

Proponent and Course Repository Officer Quali CMS Manual

The fields required to be filled in by a Proponent (individual proposing the course) will vary depending on if the faculty has implemented Quali's electronic workflow process or not.

Faculties that have implemented Workflow for approvals.

Fields to be filled in prior to submitting for approval (By proponent)

- Effective term
- Rationale for the proposal
- Course Type
- Faculty
- Subject Code
- Number
- Course Credits
- Language of Instruction
- Responsible Unit
- Anchor Faculty (GS Faculty courses only)
- Course Title
- Short Title
- Brief Course Description
- Designated Original or Cross-listed courses
- Mode of Delivery
- Include in Calendar
- Any other applicable fields

Important Note for creating new Graduate Courses under the Faculty of Graduate Studies:

Please Note: Rule below does not apply to Faculty of Environmental and Urban Change (EUC) and Schulich School of Business (SB) courses

- Faculty code should always be entered as **GS Faculty of Graduate Studies**
- Subject code should be entered with **GS/**

Course Type *	Faculty *	Subject Code †
<input type="radio"/> Undergraduate Course	GS Faculty of Graduate Studies x	GS/EDUC 
<input checked="" type="radio"/> Graduate Course		
<input type="radio"/> Non-Degree Course		

Figure 1 - Example of entering faculty code and subject code

- Anchor Faculty should be entered with a **specific faculty e.g.,** GS/EDUC course will have an anchor faculty of ED Faculty of Education
GS Faculty of Graduate Studies should not be entered as an anchor faculty

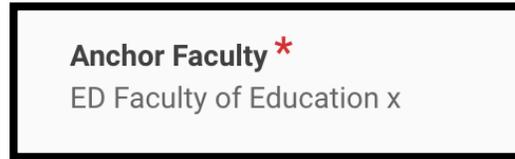


Figure 2 - Anchor Faculty field

If these fields mentioned above are not filled in, an error message will appear and prevent the form to be submitted into workflow.

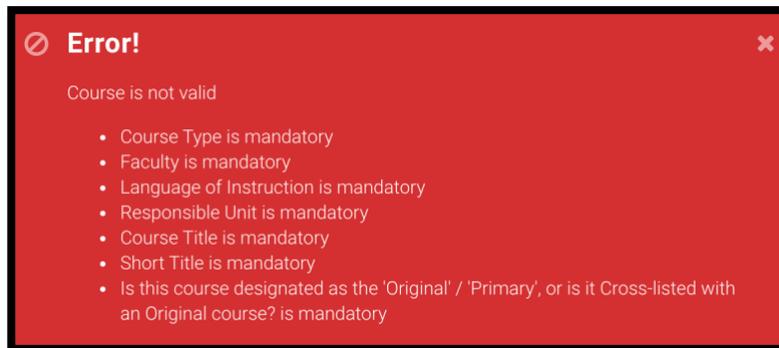
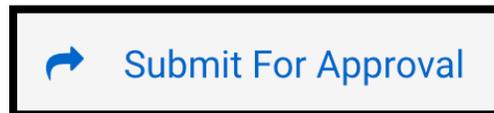


Figure 3 - Example of error message

For a list of all mandatory fields, please refer to this excel document - *Kuali Course Form Fields*

Once all the fields have been filled in, click Leave Edit Mode, and click Submit for Approval.



Fields to be filled in at CRO GO Live workflow node by Course Repository Officer (Mandatory Fields)

All the Office Use Only Section

- Is this an individualized Offering?
- Type of Course Weight
- Fee Weight
- Narrative Assessment
- Grade Scheme

Exceptions when Workflow should not be used to approve a proposed course change:

- Inactivate a course

This will only require the Course Repository Officer to use Edit Function to enter an end date and change the status from Active to Inactive.

Faculties that have not implemented workflow for course approvals should use Admin Approve function

The Course Repository Officer (CRO) is responsible for filling in all the Quali CMS fields.

At the minimum, the CRO must complete these mandatory fields:

- Effective term
- Rationale for the proposal
- Course Type
- Faculty
- Subject Code
- Number
- Course Credits
- Language of Instruction
- Responsible Unit
- Anchor Faculty (**GS Faculty of Graduate Studies courses only**)
- Course Title
- Short Title
- Brief Course Description
- Designated Original or Cross-listed courses
- Course Objectives: Will this course/seminar satisfy the Upper Year Research & Writing requirement (UYRWR)? (**LW Osgoode courses only**)
- Course Objectives: Will this course/seminar satisfy the Practicum requirement? (**LW Osgoode courses only**)
- Course Objectives: Will this course/seminar satisfy the Indigenous and Aboriginal Law requirement (**LW Osgoode courses only**)
- Mode of Delivery
- Any other applicable fields

All the Office Use Only Section:

- Is this an individualized Offering?
- Type of Course Weight
- Fee Weight
- Narrative Assessment
- Grade Scheme

Admin-only Section:

- Include in Calendar

Then, click Leave Edit mode and click Admin Approve function and the course will automatically be active in Production.



Note: It takes at least 24 hours for an approved course in Quali CMS to appear in the Course Offering System (COS)

Important Note for Course Repository Officers (CRO) – Course Effective Terms

Before approving a course, please check COS (Course Offering System) if there is an offering with the same effective term. If there is, the new version must have a new future effective term, this is to prevent students from being de-enrolled.

Example:

In COS, there is a Fall 2021 course offering mounted on the Fall 2018 SeqCrsvView.

The next version that can be approved for this course should have an effective term of Winter 2022 onwards. There cannot be a new Fall 2021 version because this will cause the Fall 2018 SeqCrsvView to be expired and cause students to be de-enrolled.

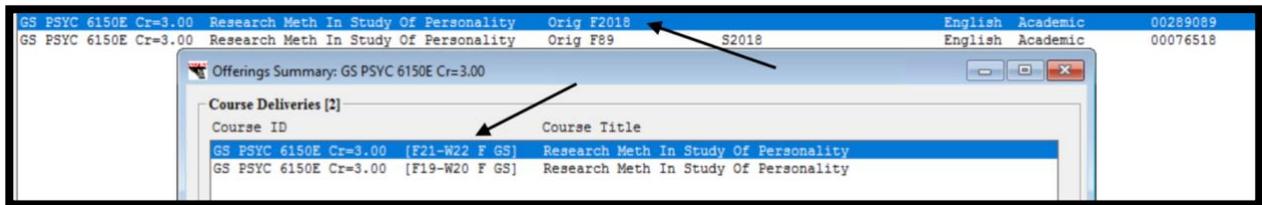


Figure 4 - Course Offerings (COS)

How to check course offerings in COS:

1. Select the course view
2. Click view offerings

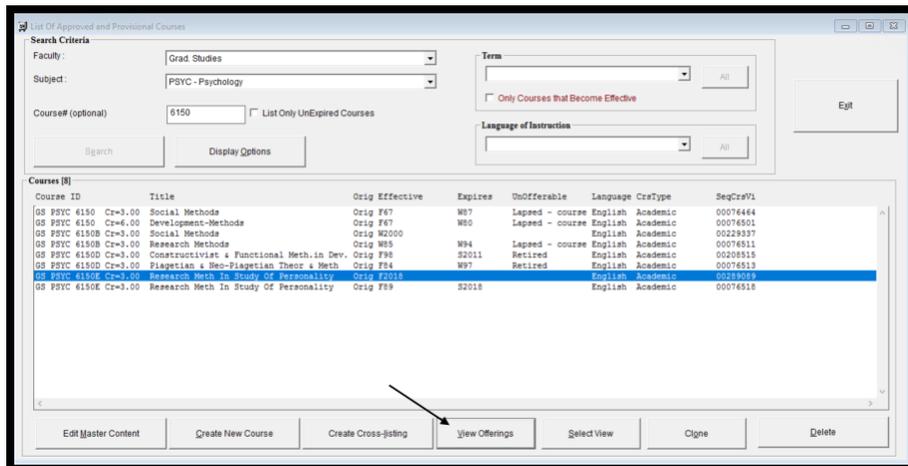


Figure 5 - How to view offerings