

Process Maps To Be – Course Management UWE

This document describes the processes of course recording and market courses To Be in the University of the West of England. It also describes the change management process of courses.

The course approval process is added for an overall view of the processes involved in course management, but was not part of the XCRI project. Only the link between the course approval and course registration was under investigation.

JISC XCRI project UWE

Version 1.0

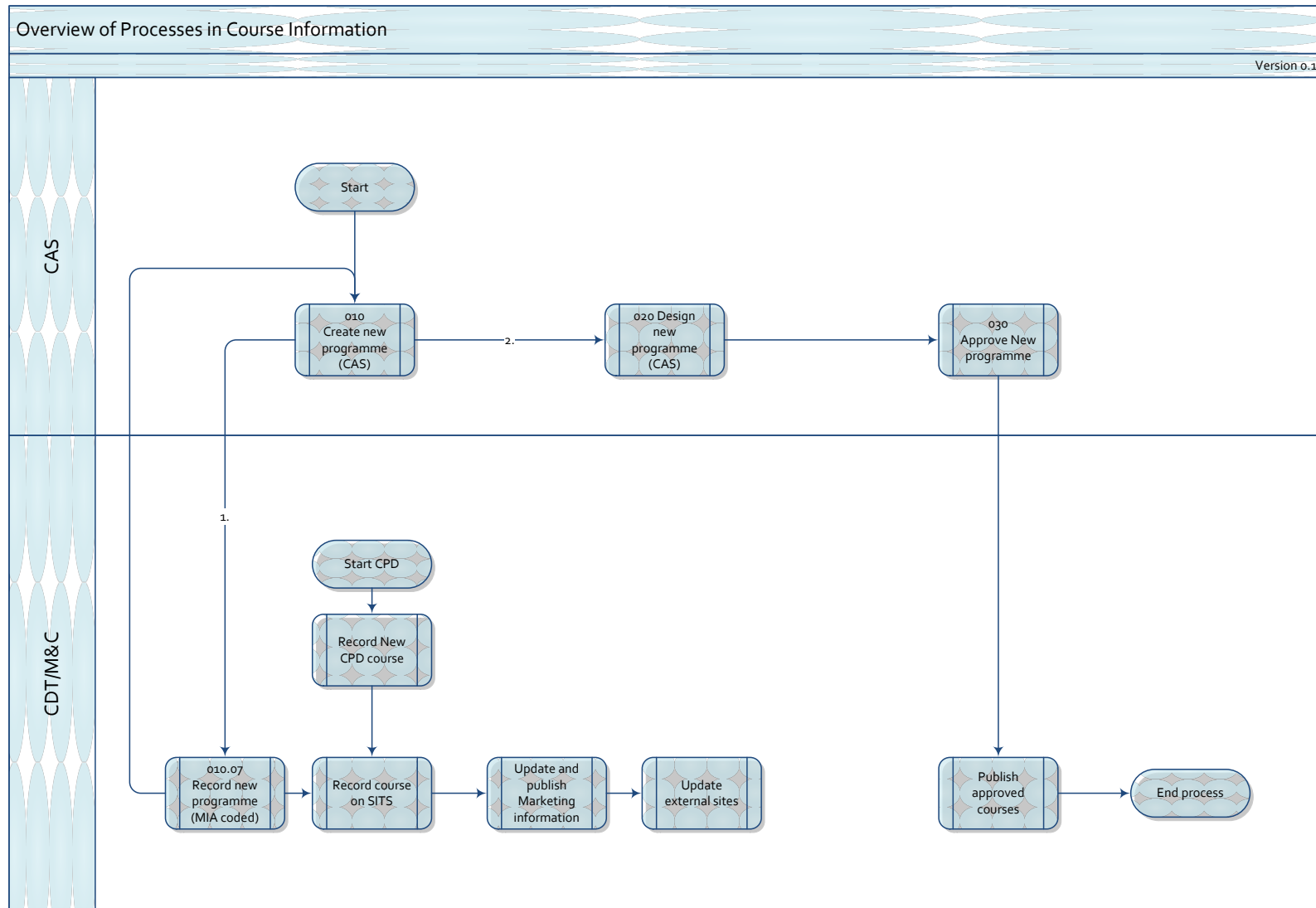
Date: March 2013

Contents

Process Maps To Be – Course Management UWE.....	1
Overview of New programme processes.....	4
Create New Programme	6
Record New Programme (MIA coded).....	7
Record new CPD course.....	8
Record New Partner Programme (Federation and International)	9
Record course on SITS.....	10
Update and Publish Marketing information	11
Design new Programme.....	12
Approve New Programme	13
Publish approved courses	14
Update External Sites.....	15
Change programmes.....	16
Periodic Review.....	17
Change programme	18
Change CPD courses.....	19
Change and update courses on SITS	20
Discontinue programme	21
Suspend programme.....	22
Close recruitment programme	23
Maintenance and support processes.....	24

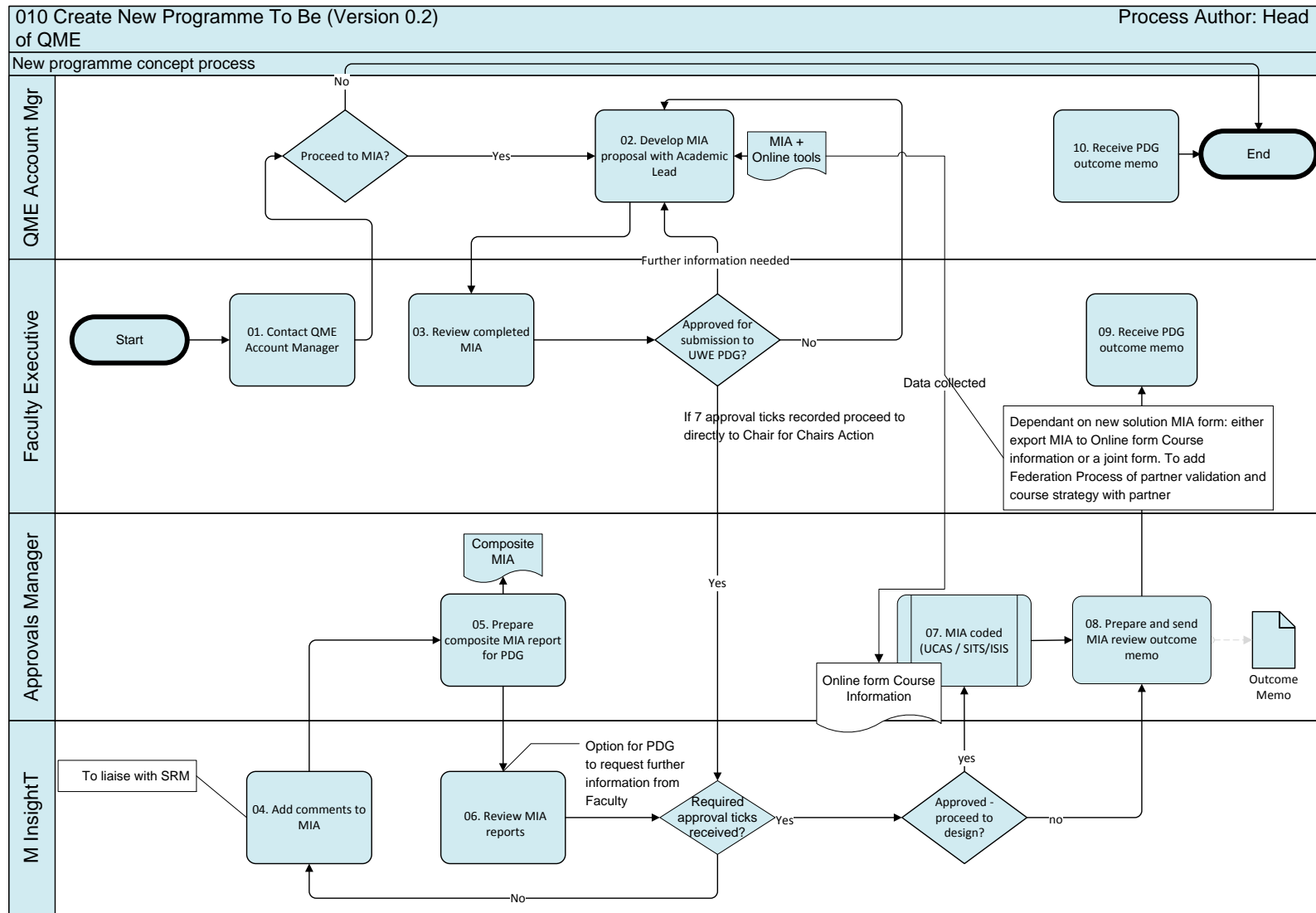
Roll over Publication cycle courses.....	25
Maintenance and support data feed	26
Audit and reporting course information.....	27

Overview of New programme processes

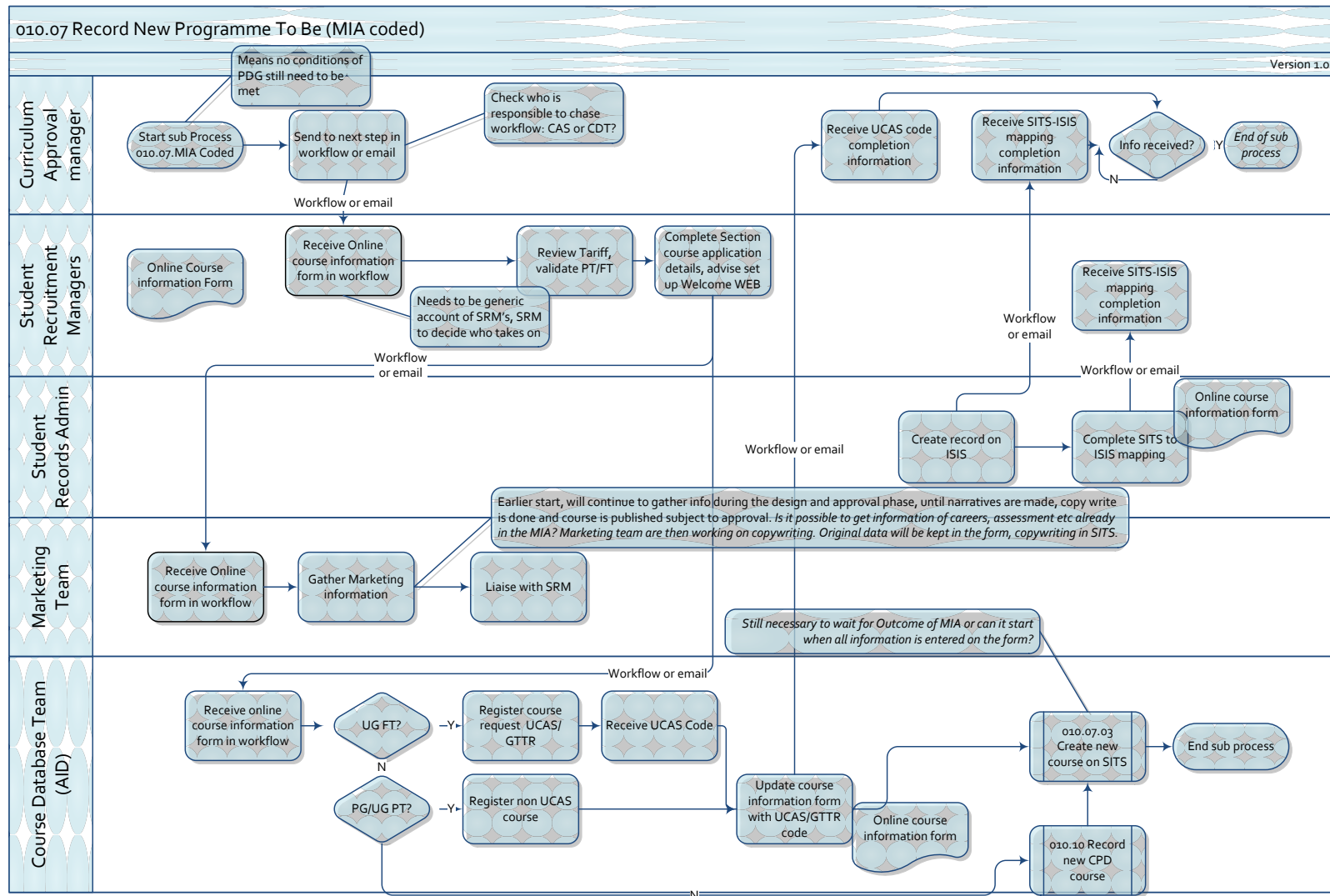


New Programme/New Professional course

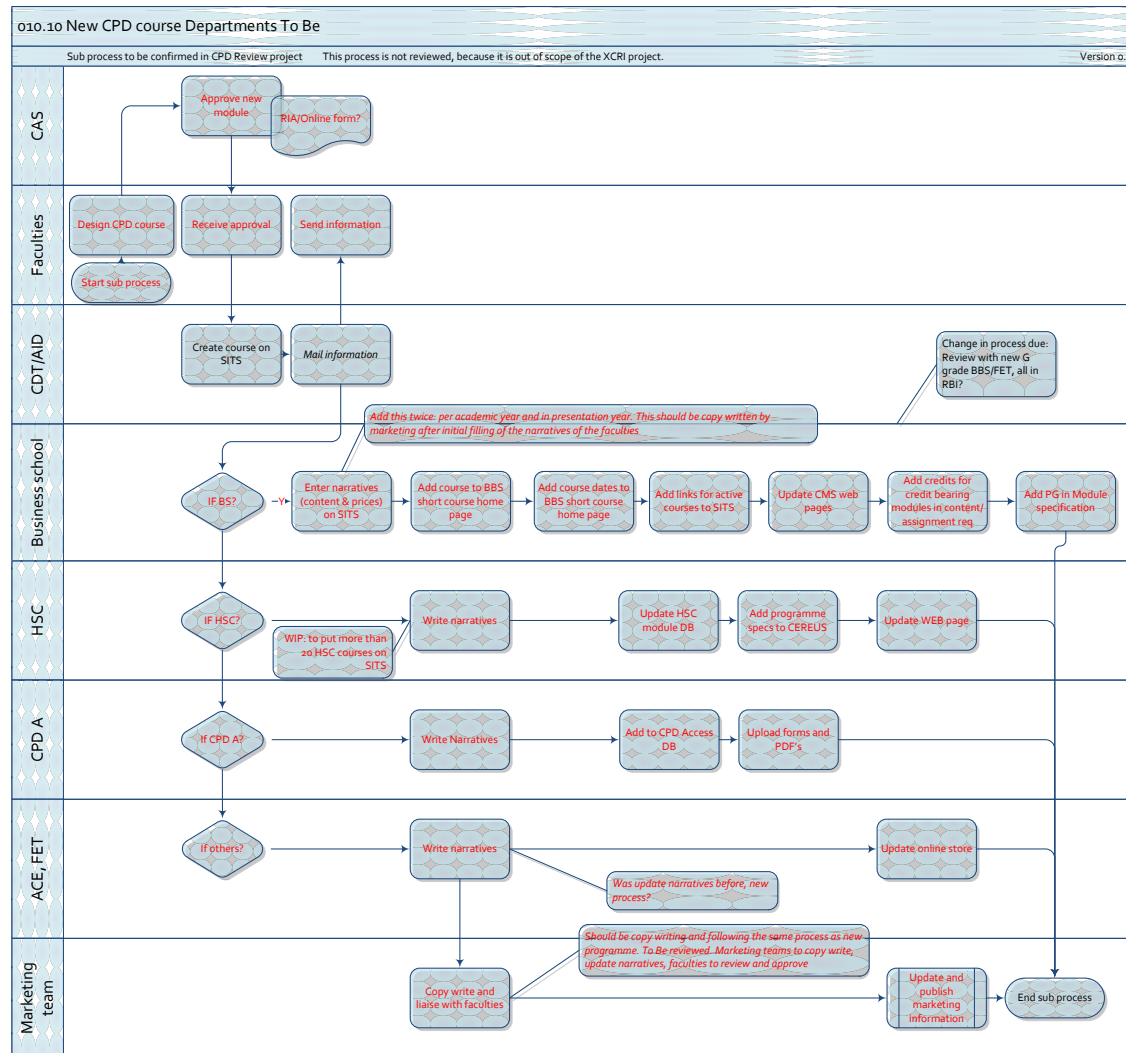
Create New Programme



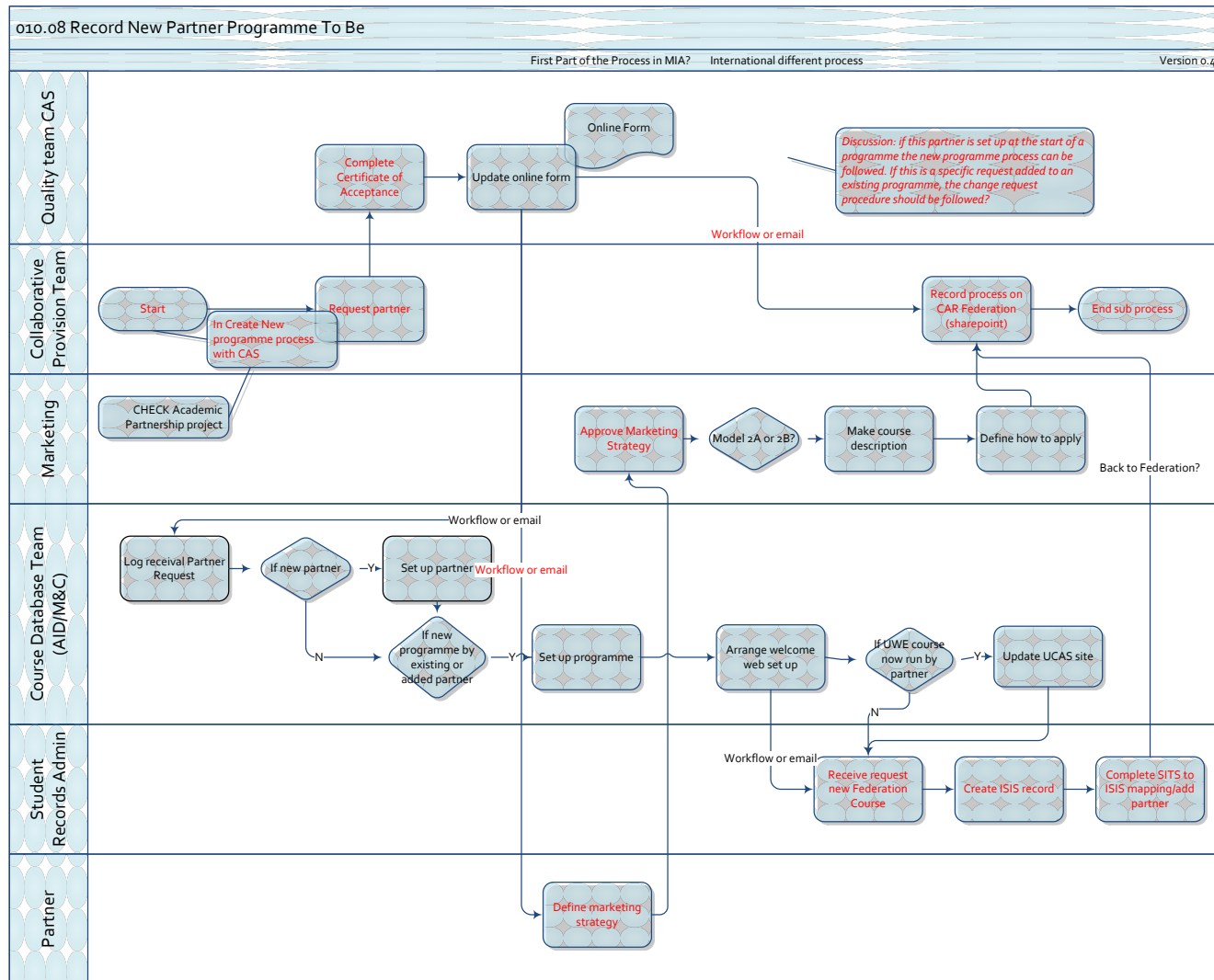
Record New Programme (MIA coded)



Record new CPD course



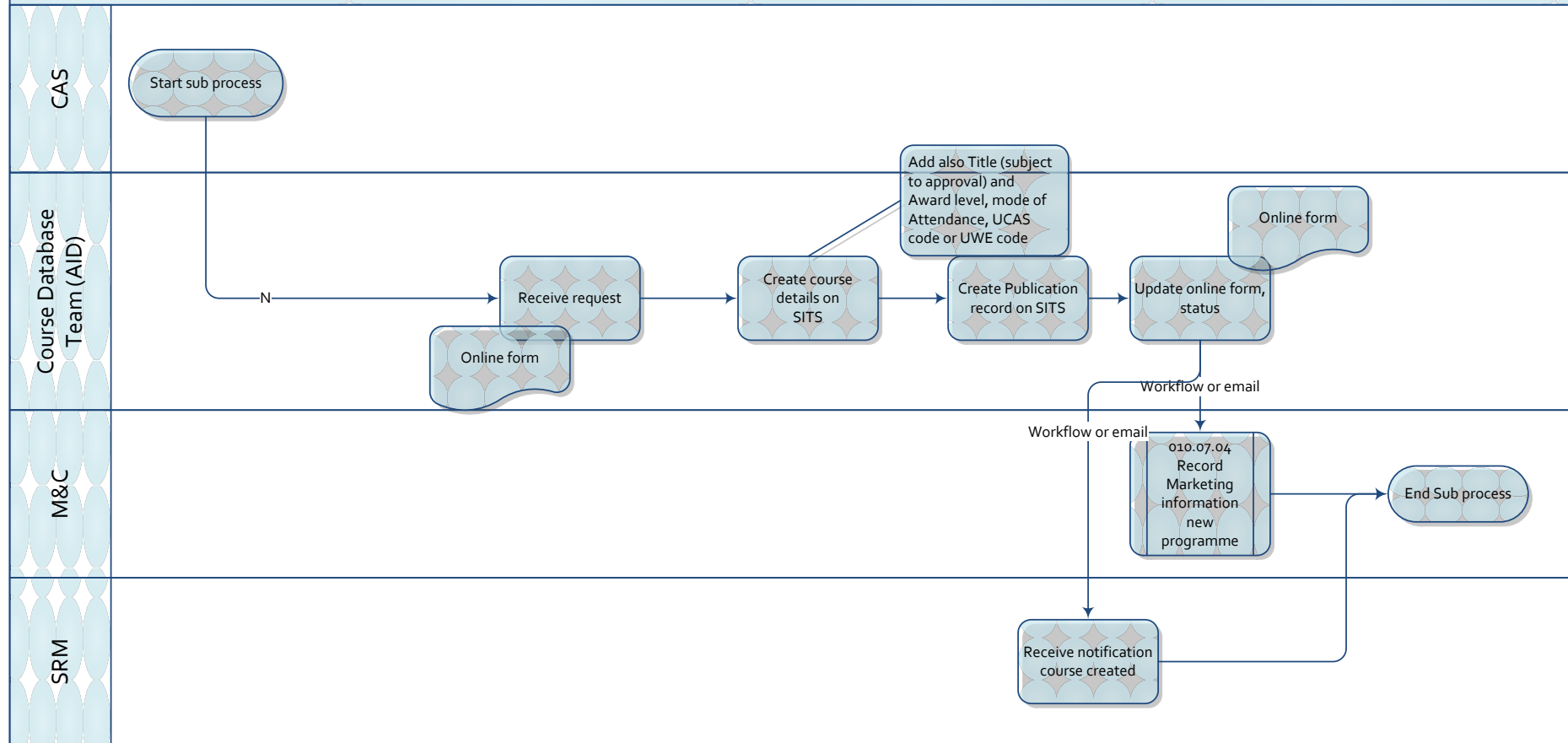
Record New Partner Programme (Federation and International)



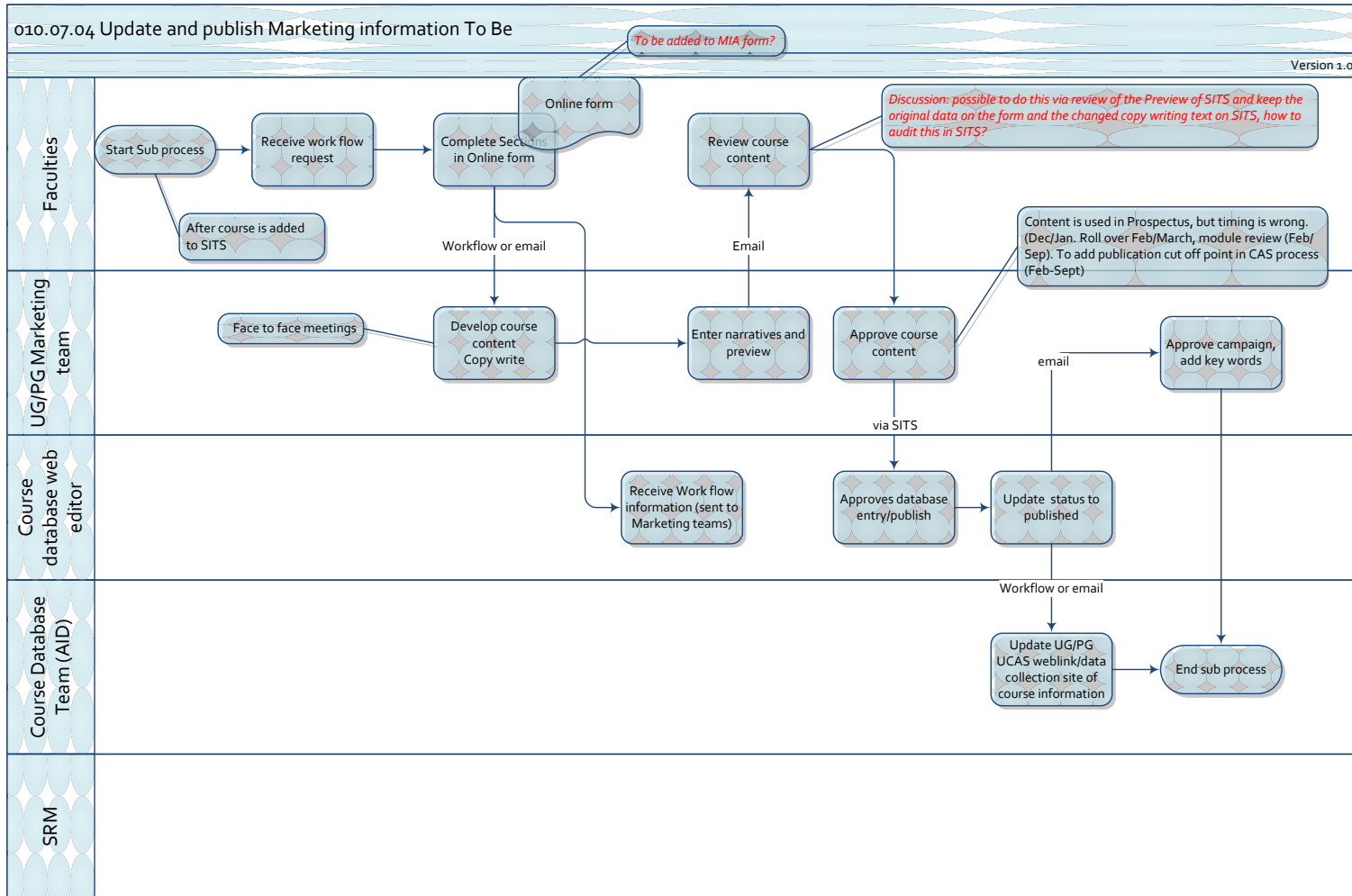
Record course on SITS

010.07.03 Record course on SITS To Be

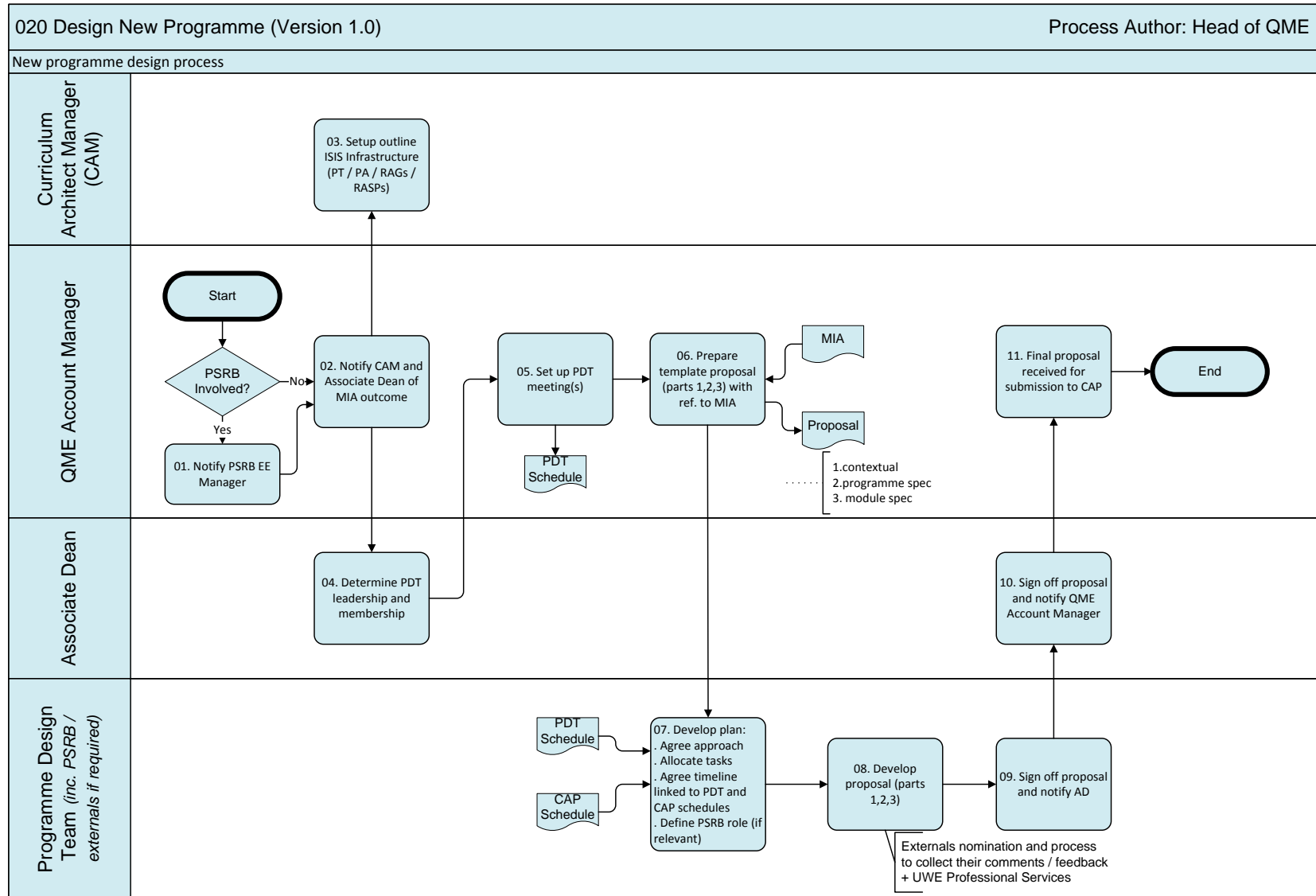
Version 1.0



Update and Publish Marketing information



Design new Programme



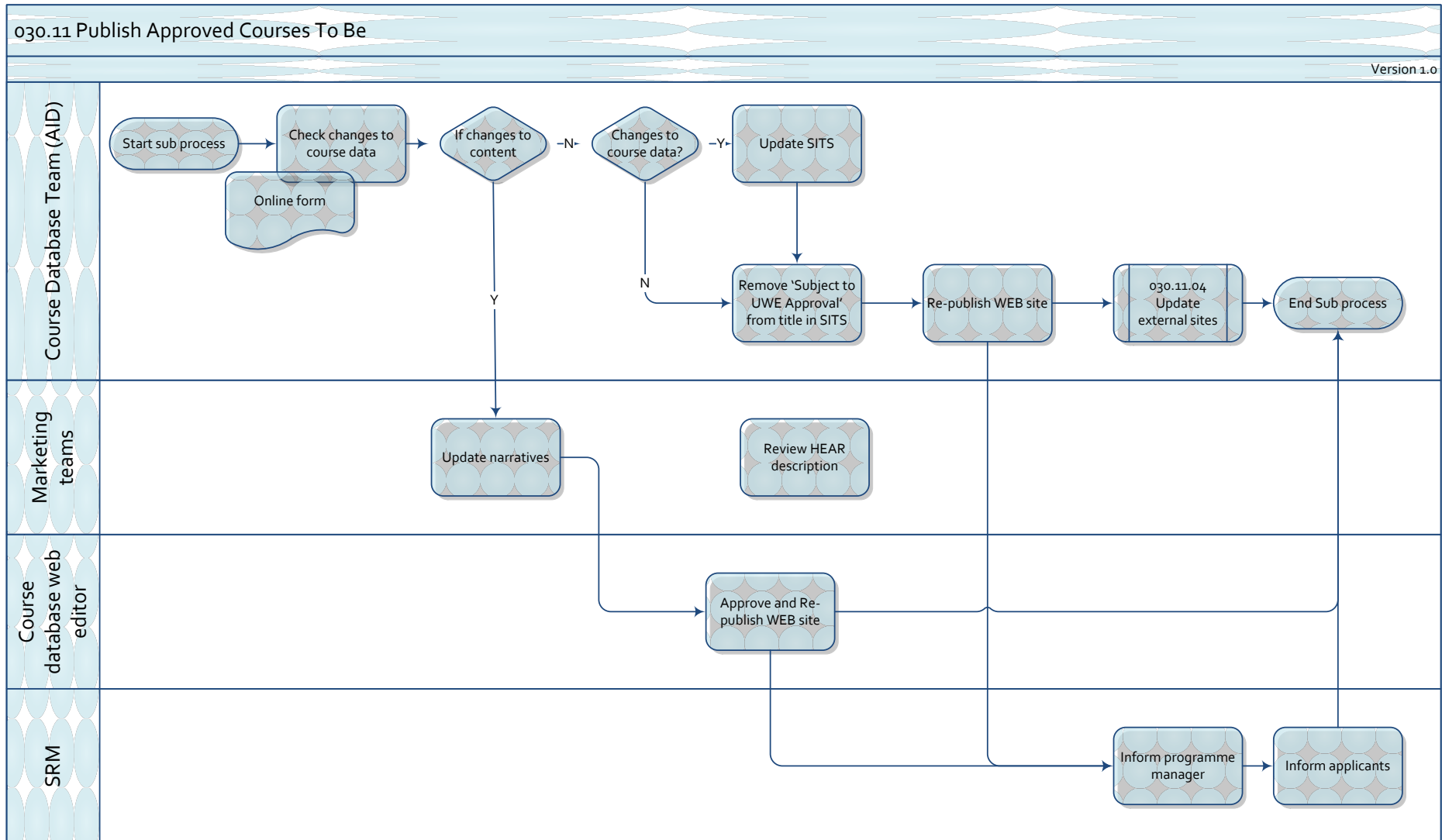
030 Approve New Programme (Version 1.1)

Process Author: Head of QME

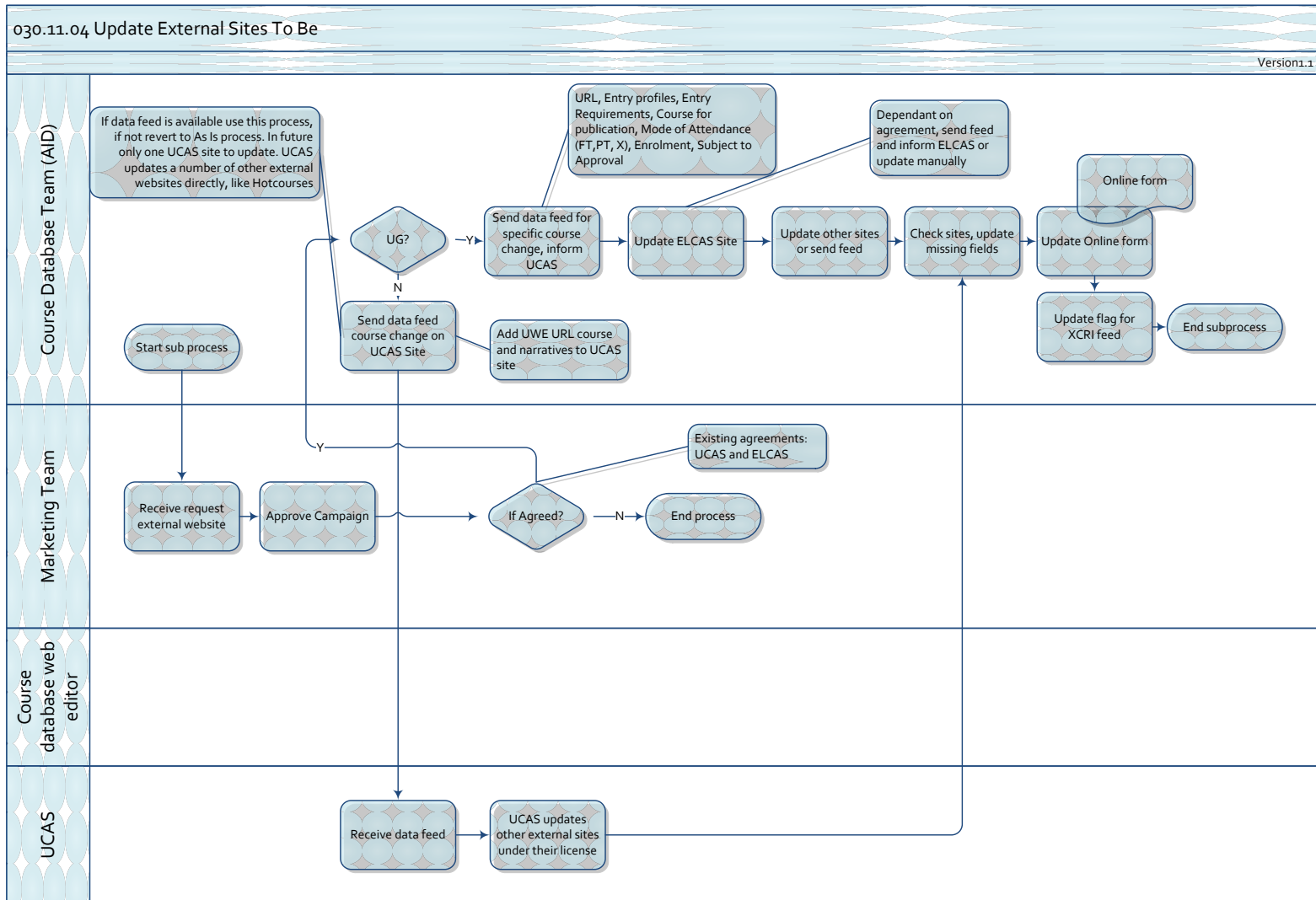
New Programme approval process – may involve an extraordinary meeting of CAP and may include PSRB members

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graph TD
    Start([Start]) --> PSRB_Involved{PSRB Involved?}
    PSRB_Involved -- No --> 01_Submit[01. Submit proposal to CAP by scheduled date]
    PSRB_Involved -- Yes --> PSRB_Selection{PSRB Process Selection}
    PSRB_Selection --> 02_Approve_PSRB[02. Approve New Programme - PSRB Report]
    02_Approve_PSRB --> 04_Approve_PSRB_Stand[04. Approve New Programme - PSRB Stand Alone]
    02_Approve_PSRB --> 05_Approve_PSRB_Paper[05. Approve New Programme - PSRB Paper Based]
    04_Approve_PSRB_Stand --> Join1(( ))
    05_Approve_PSRB_Paper --> Join1
    Join1 --> 01_Submit
    01_Submit --> 03_Manage[03. Manage to resolve approval concerns]
    03_Manage --> Share_Point{Share Point?}
    Share_Point -- No --> 06_Sign_Off_Changes[06. Sign off proposal changes]
    Share_Point -- Yes --> 08_Publish[08. Publish Programme and module specifications via approved UWE system (PER-JS)]
    06_Sign_Off_Changes --> 06_Make_Changes[06. Make changes and sign off proposal]
    06_Make_Changes --> 06_Sign_Off_Changes
    08_Publish --> 09_Check[09. Check and lock ISI/2 academic infrastructure]
    09_Check --> 09_1_Publish_SITS[09.1 Publish course on SITS]
    09_1_Publish_SITS --> 09_2_Update_SIS[09.2 Update new programme on Study Module (SIS)]
    09_2_Update_SIS --> End([End])
```

Publish approved courses

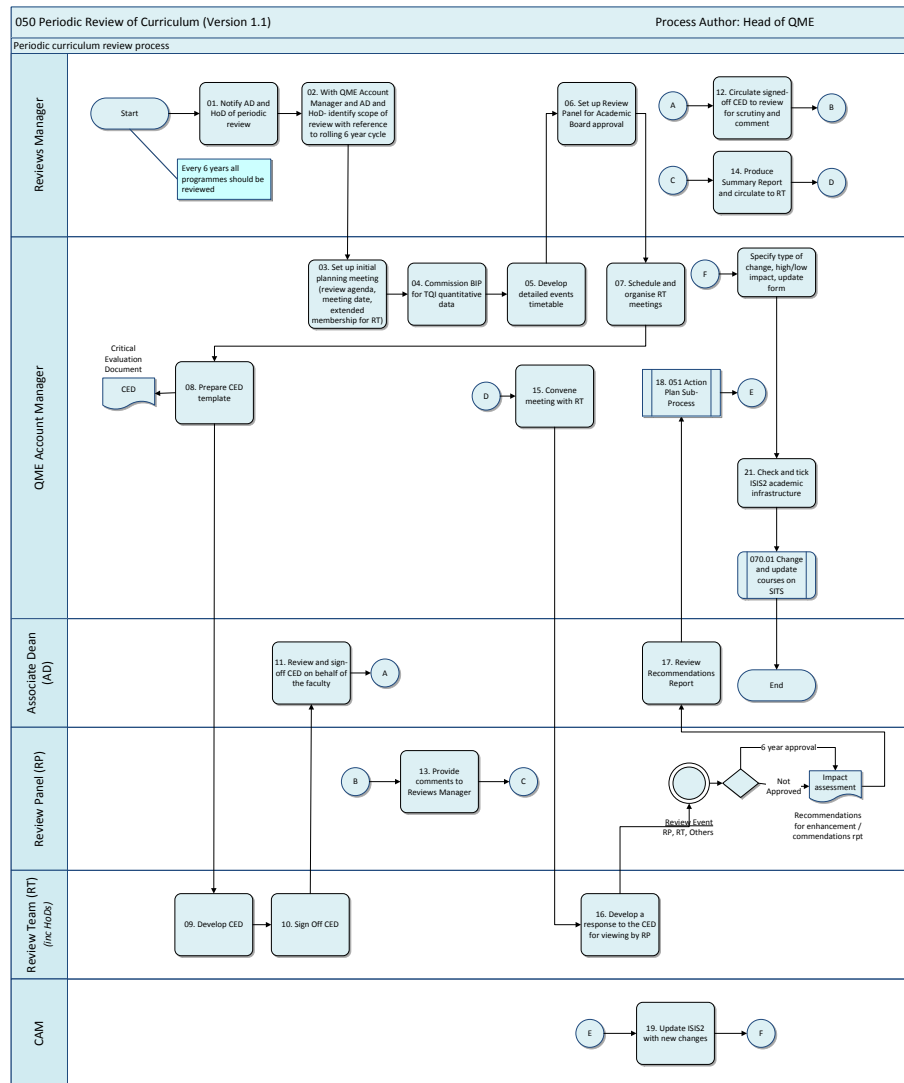


Update External Sites

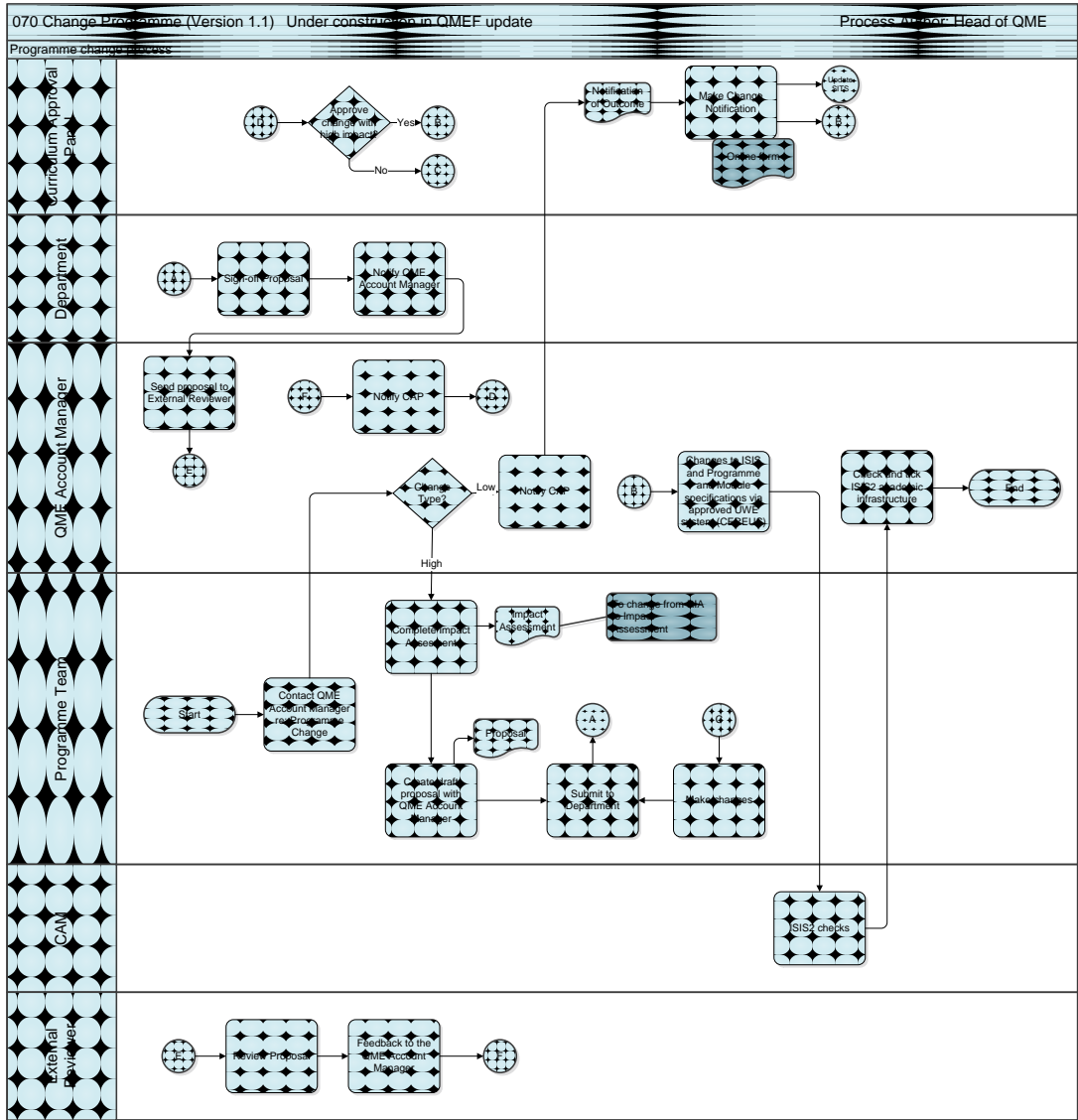


Change programmes

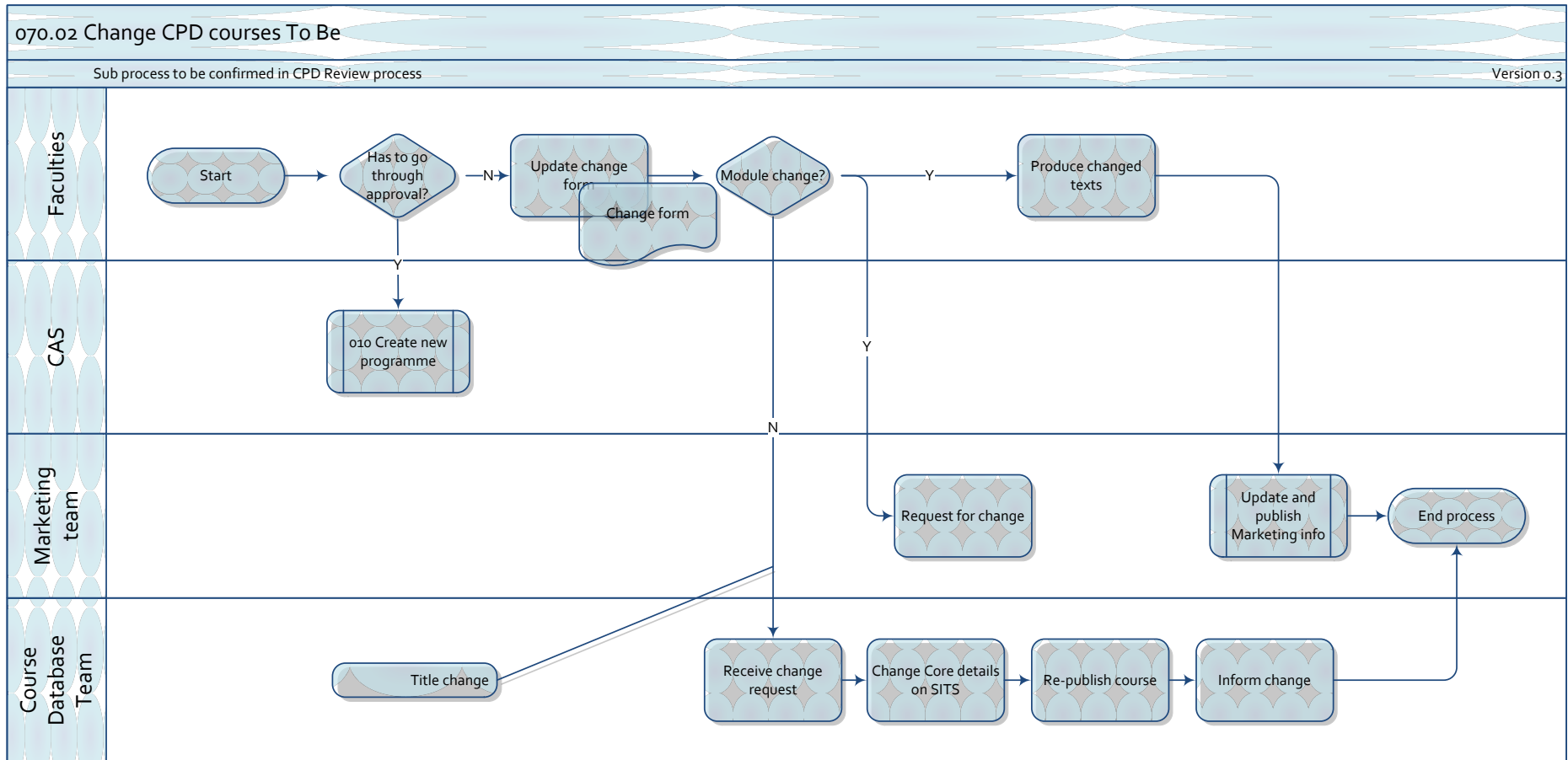
Periodic Review



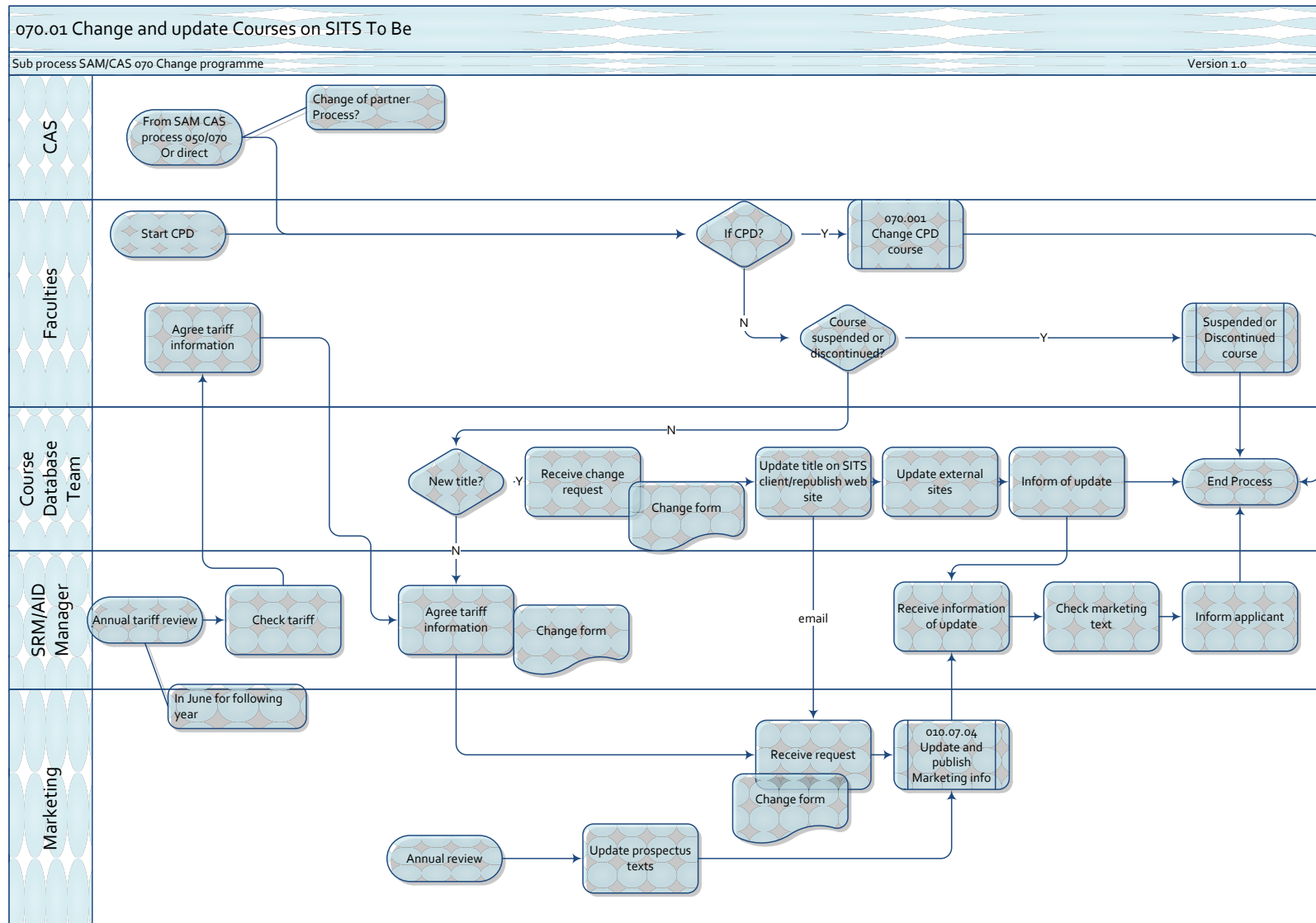
Change programme



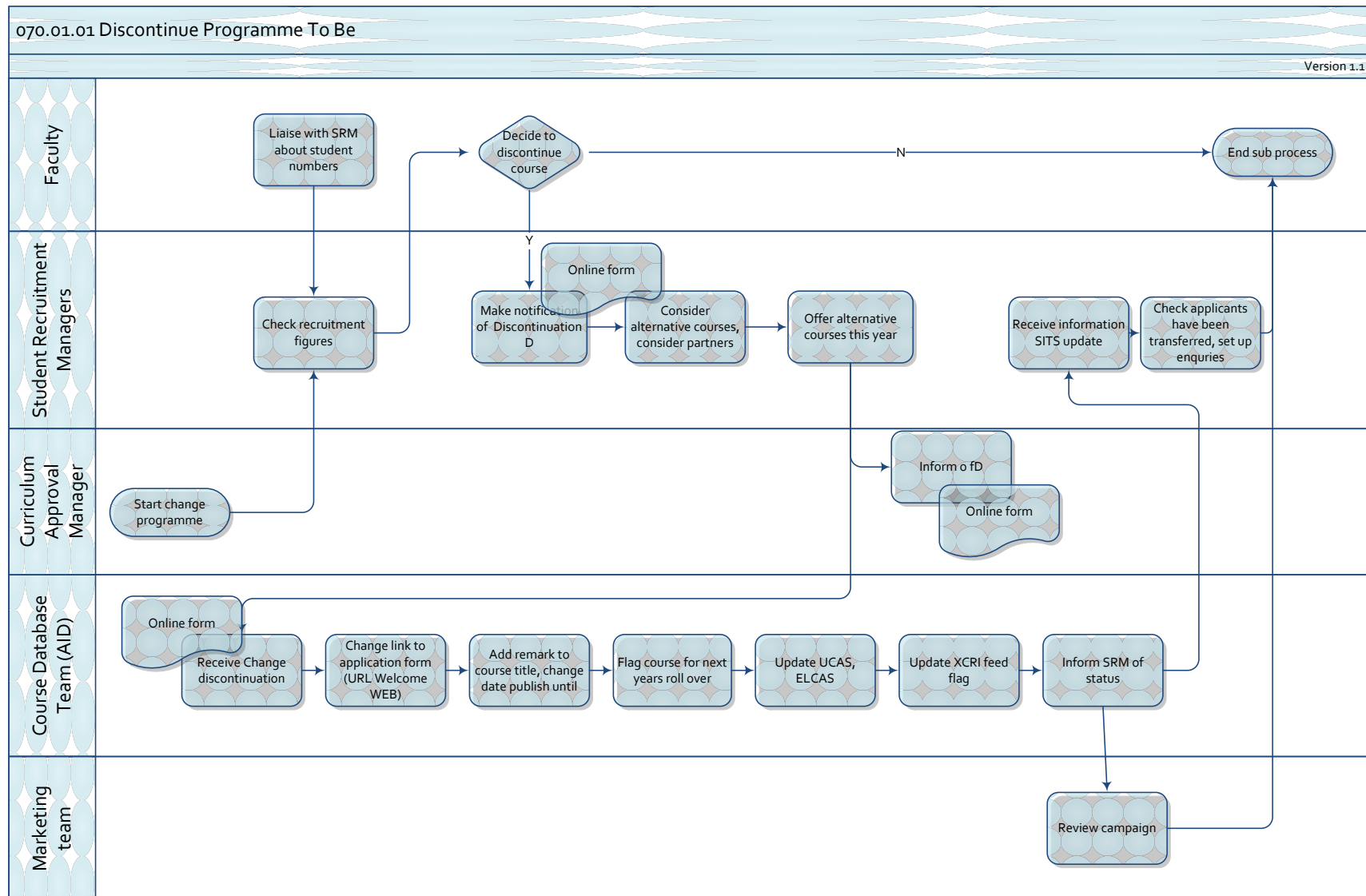
Change CPD courses



Change and update courses on SITS



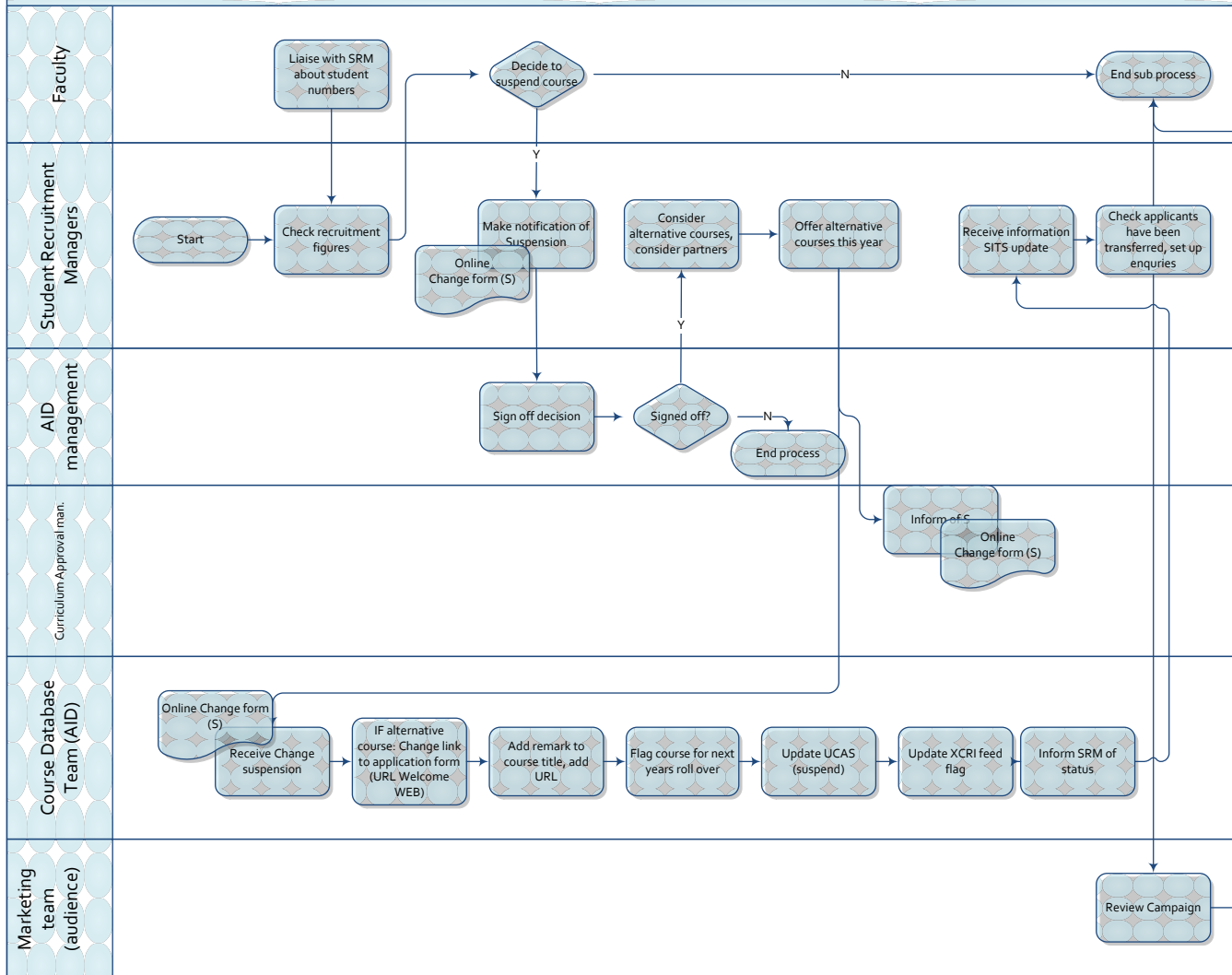
Discontinue programme



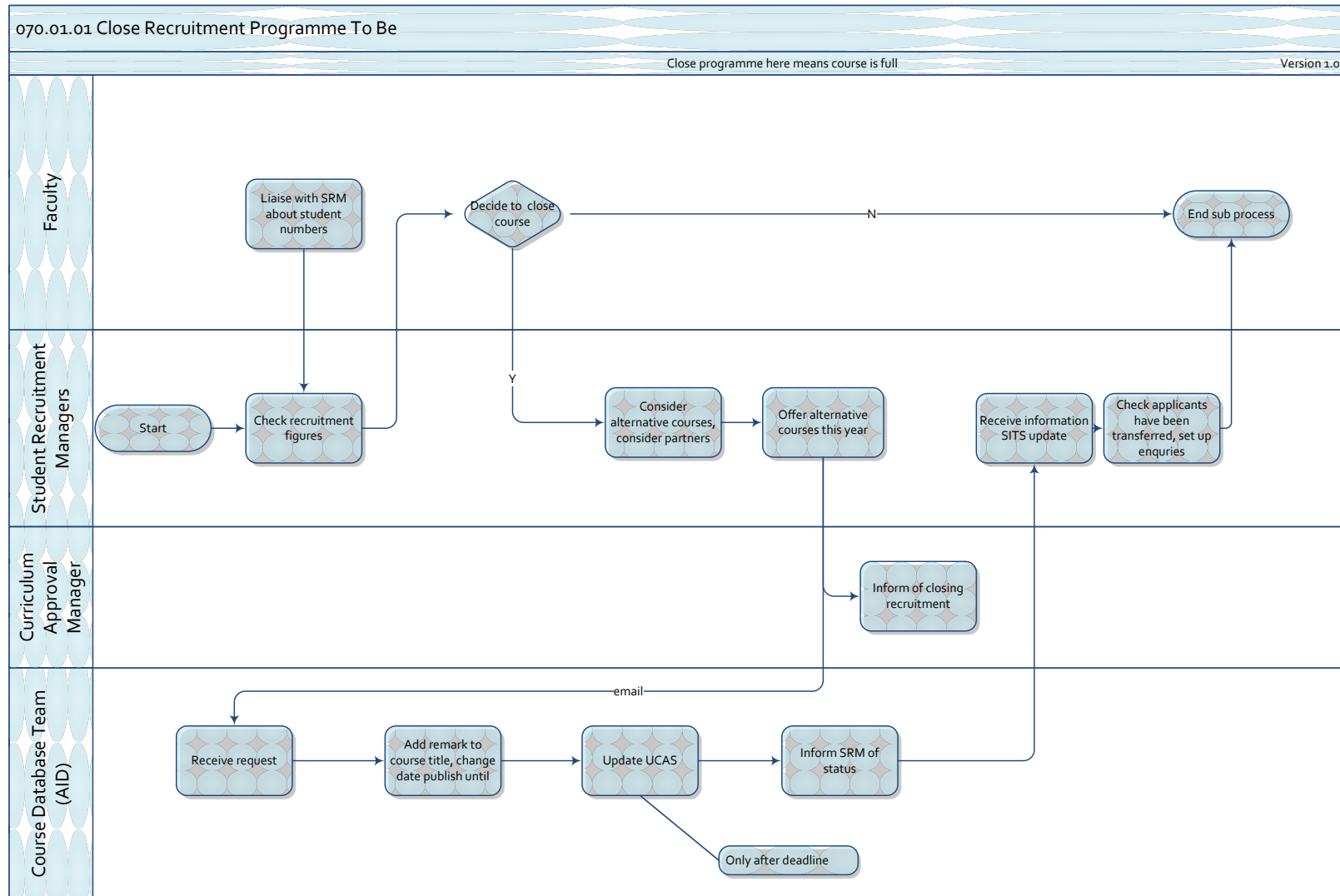
Suspend programme

070.01.01 Suspend Programme To Be

Version 1.1

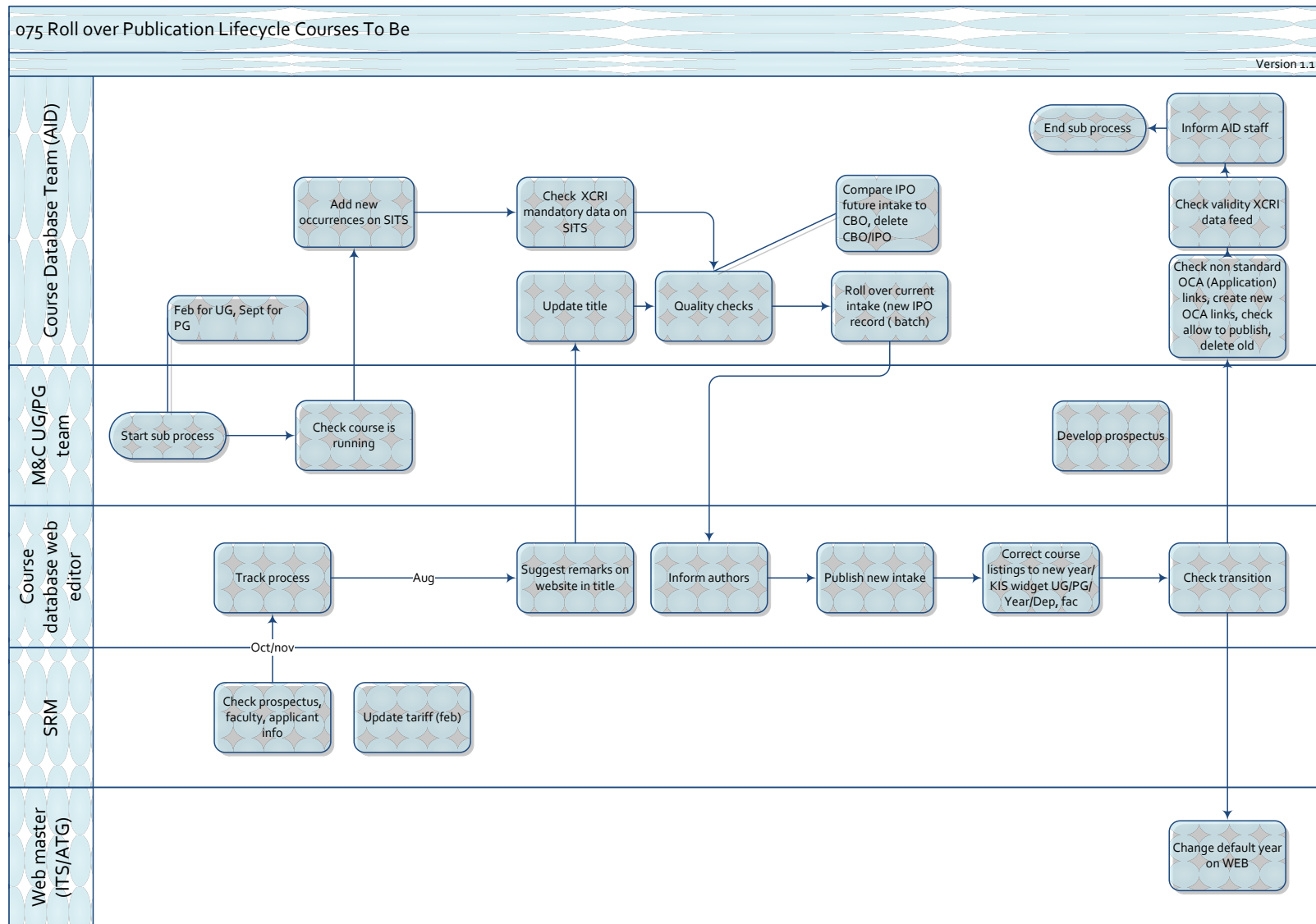


Close recruitment programme



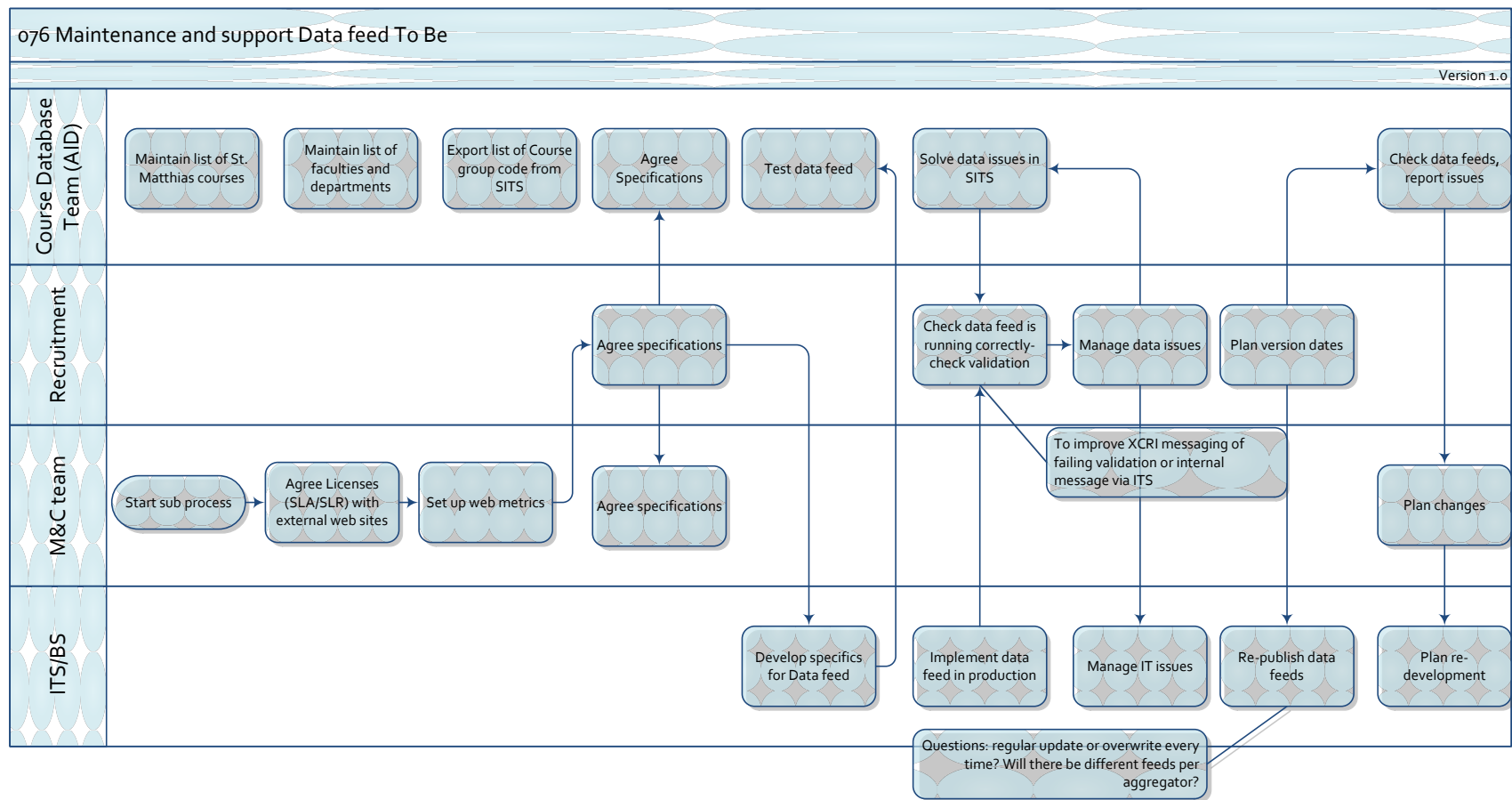
Maintenance and support processes

Roll over Publication cycle courses



Maintenance and support data feed

New processes:



Audit and reporting course information

New process:

