CASIMS
(Course and Subject Information Management System)

Overview

Version 1.0
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(Note: the most recent version of this document may always be found on the Office of Academic Governance webpage, and within the CASIMS system itself, at the Home page.)

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Part 1 – Frequently Asked Questions

What is CASIMS?

CASIMS stands for “Course and Subject Information Management System”. CASIMS is a combined database and work-flow system, which manages the flow and approval of course and subject documentation through the committees of the Academic Senate. Information from these documents is stored within the CASIMS database, which is the official source of this information for all areas of the University.

What will it do for me?

If you need to write or revise a subject or course, CASIMS will guide you through the process, requesting the information that is needed. Previously doing this task involved much manual handling of paperwork, while CASIMS on the contrary will mean that the entire document writing and editing takes place online.

The notes which explain what information is to go in each field have been revised and included within the system as Guidelines. CASIMS also automates the task of forwarding documentation to the right people, at the right time.

Importantly for all staff of the University, CASIMS will provide desktop access to the latest approved information about each subject and course in the University, as well as information about prospective subjects and courses i.e. ones still undergoing approval.

How is CASIMS used?

Staff producing subject and course documentation, for the introduction, revision/modification and review of courses and subjects, must now use CASIMS to enter the relevant details. CASIMS will prompt the user to provide details that are required and once complete will forward the document to the relevant committee secretary, so that it may be placed on the agenda of the next meeting. The system is designed to be user-friendly.

Committee secretaries enter deliberations of the committee, and once the document is approved CASIMS automatically forwards it to the secretary of the next committee, or stores the final approved information if the document has reached the final approval stage. Staff of the University not involved with the approval process may access CASIMS to find details of the University’s current courses and subjects.

Administrative processes of the University which require course and subject information will use CASIMS as the
authoritative source of information. These processes include production of the University Handbooks, updating of the Student Administration system, production of advertising material for courses, and reporting of course and subject information to government authorities.

Where is CASIMS?
CASIMS may be accessed via the link on the my.csu webpage. Currently this link is found within the “Quick Links” box, under “Admin Info”.

Why do we need detailed documentation for subject and course approvals?
Under the Australian Qualifications Framework (AQF), CSU as a University has authority to accredit its own courses. The AQF provides guidelines for each level of University course (Bachelor, Master, etc.), which each University must follow if the course is to be recognised outside the University, but responsibility for accrediting specific courses at each of these levels rests with the institution.

The AQF guidelines expect that certain quality assurance processes for courses are in place within a University, and proper documentation of these processes. Thus the subject and course pro formas which need to be filled out by staff, and which have now been incorporated within CASIMS. Additionally, the pro formas request vital administration information which is necessary to allow the delivery of a course and its associated subjects to take place. In other words, the ‘paperwork’ forms the hub of myriad practical processes, none of which can function without it – it is not simply a record of decisions. This saves the University from having to involve staff from all Divisions and Faculties directly in every subject and course proposal.

Why build CASIMS?
Prior to CASIMS, all course and subject documents were produced as Microsoft Word files, which were printed on committee agendas and then forwarded to the next approving committee, with any amendments required. Not surprisingly, this sometimes led to several versions of a course or subject document being in circulation, often without any indication as to which was the most recently approved version. The location of the final approved copy of a document was also, particularly for subjects, not standardised, and as a result it was often difficult to know where the ‘master’ copy could be found. Importantly, this process also had as a consequence other sections of the University being unable to readily access information about subjects and courses from the approved documents, and not being easily aware which information had final approval.
The University has therefore created an information and work-flow system (CASIMS) to help manage all of these issues. CASIMS has the characteristics described above, and essentially alleviates the major problems of information integrity and availability, and routing of documents to the correct people during the approval process. Also, because many of the procedures and policies of Senate in the subject and course area have been ‘hard-wired’ into CASIMS, it removes the need for staff to be aware of some of the complexities involved, when producing documentation.

Can I get training in the use of CASIMS?

Upon implementation of CASIMS in early 2004, training workshops were provided for academic and administration staff needing to use the system. Subsequent to this training each School nominated a ‘CASIMS contact person’, who will be the first port of call for any staff within a School needing assistance in the production of documentation using CASIMS. Faculty Executive Officers are also able to provide advice in the use of the system. Governance Officers using CASIMS are provided with training from within their own Unit.

Additionally, CASIMS has been designed to be user-friendly, and as described above each part of the program has both Help and Guidelines available. ‘Help’ fields are designed to assist people operate the system correctly, while ‘Guidelines’ fields provide assistance with information required in each field. Because CASIMS has been structured to largely follow the format of the subject and course pro formas in the Academic Manual, staff may print these as a guide if desired.

Importantly, many staff may produce a course document, for example, only once during their entire time with the University. It was therefore decided that CASIMS’ design should allow staff to figure out, with use and assistance from the system itself (and trained staff where desired), how to proceed, rather than train all staff exhaustively in procedures they may never or rarely need.

How do I start?

Once you’ve started CASIMS (see questions “Where is CASIMS?”), if you have several roles within the system the first screen you will see will ask you which role you would like to use. (This screen is shown in Part 2 of this document.) If you have only the one role, you will see the home page of CASIMS.

Once at the home page, you can choose to create a subject or course document, or search for a particular subject or course or for the status of a subject or course (see the buttons on the left side of the screen), or work with one of
the documents on your Document List. If you select to create a course document, CASIMS will open a ‘wizard’ which will lead you through the process of entering the required information.

I can’t figure out what to do!

While using CASIMS, if at any point you’re unsure how to proceed, and the Help and Guidelines screens do not cover your concern, you should follow the ‘distributed’ help model that has been created. This model works as follows.

Your first port of call should be your CASIMS Contact Person within your School. If they are unable to assist you, they will contact the Faculty Executive Officer. If the Faculty Executive Officer cannot answer the query, they will refer it to the Academic Secretary. This distributed model is shown diagrammatically immediately following this list of frequently asked questions. Click here to go to this diagram directly.

How do I report a technical problem with CASIMS?

If you wish to report a bug in the CASIMS system itself, do not under any circumstances contact the Division of Information Technology, or its associated Service Desk. Technical bugs should be reported to your Faculty Executive Officer, who will forward this information to the Academic Secretary. Bugs will then be collated and forwarded to relevant IT personnel for consideration.

Why do subjects and courses require approval?

Approval procedures for subjects and courses are derived from the policies of the Academic Senate, the most senior academic decision-making body within the University. The Senate has determined what it believes is the correct balance of flexibility and accountability in planning and changing subjects and courses, taking into account external compliance requirements (such as the AQF – see above) and work arrangements of staff of the Faculties. In other words, every attempt has been made to restrict the amount of paperwork and committee deliberation!

Faculties have majority membership of the Senate, and accordingly Faculties have played a determining role in approving the current arrangements. Fundamentally, subject and course procedures are collegial in emphasis i.e. a core principle followed is that what is taught by the University’s staff has been considered and approved by key staff of the Faculty and University. This ensures that subjects and courses are professionally and academically current and appropriate.

Administratively, subjects and courses that didn’t follow the current procedures would not be able to be included within
the University Handbooks (the major official source of subject and course information for students, and the University’s only official record of what a subject or course’s characteristics are for a given year), be set up correctly for admission, nor reported correctly to government authorities. Marketing information for these courses would then also be incorrect and therefore misleading and wasteful.
What are the coloured icons/pictures next to each of my subjects and courses in the Document List?

When you view your Document List, you will see that for each subject and course there is a set of icons to the right of the title. These icons are buttons which allow you to do certain things with the document, e.g. view and edit, print it, add a deliberation, view and add comments, delete it, and so on.

If you move your cursor over each of the icons without clicking on them, CASIMS will bring up a small text screen next to the cursor describing what that particular icon does.

What are Comments and Deliberations?

While a subject or course is making its way through the approval process within CASIMS, those people with the subject or course on their Document List may add comments about the subject/course. A Document Editor, for example, may add comments about what s/he believes still needs to be done before the document is submitted for approval.

A deliberation is a decision of a committee regarding a subject or course document. Deliberations are entered into CASIMS by committee secretaries, but may be viewed by others within CASIMS. Deliberations provide CASIMS with a record of decisions made about a particular subject or course document.

What is a Course Profile?

When a course document is approved within CASIMS, CASIMS keeps two separate sets of information about the course. One set is called the “process” information, and the other “profile” information. Process information is information required to approve and set-up the course (i.e. information about the process of having the course document approved). Profile information is information about the course which provides a snapshot in time of the course’s overall structure and characteristics, similar to the Handbook entry for the course.

Because a course will inevitably be modified and reviewed over time, CASIMS will store a profile for each ‘version’ of the course that is produced. For example, if a course is created, a profile is kept at that point – if the course is then modified several years later, the profile of the course will change because of the modifications, and CASIMS therefore creates a new profile for the course. Both profiles
remain in the system, for future reference. CASIMS knows which the current profile is, and which versions are older, and any of the historical profiles for a course can be viewed by the user. This is similar to looking at the Handbook entry for the course in different years.

What is a CASIMS Identifier?

The CASIMS Identifier, or CASIMS Course Identifier, is a name used within CASIMS for a course which is being approved. This name is created by the person creating the course document (the Document Administrator), and may be completely different from the names of the courses being approved.

The main purpose of the CASIMS Identifier is to provide a shorthand notation for a course which has several awards. For example, if you were creating a course with several award names, such as a course with specialisations, it would be impossible for CASIMS to ‘summarise’ all of these award names when referring to the course. The CASIMS Identifier is used instead in these situations, and you are then able to enter the actual award names within the course document.

What are the different types of course that can be created?

The main course types that can be created are:

- a course with or without specialisations;
- an articulated set of courses, with or without exit points;
- a double degree;
- a course which is only found as a constituent course within a double degree;
- an integrated honours course;
- a joint award; and
- a combined course.

Each of these course types can be categorised as belonging to a type of course set. See below for the definition of a course set.

What is a Related course?

These are courses where the relationship is of one course being dependent upon another (usually pre-existing) course for part of its course structure but where one course does not ‘sit’ completely inside another (unlike a multi-element set – see below).

The categories of related course are listed below.

1) Constituent course in a double degree program and the related double degree program.
2) A course offered both as a joint award and a standalone
3) Existing courses and the related combined course.
4) A lower-level course and higher-level course which have a partial articulation arrangement (usually master degree partially articulating with a professional doctorate).

In CASIMS, courses are set up as related within the Planning and Approval document for the “dependent” course through the Related Courses field. The relationship is then built in for future documents, and a separate course profile exists for each course in the relationship.

What is a Course Set?

All possible types of courses have been classified by CASIMS into sets. This is for functional reasons, and therefore will not usually be of concern to staff creating documents i.e. CASIMS uses sets, but doesn’t normally require the user to create or understand them! Essentially grouping different course types into sets allows CASIMS to understand the different relationships between courses.

There are 4 basic categories of course set, into which all the different course types can be placed.

1) A simple set – a single course i.e. one which has no intended overlap in terms of content with other courses. Course types of a simple set are: a course with or without specialisations; a course with joint studies (Bachelor of Business only); a course which is a joint award only; and an add on honours course.

2) A multi-element set – a group of courses where the complete content of one course forms part of the content of another course. An articulated set of courses, and a 4-year Bachelor degree with an integrated honours stream (the honours stream is regarded as a separate course only for DEST reporting purposes), are the course types corresponding to this category.

3) A related set – double degree – a double degree program comprising two simple sets, a simple set and a multi-element set, or two multi-element sets. Where one course set is a multi-element set, it is the bachelor degree course in the set which is the constituent course in the double degree program.

4) A related set – other degrees – a group of course sets, where some or all of the content of one or more sets forms part of the content of another set, none of the sets being double degrees. Course types corresponding to this category are: a combined course; a course that is both a joint award and a CSU-only award; and partially articulated courses.
### What is ‘Fast-Tracking’?

Prior to the introduction of CASIMS, a Dean had authority to allow subject or course documents to skip approving committees when there was an urgency associated with a particular approval. The committees would then ratify this decision at future meetings.

CASIMS provides Deans with the facility to do this. Only Deans are able to fast-track.

### What is the Document History?

One of the icons next to each document in your Document List is the **Document History**. Pressing this will give you a summarised history of the approval of that document, such as which committees it has gone through, and when, whether it has been ‘fast-tracked’, and so on. It will not tell you which processes the document is still to go through before receiving final approval.

### What is the ‘Appendices’ button for in the courses part of CASIMS?

If you are creating a course document in CASIMS, you will notice that one of the purple buttons in the menu on the left side of the screen is titled ‘Appendices’. This does not refer to the appendices which are part of course documents already, such as attestations, but rather gives you the opportunity to add files as supplementary material for your course document. Most of the time you will not need to do this. An example where this functionality may be needed is in the reviewing of a course, where statistical data that has been collected as part of the review needs to be included with the Review document.

To add an appendix, click on the Appendices button. This will take you to a screen asking you to give a name for your appendix, and then a ‘Browse’ button – pressing the Browse button will allow you to select the file from your computer, and when you press OK the document will be automatically attached to your course document.

### What are ‘roles’ in CASIMS?

CASIMS has been constructed to exactly mirror the existing approval procedures. These procedures involve subject and course documents going to committees of Senate, including School Boards, Faculty Courses Committees, Faculty Boards, the Academic Programs Committee and the Board of Graduate Studies. Within CASIMS the different people associated with each of these committees have been set up as a role within the system, so that CASIMS knows where to send documents after each stage of approval. Details of each of the roles follow below.
Roles that you are entitled to perform will be available to you within CASIMS. In other words you will not see roles which you are not entitled to perform!

Document Administrator role

The Document Administrator is the main author of a subject or course document, and will therefore usually be an academic staff member. The Administrator can enter information into all of the fields when creating a new document, and has the authority to submit a document to a committee, or to make amendments when requested by a committee. An Administrator can also appoint Document Editors and Document Reviewers to assist them in the creation of their course document (see below).

Document Editor role

The author (Document Administrator) of a subject or course document may nominate using CASIMS other staff who they wish to edit their document. Document Editors may make changes to the document, and add comments. They are not able to submit the document to a committee.

Note that if a committee returns a document to the Administrator for amendment, the Editor will need to be re-assigned by the Administrator, if required.

Document Reviewer role

The Document Administrator may nominate within CASIMS other staff who they wish to review a document. Reviewers can make no changes to a document, but can add comments. They cannot submit a document to a committee.

Note that if a committee returns a document to the Administrator for amendment, the Reviewer will need to be re-assigned by the Administrator, if required.

Committee Secretary role

Each of the approving committees for subject and course documents has a Secretary responsible for preparing the agenda and minutes, and performing the administration tasks associated with the work of the committee. These committee secretaries each have a designated role within CASIMS. Documents from Document Administrators are automatically forwarded to the correct Secretary when the Administrator presses ‘Submit’. The Secretary to the committee then prints out the document for the meeting agenda, and the committee considers and comments upon it.

The Secretary then enters the committee’s deliberation from their minutes of the meeting and directs the document
appropriately using CASIMS (for example back to the Administrator if amendments are required, or to the Secretary of the next committee if the document is approved, etc.).

**Final Approver role**

Many committees have a Final Approver role. If a committee wishes amendments to be made to a document, the person in this role can be given authority by the Secretary to give final approval for the amended document, for example when the committee doesn’t wish for it to return to them for checking. In Faculties this role is often performed by the Faculty Executive Officer.

**Faculty Dean or delegate role**

The Dean (or delegate) of a Faculty has authority within CASIMS to have a document bypass a committee via their executive approval (the document would then be ratified by the committee at a subsequent meeting). The Dean may also view all documents in progress within a Faculty, and must provide attestations where required.

**Director/Executive Director role**

Directors and Executive Directors are sometimes required to provide attestations for course documents, and this role has been included within CASIMS.

**Marketing role**

The Division of Marketing and Communications has its own role within CASIMS which allows it to view documents in progress for courses which they will need to advertise, and to view and edit marketing information about courses.

**What if the person performing a role changes?**

If for whatever reason (retirement, promotion, re-structuring etc.) the person assigned to a role within CASIMS changes, the Academic Secretary will organise for the new person in that role to be set-up within the system. If you’re aware of a role change or impending role change, please contact the Academic Secretary.

**What if I stuff up?**

If you perform one of the functions assigned to your role incorrectly, and it’s not immediately obvious how to rectify this, please contact your CASIMS contact person or Faculty Executive Officer. They will refer any serious issues to the Academic Secretary for action.

A rule of thumb is not to submit a document until you are
absolutely certain it’s complete and correct. After submission you do not have access to the document, unless it is referred back to you as part of the approval process, for amendment. The Help buttons/links throughout explain how to use the system, and should be used where you are uncertain as to how to proceed.

What is a draft document?

When a Document Administrator creates a subject or course document, it is in ‘draft’ mode until it is submitted. Until a document is submitted, it is not part of the official approval process. The draft should be deleted if the Document Administrator decides not to proceed – there is a delete icon next to each draft document in the document list. Once a document has been submitted past the draft stage it can no longer be deleted.

Do I have to finish my subject or course document before I close CASIMS?

No, you may work on a subject or course document over an extended period. The document will remain in draft status for as long as you desire, and you should simply make sure that you’ve pressed “save” at the stage of the document you’re up to when closing CASIMS (CASIMS will normally warn you in any case if you forget to do this).

As CASIMS is a networked system, you can of course access your CASIMS documents from any computer connected to the University’s IT network.

What is the “Status” of a Document?

You will notice that CASIMS allows you to “Search Subject Status” and “Search Course Status”. The status of a subject or course is where it is up to in the approval process. For example, a subject may have been approved by the School Board and Faculty Courses Committee, but be still waiting to be considered by the Faculty Board – if you search for that subject in CASIMS using “Search Subject Status”, CASIMS will tell you that it is waiting for Faculty Board approval.

The status of a document is also shown following its title in the Document List, to the immediate left of the icons. For example, if it is still a draft document, the word ‘Draft’ will appear in this space, or if the document is at the Faculty Courses Committee stage, the abbreviation ‘FCC’ will show. A full listing of the possible status abbreviations can be seen by pressing the Help link on the Document List screen.

Do I need to print out the
completed document to send to the committee?

A completed document to send to the committee when the document is submitted in the system. You may print out a copy for your own records, if you wish (see below for printing instructions, and also Part 2).

Note that you can’t print a document once you have submitted it to the next stage.

How do I Print a Subject or Course document?

To print a document you need to either:

i) click on the “Print” link at the top right of the View screen for the course; or
ii) open the document for printing using the print icon next to the course on the Document List.

Both (i) and (ii) will open the document in pdf (Adobe Acrobat) format, and you can then print it as you would any other pdf document.

Note that simply selecting print from the File menu in your browser, or the print icon in the browser, will not print the document as such, but instead the screens in the browser, including all of the CASIMS buttons etc.

See Part 2 of this document if you require further instructions.

Can I save a document in electronic format?

If you wish to save a copy of your document in electronic format, before submitting it press the ‘print’ icon in CASIMS, in the row for the document in your document list. This will open the completed document in Adobe Acrobat (pdf) format, which you can then save to your desired location. You may also then print the document. Note that pdf format was chosen to discourage electronic versions of documents being altered from what is contained in the CASIMS database.

What happens when a document receives final approval?

Once a subject or course document reaches the final approval stage in CASIMS, and is approved, it is stored in the CASIMS database for the use of the wider University. This version of the document is then always retained – if the subject or course is revised at a later date, a new document is created in the database for this – in this way CASIMS maintains an historical record of the ‘profile’ of a subject or course over time.

Why does my formatting

In the fields within CASIMS which require you to enter
disappear when I paste into CASIMS?

Text, you may cut and paste text from other documents into the CASIMS fields. However certain formatting may then be lost, such as bullet-points on lists. An alternative can be entered by you into the field, such as an asterix or dash, etc.

What happens to my document if the University’s network is experiencing difficulties?

If you are working on a document and the University’s IT network ‘freezes’ or crashes, CASIMS should save most of the information you have entered up to that point, although this is not guaranteed! It is prudent to make use of the ‘Save’ buttons throughout as you are producing a document, to ensure your information is protected. Note that in most cases pressing the ‘Next’ button where it occurs, to take you to the next screen in CASIMS, will also save your data.
School academic staff developing Subject Profiles using CASIMS

Raise CASIMS issues with their School contact person

School contact person

School contact person

Resolves CASIMS issue if able, otherwise escalates

Faculty Executive Officer

Faculty Executive Officer

Resolves CASIMS issue if able, otherwise escalates

QA Officer, Academic Governance

QA Officer, Academic Governance

Resolves CASIMS issue if able, otherwise escalates

DIT CASIMS contact

DIT CASIMS contact

Provides issue resolution OR

Raise software issue which, prioritised, is fixed in a maintenance release when funds available

CASIMS Software Upgrade
Part 2 – Basic Functions Within CASIMS

Set out below are some of the main screens within CASIMS, with explanation of their component parts. Much more detailed explanations for each component of CASIMS may be found by using the Help and Guidelines links within the system.

This is the role you will go into CASIMS as if you then click the ‘OK’ link to the right. You may access all of your roles from the drop-down menu (blue arrow to the right of the name of the role).

Clicking “Change Role” at any time within CASIMS will bring you to this screen.

Note that you will not see this screen if you only have one role allocated to you within CASIMS.
Note:

a) to the immediate left of the icons above you can see the status of each of the documents on the Document List. The subject document has the status DA-SBSec, and all of the course documents have Draft status. A full list of statuses is given when you press the Help link at the top right of the Document List screen in CASIMS;

b) on the subject Document List and course Document List, beginning from the left you can see the type of document (new subject, course approval, planning…, Modification etc.), and to the immediate right of this is the subject title on the subject Document List, and the CASIMS Course Identifier on the course Document List (e.g. “PAU Articulated Set”);

c) immediately above the subject Document List you can see the description of the role the user has logged-in with (in this case, Document Administrator); and

d) underneath the course Document List you can see a link called “All Course Documents”. This link will only appear if you have more than 5 course documents on your Document List – clicking the link will list all of the courses. A similar link named “All Subject Documents” will appear underneath the subject Document List if you have more than 5 subject documents.
Note the “Submit” button next to the Edit button on this screen. Pressing Submit will forward your document automatically to the next stage of the approval process. Only press submit when you are certain you have completed working on the document, as once it is submitted you cannot make further changes, unless the document is returned to you for amendment by a committee.
Things to Watch For

- The profile fields in the course section of CASIMS (mostly found within Part B – ‘Course Specific Fields’) for a Review, Modification or Phase-out document will often have been already filled in for you by CASIMS, with the profile data that already exists for the course you are altering. This is to save you time by showing the current information for the course you are modifying, reviewing or phasing out. **Obviously you may edit this information to show any changes arising as a result of the modification, review or phase out** – to do this click the ‘Edit’ button at the top of the field you wish to edit. Sometimes the field will be blank, in which case you should check the Guideline for that field to see if you are required to provide new information.

- When you are creating a Review document, if you are adding or removing a course or courses as a result of the review, you will notice that the number of menu (purple) buttons on the left side of the screen will increase. These extra buttons are for the Planning and Approval fields (if you’re adding a course or courses), and for the Phase-out fields (if you’re deleting a course or courses).

- In a Modification document, all fields need to be completed. **You should check the Guidelines link carefully for each field, as some fields may require you to add very little to no information** (in this case the Guidelines will tell you to add “N/A”, or similar).

- The information in any document you create will only come into effect once the document reaches its final approval point (i.e. final approving committee). This point will vary depending upon the type of document and type of approval required for what is proposed within the document.

- Sometimes the fields in the pro formas for the different course documents (as found in the Academic Manual) have been split in some way within CASIMS for ease of use and certain functional requirements. An example is the field for the ASCED Field of Education. In these cases, you may not need to fill in both of the fields within CASIMS – check the Guidelines for the field to be sure.

- There are occasions where the details shown in an approved Planning document may require alteration before the approval of the associated Approval document. For this reason Approval documents have a field asking for details of any changes to the Planning document information which have occurred subsequent to its approval – this field has been retained in CASIMS. CASIMS will automatically alter the profile information in the approved Planning document if the APC and UCPC have no objections to the proposed Planning document changes, at the time when the Approval document is approved.
• If you need to cut and paste information from an already approved course into a course document you are creating, you should:

  a) open another browser window (in other words, while leaving your current CASIMS screen open, open your browser again and log into CASIMS a second time); and

  b) search for the course profile for the course in question – once found, copy the information needed, and then go to your first CASIMS screen and paste where required.
Part 3 – Glossary of CASIMS Terms

Appendices
This does not refer to the appendices which are part of course documents already, such as attestations, but rather files which are supplementary material for your course document. An example where appendices may be needed is in the reviewing of a course, where statistical data that has been collected as part of the review needs to be included with the Review document.

Approval
The process of having new subjects and courses, or modifications to subjects and courses, approved by committees of the Academic Senate.

CASIMS Contact Person
A CASIMS Contact Person is somebody with knowledge of the system, including detailed knowledge of its actual operation. They will often have been trained in the use of the system, and/or will have experience in its operation. Staff needing to use CASIMS can approach the contact person for assistance and advice.

Each School has nominated a person in this role, and each Faculty also has a person in this position. In Schools this person is usually the Administration Officer, and for Faculties it is normally the Faculty Executive Officer.

CASIMS Identifier
The CASIMS Identifier, or CASIMS Course Identifier, is a name used within CASIMS for a course which is being approved. This name is created by the person creating the course document (the Document Administrator), and may be completely different from the names of the courses being approved.

The main purpose of the CASIMS Identifier is to provide a shorthand notation for a course which has several awards. For example, if you were creating a course with several award names, such as a course with specialisations, it would be impossible for CASIMS to ‘summarise’ all of these award names when referring to the course. The CASIMS Identifier is used instead in these situations, and you are then able to enter the actual award names within the course document.

Comments
While a subject or course is making its way through the approval process within CASIMS, those people with the subject or course on their Document List may add comments about the subject/course. A Document Editor, for example, may add comments about what s/he believes still needs to be done before the document is submitted for approval.
Committee Secretary

Each of the approving committees for subject and course documents has a Secretary responsible for preparing the agenda and minutes, and performing the administration tasks associated with the work of the committee. These committee secretaries each have a designated role within CASIMS. Documents from Document Administrators are automatically forwarded to the correct Secretary when the Administrator presses ‘Submit’, and the Secretary then enters a committee’s deliberation and directs the document appropriately using CASIMS (for example back to the Administrator if amendments are required, or to the Secretary of the next committee if the document is approved, etc.).

Course Profile

When a course document is approved within CASIMS, CASIMS keeps two separate sets of information about the course. One set is called the “process’ information, and the other “profile information”. Process information is information required to approve and set-up the course (i.e. information about the process of having the course document approved). Profile information is information about the course which provides a snapshot in time of the course’s overall structure and characteristics, similar to the Handbook entry for the course.

Because a course will inevitably be modified and reviewed over time, CASIMS will store a profile for each ‘version’ of the course that is produced. For example, if a course is created, a profile is kept at that point – if the course is then modified several years later, the profile of the course will change because of the modifications, and CASIMS therefore creates a new profile for the course. Both profiles remain in the system, for future reference. CASIMS knows which the current profile is, and which versions are older, and any of the historical profiles for a course can be viewed by the user. This is similar to looking at the Handbook entry for the course in different years.

Course Set

All possible types of courses have been classified by CASIMS into sets. This is for functional reasons, and therefore will not usually be of concern to staff creating documents i.e. CASIMS uses sets, but doesn’t normally require the user to create or understand them! Essentially grouping different course types into sets allows CASIMS to understand the different relationships between courses.

There are 4 basic categories of course set, into which all the different course types can be placed.

1) A simple set – a single course i.e. one which has no intended overlap in terms of content with other courses. Course types of a simple set are: a course with or without specialisations; a course with joint studies (Bachelor of Business only); a course which is a joint
award only; and an add on honours course.

2) A **multi-element set** – a group of courses where the complete content of one course forms part of the content of another course. An articulated set of courses, and a 4-year Bachelor degree with an integrated honours stream (the honours stream is regarded as a separate course only for DEST reporting purposes), are the course types corresponding to this category.

3) A **related set – double degree** – a double degree program comprising two simple sets, a simple set and a multi-element set, or two multi-element sets. Where one course set is a multi-element set, it is the bachelor degree course in the set which is the constituent course in the double degree program.

4) A **related set – other degrees** – a group of course sets, where some or all of the content of one or more sets forms part of the content of another set, none of the sets being double degrees. Course types corresponding to this category are: a combined course; a course that is both a joint award and a CSU-only award; and partially articulated courses.

**Deliberations**

A deliberation is a decision of a committee regarding a subject or course document. Deliberations are entered into CASIMS by committee secretaries, but may be viewed by others within CASIMS. Deliberations provide CASIMS with a record of decisions made about a particular subject or course document.

**Director/Executive Director**

One of the roles within CASIMS. Directors and Executive Directors are required to provide attestations for certain course documents, to detail any resourcing issues raised by the course proposal.

**Document**

To create new subjects or courses or modifications to same, different types of document are required. For example, you can create a new subject or a revised subject using new or revised subject profiles, or review a course using a Course Review document. Each document type is built into CASIMS.

**Document Administrator**

One of the roles within CASIMS. Document Administrators are the main authors of a subject or course document, and are the only people who are able to submit a document to the next stage within the system, and receive documents for amendment through CASIMS.

**Document Editor**

The author (Document Administrator) of a subject or course document may nominate using CASIMS other staff who they wish to edit their document. Document Editors may make changes to the document, and add comments.
They are not able to submit the document to a committee.

Note that if a committee returns a document to the Administrator for amendment, the Editor will need to be re-assigned by the Administrator, if required.

**Document History**

A summarised history of the approval of a course or subject document, such as which committees it has gone through, and when, whether it has been ‘fast-tracked’, and so on.

**Document List**

Each person logging into CASIMS is given a Document List for subjects, and a separate Document List for courses. Both are shown on the same page, and may be accessed at any time via the “View Document List” button on the left (purple) panel of CASIMS.

The documents on your Document List are those which have some direct relationship to the role with which you’ve logged into CASIMS. For example, if you log-in as a Reviewer, you will see subject and course documents on your Document Lists which are waiting for you to be reviewed; if you log-in as a Document Administrator, your Document Lists will show only those subject and course documents which you are personally creating or amending, etc.

**Document Reviewer**

The Document Administrator may nominate within CASIMS other staff who they wish to review a document. Reviewers can make no changes to a document, but can add comments. They cannot submit a document to a committee.

Note that if a committee returns a document to the Administrator for amendment, the Reviewer will need to be re-assigned by the Administrator, if required.

**Draft document**

When a Document Administrator creates a subject or course document, it is in ‘draft’ mode until it is submitted. Until a document is submitted, it is not part of the official approval process. The draft should be deleted if the Document Administrator decides not to proceed – there is a delete icon next to each draft document in the document list.

**Faculty Dean or delegate**

One of the roles within CASIMS. The Dean role may fast-track a document (see “Fast-track” in this glossary), and may also view all subject and course documents currently in process for their Faculty.

**Fast-Tracking**

Prior to the introduction of CASIMS, a Dean had authority to allow subject or course documents to skip approving committees when there was an urgency associated with a particular approval. The committees would then ratify this decision at future meetings.
CASIMS provides Deans with the facility to do this. Only Deans are able to fast-track.

**Final approval**

Each type of subject and course document must be considered by a series of committees before receiving final approval. Once finally approved, the characteristics of the course or subject are stored in the CASIMS database, and may only be altered by setting up a new subject or course document for approval within CASIMS.

**Final Approver**

One of the roles within CASIMS. Committees may choose to have this role check amendments to a document, rather than have the amended subject or course document return to the committee.

**Icons**

When viewing the Document List, each subject and course has a set of icons to the right of the title. These icons are buttons which allow you to do certain things with the document, e.g. view and edit, print it, add a deliberation, view and add comments, delete it, and so on.

**Marketing**

The Division of Marketing and Communications has its own role within CASIMS which allows it to view documents in progress for courses which they will need to advertise, and to view and edit marketing information within these documents.

**Related course**

These are courses where the relationship is of one course being dependent upon another (usually pre-existing) course for part of its course structure but where one course does not ‘sit’ completely inside another (unlike a multi-element set – see below).

The categories of related course are listed below.

1) Constituent course in a double degree program and the related double degree program.
2) A course offered both as a joint award and a standalone CSU course.
3) Existing courses and the related combined course.
4) A lower-level course and higher-level course which have a partial articulation arrangement (usually master degree partially articulating with a professional doctorate).

In CASIMS, courses are set up as related within the Planning and Approval document for the “dependent” course through the Related Courses field. The relationship is then built in for future documents, and a separate course profile exists for each course in the relationship.

**Roles**

CASIMS has been constructed to exactly mirror the existing approval procedures. These procedures involve
subject and course documents going to committees of Senate, including School Boards, Faculty Courses Committees, Faculty Boards, the Academic Programs Committee and the Board of Graduate Studies. Within CASIMS the different people associated with each of these committees have been set up as a role within the system, so that CASIMS knows where to send documents after each stage of approval.

**Status**

You will notice that CASIMS allows you to “Search Subject Status” and “Search Course Status”. The status of a subject or course is where it is up to in the approval process. For example, a subject may have been approved by the School Board and Faculty Courses Committee, but be still waiting to be considered by the Faculty Board – if you search for that subject in CASIMS using “Search Subject Status”, CASIMS will tell you that it is waiting for Faculty Board approval.