UCD REGISTRY

Curriculum Management Update: CMS open for 2022/23 Academic Year Edits

To: *Heads of School, School Heads of Teaching & Learning, Vice-Principals for Teaching & Learning, College/School Office Directors, Chairs of Governing Boards, College/School Administrators, School Managers, Programme Managers, Programme Directors*

Dear Colleagues,

The Curriculum Management System (CMS) is now open for edits to 2022/23 curriculum information. Staff and faculty with School-/College-level access may amend:

- September-intake major/programme structures via Majors in my School
- Module coordinators, trimesters, status via Module List Management - Update Module Details
- Module places via Module List Management - Update Module Places
- Module descriptors via My Modules
- Programme outcomes and vision and value statements (Programme Directors only) via the Curriculum Review and Enhancement menu

Full details of timelines for the completion of edits are available on the Curriculum Management Timelines for Schools/Colleges 2022/23 document on the the Curriculum Team website. Module Coordinators have been informed of the relevant timelines in a separate communication. Please see email appended below.

Enhancements and key points to note for the 2022/23 cycle include:

- The introduction of greater flexibility for making option module list (rule) changes, eradicating the necessity to delete and re-enter details
- Revised and updated user guides and checklists for making and reviewing edits
- Enhanced reporting to support the review of curriculum details recorded for modules and majors, summarised on this checklist
- Support and assistance provided through multiple channels:
  - Your College Liaison
  - Information sessions via Zoom covering module edits and School/College responsibilities, scheduled for February - May (to include a Registry Masterclass for School and College staff in late April).
  The first information sessions are scheduled for Tuesday, 15 February at 11am (covering School/College responsibilities) and Thursday, 17 February at 12pm (covering module edits). Places for these dates and others can be booked via the Booking Centre
  - Weekly drop-in Q&A sessions via Zoom for Module Coordinators and Schools/Colleges. Please subscribe to this Google calendar to view times slots and links for upcoming sessions

For assistance with queries on any of the items on this communication, please contact your College Liaison or curriculum@ucd.ie.

Regards

Jeremy Britton
Director of Administrative Services | Seirbhísí Riaracháin
UCD Registry | Clárlann UCD

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Editing Majors Checklist / How to Edit Majors
Major Structure Review Checklist
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations

Get in Touch

curriculum@ucd.ie

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