

ACADEMIC BOARD TEMPLATES FOR NEW AND AMENDED COURSE PROPOSALS

A new approach to resolutions

12 April 2007

New Academic Board templates have now been deployed to the Web for all Course Proposals. Included in these are the new resolutions instructions.

From now on, all new and amended resolutions must be based on the instructions in the new Academic Board templates, and must be created in CMS. This means that:

- the new resolutions will have been based on the most recent approved versions
- there can be strict control ensuring a single authoritative source for all resolutions
- the Academic Board will be the ultimate approvers, and no unauthorised resolutions can 'slip through' into official publications
- workload is reduced because all resolutions are created once only, yet can be used in multiple publications

Work flow

1. Once these new or amended resolutions are completed in CMS, they can be circulated by PDF within the faculty until they are faculty approved.
↓
2. At this point, a PDF can be created, to be attached to the relevant Academic Board template.
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3. This unapproved PDF will make its journey through Academic Board and Senate, until it is approved in CMS by the Academic Board.
↓
4. The resolutions will then become available to faculties for broader use, and will be the version printed in the handbook.

Approved v. unapproved

For the first time, it will be obvious if a set of resolutions is not the most recent version, or is not from the correct source. The PDF generated from CMS will contain formatting which is automatically generated, and is unique to that system.

An unapproved PDF will automatically contain a time and date included in its footer, along with the phrase: 'NOT ACADEMIC BOARD APPROVED'. If it is an unapproved amended file it will also contain underline and strikethrough.

An approved PDF can only be released for use when the footer information is removed, along with any underline or strikethrough.

Note: Within CMS, there is an approval process which is about a faculty approver having the authority to accept the files as correct. This is not to be confused with the Academic Board approval process.

Academic board requirement

From now on:

- all resolutions must follow the new Academic Board templates;
- all resolutions used in the Academic Board templates must be PDFs which have been produced in CMS in the resolutions file called **New_unapproved** or **Amended_unapproved**.
- Tables should only be given their handbook location reference, and not be duplicated in resolutions.

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1. Fictional example for a combined degree course

Engineering wants to amend its information in the Engineering/Law combined degree

1. The new Academic Board template is downloaded from the **Academic Board website**, under **Course Proposals**: <http://www.usyd.edu.au/ab/committees/courses.shtml> (See attachment 1)
2. The template has been followed, which means amending the set of combined resolutions.
3. The template tells you to go to CMS to amend these resolutions. (See attachment 2)
4. In CMS, Engineering goes to **Resolutions: Amended_unapproved** and selects its existing Engineering/Law resolutions from the comprehensive list of resolutions.
5. Engineering makes changes through the 'Engineering CMS Resolutions user' who is the one who will approve the resolutions in CMS. *[This person does not need to be the person who is responsible for drawing up the resolutions.]* The CMS user can also use underline and strikethrough in CMS.
6. The CMS user produces a number of PDFs for internal perusal within the Engineering faculty. Any corrections by faculty members are done by marking up the hard copy. (If there are any larger paragraphs, they could be written up in a Word document and attached with the hard copy. It is possible to cut and paste these paragraphs into CMS using the expand/edit button which will ensure formatting is removed in the process.) *[Remember formatting is no longer required, and is in fact discouraged. This document doesn't need to look 'pretty'. It just holds information. All formatting occurs when a PDF is printed from CMS.]* (See attachments 7a and 7b)
7. The hard copy (and/or Word document with additional paragraphs) goes back to the CMS user as often as needed, whereupon it is entered into CMS in its corrected form.
8. Engineering is happy. The Engineering CMS user approves the resolutions in CMS at their faculty level.
9. The Law approver receives CMS notification by email that Engineering has approved the combined resolutions from its end. Law may decide to check the file, and may decide to repeat the process above in the Law faculty. Whether Law chooses to ignore the CMS notification or not, Engineering can now proceed with their most recently amended version.

[Note: this process can pass backwards and forwards between the two faculties as many times as is necessary, until both faculties are satisfied.]
10. Law is happy. If Law has made amendments, the Law CMS user approves the resolutions at faculty level. A CMS notification email will go to Engineering. If Law has not made any amendments, they can ignore the process, or they may choose to contact Engineering to voice their approval.
11. Engineering attaches the PDF to the Course Proposal template.
12. The Course Proposal goes through its process. Any rejections will be sent back to faculties and the above process will be repeated.
13. When the Course is accepted as correct, Academic Board (and Senate) will approve the new sets of resolutions. At this point, all underlining and strikethrough will be removed by Academic Board, and the footer which states that the document is unapproved will be removed, along with the date and time.
14. Academic Board will move the new set of resolutions to the resolutions file called **RelatingtoFaculties_approved**. It is now ready to be 'pulled' into the faculty handbook. PDFs of this file can be distributed as the authoritative version.

See the flow chart for this example on the following page.

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2. Fictional example for a new award course

Nursing wants to introduce a new award course.

1. The new Academic Board template is downloaded from the **Academic Board website**, under '**Course Proposals**':
<http://www.usyd.edu.au/ab/committees/courses.shtml> (See attachment 1)
2. The template has been followed, which means creating a new set of resolutions.
3. The template tells you to go to CMS to create these resolutions. (See attachment 2)
4. In Word, a new set of resolutions is created by the appropriate person in Nursing. *[This person does not need to be a CMS user.]* This document is only the beginning of a process, and will not need to be formatted in any way. It simply needs headings and sections. Each section is preceded by a number which does not need to be indented. To save work for the CMS user, it is strongly recommended that this person be aware of the style of writing these faculty resolutions. (See links below.) (See Attachment 4)
5. The CMS user prepares the Word document for conversion to a plain text file. This plain text file is loaded in its entirety into the CMS system with the push of a button. (See attachment 5)
6. From this new file in CMS, the CMS user produces a number of PDFs for internal perusal within the Nursing faculty. Corrections can be done in two ways: either a revised Word document is created, and the process explained in point 5 is repeated; or corrections are made by marking up the hard copy. *Remember formatting is no longer required, so this document doesn't need to look 'pretty'. It just holds information. All formatting occurs when a PDF is printed from CMS.* The process of correction occurs as often as needed. (See attachment 6)
7. Nursing is happy. The Nursing CMS user approves the resolutions in CMS at faculty level.
8. Nursing attaches the PDF to the Course Proposal template.
9. The Course Proposal goes through its process. Any rejections will be sent back to the faculty and the above process will be repeated.
10. When the Course is accepted as correct, Academic Board (and Senate) will approve the new sets of resolutions. At this point, all underlining and strikethrough will be removed by Academic Board, and the footer which states that the document is unapproved will be removed, along with the date and time.
11. Academic Board will move the new set of resolutions to the resolutions file called **RelatingtoFaculties_approved**. It is now ready to be 'pulled' into the faculty handbook. PDFs of this file can then be distributed as the authoritative version.

See the flow chart for this example on the following page.

For detailed instructions on how to create resolutions for CMS, staff can go to www.usyd.edu.au/handbooks_Staff_Resources/index.shtml

In particular, look for:

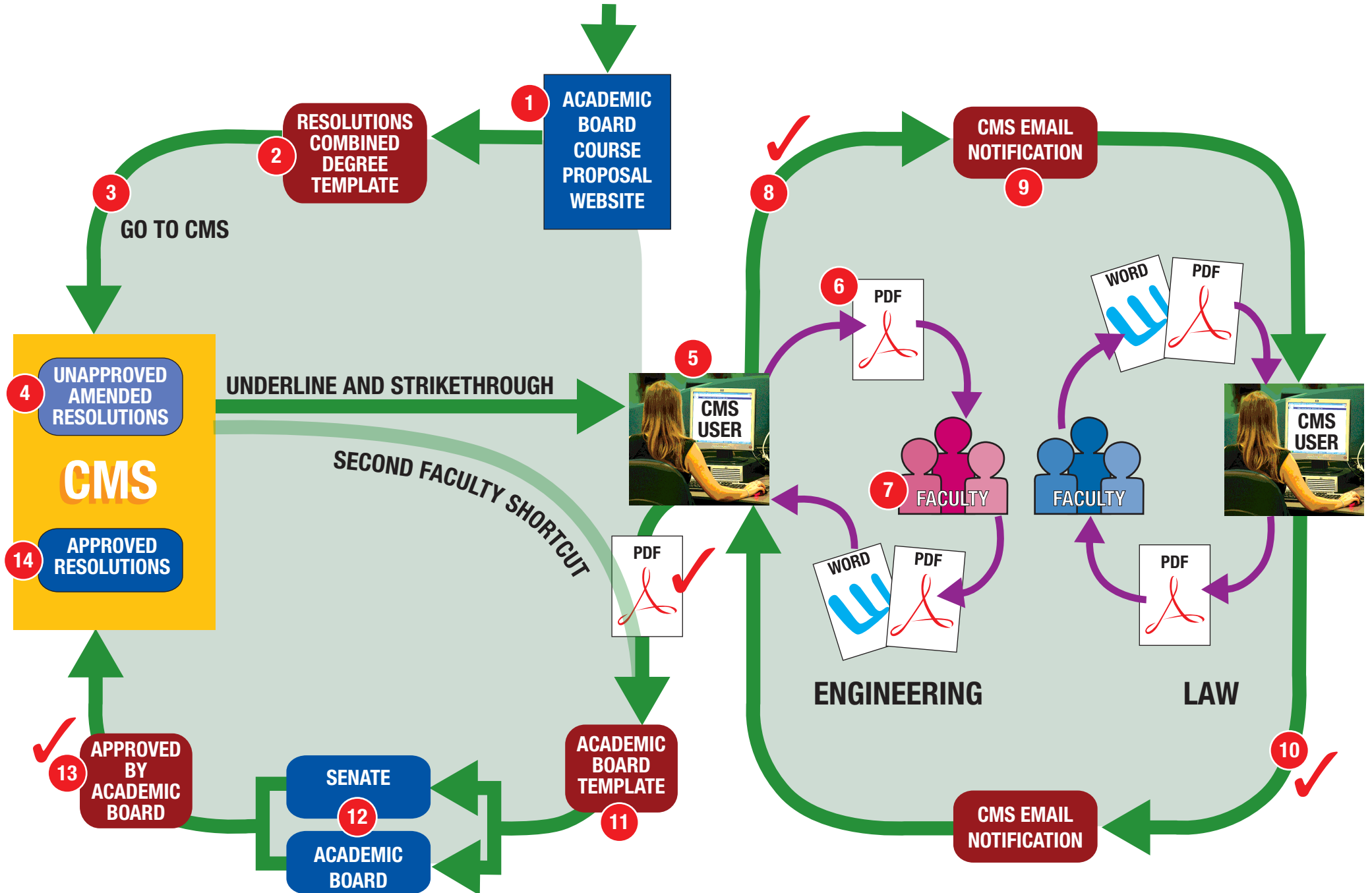
- the handbook content manual, template nos. 5 and 6; and
- the CMS for Handbooks Manual, How To Guide no. 17

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ATTACHMENTS FOR EXAMPLES 1 AND 2

ENGINEERING AMENDS ENGINEERING/LAW DEGREE



NURSING INTRODUCES A NEW DEGREE

