

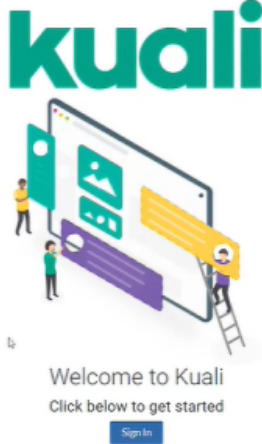
# Training Materials - Kualii - Documentation: Courses


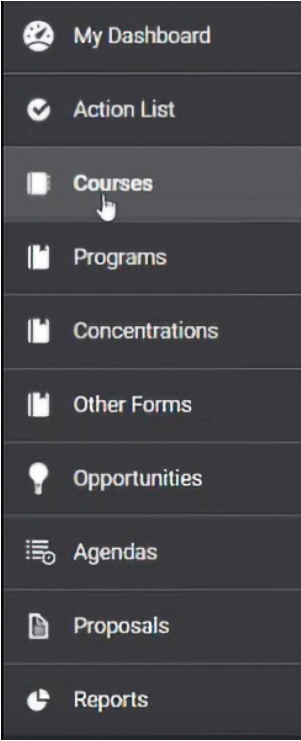
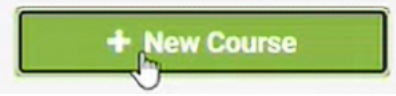
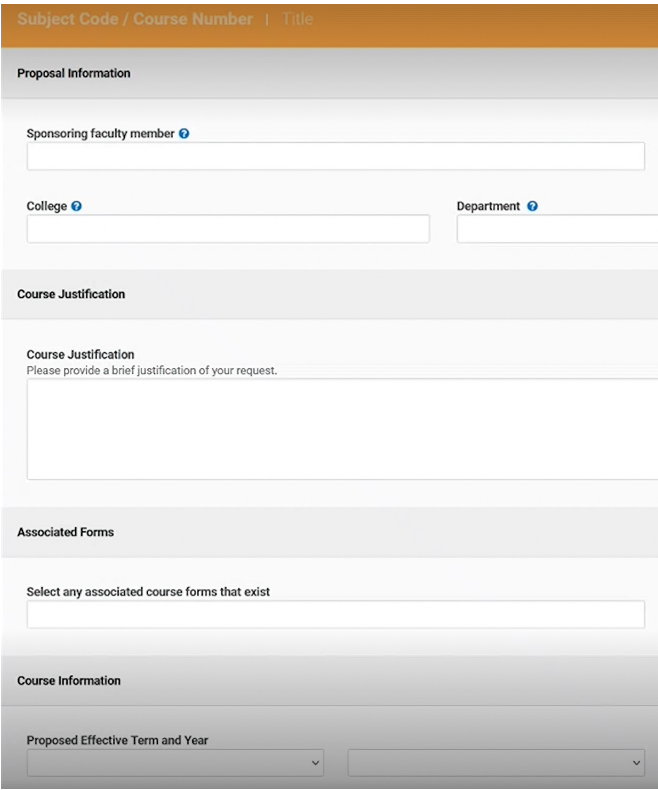
- [Section: Courses](#)
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  - [Course Revisions](#)
  - [View Proposals](#)
- [Resources & Follow Up](#)

## Section: Courses

How do I submit a new course proposal/revision form? How do I view my proposals?

### Submitting a New Course Proposal

Step	Activity	Screen Capture
1	Login to Kualii at <a href="http://unm.kualii.co">unm.kualii.co</a> with your UNM net ID and password.	 The image shows the Kualii login page. At the top, the word "kualii" is written in a large, green, lowercase font. Below the logo is an illustration of a large computer monitor displaying a dashboard with various icons and charts. Three small human figures are interacting with the screen: one is pointing at the screen, another is standing next to it, and a third is on a ladder reaching for the top of the screen. Below the illustration, the text "Welcome to Kualii" is displayed, followed by "Click below to get started" and a blue button labeled "Sign In".

<p>2</p>	<p>Navigate to <b>My Dashboard</b> on the left-hand side of the screen.</p> <p>Click on <b>Courses</b>.</p> <div data-bbox="224 275 818 453" style="border: 1px solid green; padding: 10px; margin: 10px 0;"> <p> <b>Kuali Course Form</b></p> <p>Kuali combines what was previously separate Forms A and B. This means you now submit new courses requests and revisions using the same Kuali form.</p> </div>	
<p>3</p>	<p>To submit a new course, select the plus (+) icon at the far right corner of the page.</p>	
<p>4</p>	<p>Fill in all subsequent blank fields with relevant information.</p>	

<p>4a</p>	<p>Input <b>Proposal Information</b>. If you are the faculty member sponsoring this change, enter your own information here. If filling out the form on behalf of another person, enter the faculty sponsor's contact information.</p> <p>For workflow purposes, enter the <b>College</b> and <b>Department</b> that a course will be assigned to, as well as the <b>Campus</b> that will be offering the course.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Sponsoring faculty member</b> ⓘ</p> <input type="text" value="Test User"/> </div> <div style="width: 45%;"> <p><b>Faculty email</b></p> <input type="text" value="test@unm.edu"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p><b>College</b> ⓘ</p> <p>College of Education &amp; Human Sciences x</p> </div> <div style="width: 30%;"> <p><b>Department</b> ⓘ</p> <p>Individual, Family, &amp; Community Education x</p> </div> <div style="width: 30%;"> <p><b>Campus</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Main Campus</span> </div> </div> </div> </div>
<p>4b</p>	<p>Please provide a brief description of your request in the <b>Course Justification</b> field.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Course Justification</b></p> <p>Please provide a brief justification of your request.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> <p>Syllabus was revised - updating course description, learning outcomes, and course goals to align with revised course content.</p> </div> </div>
<p>4c</p>	<p>If you would like to submit multiple curriculum proposals at once (i.e., a program that has multiple new courses), you may link the curriculum forms by selecting <b>Associated Forms</b>.</p> <ol style="list-style-type: none"> <li>1. Select any new course from the type-ahead menu</li> <li>2. Select the intended program from the type-ahead menu</li> </ol> <p> ⓘ Draft forms can be linked as well.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Associated Forms</b></p> <p>Select any associated course forms that exist</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text"/> </div> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px 5px;">ARCH597</li> <li style="padding: 2px 5px;">CJ400</li> <li style="padding: 2px 5px;">DEHY504</li> <li style="padding: 2px 5px;">CJ598</li> <li style="padding: 2px 5px;">CE542</li> <li style="padding: 2px 5px;">BIOM699</li> <li style="padding: 2px 5px;">CE575</li> </ul> <p>Select any associated program forms that exist</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text"/> </div> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px 5px;">CERT Dent Asst TA</li> <li style="padding: 2px 5px;">CERT Erly Child Educ TA</li> <li style="padding: 2px 5px;">CERT EMT Intermed GA</li> <li style="padding: 2px 5px;">CERT Comm Sfty Hum Secty</li> <li style="padding: 2px 5px;">CERT Art Str VA</li> </ul> </div>

4d

Describe the basic characteristics of the course in **Course Information**. This information feeds directly into Banner.

- The **Effective Term** is the first term in which the revision or new course will take effect.
- You may propose any number not in use for an active course. Reuse of course numbers from Sunset/Inactive courses is subject to review by the Office of the Registrar to ensure the number hasn't been used in the previous four years.
- This form provides the opportunity to use a **New Subject Code**. New Subject Codes must also be accompanied by a New Subject Code requests in *Other Forms*. New subject codes must be approved by NMHED, so course forms utilizing a new subject code may take longer to reach full approval at UNM.

### Course Information

#### Proposed Effective Term and Year

Spring

2023

#### Course Level

Lower division undergraduate (100-2999)

#### Subject Code

TEST

#### New Subject Code

Are you proposing a new subject code?

Yes

No

#### New Subject Code

Are you proposing a new subject code?

Yes

No

#### New Subject Code


Type new subject code here:

#### New Subject Code Justification

Provide a justification for changing the subject code:

4e

To make changes to/adapt an existing **Common Course** or propose a new **Common Course**, you may submit your Common Course form as a part of the UNM Curriculum form.

 The Common Course Number form can be found on the Registrar's website.

### Common Course Number

#### Common Course Number

Are you making a change to an existing Common Course , adopting an existing C Common course?

Yes

No

#### Common Course Number Upload

Please fill out a UNM CCN form and upload it here.

ADD FILE

4f

Please be as concise as possible when filling out the **Course Title and Description** fields. Note the following restrictions:

- The **Short Title** must be 30 characters or less.
- The **Long Title** does not have a limit.
- The **Description** is limited to 40 words (unless CCN)

When filling out a new course request, you will be required to upload a syllabus, which will be routed to the Faculty Senate Committees to review.



Use a common file type such as .pdf, .doc, and avoid device-specific file formats (such as a Mac document).

### Course Title and Description

#### Short Title ?

Test

Max 30 characters (26 remaining)



#### Long Title

Test long title

#### Description ?

Upload course content syllabus ?

ADD FILE

4g

The **Credit Information** log will flow directly from the course into Banner.

#### Credits:

- **Fixed** means students may only take the course for at the fixed number of credit hours (i.e., 3 credit only).
- **Multiple** allows students to choose from a set of pre-defined options (i.e., APMS591 may be taken for 2 or 4 credits).
- **Range** allows students to select any number of credit hours within the specified range (i.e., 1-6 credits).

If the course is schedule type **Lab/Lecture**, indicate how credits hours are to be split. Typically, Lecture hours will comprise the majority of the course.

Indicate whether the course is **repeatable for credit**.

Select the course **Schedule Type**.

Fixed

Multiple

Range

#### Lab/Lecture credits

If course is a combined lab/lecture please indicate how credit hours are to be split

	Hours
Lecture Hours	3
Lab Hours	1
	4

#### May the course be repeated for credit?

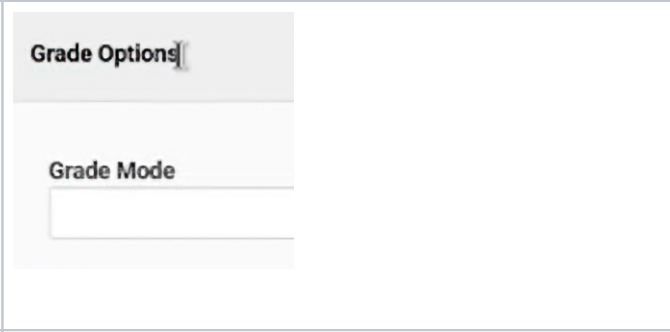
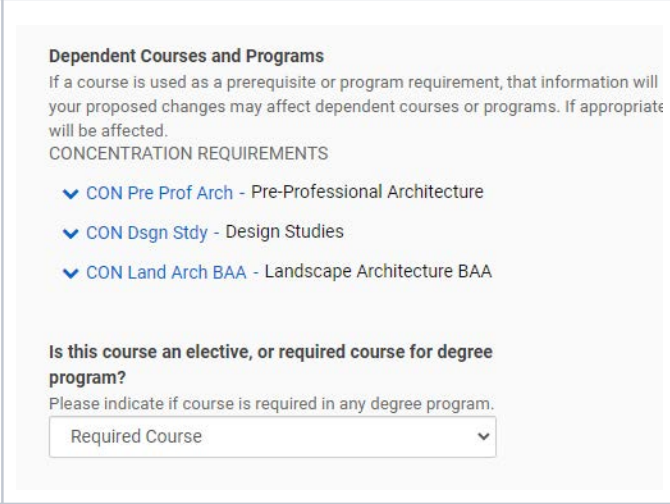
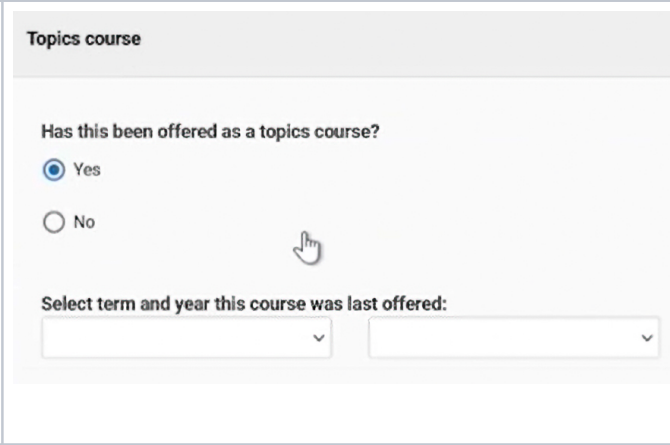
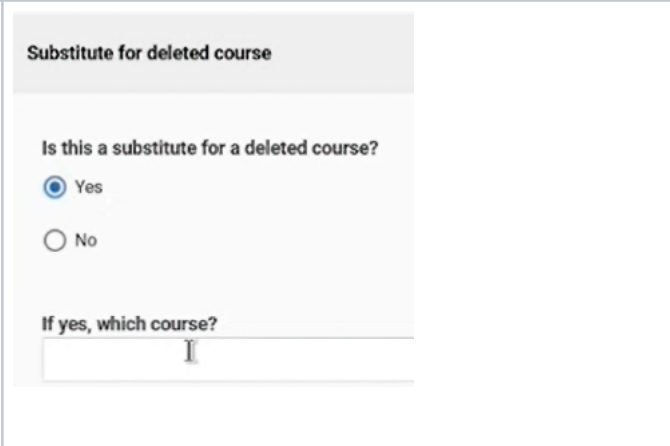
First time is not a repeat. Include only subsequent enrollments in the repeatability count.

Yes

No

#### Schedule Type

Lecture/Laboratory

<p>4h</p>	<p><b>Grade Options</b> will also flow directly to Banner.</p> <p><b>i</b> <b>Justification</b> of request is required for any non-standard grading selection.</p>	
<p>4i</p>	<p>The <b>Dependent Courses &amp; Programs</b> tool is a new feature in Quali. This tool shows where a course is being used in other curriculum items.</p> <p>If dependencies are displayed, review the associated records to determine if the course is an elective or required.</p> <p>If no dependencies are displayed, that means the course is elective.</p>	
<p>4j</p>	<p>The <b>Topics Course</b> section is to gather information about previous iterations of the course. In the appropriate area, indicate whether or not the course was offered as a Topics course, for which term, and the average enrollment.</p>	
<p>4k</p>	<p>If the course is to replace a <b>Deleted Course</b>, provide relevant information about that course here.</p> <p><b>i</b> Note that Branch campuses may offer courses that are also offered at Main campus, so when substituting for a lower division course, consult with Branch campuses to check whether they offer the course.</p>	

4L

To Cross-List a course, choose the **Also Offered As (AOA) Equivalency** option.

You will be prompted for the **Subject Code** and **Course Number** of the department offering the course, as well as a memo from that department.

**i** When cross-listing courses, use the same course number in both subject codes whenever possible.

#### Also Offered As (AOA) Equivalency

Will this course be offered in another department (AOA)?

Yes

No

AOA Course Subject Code

ANTH

AOA Course Number

447

**AOA Upload**

AOA courses must be approved by all departments offering the course prior to submitting this form. Please upload a memo signed by the Chair of the other department offering this course.

**ADD FILE**

4m

List any **Prerequisites or Restrictions** using the Rules Builder tool.

- The **Prerequisite** section can be used for true prerequisites or concurrent ones.
- Use "Completed or Concurrently Enrolled in" for courses that can be taken as a pre- or co-requisite.
- The **Corequisite** section is to add courses that can only be taken as a corequisite. When adding a Corequisite, know that there is only one selection option because UNM defines corequisite courses as "concurrently enrolled in".

Type any **Other** restrictions that cannot be defined by the tools above into the free-form text box.

You may add as many or as few prerequisites as needed.

Free-form text prerequisites will allow the Registrar's Office to define your prerequisites either in Banner, Quali, or both.

#### Prerequisites for course:

Complete ALL of the following

All of A, C, B

**Update Logic**

A Earned minimum grade in all selected courses

Earned a minimum grade of Standard C

in each of the following:

MATH 1170 - Technical Mathematics (3)

C Completed or concurrently enrolled in all selected courses (with grade)

Completed with a minimum grade of Standard C

or concurrently enrolled in all of the following:

CHEM 431 - Advanced Inorganic Chemistry (3)

B Free form text

Instructor Permission Required.

#### Corequisites for course:

Complete ALL of the following

All of A

**Update Logic**

A Concurrently enrolled in all selected courses

Concurrently enrolled in:

CHEM 432L - Advanced Synthetic Chemistry Laboratory (3)

The example here shows an entry for the most common type of prerequisite.

Here you will:

- Select the **grade type**,
- Define the **minimum grade**, and
- Choose one (or more) **courses**.

Prerequisites for course:

Complete ALL of the following  All of A

A  Earned  minimum grade in  all selected courses

Earned a minimum grade of  Standard  C  in each of the following:

[ENGL 1110 - Composition I \(3\)](#)

4n **Student Learning Outcomes (SLOs) and Course Goals** will be reviewed by the Faculty Senate Curriculum Committee and Associate Provost. SLOs have to meet minimum standards. To review these standards, navigate to the hyperlinked Faculty Senate approved **Sample Syllabus**.

SLOs and Course Goals

Student Learning Outcomes ?

[For assistance drafting student learning outcomes \(SLOs\) and course goals, please review the Faculty Senate approved Sample Syllabus](#)

List achievable, measurable skills, knowledge and attitudes that students should be able to do/know upon course completion. Written for learner u completion.

Edit  Insert  Format

**B** *I* ~~S~~ U    Normal

4o Indicate whether the proposed course **duplicates** any existing UNM courses.

If appropriate, upload copies of correspondence with other UNM departments.

Duplication of Course Content

Duplication of Course Content Explanation

Briefly explain how you determined the proposed course will not duplicate ex

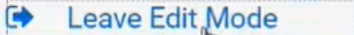






Edit  Insert  Format

**B** *I* ~~S~~ U    Normal

Duplication of Course Content File Upload

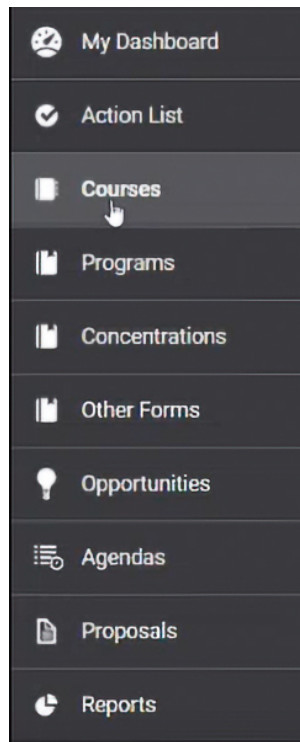
If relevant, please include copies of correspondence with other departments o



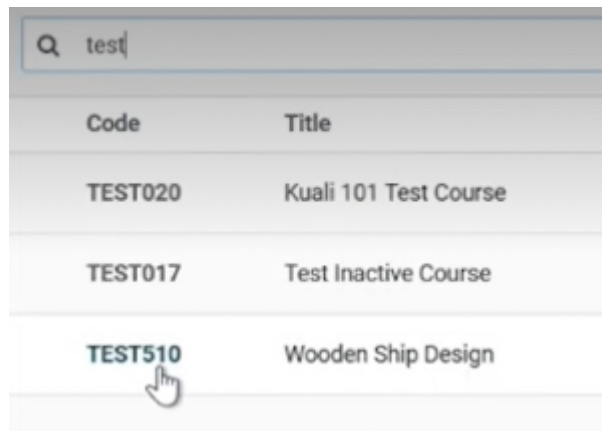
4p	Briefly describe any <b>Budgetary and Faculty implications</b> here.	<div data-bbox="846 163 1268 195" data-label="Section-Header"> <h3>Budgetary and faculty load implications</h3> </div> <div data-bbox="873 285 1034 310" data-label="Section-Header"> <h4>Documentation</h4> </div> <div data-bbox="873 317 1495 342" data-label="Text"> <p>Each new course has such implications unless it is replacing a d</p> </div> <div data-bbox="889 359 1187 384" data-label="Text"> <p>Edit ▾ Insert ▾ Format ▾</p> </div> <div data-bbox="889 415 1446 449" data-label="Text"> <p><b>B</b> <i>I</i> <del>S</del> <u>U</u> ☰ ▾ ☰ ▾ 🔗 Normal</p> </div>
4q	These fields are required for every syllabus. Check each box to affirm your syllabus is in compliance with these expectations..	<div data-bbox="857 632 1203 657" data-label="Section-Header"> <h3>Course Schedule &amp; Accommodations</h3> </div> <div data-bbox="873 737 1105 762" data-label="Section-Header"> <h4>Sample Course Schedule</h4> </div> <div data-bbox="873 768 1235 793" data-label="Text"> <p><input checked="" type="checkbox"/> The Faculty Senate requires that even</p> </div> <div data-bbox="873 852 1224 877" data-label="Section-Header"> <h4>Syllabus Accommodations Statement</h4> </div> <div data-bbox="873 884 1235 909" data-label="Text"> <p><input checked="" type="checkbox"/> The University requires that every sylli</p> </div>
5	<p>Once you have completed your proposal, click <b>Leave Edit Mode</b> at the top right corner of the page to view a preview.</p> <p>Click <b>Submit For Approval</b> at the top right, or continue editing.</p> <p>After submitting your proposal, you can <b>expand</b> the workflow steps to see the status and all approvers it will be routed to – department chairs, college deans, and others.</p>	<div data-bbox="873 995 1224 1029" data-label="Text"> <p> Leave Edit Mode</p> </div> <div data-bbox="873 1125 1182 1159" data-label="Text"> <p> Submit For Approval</p> </div> <div data-bbox="873 1226 1127 1457" data-label="List-Group"> <ul style="list-style-type: none"> <li> Edit</li> <li> Delete Proposal</li> <li> Sharing</li> <li> Comments 0</li> <li> Duplicate</li> </ul> </div>

# Course Revisions

1 Begin on the Programs Homepage by selecting the **Courses** tab from **My Dashboard** at the far left.

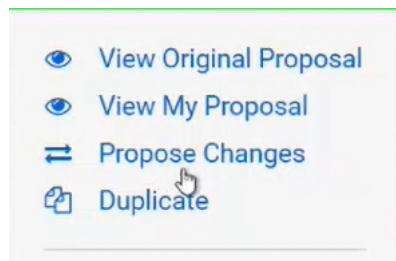


2 Search for the course that needs to be revised.  
**i** This process was previously known as Form A.  
Click the course to open its entry.




3 Select **Propose Changes** from the right-hand side menu.  
This will bring up the course record.

**!** Most, but not all, information is saved from the previous record. You'll be asked update some fields and fill in any required areas that are blank.





3a **Input Sponsor Information.** If you are the faculty member sponsoring this change, enter your own information here. If filling out the form on behalf of another person, enter the faculty sponsor's contact information.


For workflow purposes, enter the College and Department as well as the Campus that will be offering the course.

Sponsoring faculty member  Faculty email

Test User test@unm.edu

College  Department  Campus

College of Education & Human Sciences x Individual, Family, & Community Education x Main Campus

3b  Keep in mind that the **Proposed Effective Term** cannot overlap with the current version of the concentration /program. When making changes, you must select an entry that is at least one term ahead of the existing record.

In this example, the current concentration was active effective Fall 2022, so the revised entry should be effective Spring 2023 or later.

**Course Information**


**Proposed Effective Term and Year**

Fall 2022

**Validation Error: Overlapping versions detected**

4 Make any necessary revisions to the form. Some common changes include:

- **Course Number**
- **Titles**
- **Course Description**
- **Credit Hours**

 **Migrating to Kual**

The ability to **FLAG DEPENDENCIES** is a great new feature of Kual. As you revise a course, you may see a **dependency flag**. This means the course you are working on is currently being used as a requirement for an elective in an existing UNM program. Consider the effect (such as **Grand Total Credit Hours**) on this program when making changes.

**Course Level**

Graduate (excl. thesis/dissertations)

**Subject Code** **Course Number**

TEST 512

**New Subject Code**

Are you proposing a new subject code?

Yes

No

**Dependent Courses and Programs**

If a course is used as a prerequisite or program requirement, that information will your proposed changes may affect dependent courses or programs. If appropriate will be affected.

CONCENTRATION REQUIREMENTS

- ▼ CON Pre Prof Arch - Pre-Professional Architecture
- ▼ CON Dsgn Stdy - Design Studies
- ▼ CON Land Arch BAA - Landscape Architecture BAA

**Is this course an elective, or required course for degree program?**

Please indicate if course is required in any degree program.

Required Course

5 When you are satisfied with your revisions, select **Leave Edit Mode** at the top right corner of the page to view a preview.  
If everything looks good, click **Submit For Approval** at the top right.

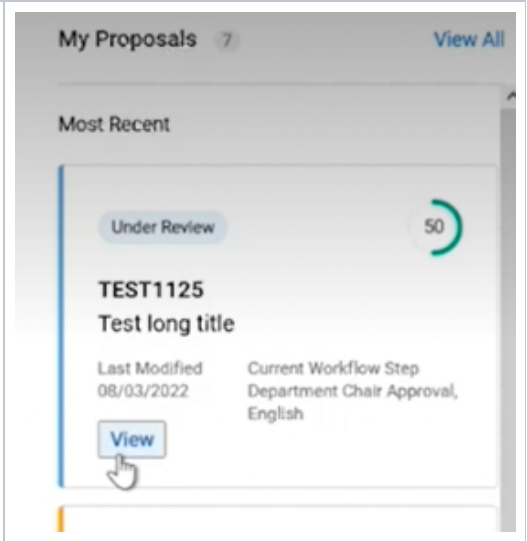
The screenshot shows a vertical menu of actions on the right side of a page. At the top is a button labeled 'Leave Edit Mode' with a blue arrow icon. Below it is a button labeled 'Submit For Approval' with a blue arrow icon. Further down are several options: 'Edit' with a pencil icon, 'Delete Proposal' with a trash can icon, 'Sharing' with a share icon, 'Comments' with a speech bubble icon and a '0' next to it, and 'Duplicate' with a copy icon. Below the menu is a green notification banner that says '✓ Proposal Submitted' and 'Workflow processing. [Return to dashboard.](#)'

## View Proposals

1 To view the status of your proposal, navigate to the far left menu and select **Dashboard**.

The screenshot shows a vertical sidebar menu with a dark grey background and white text. The menu items are: 'My Dashboard' (with a dashboard icon), 'Action List' (with a checkmark icon), 'Courses' (with a document icon), 'Programs' (with a document icon), 'Concentrations' (with a document icon), 'Other Forms' (with a document icon), 'Opportunities' (with a lightbulb icon), 'Agendas' (with a list icon), 'Proposals' (with a document icon), and 'Reports' (with a pie chart icon). The 'My Dashboard' item is highlighted with a white background.

2 From here, you will see all your listed proposals. Click **view** to expand on the status of a specific proposal.



## Resources & Follow Up

- You will receive an email notification when your form (programs, concentrations, new courses, and other proposals) reaches full approval.
- If you have questions regarding when your revisions will be published, you can contact the Registrar's Office for more information.