

June 26, 2018

To: UAA Community

Fr: John Stalvey, Interim Provost 

Cc: Yvonne Chase, Chair, Undergraduate Academic Board
Anthony Paris, Chair, Graduate Academic Board
Monique Marron, Coordinator, Governance
Susan Kalina, Vice Provost, Academic Affairs
Lindsey Chadwell, Interim Registrar
UAA Faculty
UAA Staff

Re: Access to the Curriculum Management System (CIM)

The provost's office has fielded several concerns about lack of access to the electronic Curriculum Management System (CIM). In its initial implementation, the system was set up to allow access only to faculty eligible per the Faculty Senate Constitution to initiate curriculum. This excludes adjunct instructors and some other teaching faculty from the system, meaning these UAA instructors do not have access to the most current Course Content Guide (CCG) and student learning outcomes. It also means that CCGs are not available to staff, who typically archive and share the most recent CCGs with new and continuing instructors.

This situation is particularly concerning from an accreditation stand point. The Northwest Commission on Colleges and Universities requires that course student learning outcomes are published and shared with students, and these outcomes should be consistent across course offerings. UAA handles this through course syllabi. Therefore, all teaching faculty need access to the most current, faculty-approved CCG and student learning outcomes, in order to publish the student learning outcomes in their syllabi and teach to the most current course outline.

For the above reasons, all faculty and staff will have access to the electronic Curriculum Management System (CIM).

To be clear, access to the system does not equate with eligibility or permission to initiate curriculum. Only eligible faculty as per the Curriculum Handbook and Faculty Senate Constitution (tenure-track or term faculty members with a non-administrative assignment of .5 F.T.E. or greater and holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor) may initiate curriculum, and the electronic system tracks by name any individual who initiates curricular actions.

If issues arise with the implementation of this change, please bring them to my attention at the soonest possible time.

Thank you for your ongoing work on behalf of our students.