

Common Process Outcomes & Recommendations Report

Common Process	VC05 Course Management
Workshop Date	August 1-3, 2017
Submitted to Governance	July 5, 2018
Working Group Review & Acceptance	Reviewed July 11, 2018 - Approved to Send to Steering Committee
Steering Committee Review & Acceptance	

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1. Scope

The Course Management value chain begins with administrative/instructional approval to create or change a course and ends with inactivating a course from the course catalog. This value chain workshop *excludes* creation of quarterly class schedules.

2. Participants

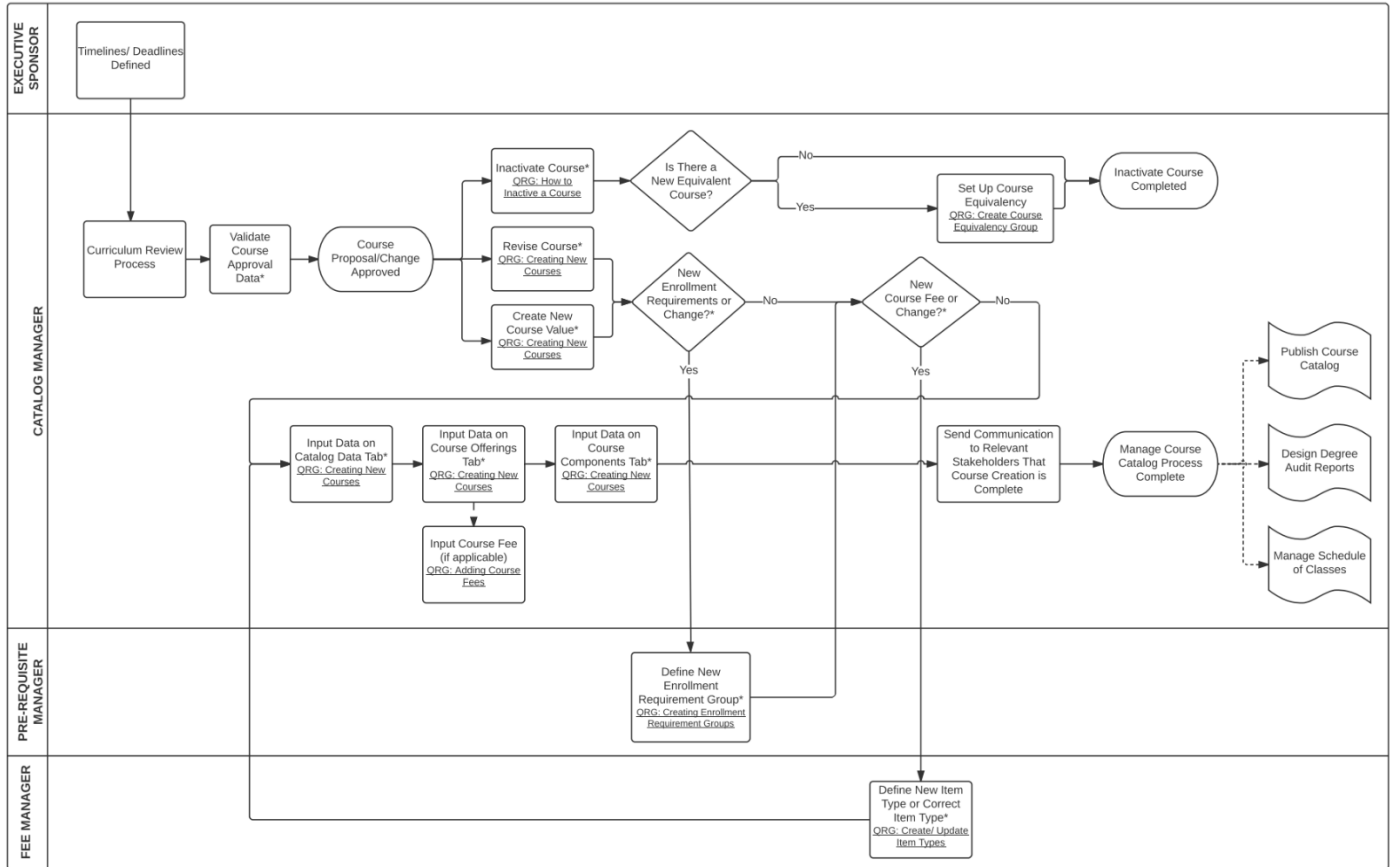
Workshop participants included 40 subjects-matter experts from 29 institutions:

Bates	Edmonds	Peninsula	Spokane
Bellevue	Everett	Pierce College FS	Spokane Falls
Bellingham	Grays Harbor	Pierce College Puyallup	Tacoma
Big Bend	Green River	Renton	Walla Walla
Cascadia	Highline	Seattle Central	Wenatchee
Centralia	Lake Washington	Shoreline	Whatcom
Clark	Lower Columbia	Skagit Valley	Yakima
Clover Park	North Seattle	South Puget Sound	SBCTC Agency
Columbia Basin	Olympic	South Seattle	

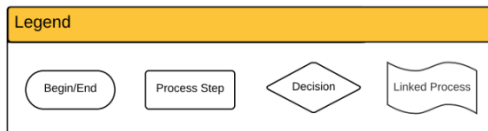
This workshop was facilitated by Daniel Cordas (Seattle Colleges) and Pat Daniels (Highline College).

3. Common Process

Common Process map attached:



* Per Course Approval Form



4. Follow-up Items / Recommendations

During this workshop, participants reached several agreements related to the Course Management process. These recommendations and agreements include:

Review of Current Course Approval Process

Colleges should review their college-specific course approval process to ensure that the data needed for PeopleSoft Curriculum Management is being gathered, defined, and approved during the course approval process.

Update: The Integrated Work Plan (IWP) steps of documenting current course creation and approval processes and subsequent steps Change Impact Analysis and creating a Change Action Plan will carry out this recommendation.

Course Approval Committee Membership

College course approval committees should include participation from the Catalog Manager role for the purpose of knowledge sharing, access to PeopleSoft-specific information in regard to related processes, searching for duplicate courses, validating Pre-Requisites, Fees, and other catalog data, etc.

Action Needed: Course Creation & Update Schedule

College ctcLink executive sponsors should support the development and enforcement of a schedule and deadlines for changes to courses as they impact class scheduling, fees, etc.

Implementation recommendation: Creation and adoption of Course change deadlines should be added as a step in the Integrated Work Plan.

Update after Working Group Review: SBCTC team agrees.

Action Needed: State-Wide Course Approval Tool

Recommend that SBCTC support the long-term selection and implementation of a state-wide course approval tool that is integrated with PeopleSoft.

Update after Working Group Review: Send to Instruction Commission to discuss during their next meeting on October 25, 2018 (Scott Copeland to add to their agenda). Discussion items: what tools are colleges currently using for managing their course catalog? A survey can be send in advance to gather information. A response should be provided within 3 months.

Action Needed: Conversion Support

Participants requested better sharing of data conversion and data cleanup instructions, tips, and best-practices.

Implementation recommendation: Posting of data cleanup instructions, tips, etc., and SBCTC facilitated WebEx sessions for colleges to ask questions.

Update after Working Group Review: SBCTC project team has included this in their planning/approach.

In addition, several 'Parking Lot' items were tracked about various course data conversion, and SBCTC team members followed up and answered/resolved questions and these are tracked within the CPW Canvas Course.

5. Voting Records

Voting to accept the developed Course Management Common Process was conducted by voice vote. Participants adopted the Course Management Process unanimously without dissent.

Executive Sponsor Mary Chikwinya called into the workshop presentation of final process and verbal approval.

The specific wording of the recommendations above were reviewed with all participants and the executive sponsor during the workshop.

6. Testing Records

Course Management Common Process testing was successfully completed in TR1 in 2017.

Seven colleges participated in testing, and submitted four Quick Reference Guide revisions, all of which were completed.

