What is the Course Management System?

The new Course Management System replaces paper forms and DB2 green-screens to manage the course approval process.

The Course Management System (CMS) is a web application for department personnel, Academic Senate, and Registrar staff to view, enter, and manage course information formerly submitted via paper.

Departments can use CMS to create new course proposals, submit changes for existing courses, and track the progress of proposals as they move through the stages of online approval.

The new system is web-based, replacing the old mainframe database as the system of record for courses. CMS will update the campus course catalog.

Staff may also search for, sort, filter, and review data for versions of every course dating back to 1983.

Why did we build a new system?

The current system isn’t working well. You told us what to fix.

"It takes too long to get a course approved – a month or more!"

“The paper form is confusing.”

“We don’t submit many courses for Senate approval - it’s really hard to remember how the process works.”

“The rules and guidelines aren’t clear.”

“It’s hard to track the progress of my course proposal – the process is like a black box.”

“Paper is a pain - I have to make multiple copies, mail them, follow-up, and file everything.”

“It’s too much work to submit minor changes – we try to avoid the COCI process.”
Have any policies changed as a result of CMS?

**Sunsetting Umbrella & Split-Group Courses.** Umbrella and split-group courses will be converted to stand-alone courses.

**Changes in Registrar Role.** Course data will now be sent to the Academic Senate directly from the department. The Registrar will continue to support the Academic Senate and oversee the course catalog but will no longer enter, edit, or review course proposals.

**The Fundamentals Haven’t Changed.** While we’ve changed the approval apparatus, the integrity of this process remains intact. Our goal is to address the administrative process, not the academic content.

What problems will CMS solve?

- **Decreases time-to-approval** from as long as one month to as short as one week.
- **Minimizes errors and confusion.** Validation and feedback guide users so the process is easy, even for the inexperienced.
- **Electronic workflow, email notifications, and activity logs make it easy to track proposals** as they move through the stages of approval.
- **Saves users time.** Create new courses by copying other active or withdrawn courses.
- **Provides access** to the complete version history of any course with a side-by-side comparison of what’s changed.
- **Need to look up the proposal later? Everything is online. No more paper files.**
- **Easy to make minor changes.** Departments control pruning and instructor names. Senate staff make minor fixes and modifications.
- **Cross-listing Simplified.** Cross-list with one proposal and one approval process. Every department signs off on changes, and every department has online access to view and track activity.

How will CMS impact the work of department staff and faculty?

The online course approval form is more detailed than the paper form. While it requires more input, it also offers more guidance.

**Only Course Contacts may initiate** a proposal and enter data into the system.

When modifying existing courses, users may be asked to clean up missing or incorrect data carried over from the old system.

**Department chairs and other faculty members responsible for review must log-in** and CalNet authenticate to approve course proposals.

**Departments must notify COCI Staff of personnel changes** that affect workflow authorizations.
Who Built this System? You did!

At every stage of application design and development, academic staff members were consulted. From early sessions defining requirements through many repeated cycles of user testing, feedback and fixes, you were there to guide the business analysts, project managers, and technical developers.

You served on the User Testing and Advisory Group participating in the initial design. You took up our invitation to test the system using the link we sent and you identified bugs, told us what was confusing, and gave great ideas for improvements. You invited us to your offices and sat through hours of testing as we watched over your shoulders taking notes.

You were patient and encouraging through several years of development and many delays.

We give you this system with gratitude and appreciation with hope that it makes your difficult and demanding job a little easier.

Berkeley Staff Who Contributed to the Course Management System

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Sharon Mueller
Stephanie Jackson
Stephanie Lim
Suzan Nunes
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Yawo Dagbevi Akpawu
Zoe Xu
Need Training?

**Group Trainings:**
Sign up for one of 12 small group training sessions taking place March 7 – 21. Contact the Office of the Registrar at 642-2939

**Online:**
Course Toolbox for Staff & Faculty: http://academic-senate.berkeley.edu/committees/coci/toolbox

**House Calls:**
We make house calls! If you’d like a one-on-one tutorial on using CMS, just let us know. Call 642-2939 to schedule a trainer to visit you where you work.

Feedback & Support

- Make Suggestions
- Vote on Ideas
- Rate Priorities
- Report Bugs
- Ask Questions
- Seek Help

When you’re logged into the system, just click this tab

Need Help?

For help with courses & proposals, COCI policies, and user roles please contact:
Sumei Quiggle, Senate Analyst
642-7212, sumei@berkeley.edu

For technical problems, training or help trouble shooting the system please contact:
Johanna Metzgar, Office of the Registrar
415-254-6033, jmetzgar@berkeley.edu