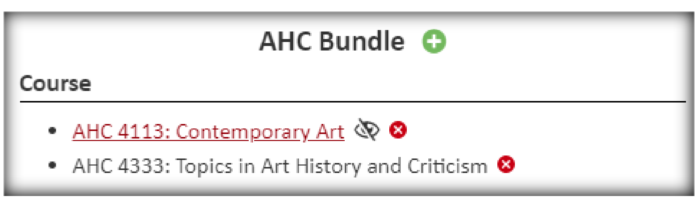
Selecting "rollback" will send it back to any previous person in the workflow. Select which person you would like to roll it back to, add comments (required), and then click "rollback." Selecting the person who initiated the proposal will take the proposal out of the workflow, remove all changes, and break a bundle. If wanting to send the program/bundle back to initiator, it is recommended that the program information be exported to PDF or word document for reference.



Reviewing Workflow Bundles

Step 1: When reviewing programs that are in a workflow bundle, click one of the proposals in the "pages pending approval" list. The list of the proposals that share a bundle with that program will be itemized both in the "Pages Pending Approval" window and just above the proposal information.

Step 2: Review the proposal information and make applicable edits. Click on the hyperlink for the next proposal in the bundle and review and edit until all proposals are reviewed.



Approval: You will not be able to approve the bundle until each proposal has been viewed. Once viewed, select "approve" and the whole bundle will be sent to the next step of the merged workflow

Rollback: If at least one proposal needs to be sent back to a step then the whole bundle will be sent back to that step for review. If that step is not shared by some of the proposals in the bundle, then those proposals will wait before moving on to the next step. If there are major issues on a proposal that need be reviewed outside the bundle, select the red "X" to remove the proposal from the bundle. The proposal will stay in workflow but will not be in a merged workflow with the bundle. The other proposals in the bundle will remain intact.

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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