**Course Management system data elements and actions**

A new CMS should contain:

| **Field** | **PS Req** | **Example** | **Comments** |
| --- | --- | --- | --- |
| Institution | Y | i.e. WA220 | New field; single value currently undetermined |
| Campus | Y | i.e. Main | New field; single value = Main |
| Academic career | Y | i.e. UGRD (Academic) | New field, drop down |
| Academic groups | Y | i.e. Science Division | New field, drop down |
| Admin Unit |  | i.e. GA | Same, drop down |
| Academic organizations | Y | i.e. Physical Sciences | New field, drop down |
| Effective Quarter |  | Spring 2018 | Same, drop down |
| Subject | Y | i.e. Biology | Same, drop down |
| Course Prefix |  | BIOL&, BIOL | Same, drop down |
| Catalog Number | Y | i.e. 130 | Same, except no more alpha characters in PS |
| Course Name |  | Marine Biology | Same, text |
| Course Description |  | (NS-L) Introduction to the identification, interactions, and life histories of intertidal marine organisms found in Puget Sound. Field trips required. | Same, text |
| Grading Scheme | Y | i.e. Decimal | New field; drop down |
| Components | Y | i.e. Lecture/Lab | Same |
| Component Hours |  | i.e. 40 hours Lecture/20 hours Lab per quarter | Same |
| Faculty Workload |  | Based on Component Hours | Calculated field preferred |
| Units & FA progress units | Y | i.e. 5/5 | New fields; unit equals credit |
| Course Challenge |  | Yes or no | Same, Y/N |
| Repeatable for credit | Y | i.e. exception to 3 rule | New field, Y/N |
| CIP | Y | i.e. 32.0012 | New field, numeric but not calculations |
| Attributes | Y | i.e. Institutional Intent, Funding | Current Intent options:   * DTA Distribution (check) * DTA A-List Elective (check) * DTA B-List Elective (check) * No Eligible for DTA (check) * Requirement for: text field * Other: text field   Funding is a new field; drop down 1 through 5, integers only |
| Enrollment Requirement | Y | i.e. Prerequisites | Same; strictly a text field in current system |
| Course Topic | Y | i.e. Writing for STEM  (optional in PS but we want to use it) | New field, text |
| Course Fee | Y | i.e. $15 lab fee | New field, $0.00 |
| Student Learning Objectives |  | Upon successful completion of this course, students will be able to:   1. Observe and record information about organisms in their natural habitats. 2. Analyze and report observations in standard scientific format. 3. Identify the major phyla or marine organisms in the laboratory. 4. List the basic ecological components of the marine environment. 5. Describe the various zones in the ocean and list the major groups of organisms found in each. | Currently a text field |
| Core Learning Outcomes |  | See companion CIF for BIOL 130 | Currently a table |
| Program Specific Outcomes |  | See companion CIF for BIOL 130 | Currently a table |

Elements of the Course Action Form:

| **Field** | **Comments** |
| --- | --- |
| Propose new course | Check box |
| Revise existing course | Check box |
| Inactivate existing course | Check box |
| Reactivate course | Check box |
| Special Designations | Will be replaced by Course Topic field |
| Rationale for selection of course number | Text box |
| Library, media or other special reosurces needed | Text box |
| **State Board notification** required for change to vocational certificate/ATA program requirements? | Y/N |
| NWCCU notification required for Substantive or Minor Change? | Y/N |
| Rationale for Change/action |  |
| Submitted by | Person creating request |
| Submitting Department | Drop down |
| Approval Date | Auto-date |
| Dean | Auto fill based on Department? |
| Division | Auto fill based on Department? |
| Approval Date | Auto-date |
| Provision Approval Requested | Yes or blank |
| Provisional Approval | EVP only |
| Provisional Approval Date | Auto-date |
| Instructional Council Meeting | Date |
| Recommended for Approval | Y/N |
| EVP Approval | EVP Only |