

Course Information Data- New Programme



This form is used for gathering all course information data of a course and is used for new courses. The form is started by CAS and will follow a workflow until the course is recorded on SITS and marketing information has been entered. The information is kept on the CAR SharePoint site.

Every role in the workflow has an own view on the data. The form will follow different stages as presented in the status until completed.

For CPD non credit bearing and changes another form Curriculum Impact Assessment is used (see).

MIA Number:

** MIA Number to be imported from MIA*

MIA-11111

Status Form:

** Automated via the workflow?*

Completed

** Updates by to be done by Login name and time of update?*

** Version control? Which version to be published to where? Update 2013 to publish to website*

Market Impact and Approval

** Enters log in details automatically, is now username. To find name from that.*

Prepared By: _____

Date: 04/03/2013

PROPOSAL

Programme Name:

New Award

Proposed Type Award:

** list export from Course Group code from SITS. How to maintain? CAS also has list, to double check and find the*

one overall list

BA (HONS)

Proposed start date(s):

23/09/2013

Proposal:

* if the proposal is a change to an existing programme a change form Curriculum Impact Assessment form will be presented, if the proposal is a CPD a CPD form is to be presented (TBD)

* this will lead to specific forms dependant on Answer: for change Curriculum Impact Assessment, for CPD TBD (start not with or via CAS)

A New Programme or Award

FACULTY/DEPARTMENT

Programme Leader:

Leader

Programme Leader Telephone Number:

80000

Faculty:

ACE

Department:

* List of departments to be maintained somewhere centrally and updated to this field

Computer Science and Creative Technologies

Other Faculties:

* list of Faculties and others

OTHER FACULTIES

INVOLVEMENT

Faculties

Other Faculty involvement

FET

Joint curriculum

PARTNERS

External Partner(s):

* if this course is also delivered by an external partner

Model Partner:

* Only to fill, if the course is delivered with an external partner.

If the partner is delivering a course under UWE's HEFCE code, enter Franchise

If the partner delivers the course under their own HEFCE code, enter Validation.

* list of partners to be entered, maybe even model of partners if possible

PARTNERS

MODEL

CHANGED BY

Partner	Model Partner	Changed By Partner
Weston College	Franchise	ghb-millettkre

Delivery

- The lists below are based on the eXchange Course Related Information (XCRI) vocabularies (this is used for presenting UWE information on external websites by providing a data feed with the required XCRI vocabulary). This might be different than currently used within UWE. The italic text will show the definition in UWE, but the list is set up as XCRI requests it. This will also ensure that consistent definitions will be used across UWE and will improve the consistency in the SITS data base and therefore the output on the UWE courses web page.

Mode of Attendance (XCRI)/'Mode Of Delivery (customary)':

** Mandatory, but problem with submitting part of the form?*

- How do people take the course? If it takes place in a classroom, choose 'Campus'. If it is purely web based then choose 'Online'. If the course is distance, but some activity is campus based choose 'Distance with Attendance'. If more than one option will be delivered, choose all the relevant options.
- Glossary: tbd
- These fields are started with CAS in the MIA and updated later in the process by SRM or Marketing

<input checked="" type="checkbox"/> Campus <input checked="" type="checkbox"/> Distance with Attendance <input type="checkbox"/> Distance without Attendance <input type="checkbox"/> Mixed Mode <input type="checkbox"/> Face to face non Campus <input type="checkbox"/> Online (no attendance) <input type="checkbox"/> Workbased <input type="checkbox"/> Sandwich <input type="checkbox"/> Blended learning <input type="checkbox"/> Other
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If Other, specify below:

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** to add list of type of changes?*

CHANGES TO MODE OF ATTENDANCE	CHANGE DATE	CHANGED BY
Change	Change Date	Changed By
Initial	04/03/2013	ghb-millettkre

Study Mode (XCRI)/'Mode of Attendance (customary)':

** Mandatory, but problem with submitting part of the form?*

- Delivery. If two options apply, choose both options.
- Glossary: tbd

- Not Known
- Flexible
- Full time
- Part of full time programme
- Part time

CHANGES TO STUDY MODE

CHANGE DATE

CHANGED BY

Change

Change Date

Changed By

Initial

04/03/2013

ghb-millettkre

Attendance Pattern:

Daytime

CHANGES TO
ATTENDANCE PATTERN

CHANGE DATE

CHANGED BY

Change

Change Date

Changed By

Initial

04/03/2013

ghb-millettkre

Awarded By:

** Default UWE, change if needed.*

UWE

Course Type:

Choose Type

** Problem of XCRI vocabulary: CPD and short courses is in UWE used for one category Professional courses*

UG

Accreditation

Professional Body (PSRB):

**Add more prof. bodies to list, to maintain via XML by using a SITS export function? CAS has another list, to check*

Select...

Remark accreditation

** If necessary add other remarks*

Approved

New course request UCAS/Collection of data for recording

Contact CAS:

* to be filled in CAS view

Becky Smith, should be automatic from username

Suggested Code:

Date Requested:

* in view SRM?

* list of venues from SITS (LCA location), must be mandatory in view when entered, CAS can enter Provider venue via MIA, but does not know the Campus name. That must be done by SRM? (to check)

Provider Venues

PROVIDER	CAMPUS NAME	CHANGE DATE	CHANGED BY
Provider Venue	Campus	Change Date Campus	Changed By Campus
<input type="text" value="Weston College"/>	<input type="text" value="Weston College Ca..."/>	<input type="text" value="04/03/2013"/>	<input type="text" value="ghb-millettkre"/>
<input type="text" value="UWE"/>	<input type="text" value="Frenchay Campus"/>	<input type="text" value="04/03/2013"/>	<input type="text" value="ghb-millettkre"/>

Duration:

* more data possible, to add to list. Where to maintain? SITS or CAS?

- 3 years FT
 4 years PT
 4 years SW

Qualification Type (for UCAS):

* Kim to provide List, add rule, if possible automatic generated from proposed Awards (if BA Hons, BA(hons), if FdS and FdA Foundation degree, if FD Y? Foundation year), mandatory at entering

Top Up?

Subject:

* Might be JACS code, mandatory at entering

I Computer Sciences

Student Recruitment information

* Fill with latest tariff information

* mandatory at entering, range?, validation must be between 1 and .. (min/max). Kim to provide list.

Tariff points

TARIFF POINTS	DATE CHANGE	CHANGED BY
Tariff points	Change Date Tariff	Changed By Tariff
300	04/03/2013	ghb-millettkre

Qualified Teacher Status:

Notes Content for UCAS site:

* Must not exceed 250 Characters, including spaces, mandatory

this note must not exceed 250 characters, validation will provide a message

Max Char Sits Notes:

COMMUNICATIONS

- Welcome WEB access
- No Welcome WEB Access
- Standard Communications
- Non standard communications

PUBLICATION AND ENQUIRIES

First intake *copy from Proposed start date*

Publish From:

Publish Until: * *mandatory*

Enquiry forms

* *What form? To be done by M&C, in that case change place*

Contact SRM:

Received UCAS Code

Date requested by CAS *see above*

Date UCAS CDT:

UCAS Code: Date Received UCAS:

SITS Code (CRS): SITS blocks:

MCR:

* *how to keep track of versioning?*

SITS Notes:

These notes are for Kim's tracking

UCAS Data Collection: 04/03/2013

Contact AID: ghb-millettkre

Completed Recording SITS:
04/03/2013

Outcome of MIA

PRIMARY AWARD/PRIMARY TARGET

Review JACS code: 1233

Course Mapping

* *curriculum architects*

ISIS Updated: 04/03/2013

ISIS Updated By: ghb-millettkre

ISIS AWARDS

Primary Award Title: New Award

Primary Award Code: 1233

* *needs multiple occurrences. how to make?*

Primary Target Title: Must be multiple rows, to make

Primary Target Code: 1233

Marketing information

Start Date Marketing: 05/03/2013

- *set by system received UCAS date*

Programme Specification Link: <http://courses.uwe.ac.uk/>

Marketing Partner:

* What is the marketing strategy for a partner

Franchise, so course description only

Content

* TBD:

Title 2 e.g. Top Up (See above), 18 month conversion, joint honour (TBD)

Title 3 use by admissions, for clearing or closure course (to be deleted here?)

Abroad options Y/N

* This will all be entered via a different view, dependant on type course

* Version control? Which version is published where?

* Tracking changes per field?

Abstract:

* Must be less than 140 Characters, including spaces

This abstract should not exceed 140 characters, validation will provide a message if exceeds the amount.

No Characters:

Key Facts:

computing, sandwich

Description/ Intro:

Text

Structure/Content:

text

Learning& Teaching

* compulsory KIS field

text, should be mandatory?

Assessment:

text

Entry Requirements:

text

Placements:

text

Study Facilities:

text

Careers:

text

Study Quotes:

text, links?

Contact Marketing:

ghb-millettkre

** list of status*

CHANGE	STATUS	DATE CHANGE	CHANGED BY	PUBLISHED (WEB EDITOR)
<u>Change Marketing</u>	<u>Status Marketing</u>	<u>Change Date M&C</u>	<u>Changed By M&C</u>	<u>Date Published</u>
Initial	list?	04/03/2013	ghb-millettkre	04/03/2013

Notification of Outcome

Confirmed CAP Date:

04/03/2013

Definite Title:

** Change name of this form?*

New award 2

First Intake:

23/09/2013

Amendments:

* Type of changes for SITS or narratives: change of title, change of content

Date Conditions Met:

HEAR Description:

** to establish who enters this field and when, CAS in Notification of Outcome or SRM in Delivery information*

Who enters this field and when?

Update SITS

* This can be content or title changes and is done by the technical advisor Admissions or the Marketing teams/Web editor

** version control. Possible to record versions here?*

** list of types of changes?*

CHANGE ON SITS	DATE CHANGE	CHANGED BY
<u>Update SITS</u>	<u>Date Update Sits</u>	<u>Update Changed By</u>
<input type="text" value="change"/>	<input type="text" value="04/03/2013"/>	<input type="text" value="ghb-millettkre"/>

Change publish dates

CHANGE PUBLISH FROM	CHANGE PUBLISH UNTIL
<u>Change Publish From</u>	<u>Change Publish Until</u>
<input type="text" value="04/03/2013"/>	<input type="text" value="29/09/2014"/>

Status Course: Published

Update fees

** timing issues? List of type of fees available, how to maintain? First update in CAS process, proposed fees, later on changed when fees are known.to update WEB site after this or leave as now to update a document and link to it. first in view CAS, later in view Fees group*

** can we add fees per group? and add the fees to the types?*

** to add list of type of fees*

Fees

TYPE FEE * Uwe, UK Partner, INT Partner	FEE'S PER DELIVERY (GBP)	CHANGE DATE	CHANGED BY
Proposed Fee Type	Fees	Change Date Fee	Changed By Fee
uwe	9000	04/03/2013	ghb-millettke
Weston College	7500	04/03/2013	ghb-millettke

External sites updates (AID)

* Possible when fees are known

* if data feeds available, only registration of date data feed published?

Data feed Published:

EXTERNAL SITES NAME	DATE UPDATE
ELCAS:	<input type="text" value="04/03/2013"/>
Name External Site	Date External Site
<input type="text" value="this date should not be self filling?"/>	<input type="text" value="04/03/2013"/>

Changed By:

* Default Responsibility AID Technical Advisor