

# Curriculum Management Program

UTHSC College of Graduate Health Sciences

Prepared April 26, 2006

Updated April 18, 2007

Updated January 1, 2009

The Curriculum Management Program (CMP) was developed by Dr. Donald B. Thomason, then chair of the CGHS Curriculum Committee, to provide an efficient electronic means to (1) prepare, submit, review, revise, and approve new course proposals in the Graduate College, (2) to maintain a current college course catalog that can be printed and used in several formats by College administration and the Registrar, and (3) create semester course offerings that can easily be linked to the college's website.

The following sections detail the procedures and responsible persons for each of these three aspects of the CMP.

### New Course Proposals

The deadlines for new course proposals are March 31 (for fall courses) and August 30 (for spring courses). The Curriculum Committee formally reviews proposals in April and September. Contact the chair of the Curriculum Committee for specific details, preliminary reviews, questions about the following process, and presentation of your proposal before the Committee.

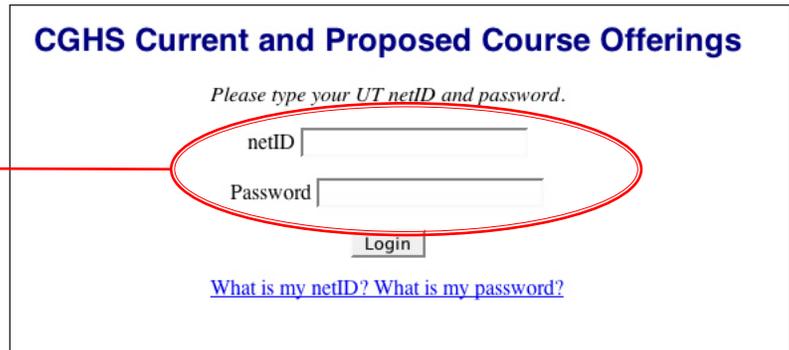
Graduate faculty members wanting to propose a new course should discuss the matter with their department chair, the appropriate program director, and the chair of the Curriculum Committee as appropriate. Assuming agreement on the need for a new course, the course director should:

1. Use the following URL to link to the login page of the CMP:

<https://physio1.utmem.edu:8443/CGHSCourses/login>

If prompted to accept the security certificate, click "Yes."

2. Login using your NetID and password.



3. Select the program. All courses for the program will be listed.



**CGHS Programs and Courses (Course Listings)** [Help me ?](#)

[Logout](#)

Select a program from the list to obtain summary information about the program and its courses. Full course information is obtained by selecting a specific course.

Help and information can be obtained by clicking on the [?](#) and [i](#) icons (often located in the upper right of the page).

- [Anatomy and Neurobiology](#)
- [Biomedical Engineering](#)
- [Comparative Medicine](#)
- [Dental Science](#)
- [Epidemiology](#)
- [Health Science Administration](#)
- [Integrated Program in Biomedical Sciences](#)
- [Library and Biocommunications Center](#)
- [Molecular Sciences](#)
- [Nursing](#)
- [Orthodontics](#)
- [Pathology](#)
- [Pediatric Dentistry](#)
- [Periodontics](#)
- [Pharmaceutical Sciences \(Medicinal Chemistry\)](#)

4. Following the program description at the top of the page, select “Start a new course proposal.”

**CGHS Programs and Courses (Course Listings)** Help me ?

[Logout](#)

[Anatomy and Neurobiology](#)  
[Biomedical Engineering](#)  
[Comparative Medicine](#)  
[Dental Science](#)  
**[Epidemiology](#)**

- [BIOE N1](#)
- [BIOE N2](#)
- [BIOE 714](#)
- [BIOE 715](#)
- [BIOE 716](#)
- [BIOE 717](#)
- [BIOE 717R1](#)
- [BIOE 720](#)
- [BIOE 722](#)
- [BIOE 723](#)
- [BIOE 724](#)
- [BIOE 725](#)
- [BIOE 726](#)
- [BIOE 800](#)
- [BIOE 804](#)
- [BIOE 810](#)
- [BIOE 811](#)
- [BIOE 812](#)
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- [BIOE 824](#)
- [BIOE 825](#)
- [BIOE 826](#)
- [BIOE 831](#)
- [BIOE 840](#)
- [BIOE 851](#)
- [BIOE 861](#)
- [BIOE 862](#)

**Epidemiology**

Epidemiology is the study of the distribution and determinants of health and disease in populations. Its role has expanded over the past 20 years to involve all facets of health care, disease prevention, and health promotion. In addition to being the basic science of public health, epidemiology has emerged as an important discipline for nursing, allied health, and clinical medicine, especially in the managed-care environment. The Master of Science program (36 credit hours minimum) is designed to provide the necessary methodological skills for students to be able to independently pursue epidemiological research in their chosen areas. As part of the program, students receive training in epidemiology, biostatistics, health research methods, and health behavior and promotion. The program is offered to qualified applicants holding a baccalaureate, master's, or professional degree in a variety of disciplines, including physical, biological, and social sciences, health and medical sciences. The program emphasizes training current health professionals to develop and enhance their knowledge of epidemiology, research design, and data analysis skills. Students holding an advanced degree at the master's or doctoral level may opt for a nonthesis track in which the student prepares a quantitatively based research article, approved by the student's committee, which must be submitted for publication in a professional epidemiology-related, peer-reviewed journal. Track selection should be made by the end of a student's first year in the program. Regardless of track, students present their thesis or submitted article in an announced forum with subsequent defense before the student's committee.

 [Start a new course proposal](#)

Number	Title	Status	Course Director
N1		<b>in progress</b>	Pamela D Connor
N2	Master's Seminar: Clinical Research in Special Populations	<b>requires revision</b>	Pat Flynn
714	Special Topic: Public Health Leadership	<b>approved</b>	
715	Environmental Risk Assessment	<b>approved</b>	
716	Zoonotic Diseases	<b>approved</b>	
717	Public Health Policy and Law	<b>requires revision</b>	David M. Mirvis, MD

[Health Science Administration](#)

5. The instructions and steps follow the new course proposal outline that has been in place for paper course proposals. Course numbers are not assigned by the Registrar until after the proposal has been approved by the Curriculum Committee.
6. The outline of the proposal is in the left-hand menu. Each section can be edited and completed in any order. You can edit as many times as you wish. Information for each block can be pasted from another document (e.g., Word).

- When you have the proposal completed, you may “Return to program list” to view and edit more courses, or “Logout” and notify the program director that the course proposal is ready for submission to the Curriculum Committee.

- The Program Director submits the new course proposal by logging in, reviewing the proposal, and selecting the “Submit” button on the program listing page. An email is automatically sent to the members of the Curriculum Committee that a new proposal awaits review.

Number	Title	Status	Course Director
N1		in progress	Pamela D Connor
N2	Master's Seminar: Clinical Research in Special	requires	Pat Flynn

The Curriculum Committee members review and make suggestions online (comments are anonymous). The Course Director may be requested to make revisions, and the process iterates until the Committee gives approval for an initial one-time offering.

### Current College Course Catalog

Adding, deleting, or changing course descriptions in the Health Science Center catalog is the responsibility of the Associate Dean following approvals by the appropriate program director and Curriculum Committee.

### Course Offerings for Each Semester

Program Directors are responsible for selecting courses to be listed for each coming semester according to the procedures and schedules outlines below.

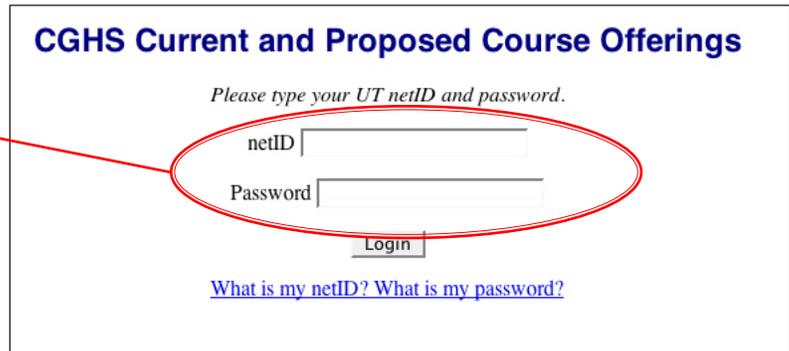
1. Because of this special privilege, the Program Directors must be known to the system. They should send their name and NetID (usually the shortened form of the email address) to the CMP administrator (currently Dr. Don Thomason) so they will be allowed access to the system. Alternatively or in addition, Program Directors can send the name and NetID of an administrative assistant charged with designating the courses to be offered for the following semester. The administrative assistant has the same privileges as the Program Director.

2. Use the following URL to link to the login page of the CMP:

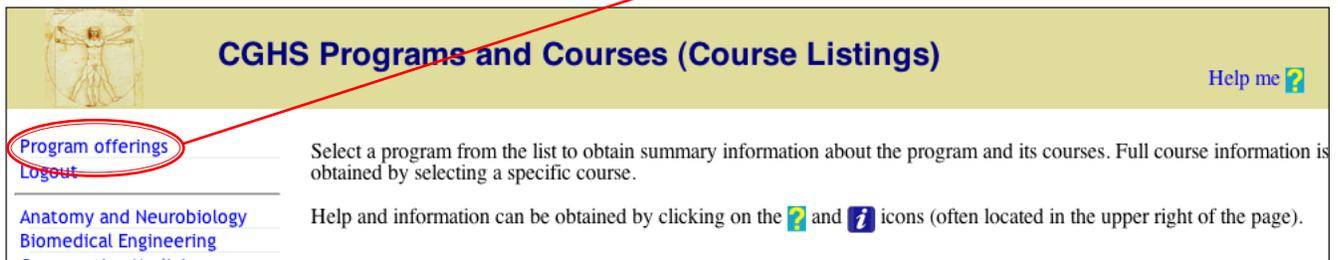
<https://physio1.utmem.edu:8443/CGHSCourses/login>

If prompted to accept the security certificate, click “Yes.”

3. Login using your NetID and password.



4. Program Directors see slightly different links than the normal user. The previous section about “New Course Proposals” noted that only a Program Director could submit a course for Curriculum Committee consideration. In addition, the Program Directors see an additional link to the “Program offerings.” Select “Program offerings.”



5. Courses to be offered in the fall semester must be designated as such between May 1 and May 31. No changes are allowed after midnight on May 31 to allow the Registrar to prepare for registration and to populate the Faculty Information System appropriately. Courses to be offered in the spring semester must be designated between November 1 and November 30. No changes are allowed after midnight on November 30.

6. Instructions are provided at the top of the web page regarding required fields.
7. Program Directors have four choices for each course already listed:

- a. Do nothing: the course will be listed for the next semester.
- b. Remove: checking this box marks a course for removal from the list for the next semester.
- c. Position: clicking these arrows changes the position of the course in the course listings.
- d. College-wide: checking this box lists the course under the specific program **and** also under the college-wide category. This designation should be used if the course is available to students/faculty outside the specific program (e.g., Comparative Medicine courses).

8. For courses already listed, be sure to verify

- a. Course director (this name is used to allow access to the Faculty Information System and must be correct; otherwise, the actual course director will not be able to access the FIS to assign grades). Note: only one name can be listed.
- b. Starting date and ending date for the course. The default is the beginning and ending of each term. If unknown, leave blank (this can be changed any time during the month the courses are accessible).
- c. Day, time, and place. Note that these can be added (e.g., if the course meets for lectures on one day, time, and place and for lab on another day, time, and place).

9. To add a course not already listed for next semester, go to the end of the list and click on “Add” course. A new box opens with the first course listed in the catalog for the program. Click on the pulldown menu for number/name of course and select the course to be added. All courses for the program are listed first followed by all other courses (by program) listed in the catalog. Provide all appropriate information. Note: If you want to list a course from another program, you must check with the course director before listing the course, because the course director’s name is required for the course to be listed.

The screenshot shows the 'CGHS Program Offerings' web application. The main heading is 'Integrated Program in Biomedical Sciences Course Offerings'. Below this, there are instructions for editing course offerings and a 'Save' button. The form displays a list of course offerings for the 'Fall 2006' semester. Each offering includes a 'Remove' checkbox, the course name, course director, starting and ending dates, day, time, and place. The form is partially filled out with the following information:

Remove	Course Name	Course Director	Starting Date	Ending Date	Day	Time	Place
<input type="checkbox"/>	IP 803 Essentials of Biochemistry and Molecular Biology	R.K. Rao			TuWThF	10:30-11:50	GEB A134
<input type="checkbox"/>	IP 804 Science Education and the Community	Pat Ryan					
<input type="checkbox"/>	IP 810 IPBC...						
<input type="checkbox"/>	IP 940 Molecular Biology of Cancer	Parker Suttle	08/17/2005	12/14/2005	MWF	2-3:30	GEB A307

At the bottom of the form, there are two buttons: 'Add course to Fall offerings' and 'Remove selected course(s) from Fall offerings', both highlighted with red circles. A red line points from the 'Add course to Fall offerings' button to the 'Save' button at the bottom left of the page.

10. To remove a course from the list for next semester, mark the course(s) to be removed by clicking the “Remove” checkbox, then go to the end of the list and click on “Remove selected course(s).”

11. To complete the process, click “Save.” The process will take a few seconds. The course listing on the web is automatically updated.
12. Each semester, program directors MUST check the course listing and course director. The listed course director is the only one allowed by the Registrar to add/delete students and to assign grades through the FIS.

For assistance, contact Dr. Donald B. Thomason (Associate Dean) or Dr. Reese S. Scroggs (Curriculum Committee Chair).