

# Course Inventory Management

## Services Overview

October 12, 2009

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The services provided in the Course Inventory Management site have been developed initially to support the conversion of the university's course inventory from a quarters-based to a semesters-based curriculum. The software design is also intended to eventually replace the paper Course Change Request form. The Undergraduate and Graduate Curriculum Committees will determine when the Course Inventory Management services will be used for those course change requests historically initiated by the paper form. Course Inventory Management services can be found at [www.wright.edu/courseinvmgt](http://www.wright.edu/courseinvmgt) and include the following:

### Course Inventory Request

**Purpose:** To initiate a new course request, request a modification to an existing course, or to request that an existing course be inactivated.

**Audience:** Anyone authorized to initiate a course request. This may be a faculty member, department chair, or academic support staff.

#### **Primary actions of the service:**

- **Save** – The course request may be saved and later accessed via the Course Inventory Search service by the initiator or anyone else interested in reviewing the course request. Cognos reports are also available so that one or more course requests can be bundled into a single Excel or PDF report and shared for review and discussion.
- **Notes** – Notes can be added to an existing course request by the initiator or anyone accessing the course request until final approval by the Undergraduate or Graduate Curriculum Committees.
- **Attach** – Attach any document relevant to the course request (e.g., course syllabus).
- **Submit** – Submits the course request to the workflow route for review and approvals by all appropriate individuals/committees. The workflow route is determined by the content of the form (e.g., Course Prefix, undergraduate or graduate course, general education, writing intensive, co-requisite and cross-listed courses).

### Course Inventory Search

**Purpose:** To search the course inventory management database for course requests. Typically this service would be used to review a course request that has been *saved* or *submitted* and is still “in-process”. The *Approvals* section of the form can be used to check where an in-process course request is in its workflow route. This service may also be used to recall completed or rejected requests.

**Audience:** Anyone involved in managing any portion of the university's course inventory. This may include curriculum committee members, faculty, department chairs, deans, or other individuals in the colleges and departments involved in managing course inventory.

### Reporting

Reports supporting Course Inventory Management are available via Cognos. Each college will have one or more individuals that can run Cognos reports and distribute as needed.

For assistance please contact the CaTS Help Desk at 775-4827 or [helpdesk@wright.edu](mailto:helpdesk@wright.edu).