Preparing for Course Inventory Management updates

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Additional info provided by Official Publications
Production Cycle

**GRADUATE**

Inventory system opens for changes, Fall of even years

Course submitted two weeks before Registrar’s deadline

Courses are reviewed and forwarded to Graduate Studies by day before Registrar’s deadline

**UNDERGRADUATE**

Inventory system opens for changes, Fall of odd years

Course forms submitted two weeks before Registrar’s deadline

Courses are reviewed and forwarded to Official Publications by Registrar’s deadline
The Basics

- The course inventory is the set of courses that the University is authorized to teach by the Texas Higher Education Coordinating Board.
- A new course or a change to an existing course must be recorded in the inventory before it may appear in a University catalog or Course Schedule.
- The online Course Inventory Management system is used to make any change to the inventory.
- Authorization requests and updated should be sent to offpubs@austin.utexas.edu.
Curriculum Essentials

Undergraduate & Graduate Catalogs

Degree/Major Requirements
- Courses that must be offered to ensure students make satisfactory progress toward a degree. These may vary between active catalogs.

Course Inventory
- A new course or change to an existing course must be submitted by the deadline to appear in the next academic year’s inventory.

Set of courses that your field of study is authorized to teach by the Coordinating Board.
Stand-Alone Course

- Published in the *Undergraduate Catalog*
- Most common type of course
- Title and other statements may only be updated using the *Course Inventory Management (CIM)* system

Base Topics Course

| Published in the Undergraduate Catalog | Usually has a generic title, such as “Topics in American History” | Contains the degree plan statement: “*May be repeated for credit when the topics vary.*” |

Numbered Topic

| Published in the Undergraduate Catalog | Topic number is published as part of the title in the Course Schedule | Title and other statements may only be updated in CIM system |
Tools of the Trade

- Printed course inventory
- Mainframe applications:
  - *NRCRIN: up-to-date course inventory
  - *NRDEGR: topics course records
  - *NRCR20: stand-alone course offering semesters
- Catalog copy (if being updated)
- Instructions and other materials for how to fill out & process the form
- Time: the majority of the background preparation can be done whenever you have some free time
Organizing

Start an Excel spreadsheet or Word doc with planned course inventory changes.

Have one worksheet/table each for retirements, changes, and additions that originate from your unit.

Print out the pages and have the changes approved by The Faculty.
Types of Updates

Retiring Courses, General Changes to Courses, and Adding Courses
Retirements

Pull out your latest printed copy of the course inventory

By using the PT command in NRCRIN. Do NOT use the latest copy of a catalog.

When you see the title of a class you don’t recognize, look it up on the mainframe

For stand-alone courses, use NRCR20  
For numbered topics courses, use NRDEGR

If the course has not been taught in five years and there are no plans to offer it, the course should be “retired” from your inventory.

If it is in an Inventory Same As relationship, the unit(s) should be notified.*
Checking Stand-Alone Course Using NRCR20

Enter
Department
Abbreviation

Enter Course
Number

Semesters the
course was
taught will be
listed

For example:

- SPN 386 hasn’t been taught since Spring 06. The faculty should consider retiring the course.
### Checking Topics Courses Using NRDEGR

In NRDEGR use the TU command to search by course number

- Tab over to PGM and enter your course abbreviation in the third field
- Tab over to CRSE and enter the course number
- The courses are listed alphabetically by title, put an X next to the title you want to review
- The course numbers, unique numbers, and the semesters offered will be listed.
- The faculty should retire the topic last offered six or more years ago.

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Title1: MIDDLE EAST AND NORTH AFRICA (Short title, for searches)

Title2: MIDDLE EAST AND NORTH AFRICA

Note: (REGIONAL GEOGRAPHY OF THE MIDDLE EAST AND NORTH AFRICA)

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General Updates

- Include subject-matter description, restriction, meeting, prerequisite, or degree plan statement updates.
- If course being updated has “same as” relationships, those units must be notified of and agree to the change(s).
  - If they agree to the changes, they will NOT need to create identical forms. Instead, your form will be routed to their chair/chair designee for approval.
  - If they do NOT agree to the changes, you will need to update the course to “remove/split” the same-as relationship(s) before creating another to identify the update.
CHI 326.

TITLE:
Business Chinese.

DESCRIPTION:
Advanced Chinese conversation, with emphasis on business vocabulary.

MEETING STATEMENT:
Three lecture hours a week for one semester.

DEGREE PLAN STATEMENTS:
Chinese 326 and 330 (Topic: Business Chinese) may not both be counted.

Using VF command in NRCRIN to display data by form fields
  • Enter the course and topic number and the YYS
A faculty member wants to change the prerequisite for Chinese 326. I look up CHI 326 to see the current prerequisite.
I then write in both the current prerequisite and the proposed prerequisite on my spreadsheet. There are no “same as” relationships so I do not need to contact another department.
Additions: Where to begin?

- Faculty-initiated: faculty member(s) decides to add a course.
- Catalog-initiated: new course(s) were added to major, minor, or certificate legislation. These courses need to be added as stand-alone courses.
- Scheduler-initiated: scheduler notes that an unnumbered topic proposed for AY2014-15 has an expired or soon to expire course description in Document Library.
- Decide on the type of course
  - upper-division or lower-division, numbered topic or stand-alone
  - “inventory same as” relationships based on “schedule same as” relationships
- Select a number after reviewing inventory
  - Stand alone courses: Pick a number and/or letter combination that seems to make sense
  - Numbered topics: The next number in the sequence.
Adds: Procedure (if never offered)

Request a course description (if new).

Obtain the course information from the faculty member or committee: title, description, meeting statement, contact hours.

Look up similar courses to suggest or inquire about restrictions, prerequisites, and degree plan statements.
Adds: Procedure (if previously offered)

Request a course description if not offered recently.

Verify the title, description, meeting statement, contact hours, restrictions, prerequisites, and degree plan statements.

Check NRDEGR for potential “inventory same as” relationships based on schedule same as.
If they decline, the following degree plan statement should be added, “African and African American Studies 374D (Topic: Property in American Culture) and American Studies 370, Topic # may not both be counted.”

Using the TU command, you notice that “Property in American Culture: People, Places, and Things” has been cross-listed consistently with AFR 374D.

AFR should be contacted to add the course to their inventory and include AMS 370 in the “same as” field.

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Course Number Selection, Title, Same-As, Subject-Matter Description, Degree Plan Statements, Meeting Statements, Prerequisites, and Justifications

OTHER SECTIONS OF THE FORM
General Tips

Sit down and read the instructions posted at http://www.utexas.edu/student/registrar/op/inventory/instructions.html. Keep these nearby while you fill out the forms because it helps to refer back to them.

If you plan to make a lot of changes, talk to Lisa before you start so she can help you figure out the most efficient way to do it.

Only enter the fields you have to!

- For example, if you aren’t changing the subject matter then don’t fill out that section.

If your department changes its mind and wants to make more changes to a course number after you’ve already submitted a form, inform the chair/Lisa/Registrar’s Office to return the form. Only Official Publications staff will be able to delete a form (hopefully).
General Field tips

- **Topic Number**: Select the next available number.

- **Title Field**: Enter the full title, not the 27- to 30-character title printed in the course schedule, without any abbreviations or ampersands finishing with a period at the end.
  - *Example: The Two Koreas and the United States. --- not Two Koreas and U.S.*

- **Same-As Relationship**: Entered when creating/editing a course
  - Coordinate with guest departments so that the correct course number(s) (and topics number[s]) are submitted by the Originator.
    - Forms go directly to their chair/director so, as a courtesy, notify the guest staff contact once it’s been forwarded.

- **Subject-matter description**: It will appear both in the catalog and the course schedule. It’s basically a one or two sentence advertisement for the course.
Degree Plan Statements

Common degree plan statements:

• (Some sections are) Offered on the pass/fail basis only.
• (Some sections are) Offered on the letter-grade basis only.
• May not be counted toward the xxx major/requirement.
• “...and...may not both be counted.” or “Only one of the following may be counted: ...”
  • Add a “this and that” degree plan statement if course was offered as an unnumbered topic, was cross-listed recently or was offered under a different title/course number.
• If adding a **base topics course number**, select “Base Topics Course” under course type and “Repeatable with Different Topics”
• If adding a **conference course**, select “Repeatable”
Prerequisite & Justification fields

Proposed prerequisite

- Type the whole prerequisite as you want it to appear in the course schedule; don’t just type ‘delete upper-division standing’ or ‘and 372.’
- ‘...or equivalent’ is not a good prereq if your dept wants to utilize the automated prereq check system.
- All graduate courses must have graduate standing as a prerequisite.

Justification field required

- Poor justifications include ‘professor died’ or ‘professor left the University’. In these circumstances, say the course is no longer part of the curriculum.
- Good justifications include: clarification of current procedure, ensuring that students are adequately prepared for another course, & topic becoming part (or no longer part) of the curriculum.
Topics Courses

Keep in mind that any change you make to your base topics course will affect all of the topics that fall under that number.

• **Example:** If I change the prerequisite for Asian Studies 361 to “Asian Studies 301R,” then every topic offered under Asian Studies 361 will have that prerequisite.

• **Example:** If I change the meeting statement for Asian Studies 361 to “three lecture hours a week for one semester and one lab hour a week for one semester,” then all of the topics under Asian Studies 361 must meet for three lecture hours and one lab hour a week.
Topics Courses

Prerequisites: Each of the baby topics under the base topics course should be consistent with the base topic course’s prereq. A numbered topic prereq cannot require less than the base prereq.


Meeting Statements: Just like prereqs, meeting statements on numbered topics must agree with the base topic.

Example: If Asian Studies 361 says that it meets for three lecture hours a week for one semester, then I cannot add a topic that meets for three lecture hours and one laboratory hour a week for one semester.
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