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 (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.

Master of Business Administration Degree

The Master of Business Administration degree is designed to offer the opportunity for intensive education to qualified students.

Degree Requirements

The M.B.A. program requires 36 semester credit hours of work.

Recommended Four-Year Academic Plan

First Year

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 3: These links will navigate you to the CIM Program Management webpage and automatically pull up the corresponding program.

![Image of CIM Program Management webpage]

Step 4: Scroll down and select “Edit Program.”

![Image of Edit Program button]

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.

![Image of Save Changes button]

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 may be updated within each change type. If multiple change types need to be made, other than updating the catalog, select “other” then type the changes which need to be made. For information about change types other than Catalog Update, please reach out to the Office of Continuous Improvement & Accreditation (academicprograms@utsa.edu).

![Image of Change Type selection]

Choose the Catalog Update option for normal catalog revisions such as degree plan or program admission changes. For a new program proposal, degree program name change, or a credit hour change, select the appropriately named Change Type and include catalog revisions within those forms.
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 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):

Editing a Table

- To move courses, comments, and headings in a particular order, select the “move up” or “move down” buttons. To make a comment into a heading, select the comment, then check “area header.”
- To add or update hours to a heading or course, type the hours in the “hours” section.
- To add a sum of course hours, select “Sum Hours.”
- To exclude a course from the sum hours, select the course, and select “indent.”
• To add a footnote to a course, comment, or heading, select it and then type the number corresponding to the footnote symbol into the “footnote” section. This will create a section at the end of the table for labeling the footnote numbers. Click on the footnote section to assign content to each footnote label. Add or remove footnotes by selecting “New Footnote” or “Delete Footnote.” When selecting “New Footnote” make sure to type the corresponding footnote number into the “symbol” section.

![Footnotes](image)

Step 8: If there are any additional comments, type them here.

![Additional Comments](image)

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

![Cancel, Save Changes, Start Workflow](image)

See below for instructions on how to approve program edits in Approve Pages.
**Changing page content not in CIM Programs**

Some page information will NOT be editable in CIM Programs. They will NOT show within the gray blocks.

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**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 approved through 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 Associate Dean of the college, and the Final approval stage. **Note:** DO NOT send the catalog to the workflow if there are ANY pending changes to the catalog page. Starting the workflow is the LAST step of this process before publishing the catalog.

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 (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, type the program name 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.

<table>
<thead>
<tr>
<th>Number of Program</th>
<th>Program Type</th>
<th>Program Name</th>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>76</td>
<td>Bachelor's Degree</td>
<td>BFA - Art</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 request 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: Please make sure the new program is approved before creating a catalog page through CIM Programs. Programs which have not been pre-approved will be rejected. 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/). Log in using your UTSA ID (abc123) and passphrase.

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.

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 Course Inventory Management request form.

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 for 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 Course Inventory Management form.

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 total Degree Credit Hours required to complete the program.

Degree Credit Hours
**Catalog Integration Section**

**Note:** Don’t worry about formatting, that will be updated by the Registrar Office.

**Program Description**
Step 23: Type the program description here.

![Catalog Integration](image1)

**Degree Requirements**
Step 24: Type a note and insert a table on the Degree Requirements. To insert a table, select the table button.

![Degree Requirements](image2)

Step 25: The “Insert Formatted Table” window will appear, select the “Course List” type then click “OK.”

![Insert Formatted Table](image3)
Step 26: Select the college and department of the courses applicable to the program, select the applicable course, then select the right arrows >>, this will add the course to the table. If needing to add a header or a comment between courses, click “add Comment Entry.” Follow Steps 26-27 for more details.

Step 27: Type the heading or comment then click “OK.” At any time, this comment or heading may be edited in the “comment” section.

Step 28: When all edits are made, select “Ok.” The table will populate into the “Degree Requirements” section.
Four-Year Plan

Step 29: If proposing a Graduate Program, skip to Step 32. Insert a note and a table for the four-year plan. Select the insert table button.

Step 30: Select the “Plan of Study Grid” type.

Step 31: 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 required course. To add a course to the table, select the right arrows >>. Follow the editing a table instructions above to complete the table. Select “OK” when done.
Step 32: If there are any additional comments to add to the new program proposal, type them here.

Initiate Workflow by clicking the "Start Workflow" button below. Or, click "Save Changes" to save your progress. Stage 2 below will be used by administrators for final documents.

Step 33: Skip the Stage 2 section of the form. 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.
Deleting a Program

Note: Please make sure the program inactivation request is pre-approved before deleting the catalog page through the CIM Programs webpage. For questions about the inactivation proposal process, please reach out to the Office of Continuous Improvement & Accreditation (academicprograms@utsa.edu). Requests which have not been pre-approved will be rejected.

Step 1: Navigate to the program page in the Next Catalog (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.

Master of Business Administration Degree

The Master of Business Administration degree is designed to offer the opportunity for intensive education to qualified

Degree Requirements

The M.B.A. program requires 36 semester credit hours of work

Recommended Four-Year Academic Plan

First Year

FALL

Step 3: These links will navigate you to the CIM Program Management webpage and automatically pull up the corresponding program. Select either the “Inactivate” or the “Edit Program” button. See below for the respective inactivation button instructions and the edit program button instructions.
**Inactivate Button**

If you select “Inactivate” a window will appear.

Step 1: Select the final catalog the program will appear.

Step 2: Type the rationale for inactivating the program.

Step 3: Either cancel the inactivation or select “Save and Start Workflow” to send the inactivation request 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.

Process complete.
**Edit Program Button**

If you select the “Edit Program” button, the program management form will appear.

**Step 1:** Select the “Closing a Program” Change Type.

**Step 2:** 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 3:** Type the desired implementation date. This should be a date within the effective catalog. Do not change the program level.

**Step 4:** Do not update information in the Catalog Integration sections.
Step 5: 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 6: Type the reason for the closure.

Step 7: 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 8: Select whether or not there are currently students in the program.

Step 9: Type an explanation for how students, faculty, and staff will be informed of the closure.

Step 10: Type an explanation for how all affected students will be helped to complete this program.

Step 11: Type whether students will incur additional charges or expenses.
Step 12: Type a description of how faculty and staff will be redeployed or helped to find new employment.

Step 13: Attach a copy of the teach-out plan or agreement.

Step 14: If additional comments need to be made, type them here.

Step 15: 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 request in Approve Pages.
Approval Process

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

Step 1: The initial person in the approval workflow will automatically receive an email notification once the request has been submitted to the workflow for approval. Each approver in the workflow will automatically receive an email with the link to review and approve the request once it has been approved by the previous person. To view requests assigned to you, navigate to the Approve Pages console (https://next.catalog.utsa.edu/courseleaf/approve/) to approve, rollback, edit, or view the workflow status.

Please note: If you are not able to see the program information in Approve Pages, it may not be assigned to you in the Workflow. Make sure “Your Role” matches the role listed in the workflow. 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 information and workflow. The type of request will be specified at the top of the “page review.”

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

a. Approving Requests

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

b. Editing Requests

Selecting “edit” will allow you to make further changes on the program. The program management information will pop up in a separate window to make any edits. Once all edits are made, select “save changes,” then, make a rollback or approval decision.
c. Sending Back Requests

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, 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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