## Proponent and Course Repository Officer Kuali 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 Kuali'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 <u>Faculty of Environmental and Urban Change (EUC)</u> and <u>Schulich School of Business (SB) courses</u>\*

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



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.
  - \*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 <u>CRO GO Live</u> 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 <u>have not</u> implemented workflow for course approvals should use Admin Approve function

The Course Repository Officer (CRO) is responsible for filling in all the Kuali 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 Praxicum 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 Kuali 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 SeqCrsView.

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 SeqCrsView to be expired and cause students to be de-enrolled.

GS PSYC 6150E Cr=3.00	Research Meth In Study Of Personality	Orig F2018	English Academic	00289089				
GS PSYC 6150E Cr=3.00	Research Meth In Study Of Personality	Orig F89 \$2018	English Academic	00076518				
*	Tofferings Summary: GS PSYC 6150E Cr=3.00							
ſ	Course Deliveries [2] Course ID	Course Title						
	GS PSYC 6150E Cr=3.00 [F21-W22 F GS] GS PSYC 6150E Cr=3.00 [F19-W20 F GS]	Research Meth In Study Of Personality Research Meth In Study Of Personality						

Figure 4 - Course Offerings (COS)

How to check course offerings in COS:

- 1. Select the course view
- 2. Click view offerings

1	List Of Approved and Provisional	Courses							
	Search Criteria Faculty : Subject : Course# (optional) Sgarch	Grad. Studies        PSYC - Psychology        6150      Г" List Only UnExpired Co        Display Options	▼ ▼	Term	lly Courses that Beco age of Instruction	me Effectiv	•	All	Eyi
	Courses [8]								
	Course ID I	litle	Orig Effective	Expires	UnOfferable	Language	CrsType	SegCrsVi	
	GS      PSYC      6150      CT=3.00      S        GS      PSYC      6150      CT=6.00      D        GS      PSYC      6150B      CT=3.00      S        GS      PSYC      6150B      CT=3.00      F        GS      PSYC      6150D      CT=3.00      F        GS      PSYC      6150D      CT=3.00      F        GS      PSYC      6150D      CT=3.00      F	iocial Methods Wevelopment-Methods Gocial Methods Methods Methods Onstructivat & Functional Meth.in Dev. Nagetian & Neo-Plagetian Theor & Meth Meserch Meth In Study Of Rereanally	Orig F67 Orig F67 Orig W2000 Orig W85 Orig F98 Orig F24 Orig F24	W87 W80 W94 S2011 W97	Lapsed - course Lapsed - course Retired Retired	English English English English English English	Academic Academic Academic Academic Academic Academic Academic	00076464 00076501 00229337 00076511 00208515 00076513 00289089	^
	GS PSYC 6150E Cr=3.00 B	Grada More Course	Orig F89	52018	e Salar	English	Academic	00076518	Delete
	Edit Master Content	Create New Course Creat	e Cross-Jisting	⊻iew Offering	s <u>S</u> elec	t View		2ne	Delete

Figure 5 - How to view offerings