Office of the Registrar

Teach & Learn: Curriculum Management System

Overview of annual curriculum process with an example.

September 8, 2025

Teach & Learn - Agenda

- Office of the Registrar & Mission & Values descriptions
- Curriculum Management Team, Introduction
- Overview of Teams and Processes
- Example
- Conclusion - Qualtrics survey, resources, and more

Office of the Registrar

- Serves as the institutional guardian for official academic information and records in support of faculty, staff, and students at the University of Iowa.

- Manages the maintenance, reporting, and security of student records data.

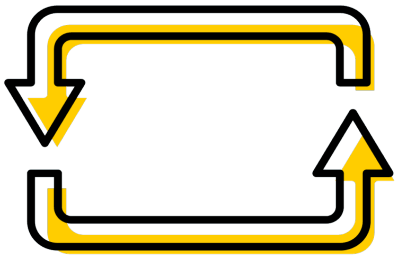
- Course offerings and registration, classroom management and scheduling, tuition and fees, transcripts, academic and alumni data management, institutional research, grades processing, curriculum management, residency, student athletics academics, FERPA training; commencement, graduation, and diploma services.

Office of the Registrar
Mission & Values

- **Mission:**
  Helping our campus community thrive using accurate, secure academic record management and supporting the institution's primary functions.

- **Values:**
  service excellence, integrity, inclusion, learning, and partnership.

Curriculum Management Team Description



Cohesive ecosystem

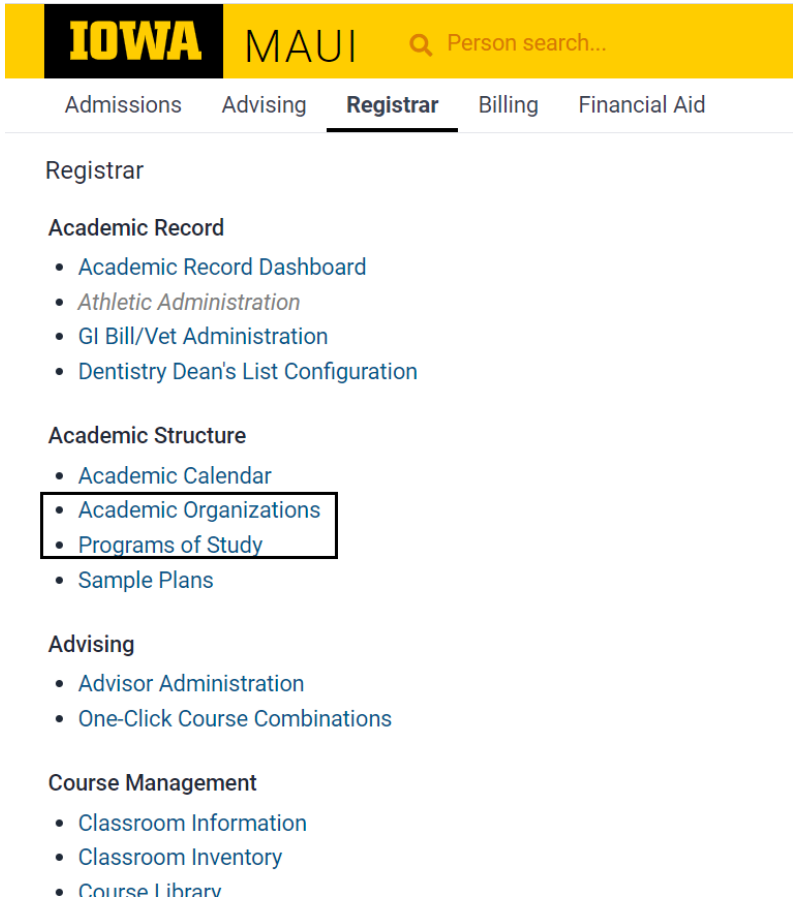
Continuity of Operations

Communication

Academic Structure

reg-acad-structure@uiowa.edu

Academic Structure in MAUI



Academic Structure Team

Brittany Benda, Emily Johnson, & Sara Morelli

- Maintenance of Academic Organization and Program of Study pages in MAUI

Jolene Cole & Elissa Thoman

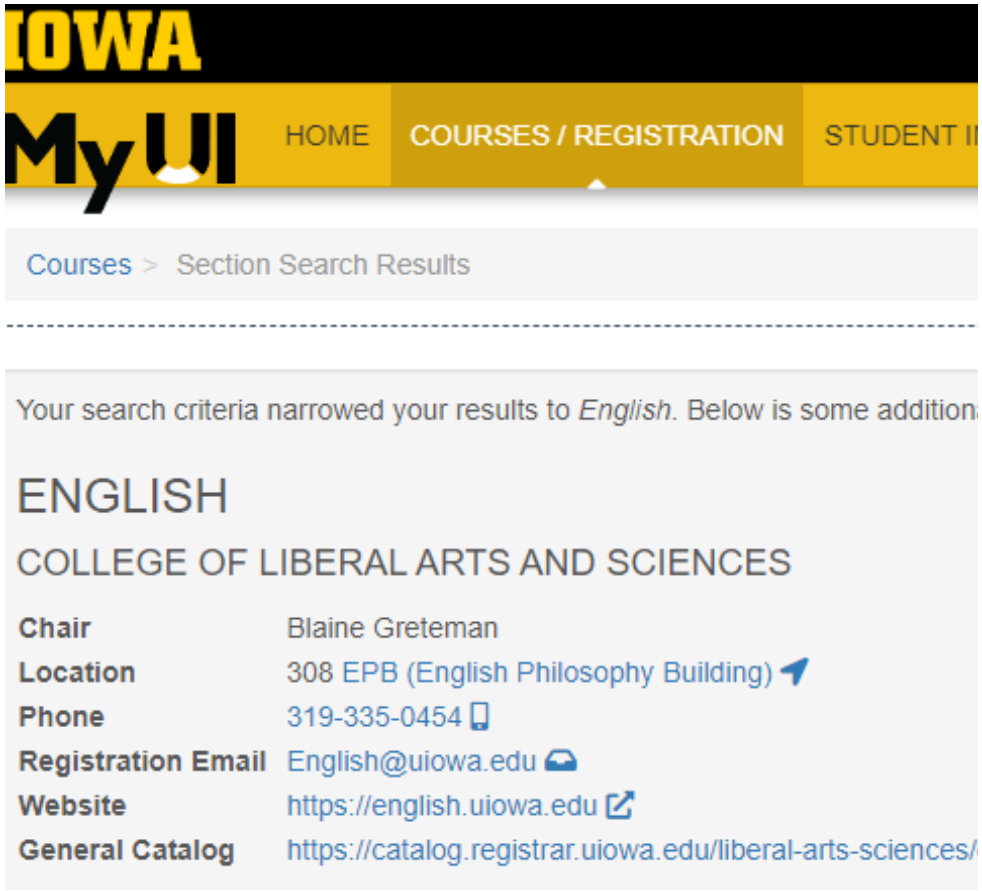
- Student program of study
- Advisor assignments
- Security access
- Grading

Academic Structure – What We Do

- Creates, revises, and ends academic units and programs of study in MAUI based on approvals received
- Clarify the process and procedures for academic structure maintenance
- Starting point for Enrollment Management, degree audits, sample plans, courses, General Catalog information, and more

Academic Structure – What We Do Cont.

- Updates information about departmental executive officers (DEOs—e.g., deans, chairs, heads, coordinators); campus addresses; and websites
- Combined programming tables, learning centers, and qualifiers



Academic Structure – Important Points

- Some actions need Iowa Board of Regents approval, and almost all require approval from the Office of the Provost
- Fall for effective sessions, spring or summer for end sessions
- POS changes or suspended admissions begin with your college, not the catalog!
- Manage over 240 academic units & 1,400 active programs of study in MAUI

Course Library

reg-course-approval@uiowa.edu

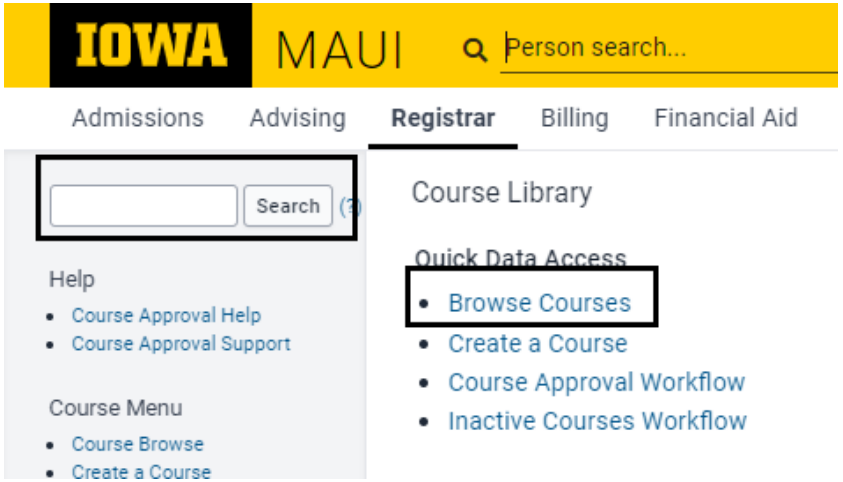
Course Library- What We Do

- Who we are:
  - Brittany Benda
  - Trent Tappan
  - Kelly Taylor
- Course creations, revisions, and drops
- Analyze course impacts on Curriculum Management team, offerings planner, and students
- Annual inactive course review process
- General Education programming stored in MAUI

Course Library

Course Management

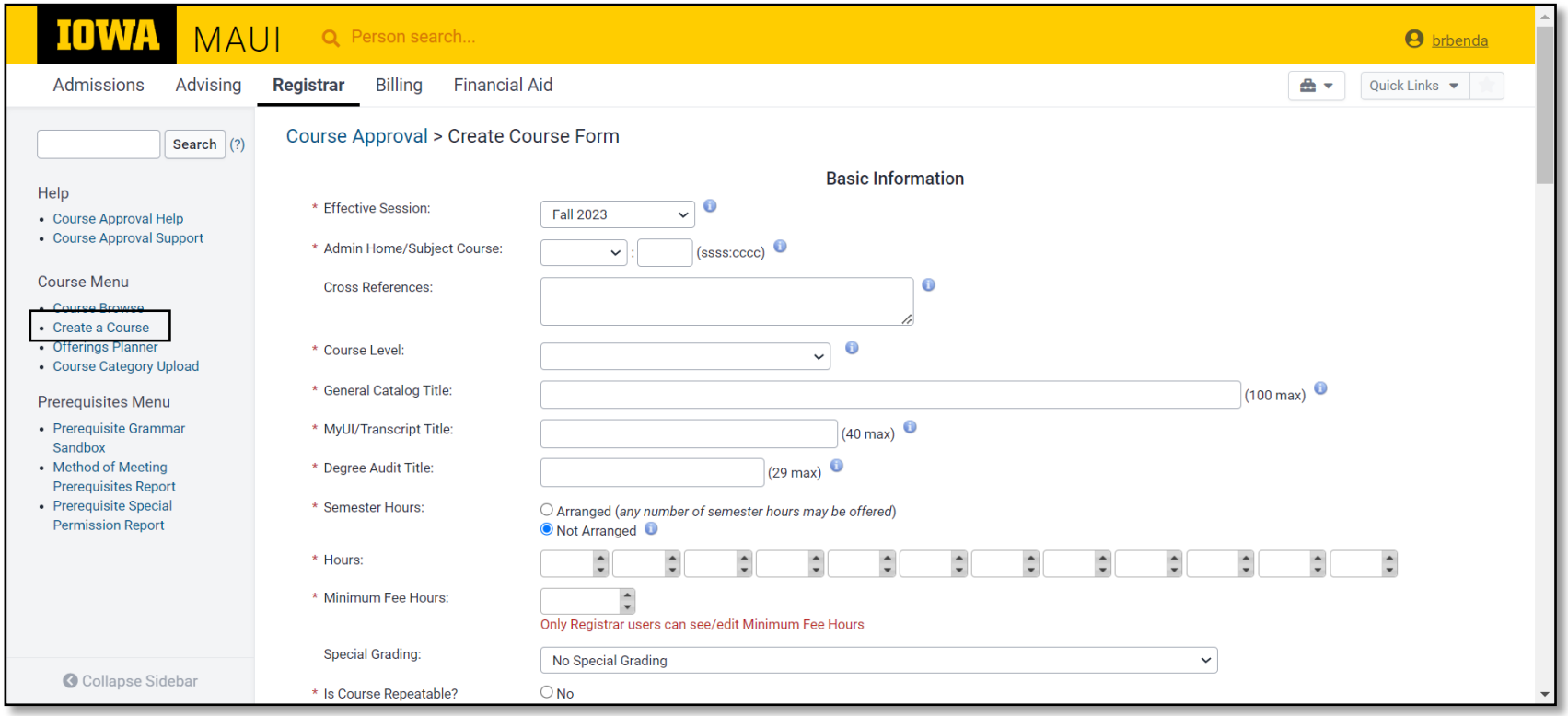
- Classroom Information
- Classroom Inventory
- Course Library
- Course Offerings
- MyUI Course Browse Text
- Offerings Planner
- Proctored Exams



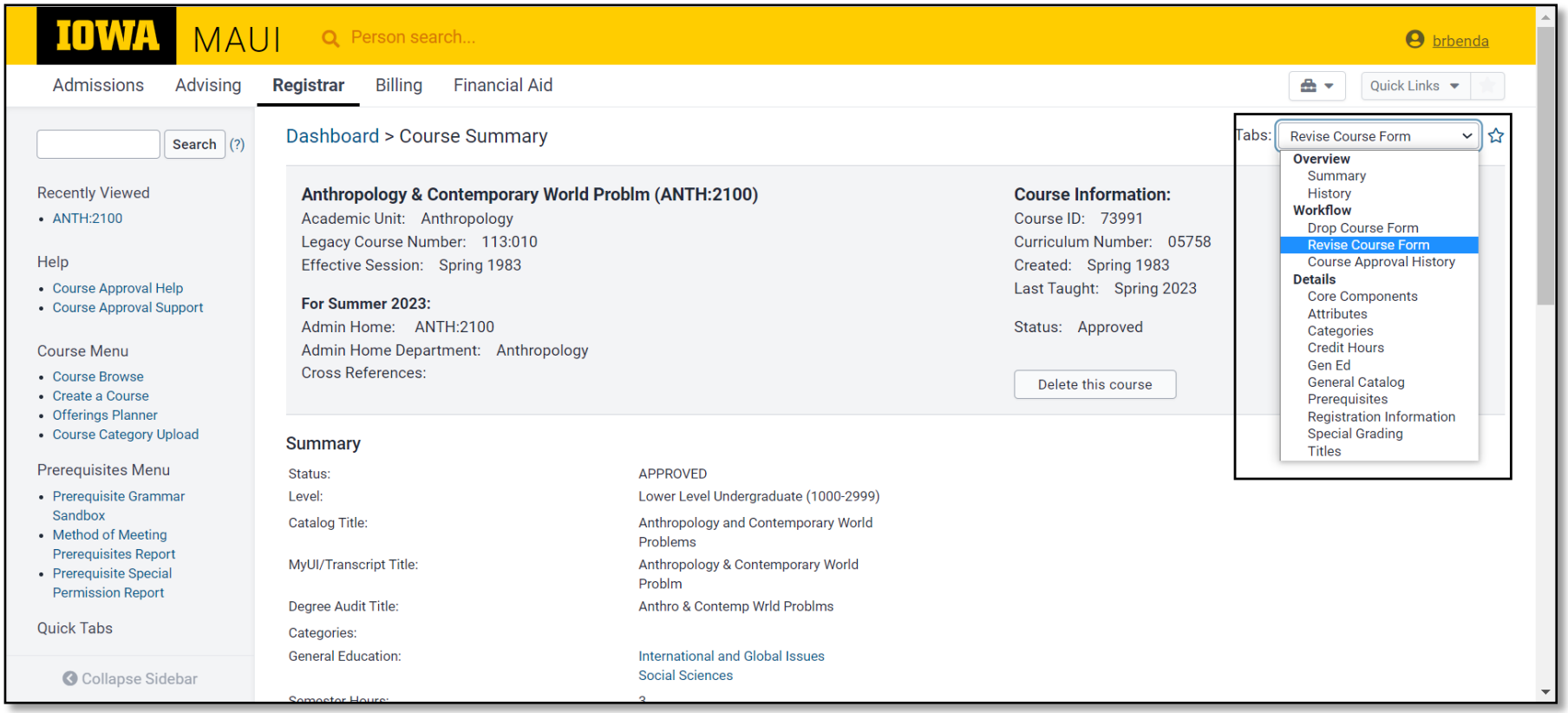
Course Library – Things to Know

- Course Library vs. Offerings Planner
- Course changes align with the General Catalog and Offerings Planner dates
  - Changes to courses should be made before Planner closes to editing
- Downstream impacts
  - Limited changes once students are enrolled
  - Extremely limited changes once session begins

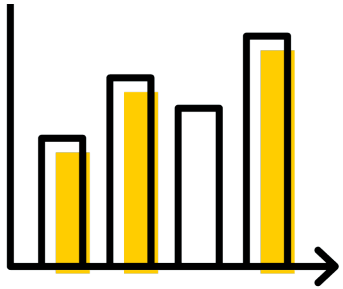
Course Library



Course Library



Course Library – Stats & Projects



Statistics

- 8,900+ active courses
- 228 active course subjects

System Improvements

- MAUI academic unit links
- Updated descriptive information on course forms

Course Categories

- Added a course category form
- Routed through workflow

General Catalog

registrar-publications@uiowa.edu

General Catalog Team - Who We Are

Kristan Hellige

- Team leader
- Big picture; advocacy

Lindsey Strom

- Workflow routing, user provisioning for CourseLeaf

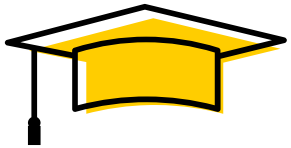
Emily Johnson

- Curricular actions in the catalog (academic structure, course library, requirements review)

New Team Member Coming Soon!

- Editor for all pages
- Day-to-day catalog management
- Collaborates with campus partners throughout the cycle
- Reviews and generates the archival PDF

What is the General Catalog?



Authoritative source for requirements

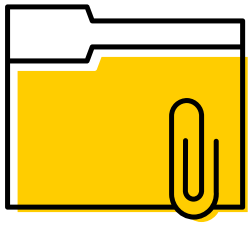
1,014 web pages listing every active program of study in a given academic year

Curriculum management tool (by default)

Open for annual editing and review by academic units and collegiate partners

Public-facing tool

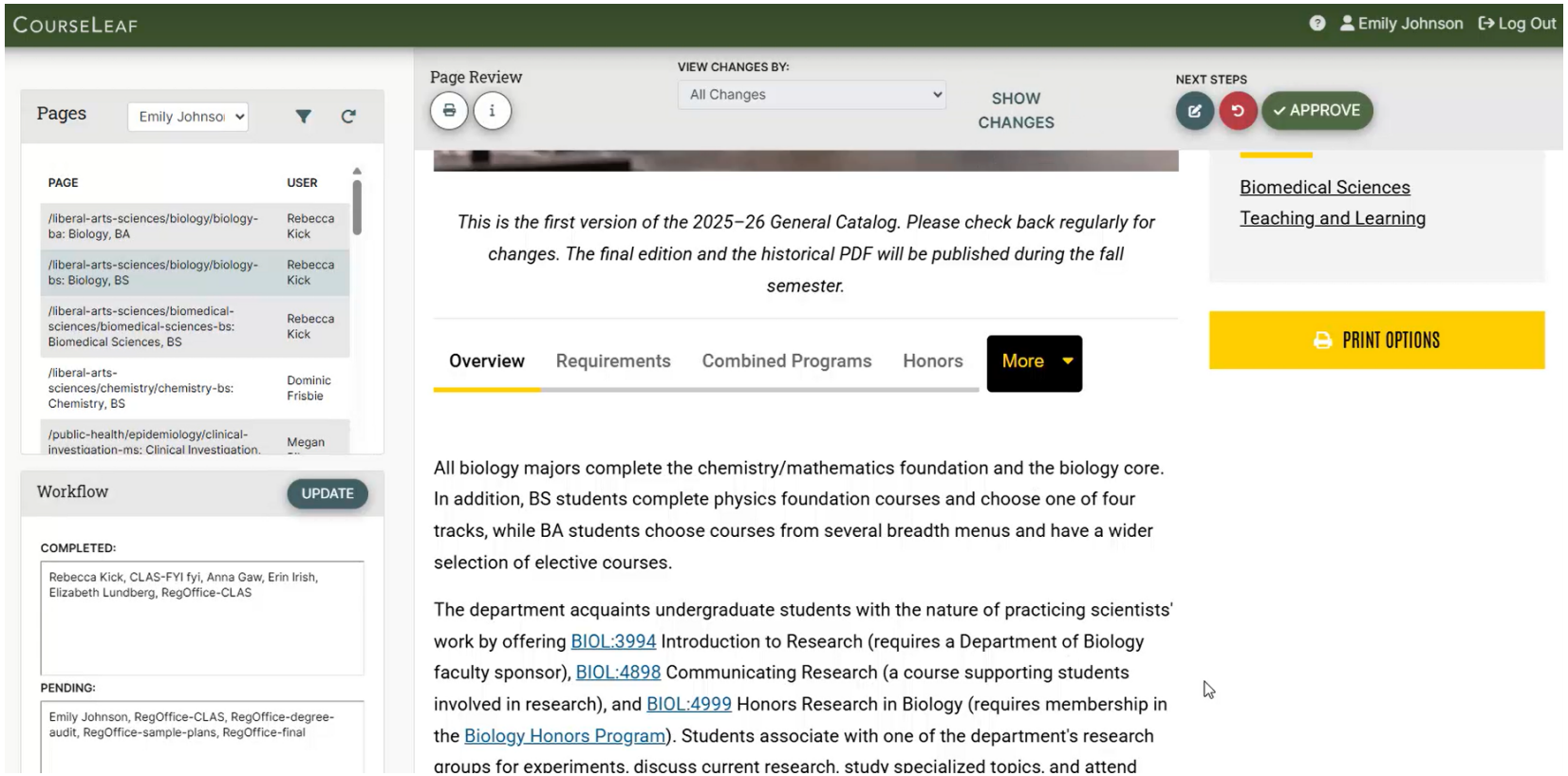
Overviews programs offered, career advancement opportunities, available to public



Archive

Archived PDF each fall (nearly 2,500 pages); sent to UI Libraries Special Collections

CourseLeaf Content Management System



Editing Cycle, 2026–27 General Catalog

Open for editing

- Oct. 27 through Jan. 16
- Units review pages and edit
- Catalog team reviews pages and edits for style and accuracy

Closed for editing

- Jan. 17 through May 2
- Degree audit team, and/or sample plans team review pages

Publication

- May 2: Catalog closes for publication prep
- General Catalog published to catalog.registrar.uiowa.edu mid-May

Summer -> archive

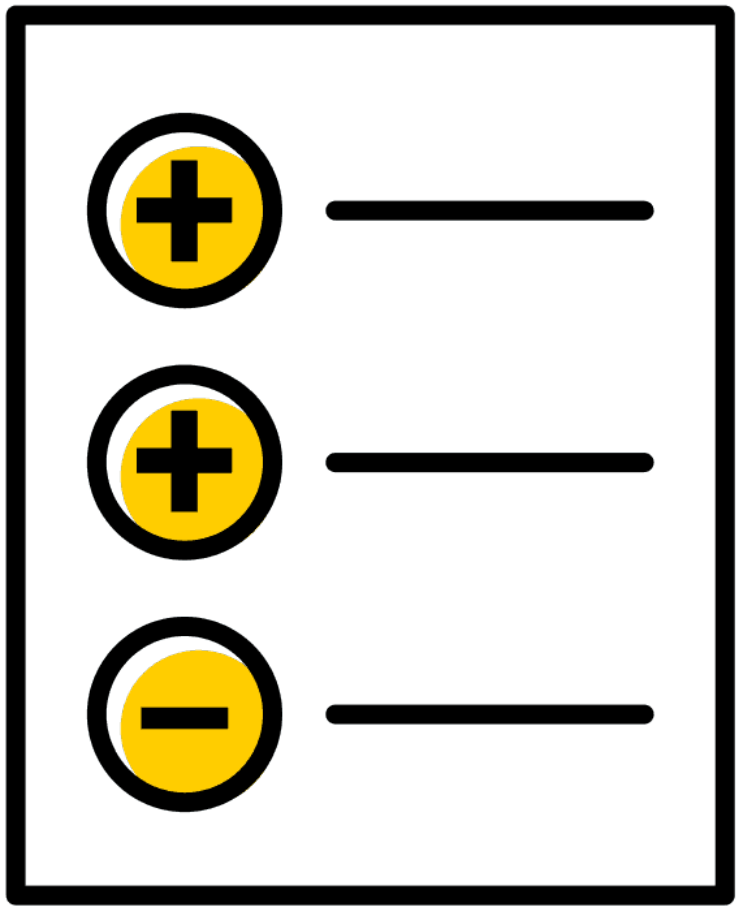
- Catalog updated as needed for administrator and URL changes
- Workflow preparation for next catalog cycle
- Archival PDF created Sept.1 for Veterans Administration (VA)

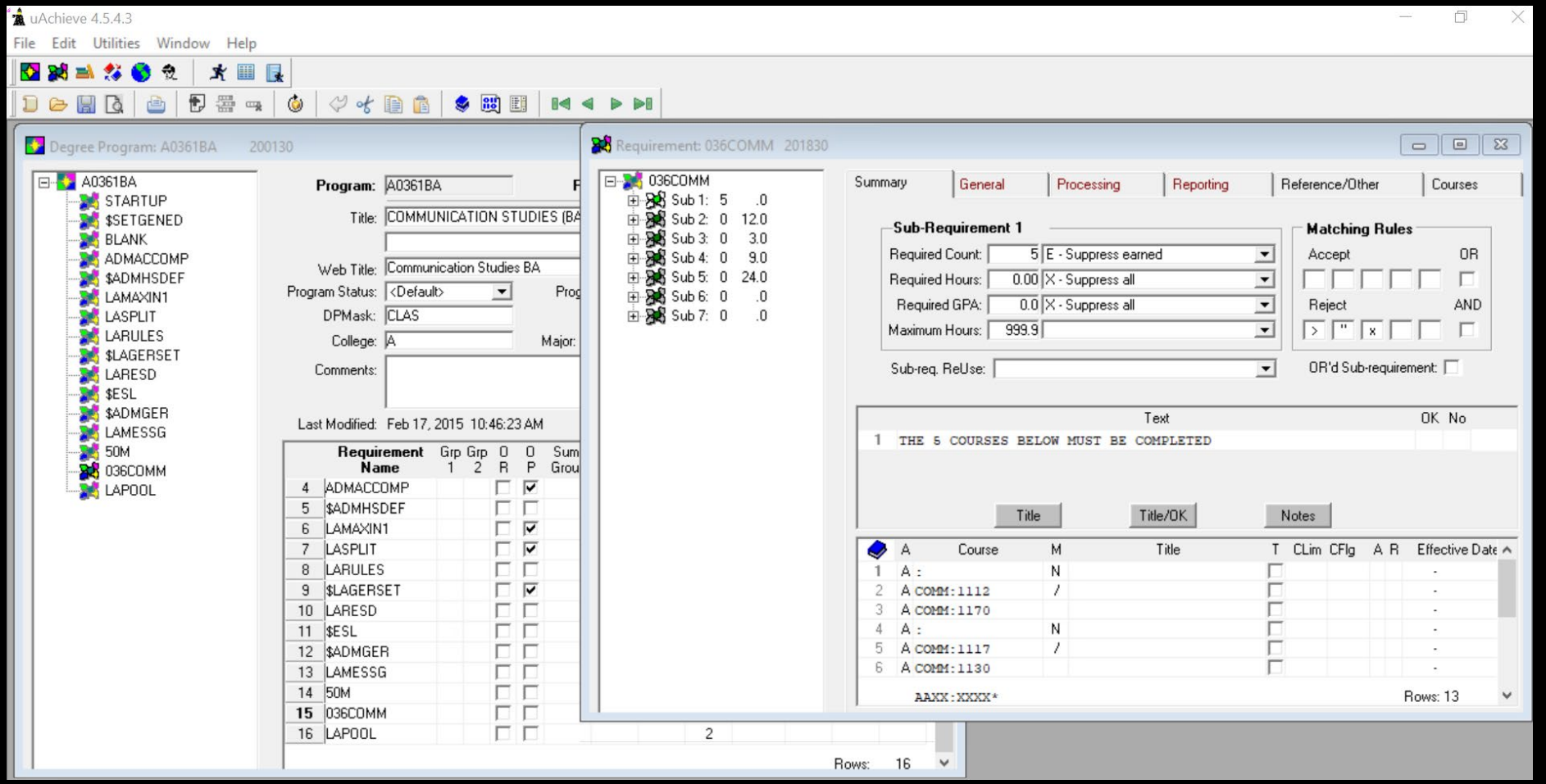
Degree Audit

reg-degree-audit@uiowa.edu

Degree Audit – Who We Are & What We Do

- Who we are:
  - Nate Gruber
  - Emily Johnson
  - Abagail Sullivan
  - Tim Vonderhaar
  - Merrie Yates
- Degree audit encoding: program of study, NCAA
- Review course approval forms for impacts on degree audits
- Process degree audit exceptions for Graduate College and Tippie Professional Programs
  - (Undergraduate exceptions are processed by Degree Services.)

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File Edit Utilities Window Help
Degree Program: A0361BA 200130
A0361BA
STARTUP
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LASPLIT
LARULES
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$ESL
$ADMGER
LAMESSG
50M
036COMM
LAPOOL
Program: A0361BA
Title: COMMUNICATION STUDIES (BA
Web Title: Communication Studies BA
Program Status: <Default>
DPMask: CLAS
College: A
Major:
Comments:
Last Modified: Feb 17, 2015 10:46:23 AM
Requirement Name
4 ADMACCOMP
5 $ADMHSDEF
6 LAMAXIN1
7 LASPLIT
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9 $LAGERSET
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11 $ESL
12 $ADMGER
13 LAMESSG
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Sub 2: 0 12.0
Sub 3: 0 3.0
Sub 4: 0 9.0
Sub 5: 0 24.0
Sub 6: 0 .0
Sub 7: 0 .0
Summary
General
Processing
Reporting
Reference/Other
Courses
Sub-Requirement 1
Required Count: 5 E - Suppress earned
Required Hours: 0.00 X - Suppress all
Required GPA: 0.0 X - Suppress all
Maximum Hours: 999.9
Sub-req. ReUse:
Matching Rules
Accept
OR
Reject
AND
OR'd Sub-requirement:
Text
OK No
1 THE 5 COURSES BELOW MUST BE COMPLETED
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1 A : N
2 A COMM:1112 /
3 A COMM:1170
4 A : N
5 A COMM:1117 /
6 A COMM:1130
AAXX:XXXX*
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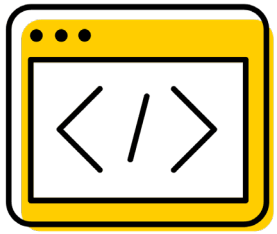
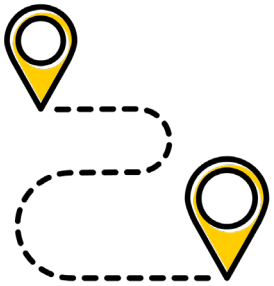
Degree Audit – What Is It?

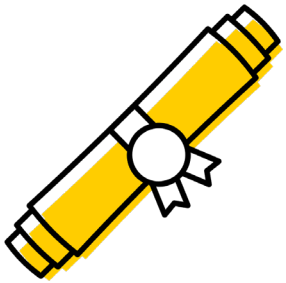


- Vended system (uAchieve) that integrates with MAUI
- Team encodes program of study and NCAA degree audit reports



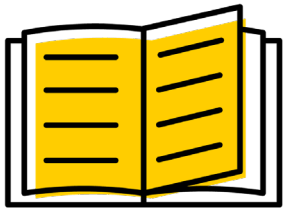
- Program of study reports available in MAUI and MyUI
- Allow students and advisors to track progress toward completion

- NCAA reports require different calculations related to student athlete eligibility
- Much more limited access – primarily used by registrar's office



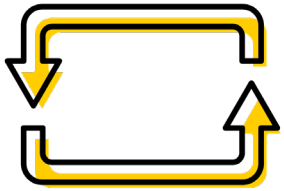
- Program of study audit: used to clear students for graduation
- NCAA audit: used to evaluate incoming and current students' eligibility

"What is the Authoritative Source?"



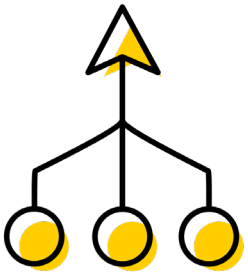
General Catalog

Degree audits are encoded to match the General Catalog. Encoders review each catalog page every year to be sure the audit matches the catalog.



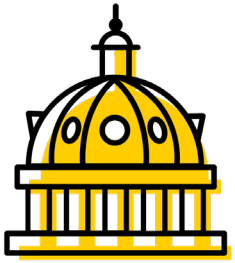
MAUI Student Info System (SIS)

MAUI contains the student information that is fed into degree audits and checked against the encoded requirements.



Collegiate Rules & Policies

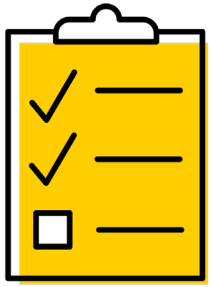
Each college's degree audits are built to reflect their unique policies, such as residency and grading policies or general education requirements.



...and beyond

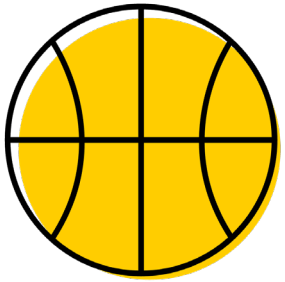
Federal, state, and accreditation standards can require additional encoding work.

Degree Audit – Stats & Recent Projects



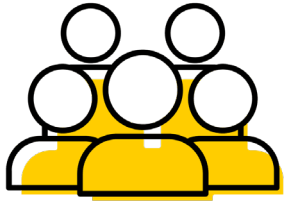
550+ program of study audits

- Number of audits is always fluctuating with program of study changes
- 2,245,315 audits requested FY25



160+ NCAA audits

- Built and maintained for degree-granting programs of study with student athletes enrolled
- Certify about 650 athletes per semester



General Education updates

- Updated gen ed programs for Tippie, University College effective this summer, anticipate others soon
- Collaboration with IT

Graduate College initiative

- Multiyear project
- Replace manual, decentralized degree clearance and advising

Sample Plans

reg-sample-plans@uiowa.edu

Sample Plans – Team Description

- Who we are:
  - Brittany Benda
  - Trent Tappan
  - Kelly Taylor

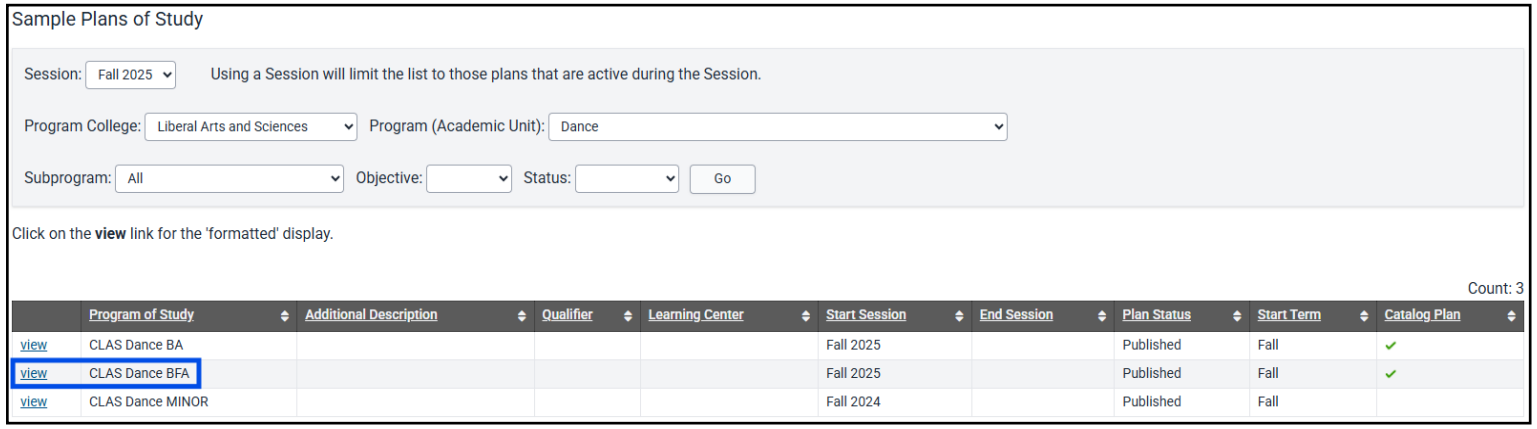
- Sample plans of study are an advising and planning tool that map the sequencing of academic requirements for active programs of study.

- The Sample Plans team supports the university's strategic goal of excellence in teaching and learning by creating and maintaining accurate sample plans.

Sample Plans Team – What We Do

- Works with colleges, academic advisors, and departments to create and update sample plans
- Tracks course library and programs of study changes that affect sample plans
- Reviews sample plans annually to ensure they match requirements in the general catalog
- Trains campus partners on the use of MAUI administrative tools used to create and maintain sample plans

Sample Plans Dashboard



Sample Plans of Study

Session: Fall 2025 Using a Session will limit the list to those plans that are active during the Session.

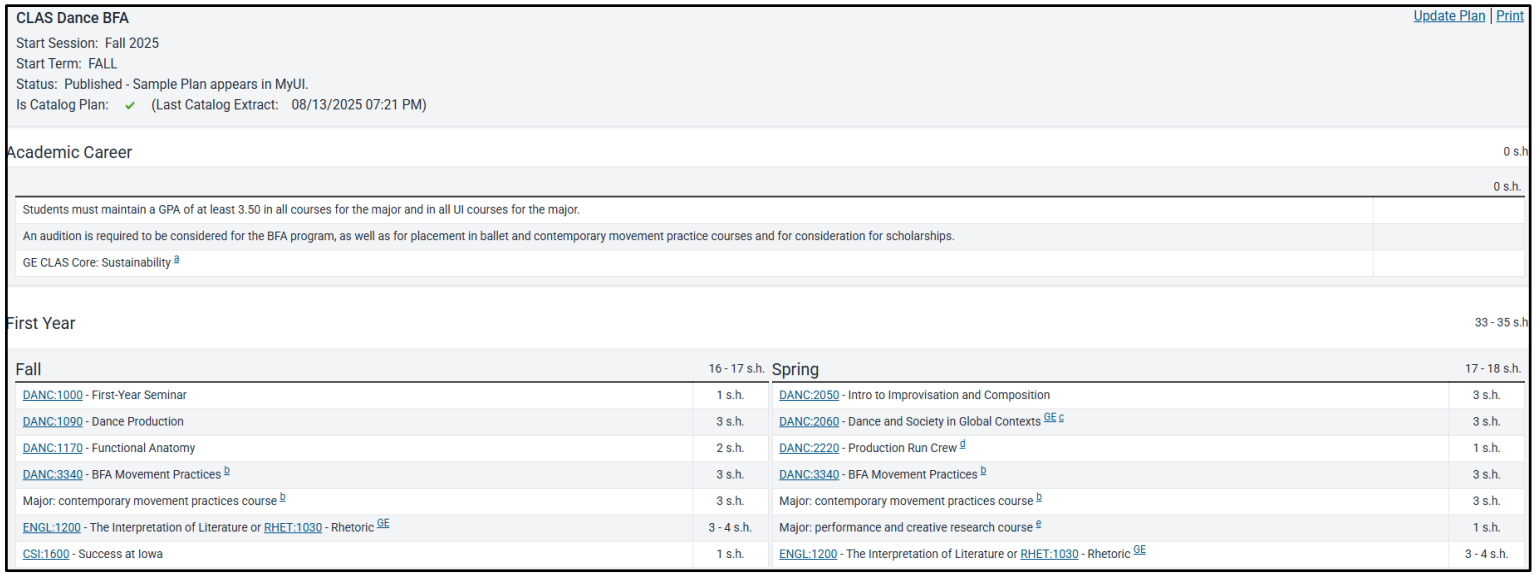
Program College: Liberal Arts and Sciences Program (Academic Unit): Dance

Subprogram: All Objective: Status: Go

Click on the **view** link for the 'formatted' display.

Count: 3

	Program of Study	Additional Description	Qualifier	Learning Center	Start Session	End Session	Plan Status	Start Term	Catalog Plan
view	CLAS Dance BA				Fall 2025		Published	Fall	✔
view	CLAS Dance BFA				Fall 2025		Published	Fall	✔
view	CLAS Dance MINOR				Fall 2024		Published	Fall	



CLAS Dance BFA Update Plan | Print

Start Session: Fall 2025
Start Term: FALL
Status: Published - Sample Plan appears in MyUI.
Is Catalog Plan: ✔ (Last Catalog Extract: 08/13/2025 07:21 PM)

Academic Career 0 s.h.

0 s.h.

Students must maintain a GPA of at least 3.50 in all courses for the major and in all UI courses for the major.
An audition is required to be considered for the BFA program, as well as for placement in ballet and contemporary movement practice courses and for consideration for scholarships.
GE CLAS Core: Sustainability [a]

First Year 33 - 35 s.h.

Fall	16 - 17 s.h.	Spring	17 - 18 s.h.
DANC:1000 - First-Year Seminar	1 s.h.	DANC:2050 - Intro to Improvisation and Composition	3 s.h.
DANC:1090 - Dance Production	3 s.h.	DANC:2060 - Dance and Society in Global Contexts GE [c]	3 s.h.
DANC:1170 - Functional Anatomy	2 s.h.	DANC:2220 - Production Run Crew [d]	1 s.h.
DANC:3340 - BFA Movement Practices [b]	3 s.h.	DANC:3340 - BFA Movement Practices [b]	3 s.h.
Major: contemporary movement practices course [b]	3 s.h.	Major: contemporary movement practices course [b]	3 s.h.
ENGL:1200 - The Interpretation of Literature or RHET:1030 - Rhetoric GE	3 - 4 s.h.	Major: performance and creative research course [e]	1 s.h.
CSI:1600 - Success at Iowa	1 s.h.	ENGL:1200 - The Interpretation of Literature or RHET:1030 - Rhetoric GE	3 - 4 s.h.

Our Timeline for Fall 2026 Sample Plans

Track Course Library edits for effects on sample plans (year-round)

- Review create, revise, drop, and inactive course approval form actions
- Maintain annual tracking spreadsheet
- Clone affected sample plans to fall 2026 prior to beginning of annual review

SP administrators review plans & submit updates by end of March

- Email to Sample Plans admins in early January about the updating process
- Sample Plans team works on updates and creation requests throughout the spring semester

Review final General Catalog pages (Jan.-April)

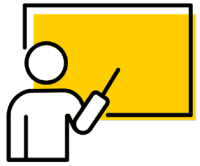
- Compare General Catalog page information to sample plans
- Complete course by course requirement checks of sample plans

Publish new and updated sample plans (Jan.-July)

- Follow up with SP admins regarding sample plans that are still pending
- Plans appear on MyUI
- Plans also uploaded to the General Catalog

Sample Plans - Statistics

3k



Nearly 3,000 sample plans created since 2017

710+

More than 710 sample plans reviewed and updated for fall 2025

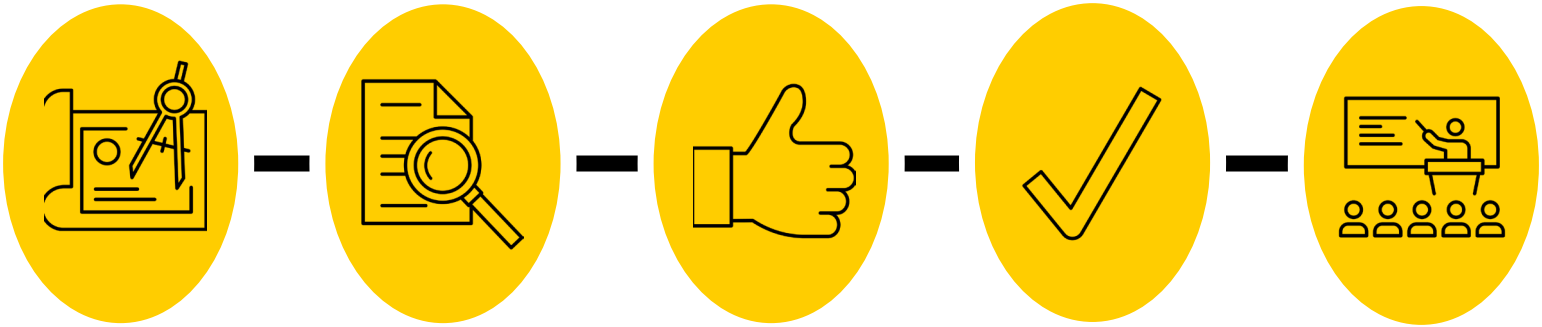
62k

Almost 62,000 MyPlans created in MyUI since fall 2018

Walk through an example

Artificial Intelligence, BS

Academic Structure Workflow



Proposal reviewed by college

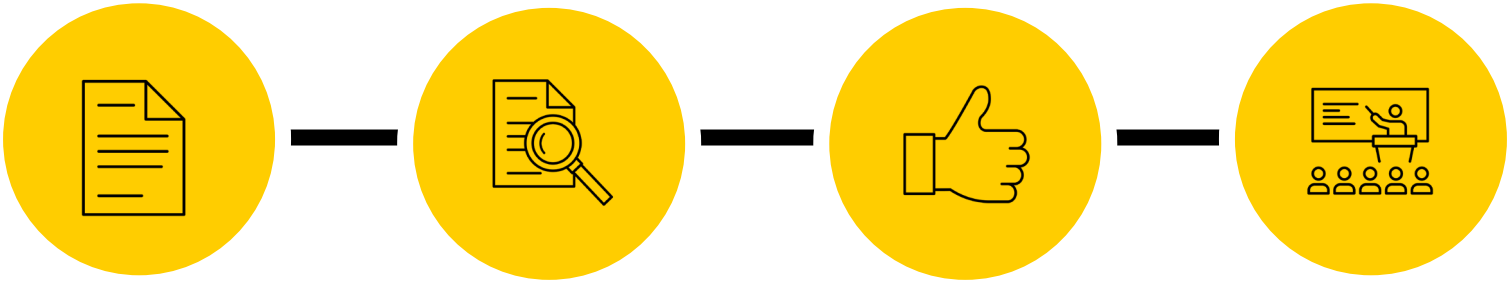
Office of the Provost, routing to Board of Regents (if needed)

Approvals sent to Academic Structure team

Actions taken in MAUI

Updates to MAUI, MyUI, Enrollment Management, etc.

Course Library Workflow



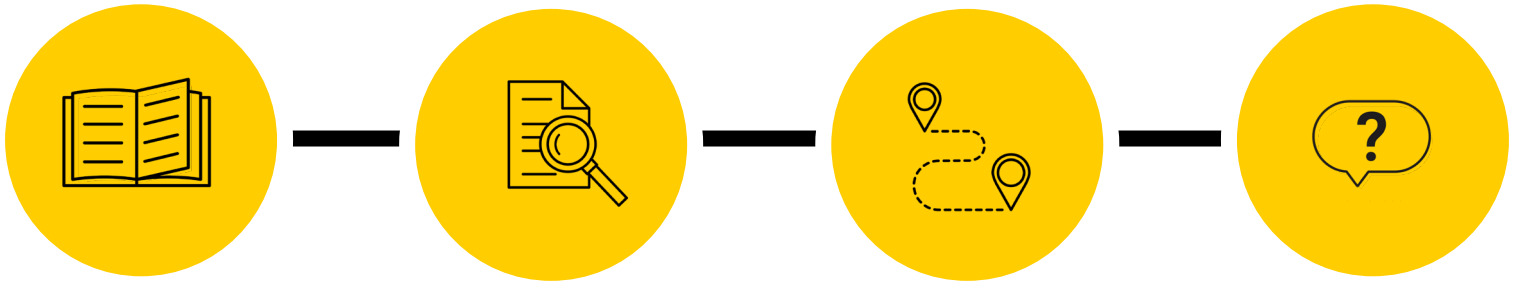
Course approval form submitted

Form reviewed by department executive officers (DEOs), college, & curriculum mgmt. teams

Form approved, Course Library updated

Course sections, curricular mgmt. systems, and MyUI updated

General Catalog



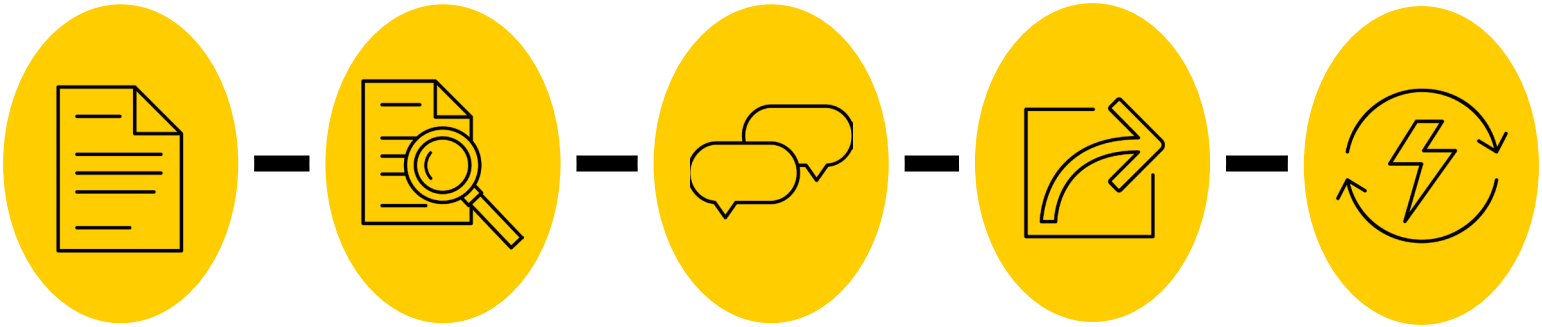
Create a new Program of Study page in the catalog; confirm workflow path

Page routes to initiator and then through workflow

Page returns to catalog team for editorial style, catalog style, and curriculum check

Final proof shared with department, with last-minute questions, then page moves to next team

Degree Audit workflow



Receive completed catalog page

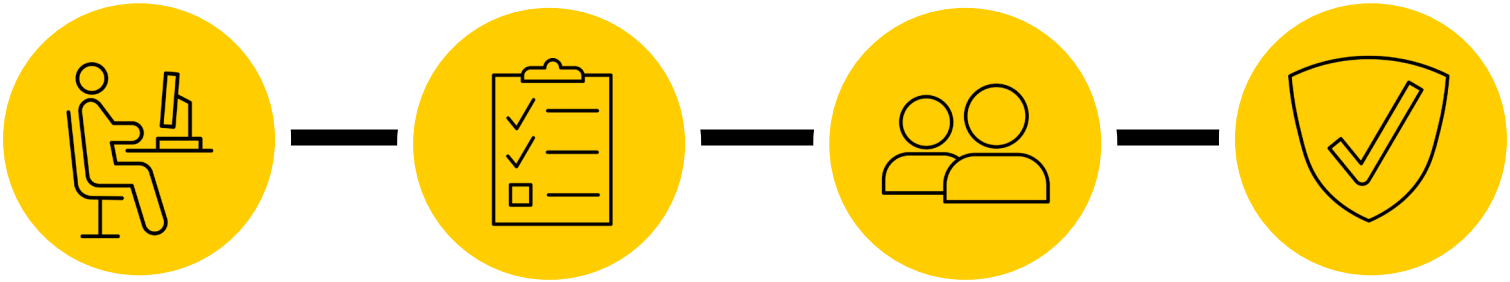
Create new audit, including collegiate rules, gen eds, and program of study curriculum

Seek feedback from department/ advisor as needed

Publish new requirements

Maintain audit, including updates based on course approval, collegiate policy, or future catalog edits

Sample Plan Workflow



Sample Plan admin submits plan details in MAUI

Registrar creates sample plan in MAUI

Plan routed back to SP admin for review and then on for collegiate approval

Plan approved and published on MyUI

Conclusion

Survey responses requested by noon on Wednesday, September 10

APPENDIX

Team Emails

- Academic Structure (Academic Orgs, Programs of Study) – reg-acad-structure@uiowa.edu
- Course Library – reg-course-approval@uiowa.edu
- General Catalog – registrar-publications@uiowa.edu
- Degree Audit – reg-degree-audit@uiowa.edu
- Sample Plans – reg-sample-plans@uiowa.edu

Curriculum Management

- **Brittany Benda** - Academic Organizations, Course Library, Programs of Study, Sample Plans
- **Nate Gruber** - Degree Audit
- **Kristan Hellige** - General Catalog
- **Emily Johnson -** Academic Organizations, Degree Audit, General Catalog, Programs of Study
- **Sara Morelli** - Curriculum and Academic Systems
- **Lindsey Strom –** General Catalog
- **Abagail Sullivan** - Degree Audit
- **Trent Tappan** – Course Library, Sample Plans
- **Kelly Taylor** - Course Library, Sample Plans
- **Tim Vonderhaar** - Degree Audit
- **Merrie Yates** - Degree Audit

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