CASIMS VERSION 1.1 – A SUMMARY

CASIMS version 1.1 has been created to address mostly user issues, with some extra functions as well that should make CASIMS more productive for everybody. A summary of the changes is shown below.

1. Setting up course documents – one area that has caused problems is the setting up of course documents. If a course document is set up incorrectly, it has all sorts of messy consequences down the track, particularly when the course in question is linked in some way to other courses. In v1.1, anybody setting up a course document will see the screens below:
The author describes exactly what it is they want to do (for example, “I want to modify the Graduate Diploma of Information Technology to include some new subjects”) in the “Description of New Course Document Purpose” box. Once they hit “Next” this description is sent to the Faculty Executive Officer, who will then set up the course document. The author is then notified by CASIMS when this has been done, to begin work on the document.

2. **Addition of related course information to the course document View screen** – courses which have related courses have caused difficulties, for various reasons. Related courses include a situation where a course is offered on its own and also as part of a double degree, which means if you’re changing the individual course you may need to change the double degree as well. When you use the “View” screen for a course document in v1.1, any related courses for that course are listed in a box, at the top of the screen, so you know what the relationships are for that course. See below for an example (in this example, the course in question has no related courses). You’ll notice other summary information about the course and the document is also shown.
3. **Subject profile report** – the number of subject profiles on some committee agendas is very large, which can mean a lot of work in organising agenda papers. CASIMS now automatically produces a subject report for each Secretary, which summarises all of the subject profiles on their Document List, by School, type (new or revised), and whether they’re connected to a course document on the same agenda, and also lists those subjects being ratified, those being made obsolete etc.

To access this report, you click “Generate agenda documents” on your subject Document List, and CASIMS gives you the screen below. The bottom link is the one to click for the report – you’ll need to copy and paste the report into a Word file or elsewhere, to then use it in your agenda.
4. **Printing of subject profiles with course documents** – previously, when you printed a course document CASIMS also printed any subject profiles linked to that document, which were to go on the agenda. This caused a lot of profiles to be printed twice, as when the Secretary then went to print the subject profiles separately, using “Generate Agenda Documents”, the same profiles would print again. In v1.1, CASIMS no longer prints the associated subject documents when you print a course document – you print them only from the subjects Document List.

5. **New Guidelines** – the old set of guidelines for each field in CASIMS were quite wordy, and not always clear in terms of what a person should enter in each field. The guidelines have been completely re-written to make them easier to deal with, although it’s not always been possible to reduce their length significantly (the guidelines are actually derived from Senate policy, so there’s a limit to how much can be trimmed). Hopefully there will now be a clearer sense of what is needed in each field.

6. **Change to error messages** – previously if you submitted a document in CASIMS and it wasn’t complete or had some error in it, CASIMS would give you an error message. This message wasn’t always 100% helpful in finding where you’d gone wrong. The messages should now be more accurate. Also, instead of having to submit a document to check if you’ve covered all of the fields, there is now a “Is My Document Complete?” link, which when clicked will list those fields you still haven’t done (or tell you your document is complete). See below for a picture of the link.
7. Tracking between the screen and a hard copy – many people were frustrated when trying to edit from a printed CASIMS document, as there wasn’t any easy and direct correlation between the numbered fields in the hard copy document and the fields on the screen in CASIMS. Now if you print an individual course document from CASIMS, each numbered field has a description in italics beneath it of where this field is to be found in CASIMS itself. Note that this function only works if you print individual documents – if you print all of the documents on a list, using “Generate Agenda Documents” (i.e. you’re a committee secretary), the italicised guides won’t show. This is deliberate – it was felt to be unnecessary for a committee to see these guides.

Here are some examples of what this will look like in a printed document:

1. **Overview of Planning Process**  
   [Part A : Overview : Overview of Planning Process]

5.1.1 Overall Structure  
[Part B : Crs Specific Flds : Overall Structure]

8. Which committees is my document going to? – There are many possible approval pathways for a course document. These are all built into CASIMS, but until now users had no simple way of checking which committees their document was going to. Now if you click the orange information (“I”) icon next to a course document on the Document List, it will show the approval history for that document, and also its status path i.e. all the committees it will be going to. See below for an example.
Some system administration tasks going to Faculty Executive Officers – previously changing the Document Administrator for a particular document required the Office of Academic Governance to make the change. Now Faculty Executive Officers are able to do this. They can also now unlock documents in those situations where a document is locked but the person concerned is actually not using the document (if they’ve logged out incorrectly, for example). These options for the FEO are shown below.
9. Returning a document submitted by mistake – sometimes a Document Administrator submits a document to its first committee in error i.e. there are changes they wish to make before the committee considers it. Committee secretaries can now return the document to the Document Administrator, without it having been viewed by the committee, using the option “Return to Document Administrator – Resubmit” (see below). Note that this only works for the first committee a document is submitted to – for subsequent committees the option isn’t available.
Returning a document, when it is neither approved or rejected – occasionally a committee will decide it doesn’t want to approve or reject a document, but also doesn’t want to lose it altogether (which is the outcome if the document is rejected) from the system, to allow the author to re-draft for future re-submission. This option is now available to secretaries by selecting the “Amendments required – Return to Committee” option in the deliberation list.

Modifying or deleting resolutions (deliberations) – previously once a deliberation was entered for a document and the document passed onto the next step, there was no way for the user to change the deliberation details. Now the Office of Academic Governance can modify or delete a deliberation that is in error – requests to the Academic Secretary.

Restoring rejected documents – one of the deliberation options for documents has been to “reject” them. Some secretaries have chosen this not realising that this action deletes the document from CASIMS altogether i.e. it is not then available for re-drafting, for example. The Office of Academic Governance is now able to reverse this process – requests to the Academic Secretary.

Formatting course structure and enrolment pattern text – for people familiar with html, there is now the option to alter the html coding in the course structure and enrolment pattern fields directly, to allow greater flexibility in formatting of that information. The button to do this is seen below, at the bottom left of the course structure window.
The course consists of 12 core subjects, 6 contextual subjects, and a 6 subject minor for the Bachelor degree. The ed point only Associate Degree consists of 6 core subjects, 4 contextual subjects and 4 electives. The additional Honours award consists of a core subject, an Honours Project Dissertation and two 10 point subjects dependent on the Honours stream.

Bachelor of Arts (BSc) Honours (90 points)

Core
- VPAD11: Research Methods for Arts Practice (Honours) (9 points)
- ACT423: Honours Production Project (32 points)
- OR
- ACT420: Dissertation (32 points)

For students taking ACT423
- MPM12 Project Management (9 points)
- COMM17 Professional Workplace Research (10 points)

For students taking ACT420
- ART401 Theories of Criticism (16 points)
- ART402 Reading Subject (16 points)

Note: Students choose either ACT423 or ACT420.

TOGGLE EDITOR | CANCEL | SAVE