

Catalog Updates and Program Management

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Navigating the Program Inventory

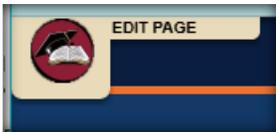
If needing to revise an existing program, there are different options to navigate to the Program Management site.

From the Next Catalog (CAT)

Step 1: Navigate to the Next Catalog (<https://next.catalog.utsa.edu/index.html?homepage=true>), select the relevant catalog (Undergraduate or Graduate), the college, and the department or school from the menu on the left-hand side of the screen. You can also see the list of catalog pages you have access to edit on the [CourseLeaf Dashboard](#) (see instructions below) and navigate directly to those pages.



Step 2: Then select Edit Page from the top-left side of the screen.

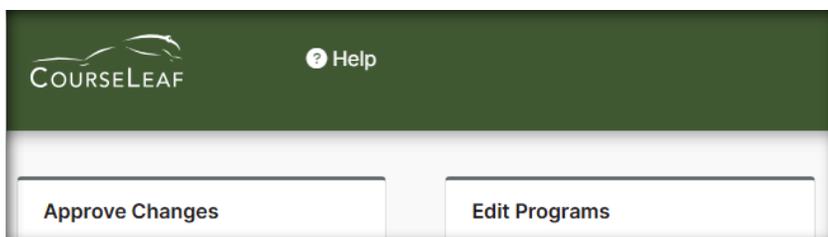


Step 3: Then navigate to the relevant program, and select “Edit Program Description” or “Edit Program Requirements” from within the gray box. This will take you to that specific program in the Program Management Site.



Searching the Program Management Site

To search for a program proposal in CIM Programs, navigate directly to the Program Management site (<https://next.catalog.utsa.edu/programadmin/>) or select the “Edit Programs” tab on the CourseLeaf Dashboard (<https://next.catalog.utsa.edu/admin/dashboard/>).



Use the asterisk * as the wild card to search for all programs that include relevant key word(s). The search bar is NOT case sensitive. The resulting programs will include the number of the program, 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.

Number of Program	Program Type	Program Name	Workflow	Status
76	Bachelor's Degree	BFA - Art		

We recommend documenting the program numbers of all programs assigned to you to expedite searching the inventory.

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.”

Workflow	Status
	Added
IBIO Chair	Edited

Workflow	Status
	Added

Workflow	Status
	Inactive

Action Buttons

Once the program has been selected it may be [edited](#) by selecting “Edit Program.”

Inactivate

Export to PDF

Export to Word

Viewing: 14 : BA - Equity and Education

Last approved: 11/16/23 10:29 am

Last edit: 11/16/23 10:29 am

Edit Program

Preview Workflow

History

1. Nov 1, 2021 by

If it is a program proposal that has been submitted to the workflow, the workflow and changes may be viewed but it will not be editable unless it is at your approver step, then it will be editable in Approve Pages (<https://next.catalog.utsa.edu/courseleaf/approve/>) or the CourseLeaf Dashboard on the “Workflow” tab (<https://next.catalog.utsa.edu/admin/dashboard/>). 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.”

[Export to PDF](#)
[Export to Word](#)

ILT - BA Program Changes

Program

- 32: BA - Equity and Education - 4-8 Lang/Read/Soc ESL
- 33: BA - Equity and Education - 4-8 Math/Sci - ESL
- 36: BA - Equity and Education - EC-6 ESL

Date Submitted: 02/26/25 2:39 pm

Viewing: 32 : BA - Equity and Education - 4-8 Lang/Read/Soc ESL

Last approved: 12/19/23 12:59 pm

Last edit: 03/04/25 4:25 pm

Changes proposed by: Allison Baca (bbr281)

In Workflow

1. AVP Accreditation and Academic Programs
2. Catalog Editor
3. Associate Dean of Strategic Partnerships
4. **ILT UG Curriculum Committee Chair**
5. **ILT Chair**

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: 1 : BA - Art History and Criticism

Last approved: 11/01/21 2:13 pm

Last edit: 11/01/21 2:13 pm

Catalog Pages Using this Program

[Department of Art and Art History](#)

Catalog Pages Using this Program

[Department of Art and Art History](#)

Change Type [Closing a Program](#)

Viewing the Workflow

To view where a program proposal is in the workflow, view the “In Workflow” box. The green step(s) is/are 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, an email window will appear.

In Workflow

1. AVP Accreditation and Academic Programs
2. Catalog Editor
3. Associate Dean of Strategic Partnerships
4. **ILT UG Curriculum Committee Chair**
5. **ILT Chair**
6. EH UG Curriculum Committee Chair

Editing Catalog Page Content Not Showing in CIM Programs

Some catalog page and program information will NOT be editable in CIM Programs

(<https://next.catalog.utsa.edu/programadmin/>). The text not available to edit in CIM Programs will NOT show within the gray blocks in CAT (<https://next.catalog.utsa.edu/index.html?homepage=true>).

Content that Will NOT be Editable in CIM Programs

1. Content in the “overview tab.”



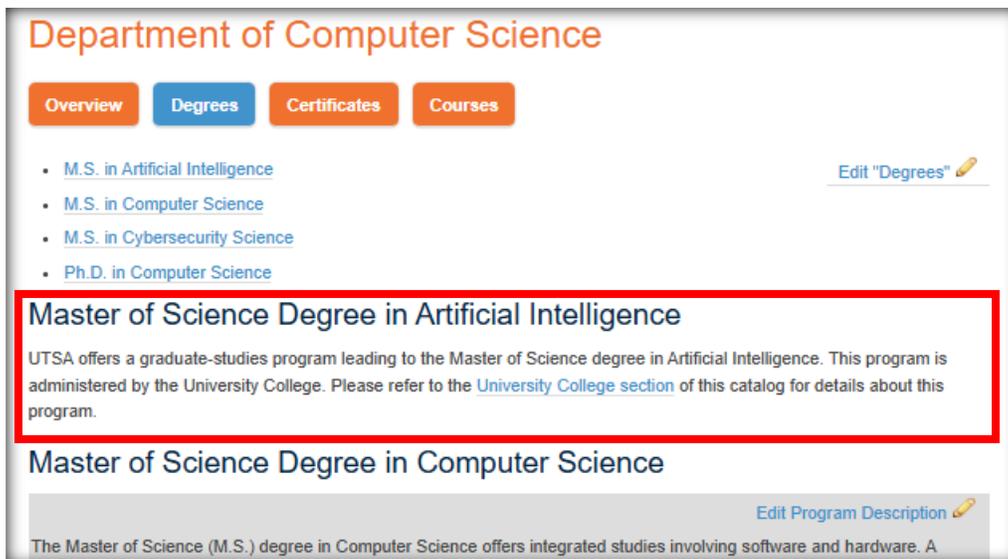
Department of Computer Science

Overview Degrees Certificates Courses

Mission Statement [Edit "Page Body"](#)

The core mission is to provide an inclusive learning environment and conduct ethical and excellence-driven teaching and research in computer science to benefit departmental stakeholders including students, faculty, the university, the local community, and the society at large. To fulfill this mission, the Department will:

2. Programs shared with but housed in other departments/schools/colleges



Department of Computer Science

Overview Degrees Certificates Courses

- [M.S. in Artificial Intelligence](#)
- [M.S. in Computer Science](#)
- [M.S. in Cybersecurity Science](#)
- [Ph.D. in Computer Science](#)

Master of Science Degree in Artificial Intelligence [Edit "Degrees"](#)

UTSA offers a graduate-studies program leading to the Master of Science degree in Artificial Intelligence. This program is administered by the University College. Please refer to the [University College section](#) of this catalog for details about this program.

Master of Science Degree in Computer Science [Edit Program Description](#)

The Master of Science (M.S.) degree in Computer Science offers integrated studies involving software and hardware. A

3. Courses

(edit courses in the Course Inventory Management site: <https://next.catalog.utsa.edu/courseadmin/>)



Department of Computer Science

Overview Degrees Certificates Courses

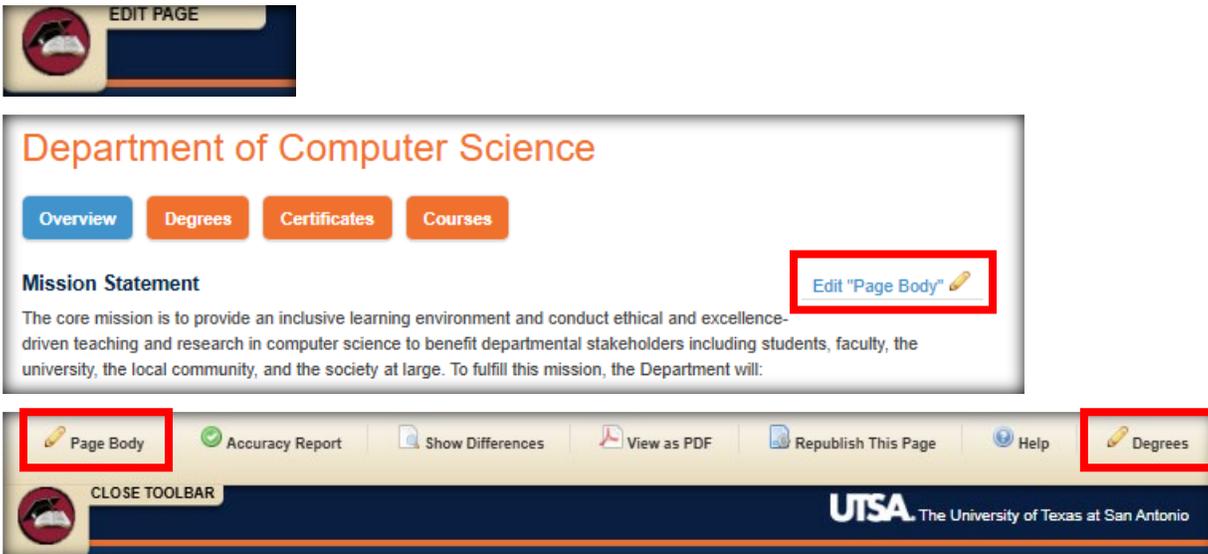
Computer Science (CS) Courses

CS 5013. Fundamentals of Software. (3-0) 3 Credit Hours.

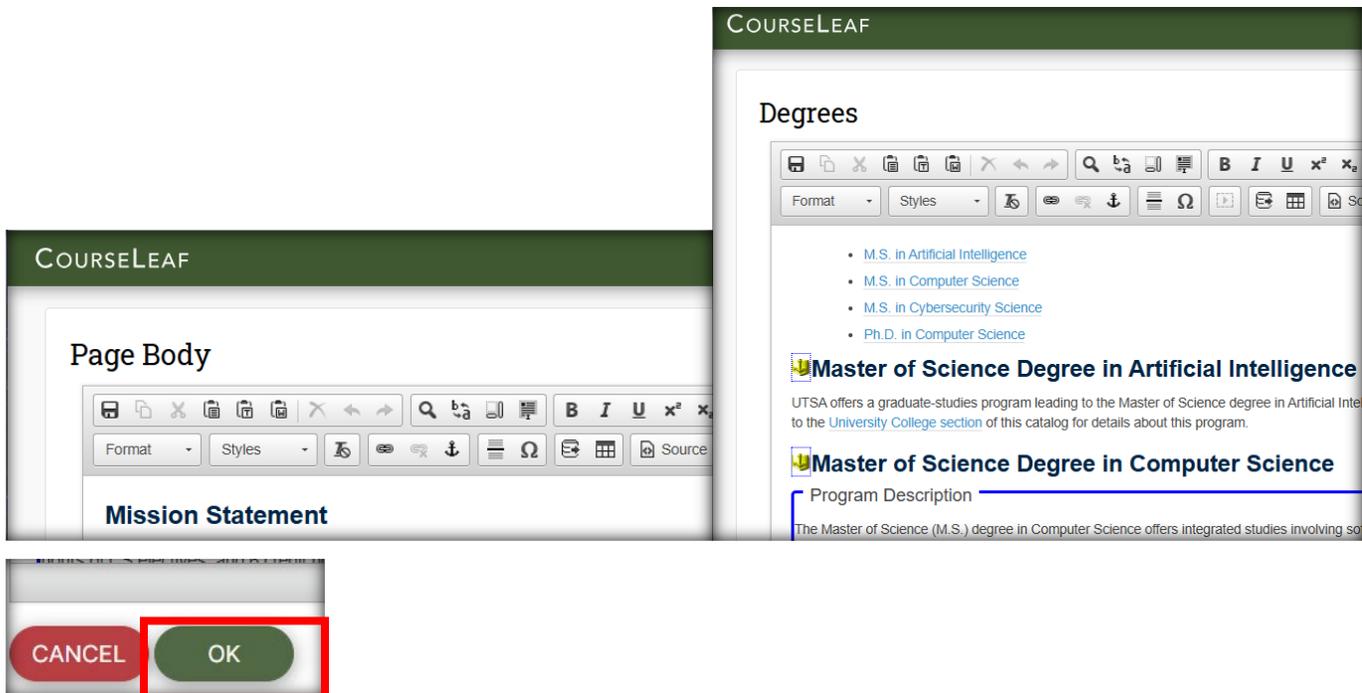
Prerequisite: Graduate standing in Computer Science or consent of instructor. This course is a bridge course for graduate students who do not have a bachelor degree in Computer Science. It cannot be applied to the graduate degrees in computer science. Topics include discrete math, advanced data structure and basic algorithms, such as binary tree and stack, as well as system programming basics and concepts of compilation. This course has Differential Tuition. Course Fee: GS01 \$90.

To Edit Non-Course Catalog Page Content

Step 1: To edit non-course Catalog Page content, select “Edit Page” from the top left side of the screen, then select “Edit “Page Body”” or “Edit “Degrees”” from the top right side of the page or from the edit page toolbar.



Step 2: The CourseLeaf page editing 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: After ALL program changes have been sent to the workflow in CIM Programs, select the “Start Workflow” button in the bottom right 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.



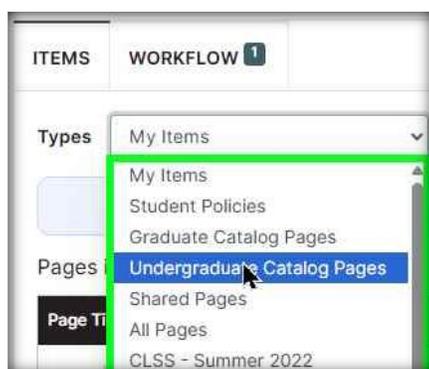
Using CourseLeaf Dashboard to View Assigned Catalog Pages

The CourseLeaf Dashboard (<https://next.catalog.utsa.edu/admin/dashboard/>) is a helpful tool for visualizing which catalog pages you have been assigned to edit.

Page Title	Page Type	Current User(s)	Last Activity
Department of Biology, Health, and the Environment	Edit Catalog Pages	Tim Yuen	Mar 4, 2025
Department of Computer Science	Edit Catalog Pages	Tim Yuen	Jan 29, 2025

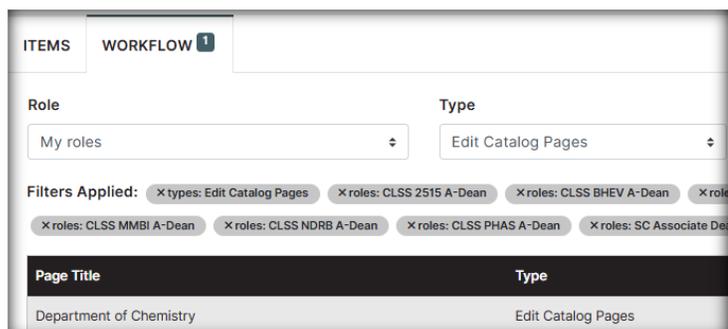
Items Tab

The “Items” tab shows each catalog page you have been assigned to edit or review. It also includes CLSS items. This tab includes a filtering drop-down menu by “type” such as “Undergraduate Catalog Pages” or CLSS items by semester.



Workflow Tab

The “Workflow” tab shows all proposals and catalog pages pending your approval. It auto-filters by the CourseLeaf approver roles you have been assigned to. You can additionally filter by a specific role, the type of proposal, and term.

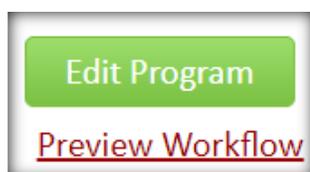


Changing a Program

Note: Make sure your program changes are approved in CIM Programs before submitting the catalog page for approval. Newly approved college, department, school, 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. See [Navigating the Program Inventory](#) above.

Step 2: Once you have pulled up your program in CIM Programs, scroll down and select “Edit Program” from the right-hand side of the screen.



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



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 3: Select the types of changes being made. The form will change based on the option selected. [Click here if closing the program](#). Make sure to select “Catalog Update” and update the catalog text for most change types.

This manual section will cover the “Catalog Update” sections of the program proposal form. For more information about other change types, please reach out to AcademicPrograms@utsa.edu.

During the normal catalog revision cycle, catalog updates may be included with all change types except for closing a program and off-campus instructional site changes. Choose the Catalog Update option for normal catalog revisions and for modifying a concentration.

Change Type

- Name Change for Degree Program or Concentration
- Credit Hour
- CIP Code Change
- Method of Delivery Change
- Off-Campus Instructional Site Change
- Add a Concentration
- Closing a Program
- Catalog Update (use for normal catalog revisions or to modify or close a minor, concentration, specialization, track, etc. that is embedded in a program.)
- Other - Administrative Unit Change

Step 4: Type your name, email, and title. The Department and College options will be pre-filled based on the program and not your work area. (Example, if you do not work directly in the program’s department, leave the department as is.) If the department, school, or college needs to be changed, select “Other – Administrative Unit Change” under “Change Type” and then change them. Update the “Effective Catalog Edition” to the starting academic year of the current catalog cycle.

Administrative Information

Submitter Information

Name

Email

Title

Department

College

Effective Catalog Edition

Note: For the Catalog Update - only change option, you will not be able to change the Program Name, Desired Implementation Date, Program Type, or Program Level. If the program name needs to be changed, select the relevant option under “Change Type.” If only making minor edits to the program name, uncheck the name change option before sending the program to the workflow.

Program Name

Desired Implementation Date

Program Type

Program Level

Step 5: 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 too much about formatting, this will be updated by the Registrar Office. See [below for editing a table instructions](#).

Program Description Section:

Not every program will have a filled program description section. However, this section is required, if the section is blank, either add a brief description or type “N/A” into this section. This section should briefly describe the program, any applicable admissions requirements, and (undergraduate degrees only) recommended

core curriculum. The Core Curriculum component area table should not be included here, we ensure that table is entered on the relevant catalog page.

Catalog Integration

Catalog Integration: Provide a description of the program, including any program-specific or department-specific admission requirements.

The Bachelor of Arts (B.A.) degree in Art History and Criticism is awarded upon the completion of 120

Degree Requirements Section:

This section lists the course requirements for a particular program. This includes all required courses and sometimes gateway courses. See below for information on [how to edit a course or footnotes table](#).

Degree Requirements – For undergraduate programs, list the required/core courses, general education courses, and prescribed and free elective courses for the program, along with total semester credit hours required. For graduate programs, list the required/core courses, support courses, approved elective courses, thesis/non-thesis option (master's) and doctoral requirements for the program, along with total semester credit hours required.

Gateway Courses

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

This section lists the four-year degree plan for an undergraduate degree. Some programs include different plans based on concentrations/tracks/teaching certificates. See below for information on [how to edit a course or footnotes table](#).

Four-Year Academic Plan - Required for undergraduate programs only

Course Sequence Guide for B.A. Degree in Art History and Criticism

Step 6: If there are any additional comments, type them here. This is an internal comment only reviewers can see, they will NOT show in the catalog.

Additional Comments

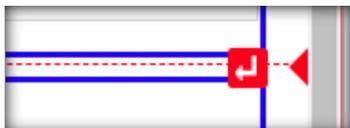
Step 7: You may now save or submit the changes to the first person in the approval workflow.

Cancel Save Changes Start Workflow

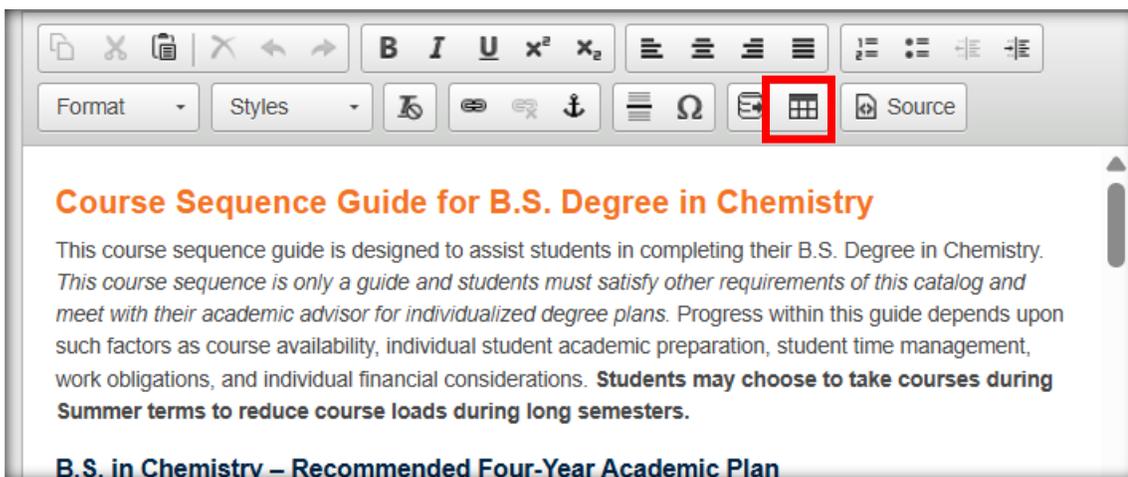
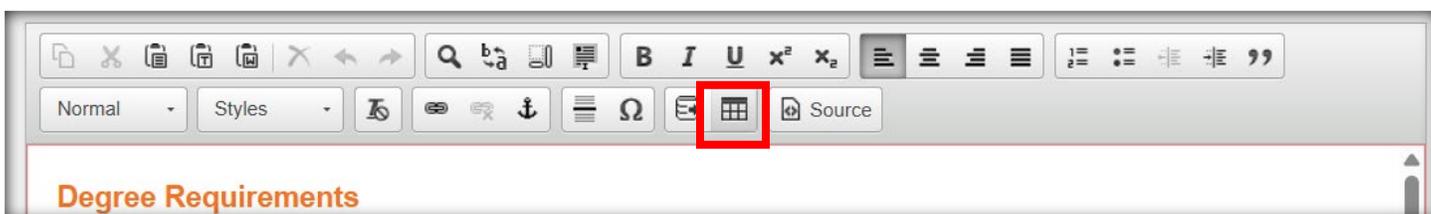
Course Lists and Plan of Study Grids

To add a Course List or Plan of Study Grid

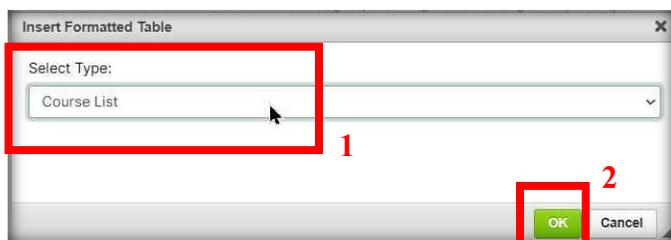
Step 1: To add a Course List (course table) or Plan of Study Grid (undergraduate degrees only) to a catalog integration point, select the space beneath an introductory text block. This text is usually a Degree/Major Requirements header and/or a brief description of the course requirements or Four-Year Academic Plan header. 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.



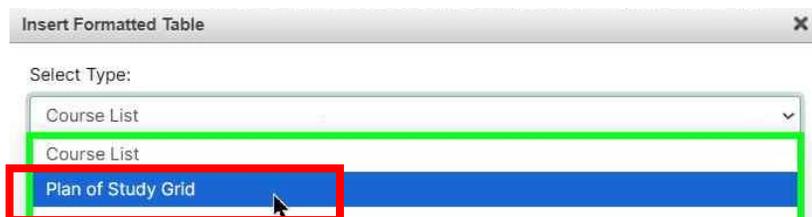
Step 2: Click the "Insert/Edit Formatted Table" icon in the toolbar.



Step 3: Select "Course List" as the table type. Click "OK."



If adding a four-year degree plan (undergraduate degree programs only) select “Plan of Study Grid.” Click “OK.”



Note: Editing a “Plan of Study Grid” is similar to editing a Course List, see instructions below on the differences between a [Plan of Study Grid](#) and a [Course List](#).

To edit a Course List or Plan of Study Grid

Step 1: To edit a Course List (course table) or Plan of Study Grid, double click on the table within the blue outlined box.



Step 2: A Course List Editor or Plan of Study Grid Editor window will appear. See instructions below on navigating the [Course List Editor](#) and [Plan of Study Grid Editor](#).

Navigating the Course List Editor

The left side of the screen is for searching and [adding Courses](#) (see instructions below), the right side of the screen shows the Courses, Comments, and Headings already listed in the table. The “Sum Hours” check box allows you to add up all hours within the Course List for a comprehensive total (recommended). To save any changes made to the Course List, select “OK” on the bottom right side of the editor.

The screenshot shows the 'Course List' editor window. On the left, a list of available courses is shown under the 'Sciences' and 'Environmental Sciences (ES)' categories. On the right, a list of courses already in the list is shown, with the 'Sum Hours' checkbox checked. Below the course lists are fields for 'Comment', 'Sequence', 'Cross Reference', 'Or Class', 'Hours', and 'Footnote'. At the bottom, there are 'MOVE UP' and 'MOVE DOWN' buttons, and 'OK' and 'Cancel' buttons. Red boxes and arrows highlight the 'Courses available to add' list, the 'Courses, Comments, and Headings already in the Course List' list, the 'Sum Hours' checkbox, and the 'OK' button.

Courses available to add

Courses, Comments, and Headings already in the Course List.

Sum Hours

Course ID	Course Name
ES 1003	Survey Topics in Environmental Studies
ES 1111	Environmental Botany Laboratory
ES 1113	Environmental Botany
ES 1121	Environmental Zoology Laboratory
ES 1123	Environmental Zoology
ES 1211	Environmental Geology Laboratory
ES 1213	Environmental Geology
ES 1314	Environmental Statistics
ES 2003	Sophomore Research Experience (CURE) I
ES 2013	Introduction to Environmental Science I
ES 2021	Introduction to Environmental Science I Laboratory
ES 2023	Introduction to Environmental Science II
ES 2031	Introduction to Environmental Science II Laboratory
ES 2113	Fundamentals of Geographic Information Systems (GIS)

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent
 Area Header

MOVE UP MOVE DOWN

Quick Add **ADD COURSE**

ADD COMMENT ENTRY

OK Cancel

Navigating the Plan of Study Grid Editor (undergraduate degrees only)

The Plan of Study Grid Editor is similar to the [Course List Editor](#) (see navigation information above), except the table is pre-sorted by year and term and automatically totals the Course or Comment hours (unless indented).

The left side of the screen is for searching and [adding Courses](#) (see instructions below). The right side of the screen shows the Courses and Comments already listed in the table but only shows one year and one semester at a time. Headings are not available or needed for this style of table. Use the drop-down menus to select the relevant given year or term that needs to be updated.

These instructions will refer to the “Course List Editor” and the “Course List” style of table throughout, but all instructions are applicable to the Plan of Study Grid except for the “area header” (Headings) feature.

The screenshot shows the 'Plan of Study Grid' window. On the left, a list of available courses is shown under 'Sciences' and 'Chemistry (CHE)'. A red box labeled 'Courses available to add' points to this list. On the right, a table displays the current grid for 'First Year' and 'Fall' semesters. A red box labeled 'Courses and Comments already in the Grid' points to this table. Below the table are input fields for 'Comment', 'Sequence', 'Or Class', 'Hours', and 'Footnote', along with an 'Indent' checkbox. At the bottom, there are 'ADD COURSE', 'ADD COMMENT ENTRY', 'MOVE UP', and 'MOVE DOWN' buttons, and 'OK' and 'Cancel' buttons at the very bottom right.

Courses available to add

Courses and Comments already in the Grid.

Course ID	Course Name
CHE 1004	Chemistry for Allied Health Sciences
CHE 1014	Elementary Organic and Biochemistry
CHE 1073	Basic Chemistry
CHE 1083	Introduction to the Molecular Structure of Matter
CHE 1093	Introduction to Molecular Transformations
CHE 4273	Forensic Chemistry
CHE 4354	Biophysical Chemistry
CHE 4443	Green Chemistry
CHE 4483	Solid State Chemistry
CHE 4513	X-Ray Crystallography
CHE 4643	Advanced Topics in Organic Chemistry
CHE 4683	Photochemistry
CHE 4703	Drug Metabolism
CHE 4723	Pharmaceutical Chemistry
CHE 4753	NMR Spectroscopy
CHE 4763	Medicinal Chemistry
CHE 4773	Advanced Catalysis

Course ID	Course Name
AIS 1243	AIS: Engineering, Mathematics, and Sciences
CHE 1103	General Chemistry I
CHE 1121	General Chemistry I Laboratory
MAT 1213	Calculus I
WRC 1013	Freshman Composition I

Comment:

Sequence:

Or Class:

Hours:

Footnote:

Indent

ADD COURSE MOVE UP MOVE DOWN

ADD COMMENT ENTRY

OK Cancel

To add a Course to a Course List

There are two methods for adding a Course to a Course List. You can either search for the Course or use the “Quick Add” feature.

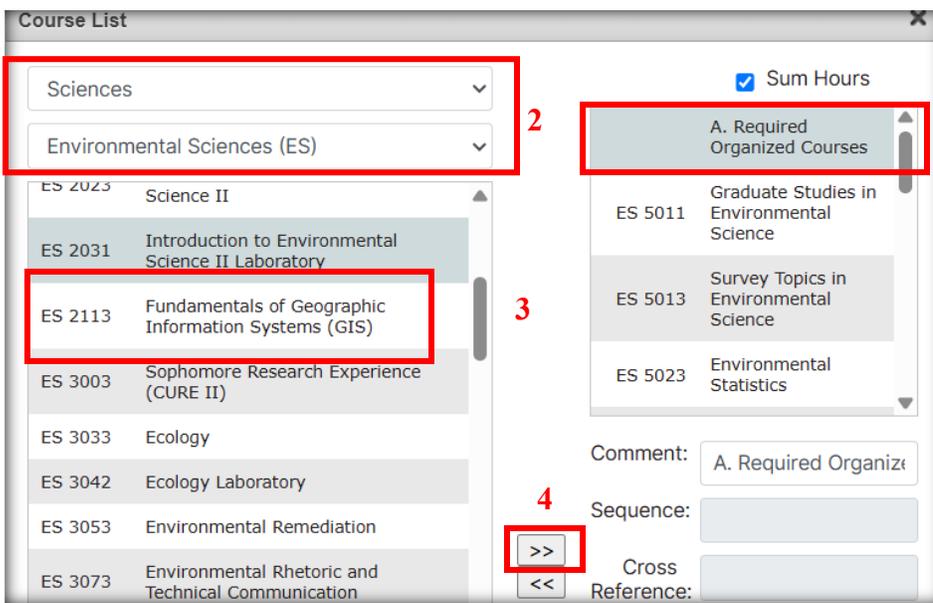
Searching for a Course:

Step 1: On the right side of the screen, select the Course, Comment, or Heading where the new Course should be inserted below.

Step 2: To search for Courses to add to the Course List, select the drop-down college and/or subject code box on the left side of the screen.

Step 3: Scroll to the applicable Course, then click to select it. If a Course is not showing, it may already be listed in the Course List or it’s a new Course and the proposal has not been created yet (see [Quick Add instructions](#) below).

Step 4: Click the right-pointing double arrows. The Course will appear beneath the selected Course, Comment, or Heading. The course inventory is not affected by the double arrow options.



Quick Add option:

If you already know the Course’s subject and number and don’t need to search for the Course, after clicking the Course, Comment, or Heading above where the new course should go, in the bottom-left side of the screen, you can type or paste the course subject code and number into the “Quick Add” box, then click “Add Course.”



Note: If the Course is new and a proposal has not yet been created in the [Course Inventory Management site](#), the Quick Add feature will still add the Course to the list but will show as “Course Not Found.” Once the proposal is created, the “Course Not Found” note will automatically update with the Course information.



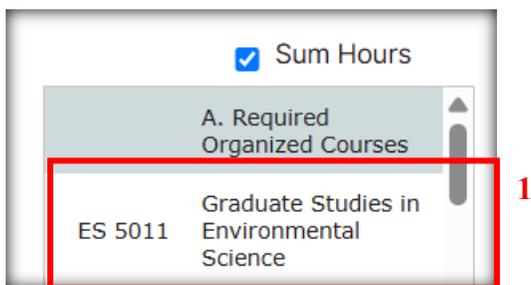
Formatting tips: If the Course needs to be moved up or down the list, use the “Move Up” or “Move Down” buttons. If the hours of the course should not be included in the total hours of the Course List, select the Course, then select the “Indent” check box. The indent option is common when an area header has hours assigned to it. See the instructions below on [how to add hours to an area header](#).

 A screenshot of the course list editor form. It includes a "Hours:" input field, a "Footnote:" input field containing the number "1", a checked "Indent" checkbox, and an unchecked "Area Header" checkbox. At the bottom, there are two buttons: "MOVE UP" and "MOVE DOWN". Red boxes highlight the "Indent" checkbox and the "MOVE UP" and "MOVE DOWN" buttons.

To combine two or more Courses in a Course List

The Course List editor includes three options for combining Courses on the list: “sequence,” “cross reference,” and “or class” (definitions below).

Step 1: To attach one Course to another, select the Course that should be listed first from the right side of the Course List Editor. If the [Course needs to be added](#), see instructions above.



Step 2: Select the box where the subsequent attached Course should be entered (see definitions of each box below). Only type or paste the subject code and number into the relevant box. If attaching multiple Courses, list each Course with a comma separation and in alphabetical and numerical order.

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent
 Area Header

2

Comment:

Sequence:

Definitions of each box:

1. The **Sequence** option lists two Courses as: “take course 1 **AND** course 2.” You may need to [update the “hours”](#) for those combined Courses, see instructions below.

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent
 Area Header

A. Required Organized Courses

[ES 5011](#)
& [ES 5013](#)

Graduate Studies in Environmental Science
and Survey Topics in Environmental Science

2. The **Cross Reference** option lists two Courses as: “course 1 has the **same** title as course 2” (NOT RECOMMENDED).

Comment:	<input type="text"/>
Sequence:	<input type="text"/>
Cross Reference:	ES 5013
Or Class:	<input type="text"/>
Hours:	<input type="text"/>
Footnote:	<input type="text"/>

A. Required Organized Courses	
ES 5011/5013	Graduate Studies in Environmental Science

3. The **Or Class** options lists two Courses as: “take course 1 **OR** course 2.”

Comment:	<input type="text"/>
Sequence:	<input type="text"/>
Cross Reference:	<input type="text"/>
Or Class:	ES 5013

A. Required Organized Courses	
ES 5011	Graduate Studies in Environmental Science
or ES 5013	Survey Topics in Environmental Science

To add or edit a Comment on a Course

Step 1: Select the Course from the right side of the Course List Editor. Instructions on [adding a Course to a Course List](#) are above.

Step 2: Type, paste, or edit the text that needs to be or is already attached to the course in the “Comment” box. We recommend typing out the text in Word first then pasting into the box. For instruction on [how to add a Comment to a Course List](#) and not a Course, see the instructions below. **Note:** Parentheticals are automatically included for comments on Courses.

CI 6003	Theory of Curriculum and Instruction	1
EDU 5003	Research Methods	
ECE 6503	Theoretical Foundations of Early Childhood and Elementary Education	
B. Program Emphasis		

Comment:	recommended	2

A. Core	
CI 6003	Theory of Curriculum and Instruction (recommended)

To add or update hours on an item

Step 1: To add or update the hours assigned to a Course or a Heading (Comments not recommended), select the Course or Heading from the right-side of the Course List editor.

Step 2: Type in the correct hours in the “hours” section.

ES 5011 Graduate Studies in Environmental Science 1

ES 5013 Survey Topics in Environmental Science

ES 5023 Environmental Statistics

Comment:

Sequence:

Cross Reference:

Or Class:

Hours: 2

To add a Comment or a Heading to a Course List

Step 1: To add a Comment or a Heading, select “add comment entry” at the bottom left of the screen.

ES 2113 Information Systems (GIS)

Quick Add ADD COURSE

ADD COMMENT ENTRY

Step 2: A small window will appear, type or paste in the comment or heading, then click “OK.” It is best to edit the text in Word first and then paste it into the “Enter comment text:” box.

Add Comment Entry 1

Enter comment text:

2

Step 3 (optional): To make a Comment into a Heading, select the Comment, then check “area header.” This bolds the comment and helps organize the Course List into sections. The “area header” option is not available for the [Plan of Study Grid](#) style of table, see the navigation instructions above for more information.

The screenshot shows a scrollable list of courses. The first course is 'A. Core' (highlighted with a red box and labeled '1'), followed by 'CI 6003 Theory of Curriculum and Instruction', 'EDU 5003 Research Methods', and 'ECE 6503 Theoretical Foundations of Early Childhood and Elementary Education'. Below the list is a form with fields for 'Comment' (containing 'A. Core'), 'Sequence', 'Cross Reference', 'Or Class', 'Hours' (containing '9'), and 'Footnote'. At the bottom of the form, there are two checkboxes: 'Indent' (unchecked) and 'Area Header' (checked, highlighted with a red box and labeled '2').

Formatting tips: If the Comment or Heading needs to be moved up or down the list, use the “Move Up” or “Move Down” buttons. If the Heading or Comment should show as a tiered sub-heading or Comment, select the item, then select the “Indent” check box. See the instructions above on [how to add hours to a Heading](#).

This close-up shows the 'Hours' field (empty), the 'Footnote' field (containing '1'), the 'Indent' checkbox (checked, highlighted with a red box), and the 'Area Header' checkbox (unchecked). Below these are two buttons: 'MOVE UP' and 'MOVE DOWN', both highlighted with a red box.

To edit a Comment or a Heading

Step 1: To edit a Comment or Heading, select the item from the right side of the Course List Editor. See instructions above on [how to edit the comment on a Course](#) or [how to add a Comment or Heading](#) to a Course List.

Step 2: Select the Comment or Heading, then make edits in the “Comment” box. It’s easier to copy, edit, and paste this information from Word.

1

2

To add a Footnote Superscript to an item

Note: Footnotes are not recommended due to accessibility issues, please [use the “Comment” feature](#), [add comment to Course option](#), or [attach Courses](#) whenever possible, see instructions above. Make sure footnote numbers are listed sequentially in the Course List.

Step 1: Footnotes are available for Courses, Comments, and Headings. To add a footnote to a Course List item, select the item from the right side of the Course List Editor.

Step 2: Type the relevant number (recommended) or symbol into the footnote box. To add that number or symbol to a list of footnotes, see [adding and editing a footnotes table](#) below.

1

2

To remove an item from the Course List

Step 1: To remove an item (Course, Comment, or Heading) from the Course List, select it from the list on the right side of the window.

Step 2: Click the left pointing double arrows.

Note: This will not inactivate Courses. The course inventory is not affected by the double arrow options. Any updates to the Courses themselves should be made on the Course Inventory Management site:

<https://next.catalog.utsa.edu/courseadmin/>. To [add a Comment or Heading](#) or to [add a Course](#), see the instructions above.

The screenshot shows a web interface for managing a course list. At the top right, there is a checked checkbox labeled "Sum Hours". Below this is a list of courses under the heading "A. Required Organized Courses". The list includes:

- ES 5011 Graduate Studies in Environmental Science
- ES 5013 Survey Topics in Environmental Science
- ES 5023 Environmental Statistics

The course "ES 5011 Graduate Studies in Environmental Science" is highlighted with a red box and a red number "1" to its right. Below the list are three input fields labeled "Comment:", "Sequence:", and "Cross Reference:". At the bottom left, there are two double arrow buttons: a right-pointing double arrow (>>) and a left-pointing double arrow (<<). The left-pointing double arrow button is highlighted with a red box and a red number "2" to its right.

Adding and Editing a Footnotes Table

Note: Footnotes are not recommended due to accessibility issues, please [use the “Comment” feature](#), [add comment to Course option](#), or [attach Courses](#) whenever possible, see instructions above. Make sure footnote numbers are listed sequentially in the Course List.

If a Course, Comment, or Heading has a footnote superscript, a footnotes table should be listed beneath the corresponding Course List.

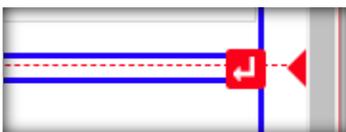
Footnotes	
1	Must be taken concurrently.
2	Must be taken concurrently.
3	Must be taken concurrently.
4	Must be taken concurrently.

Adding a Footnotes Table

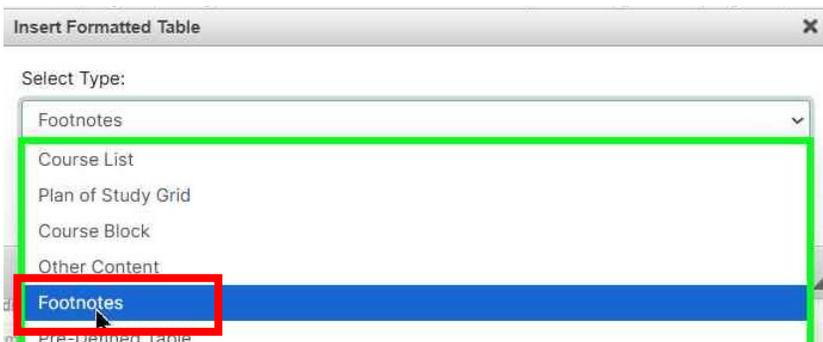
Step 1: If a “Footnotes” table does not currently exist at the end of the Course List, then select the area below the Course List and click the Insert/Edit Formatted Table icon in the toolbar.



If there isn't space to click under a Course List, 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.

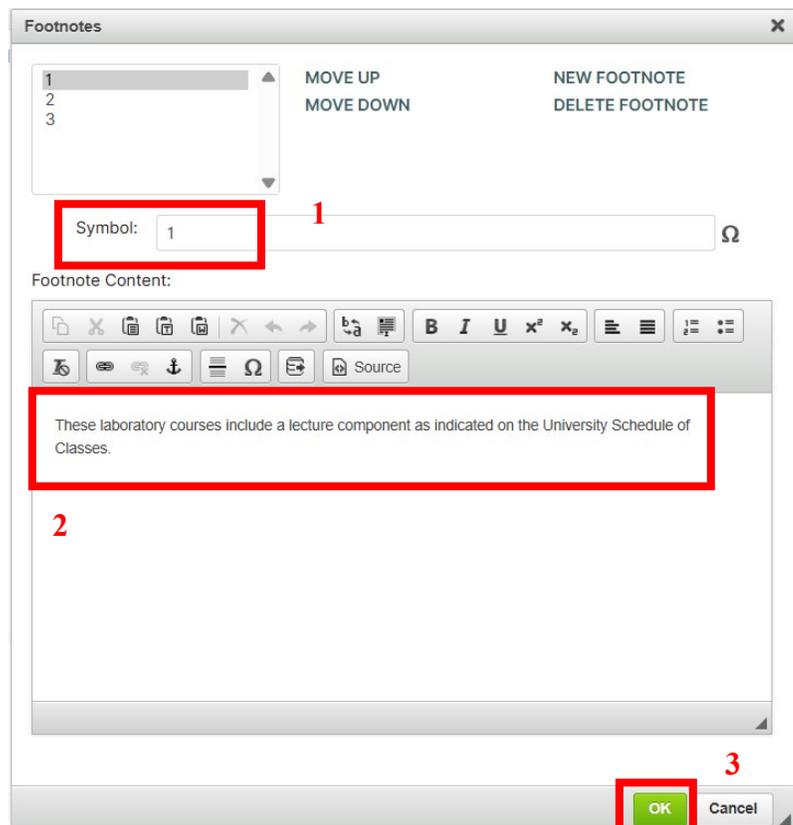


Step 2: Select the “Footnotes” table type.



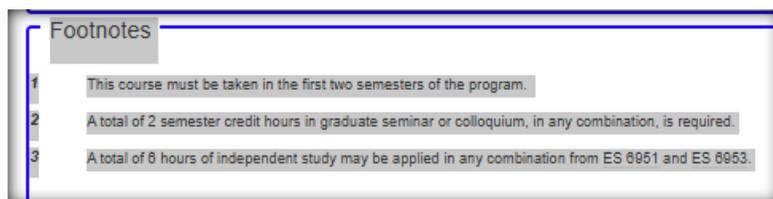
Step 3: A “Footnotes” window will appear. In the “Symbol” section type the corresponding number or symbol to the superscript footnote in the Course List.

Step 4: Type or paste the relevant information in the “footnote content” section. When done, select “ok.”

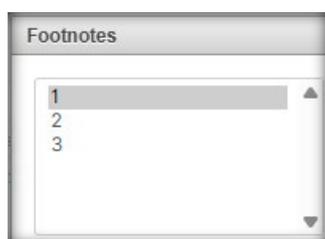


Editing an Existing Footnotes Table

Step 1: To edit an existing Footnotes table, double click within the blue outlined box of the footnote section.



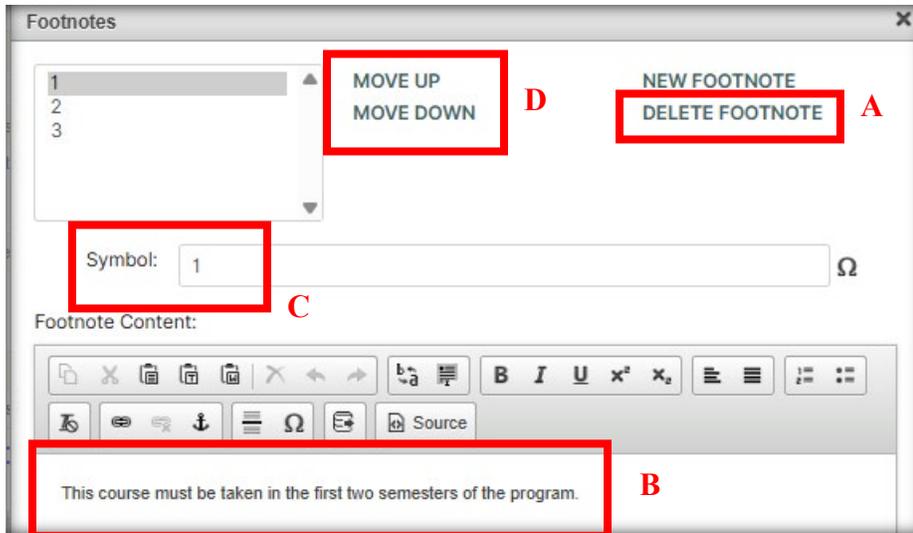
Step 2: From the top-left corner of the footnote editing window, select the relevant footnote that needs to be edited.



Step 3: From here you can:

- A. Select “Delete Footnote” from the right-side of the window to remove the footnote
- B. Edit the footnote content
- C. Edit the footnote symbol
- D. Move the footnote up or down the footnote list

Click “OK” when done.

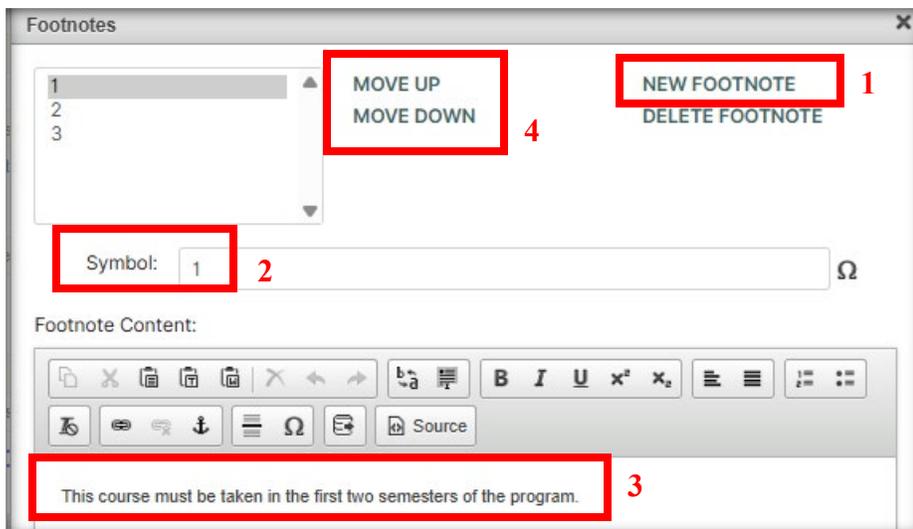


To Add a New Footnote to an Existing Footnotes List

Step 1: To add a new footnote symbol to the list, select “New Footnote.”

Step 2: Type the corresponding symbol into the “Symbol” box.

Step 3: Type the corresponding footnote content. Move up or down as needed. Click “OK” when done.

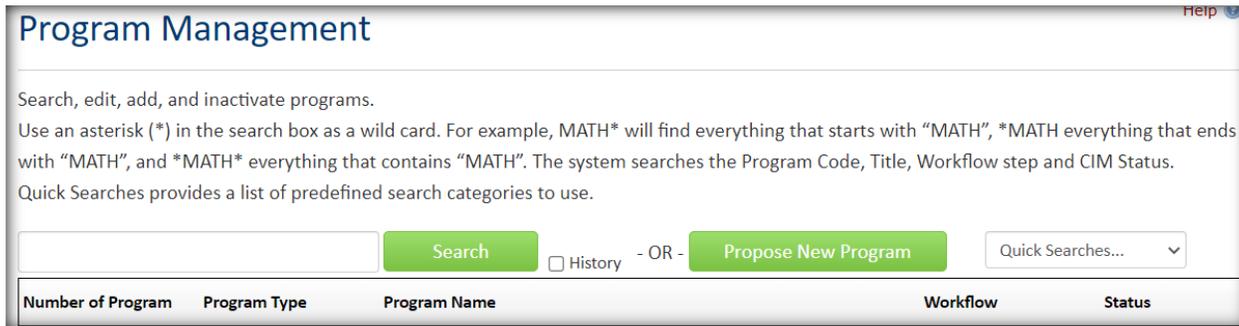


Requesting a New Program

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

Step 1: Navigate directly to the CIM Program Management webpage

(<https://next.catalog.utsa.edu/programadmin/>).



The screenshot shows the 'Program Management' interface. At the top, there is a search bar with a 'Search' button and a 'Propose New Program' button. Below the search bar, there is a table with columns for 'Number of Program', 'Program Type', 'Program Name', 'Workflow', and 'Status'. The 'Propose New Program' button is highlighted in green.

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



A green button with the text 'Propose New Program'.

If at any time, the proposal needs to be saved, scroll to the bottom of the form and select “Save Changes.” Once ready, submit the program to the workflow by selecting “Start Workflow.” You may only bundle new programs with other new programs of the same department, college, program type, and program level.

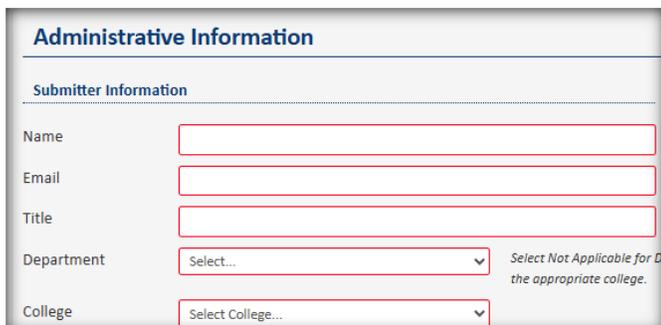


Three buttons are shown: a red 'Cancel' button, a grey 'Save Changes' button, and a green 'Start Workflow' button.

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, and title. The department and college should be aligned with the department/school and college which will house the new program.



The screenshot shows the 'Administrative Information' form. It has a section for 'Submitter Information' with fields for Name, Email, Title, Department, and College. The Department and College fields are dropdown menus. A note next to the Department field says 'Select Not Applicable for D. the appropriate college.'

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 term the program should initially begin 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 (first date of the term the program will be initially offered).

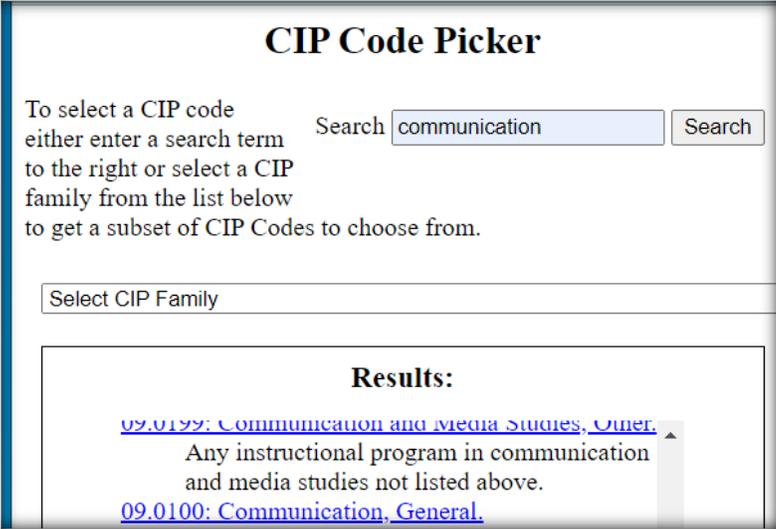
Step 7: Select the program type. Example: Bachelor’s, Master’s, etc. and program level (Undergraduate or Graduate).

Step 8: Enter the total minimum credit hours required to complete the degree.

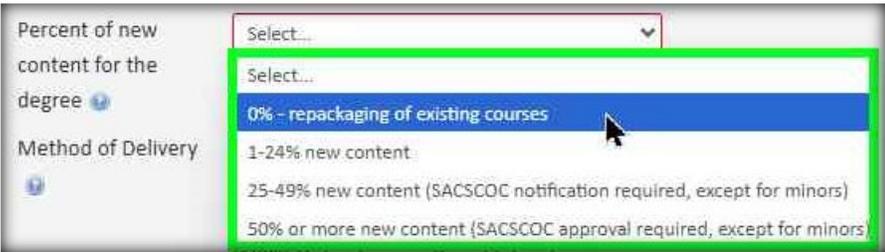
Step 9: Select whether or not the program includes a teacher certification/pathway option.

Step 10: Enter the Texas Classification of Instructional Programs (CIP) Code. Make sure to include just the 6 digits of the code, no periods or spaces.

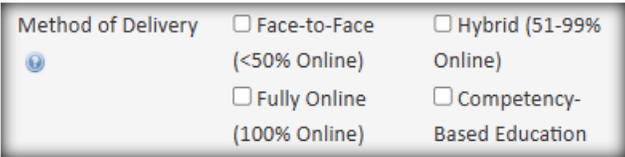
For example: a general communication program is listed as 09.0100 but should be entered as 090100. A link to a CIP Code Picker search engine is available within the proposal.



Step 11: 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 12: Select the method(s) of delivery for the program.



Step 13: 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.



Step 14: Select whether or not the program collaborates with other colleges or departments at UTSA, depends on other courses or programs, or impacts other courses or programs.

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

Yes No

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

Stage 1: Planning Phase

In the planning phase you will provide a program description, the mission of the program, provide up to five CIP code options and SOC Codes, additional program names or keywords, additional costs associated with the program, and the course format (8-week, 16-week, etc.).

Stage 2: Analysis Phase

Once the new proposal has routed back to the initiator for approval, then it will be ready for Stage 2, and the following information will be required: list of existing programs and the relationship they have to the new program, demonstrate the need for the program, state the faculty availability, outline the curriculum, the curricular analytics, the potential workforce representatives, and program assessment and evaluation.

For New Doctoral Programs

Additional questions will be required for new doctoral programs, including a list of core program faculty, resources to support doctoral student funding, and research facilities.

Catalog Integration Section

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

Program Description

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, admissions information, core curriculum, etc.

Degree Requirements

The degree requirements section should start 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 [adding a course table](#) section of these procedures for more information about adding and editing course tables.

Degree Requirements – For undergraduate programs, list the required/core courses, general education courses, and prescribed and free elective courses for the program, along with total semester credit hours required. For graduate programs, list the required/core courses, support courses, approved elective courses, thesis/non-thesis option (master's) and doctoral requirements for the program, along with total semester credit hours required.



Four-Year Academic Plan (Undergraduate Degree Only)

For undergraduate degree programs, a “Four-Year Academic Plan” section will be available. See instructions above on [how to add a four-year academic plan](#).

Four-Year Academic Plan - Required for Bachelors programs only



Supporting Documentation and Review

This section is not required and is usually completed while the program is in workflow by other areas. A program code will be created by the Catalogs Office after the program is fully approved.

Finalizing a New Program

- Once the new program is fully approved by various areas of the university, Faculty Senate, Graduate Council, SACSCOC, UT System, and THECB, a program code is created by the Catalog Office and the proposal is approved out of the workflow.
- The program is then formatted by the Catalog Office for publishing.
- The department will review the formatting, if there are no substantive changes, then the program will be published (see exceptions below). Any substantive changes will need to be routed through the Catalog Update Workflow.
 - Exceptions to publishing: New degree programs (Masters, Doctoral, and Bachelors), new certificates, new Texas teaching tracks, and the new courses created for those programs, can be published to the live catalog outside of the normal catalog-editing cycle. New minors, and non-teaching concentrations, tracks, focuses, options, pathways, etc. cannot be published outside of the normal catalog-editing cycle.

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, [see instructions above](#).

Step 2: **DO NOT** select the “Inactivate” button, this request will **NOT** be approved. Instead, select the “Edit Program” button.

The screenshot shows a program management interface. At the top left, there is a red 'Inactivate' button. Below it are two buttons: 'Export to PDF' and 'Export to Word'. On the right side, there is a green 'Edit Program' button and a red 'Preview Workflow' link. The main content area displays 'Viewing: 229 : MBA - Business', 'Last approved: 11/16/21 11:02 am', and 'Last edit: 11/16/21 11:02 am'. A 'History' section on the right shows a single entry: '1. Nov 16, 2021 by clmig-erivas'.

Step 3: Select the “Closing a Program” Change Type.

The screenshot shows a 'Change Type' selection form with the following options:

- Name Change for Degree Program or Concentration
- Credit Hour
- CIP Code Change
- Method of Delivery Change
- Off-Campus Instructional Site Change
- Add a Concentration
- Closing a Program

Step 4: 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.

The screenshot shows the 'Administrative Information' form, specifically the 'Submitter Information' section. The fields are as follows:

- Name: Shae Large
- Email: Shae.Large@utsa.edu
- Title: Registrar Officer
- Department: Sociology and Demography (dropdown menu)
- College: Health, Community and Policy (dropdown menu)
- Effective Catalog Edition: 2025-2026 (dropdown menu)

A note next to the Department field reads: "Select Not Applicable for Department if the appropriate college."

Step 5: Type the desired implementation date. This should be the first date of the first term when the program will no longer be offered. Do not change the program type or level.

Program Name	MS - Applied Demography
Desired Implementation Date	9/1/2024
Program Type	Master's Degree
Program Level	Graduate

Step 6: Select if it is a degree program or certificate (not a minor or concentration). Select if it is a minor, concentration, track, pathway, option, etc.

Closing a Program

Are you closing a degree program or certificate?

Yes No

Are you closing a minor, concentration, track, etc.?

Yes No

Attach copy of teach-out plan or teach-out agreement with other institution(s), if applicable

[Attach File](#)

Uploaded Files:

Files To Be Uploaded:

If closing a minor or concentration etc., you will need to include a reason for the closure.

Are you closing a minor, concentration, track, etc.?

Yes No

Reason for closure

If closing a degree or certificate, answer whether or not students are currently enrolled in the program, explain how students, faculty, and staff will be informed of the closure, how the students will be affected, the teach out plan, and how faculty will be redeployed or helped to find new employment.

Are there currently students in the program?

Yes No

Explanation of how students, faculty, and staff will be informed of the pending closure.

Explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.

Description of how faculty and staff will be redeployed or helped to find new employment.

Step 7: Do not update information in the Catalog Integration sections. The program content will be removed from the catalog by the Catalog Office once the closure is approved.

Catalog Integration

Catalog Integration: Provide a description of admission requirements.

Step 8: 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.

Cancel **Save Changes** **Start Workflow**

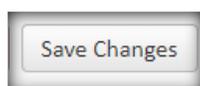
Merging Multiple Workflows

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 proposals to enter and move through the approval workflow simultaneously. Essentially, the workflows are merged and all bundled proposals are sent to each step in the shared workflow as a group.

Keep in mind: each bundle should include the same level programs with the same change type(s) and be from the same department/school. DO NOT bundle new programs with courses. Courses may only be bundled with programs if only the “Catalog Update” change type is selected. Make sure to abide by your department/school/college’s additional bundling policies if applicable.

Reasons for bundling: decreases workflow notification emails when there are many edited 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 are 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 by you in the CIM sites will appear. If you DO NOT want to bundle your proposals, simply select “start workflow.” If you DO want to bundle your proposals, type in a relevant title for your bundle.

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

AHC 4113: Contemporary Art

HTH 5063: Health Behavior Theory

HTH 5083: Epidemiology

HTH 5133: Program Planning and Implementation in Community Health

HTH 5303: Community Health

Program

180: CERT - Instrument Perf - GR ⓘ

447: MS - Engineering Education ⓘ

Step 4: If you decided to bundle the proposals, then make sure to select all 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). Once all relevant proposals are selected, select “start workflow.”

Program

180: CERT - Instrument Perf - GR ⓘ

447: MS - Engineering Education ⓘ

Start Workflow Cancel

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 tab will pop up.

Export to PDF

Export to Word

ILT - BA Program Changes

Program

- 32: BA - Equity and Education - 4-8 Lang/Read/Soc ESL
- [33: BA - Equity and Education - 4-8 Math/Sci - ESL](#)
- [36: BA - Equity and Education - EC-6 ESL](#)

Date Submitted: 02/26/25 2:39 pm

Viewing: **32 : BA - Equity and Education - 4-8 Lang/Read/Soc ESL**

NOTE: Make sure to [reach out to us](#) and let us know if any courses or programs were accidentally bundled or otherwise need to be removed from the bundle. Any substantive changes to a course or program that is bundled, may need to be unbundled. We recommend requesting a partial unbundle for those courses or programs, especially if they need to be rolled back.

Contact Information

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

Registrar Office (Catalog Content):

Catalog Editor: CatalogEditor@utsa.edu

Catalog Information:

<https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html>

Shae Large

Shae.Large@utsa.edu

Registrar Officer II

(210)458-7725

Schedule a meeting: <https://calendly.com/shae-large/one-on-one-meeting>

James Adair, Ph.D.

James.Adair@utsa.edu

Senior Assistant Registrar

(210)458-6216

Office of Continuous Improvement and Accreditation (Programs):

Academic Programs: AcademicPrograms@utsa.edu

Academic Programs and Agreements Information:

<https://provost.utsa.edu/cia/academic-programs-and-agreements/>