Curriculum Workshop Questions and Feedback

1. What Works Well

Workshop attendees positively noted the following points about access and reporting on curriculum-related information:

Category	Commentary	Status	Details
Quality and Quantity of Information Available	Users note the wide range of reports and information available within the Curriculum Management System. Some of the most useful reports singled out by attendees included the Structures Reporting menu, which is clear and useful for building and reviewing programmes and viewing module status. The Modules Missing Data reports are useful at programme/college level. It was also noted that the ability to affect/change option rules has improved in the new CMS.		
Access to System	The level of autonomy granted to users to make changes and provide module access at school/college level through Module Access Management is broadly seen as very positive. In terms of when users have access, the tightening of timelines in the past year was noted as being useful for staff and students to avoid confusion and late changes		
Functionality of System	A number of functions relating to extracting information from the CMS were noted as useful for users of the system, notably the ability to download reports in Excel/CSV format, and the ability to generate PDFs of module descriptors. The new Curriculum Management System interface has been well-received: Users note its intuitive and clearly laid-out module display, good search functionality, and the descriptive text relating to each field to be completed is noted as helpful. The ability to make and implement changes which save instantly during the designated CMS opening times is seen as very effective.		
Customer Service	The Curriculum team were broadly lauded as efficient and helpful - the existing system whereby each college/unit has a curriculum liaison works well.		

2. Opportunities for Improvement

Category	Commentary	Status	Details
Training	Staff would welcome more opportunities to learn about the system from the Curriculum team and their colleagues, including: - Refresher training - New staff inductions - Guidelines on how to use and access reports for existing staff - Workshops on the new system - Regular updates of FAQs - Roadshows - Opportunities for sharing best practice	Possible: some changes already implemented as part of 2020/21 Curriculum Management Cycle (see Details column). Team are happy to take advice on suggestions for sharing best practice, what format might be useful, etc.	• CMS information sessions/Masterclass scheduled monthly Feb - April. Invitation issued to all staff and faculty with involvement in management of the curriculum (including Module Coordinators). • College Liaisons available for new/refresher training on CMS. All staff and faculty who use the CMS are invited to avail of this training. • Support and guidance documentation reviewed ahead of the 2020 curriculum management cycle. Requests for additional information on reporting and resources for new staff were noted and are being incorporated into documentation and presentations where possible.
Navigation	Users of the CMS suggested some ways in which navigating the system could be improved, including: • Providing an index of reports available and descriptor of function of reports. • Including a link to the curriculum management website/FAQs/guides within the CMS. • The ability to search modules from previous academic years rather than just the current year.	 Possible – implemented (see Details column). Possible – implemented (see Details column). Possible – (see Details column).	 • Guide to reports: has been incorporated into existing How-to documentation. • Text on landing page for modules has been updated to link to Module guide and timelines. . • Modules from previous academic years can be viewed on Curriculum

			[Management – School Module Summary](#) (using Key Word search button).
	• Integrating structures reporting and curriculum review and enhancement reporting.	Possible -development required.	• Closer integration of Curriculum Management and Curriculum Review & Enhancement systems is a long-standing item for development.
	• The ability to group/select a user's most commonly used reports within the CMS, (similar to the favourite/star function within Infohub).	Not possible as described.	• There's no separate functionality to bookmark sections within the CMS itself, but individual menu items on the CMS landing page (My Modules, My Majors, etc) can be starred and will appear in the InfoHub favourites menu.
	• The ability to navigate to other relevant reports from within reports or sub-sections of the CMS: for example, the Module Access Management page does not list pathways - and it is hard to navigate back to find this.	Possible – development required.	• Will identify issues with breadcrumbs and request changes of UCD IT Services.

Access	• The ability to grant access by individual rather than by module – e.g., for all modules at a particular stage, within a particular subject/structure – was noted as a possible improvement.	Not currently possible.	• Granting an individual access to multiple modules on Module Access Management is a long-standing request for development. Will explore options for this access to be granted via structures with IT Services. Would likely require wider agreement as modules may be from outside the School that has responsibility for the major.
	• Should a new non-school/role be created for e.g.	For further discussion.	• Wider discussion required for access

	external examiners? • Users noted a review of roles/rights and access would be useful, especially as GDPR being used as a reason to restrict access in recent years is seen as problematic and reductive.		for external users. Discussion to involve UCD Assessment. • More generally, roles/rights are under review by IT Services.
Functionality	In terms of how the system works, users reported some possible improvements such as: • All reports should be exportable to Excel. Even within Excel, improvements to how this information is presented were suggested, including having a single downloadable spreadsheet available for each major structure.	Not currently possible.	• Requires further discussion with IT Services to see if this is feasible given the current format of the report.
	• Ability to print/extract multiple module descriptors at a time e.g. being able to print all modules linked to a major or programme structure.	Possible – development required.	• Request to print descriptors by major/stage noted and will be prioritised with other requirements for development.
	• The ability to freeze columns on large tables within the CMS.	Possible.	• Freeze function appears automatically when a table is over a certain size, i.e. doesn't fit on a single screen.
	• Implementing capacity changes into CMS.	Possible.	• Capacity changes available in Module List Management – Update Module Places during specified CMS opening windows. Changes outside of this time made by Systems & Data or Curriculum Team (during/outside of registration).

	• Option rules, in particular, were mentioned a number of times: users requested the ability to remove full rule list in order to add new rule(s); to swap order of option rules rather than creating new ones; and more ease in editing existing option rules.	Possible. It would be useful to discuss this further with interested attendees.	• Option rules:
			  ○ Current functionality allows for removal of entire option rule.
			  ○ Development of CMS

			pointed to two choices with regard to amending option rules: (i) allow conditions (No. of Modules field) to be changed with consequent reordering (as happens at present), or (ii) revert to what was in place on the old CMS, i.e. any change to the conditions of a rule meant that the entire rule needed to be removed. Happy to take views on this from users regarding preferences.
Communication	Users advised on a number of ways communication between curriculum and users of the CMS could be improved including:		
	• Improving explanatory menu text.	Possible.	• Explanatory text to be reviewed for 2020.
	• Warnings highlighted/popping up to module coordinators at each stage to ensure information input to the CMS meets academic regulations and is accurate in terms of derogations, hours breakdown, etc.	Possible.	• Mandatory information checklist available to coordinators on the descriptor and via separate Modules Missing Data report.
	• Auditing/tracking the types of queries received by the Curriculum team and providing feedback on the most common queries.	Possible.	• Noted for future FAQ item or similar.
	• The ability to instantly report/notify the team of functionality issues within the system/reports themselves.	Possible.	• Team always on hand to take reports of bugs, errors etc and will work to resolve them with assistance from IT Services if required.
	• Notification of module deactivation to affected parties – module coordinators/programme managers.	Possible.	• Currently reportable via Majors Mising Data. Notification of module deactivation: noted as a request for future CMS development, will investigate what's possible in this

Category	Commentary	Status	Details
Timelines	While the shorter timelines had been noted as a positive thing, other users felt the structure build times are too early in the year. It was also noted that PDARFs are not efficient for making urgent edits to structures/programmes.		regard.
			• Timelines to be reviewed for 2020. Draft document circulated for input January 2020.

3. Priorities for Improvement

Category	Commentary	Status	Details
Training	Education and Training was the clear priority across all groups as outlined in part 2 above (master classes, online training, workshops, FAQs, User Groups, Best Practice etc.)		
	Providing an index of reports available and descriptor of function of reports.		
	Ability to extract all reports to Excel		
	Ability to print/extract multiple module descriptors at a time e.g. including all modules by major or programme		
	Ability to grant access by individual rather than by module and a review of roles, rights and access across the CMS.		
	Other Priorities which were emphasised by the group included: • Capacity change to be implemented into CMS. • Edits to Option Rules. • Notification of module deactivation to affected parties - module coordinators/programme managers. • Improving explanatory menu text. • Ability to search modules for previous academic years. • Ability to navigate to other relevant reports from within reports. • Include a link to Curriculum Management website within CMS.		As noted above.