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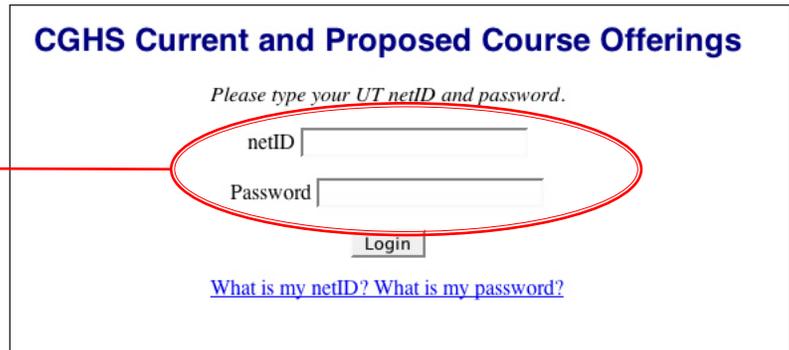
Graduate faculty members wanting to propose a new course should discuss the matter with their department chair, the appropriate program director, and the chair of the Curriculum Committee as appropriate. Assuming agreement on the need for a new course, the course director should:

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.

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

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).

7. 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.

8. 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.

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.
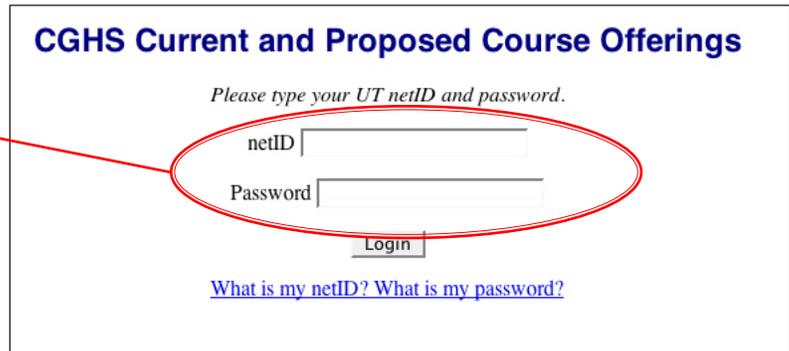
4. Program Directors see slightly different links than the normal user. The previous section about "New Course Proposals" noted that only a Program Director could submit a course for Curriculum Committee consideration. In addition, the Program Directors see an additional link to the "Program offerings." Select "Program offerings."
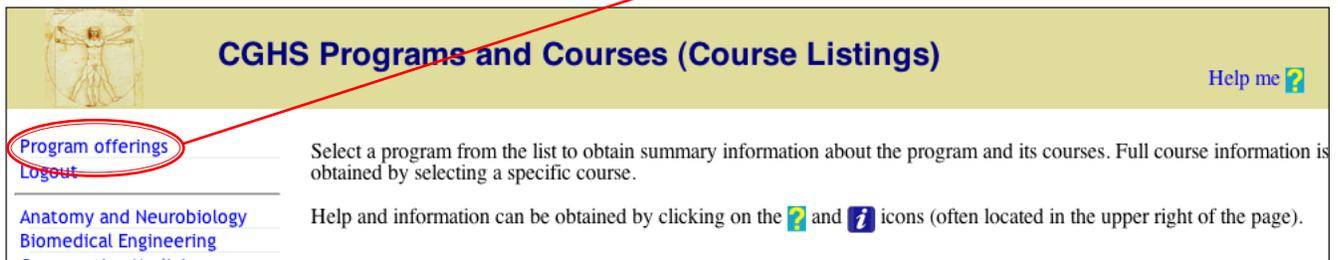
5. Courses to be offered in the fall semester must be designated as such between May 1 and May 31. No changes are allowed after midnight on May 31 to allow the Registrar to prepare for registration and to populate the Faculty Information System appropriately. Courses to be offered in the spring semester 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.

CGHS Program Offerings

Help me

Program listings
Logout

Anatomy and Neurobiology
Biomedical Engineering
College-Wide
Epidemiology
Health Science Administration
Integrated Program in
  Biomedical Sciences
Molecular Sciences
Nursing
Orthodontics
Pathology
Pediatric Dentistry
Periodontics
Pharmaceutical Sciences
  (Medicinal Chemistry)
Pharmaceutical Sciences
  (Pharmaceutics)
Pharmacology
Physiology
Prosthodontics

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Integrated Program in Biomedical Sciences Course Offerings

The course offerings for an upcoming semester can be edited only during certain times of the year (when?). At other times, the current course offerings are listed.

The Course Director field(s) (marked with an asterisk *) **must** be completed. If the Course Director is not known at this time, please complete the field with the abbreviation "TBA."

Save

Fall 2006 Course Offerings

Move the position of a course within the listing by clicking on the up ⊞ or down ⊞ icon. Leave the starting and ending dates blank if these dates are the beginning and end of the semester. If meeting time and place is not known, leave these fields blank (they will appear as "TBA" in the listing of offerings).

Remove
  □
IP 803 Essentials of Biochemistry and Molecular Biology
Course director : R.K. Rao   *
Position ⊞   Starting date (MM/dd/yyyy) :   Ending date (MM/dd/yyyy) :
College-wide □
  Remove □   Day : TuWThF   Time : 10:30–11:50   Place : GEB A134
Add meeting day/time/place   Remove selected meeting(s)

Remove □   IP 804 Science Education and the Community
Course director : Pat Ryan   *
Position ⊞ ⊞   Starting date (MM/dd/yyyy) :   Ending date (MM/dd/yyyy) :
College-wide □
Add meeting day/time/place

Remove □   IP 810 IPBS ...

wide □

Remove □   IP 940 Molecular Biology of Cancer
Course director : Parker Suttle   *
Position ⊞   Starting date (MM/dd/yyyy) : 08/17/2005   Ending date (MM/dd/yyyy) : 12/14/2005
College-wide □   Remove □   Day : MWF   Time : 2–3:30   Place : GEB A307
Add meeting day/time/place   Remove selected meeting(s)

Add course to Fall offerings   Remove selected course(s) from Fall offerings

Save

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).