

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

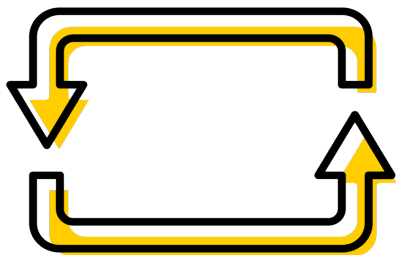
- **Mission:**

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

IOWA MAUI  Person search...

Admissions Advising **Registrar** Billing Financial Aid

Registrar

Academic Record

- [Academic Record Dashboard](#)
- [Athletic Administration](#)
- [GI Bill/Vet Administration](#)
- [Dentistry Dean's List Configuration](#)

Academic Structure

- [Academic Calendar](#)
- [Academic Organizations](#)
- [Programs of Study](#)
- [Sample Plans](#)

Advising

- [Advisor Administration](#)
- [One-Click Course Combinations](#)

Course Management

- [Classroom Information](#)
- [Classroom Inventory](#)
- [Course Library](#)

Academic Structure Team

**Brittany Benda, Emily Johnson,
& Sara Morelli**

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

**Jolene Cole
& Elissa Thoman**

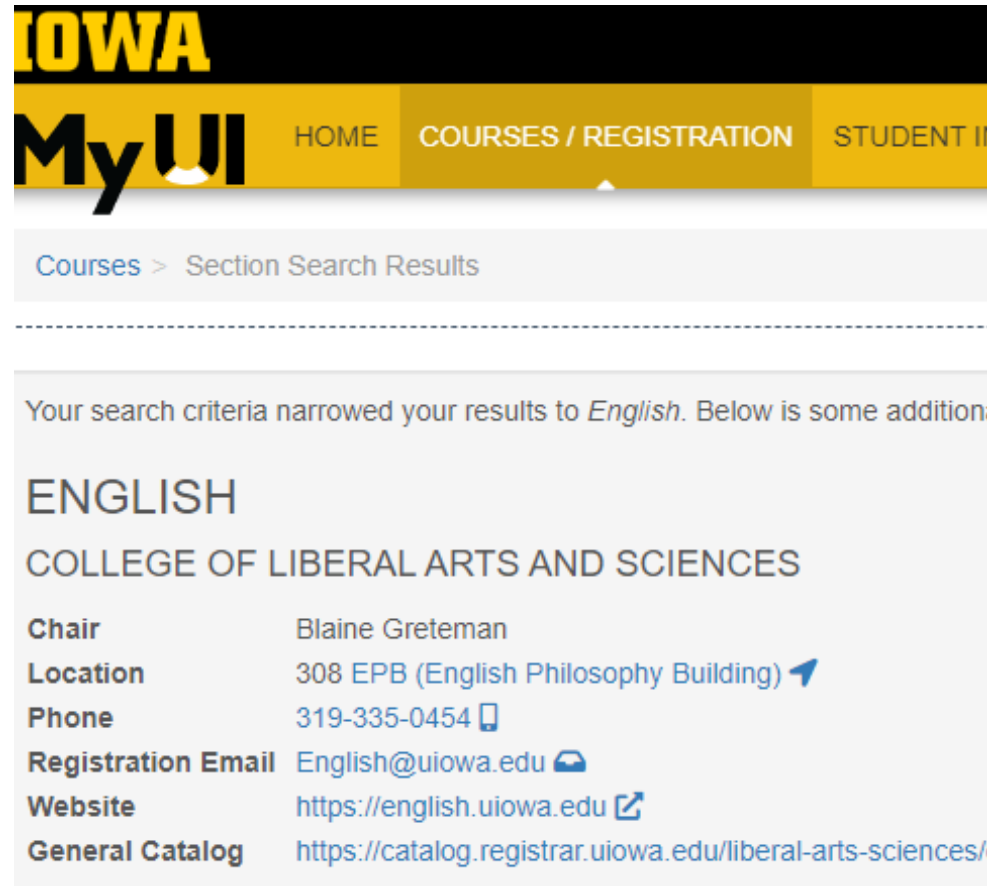
- Student program of study
- Advisor assignments
- Security access
- Grading

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



The screenshot shows the MyUI website interface. At the top, there is a black header with "IOWA" in yellow, followed by a yellow navigation bar with "MyUI" and links for "HOME", "COURSES / REGISTRATION", and "STUDENT". Below the navigation bar, a breadcrumb trail reads "Courses > Section Search Results". A dashed line separates this from the main content area. The main content area has a light gray background and contains the text: "Your search criteria narrowed your results to *English*. Below is some additional information." This is followed by the heading "ENGLISH" and "COLLEGE OF LIBERAL ARTS AND SCIENCES". Below this, a table lists contact information for the English department.

Chair	Blaine Greteman
Location	308 EPB (English Philosophy Building) 
Phone	319-335-0454 
Registration Email	English@uiowa.edu 
Website	https://english.uiowa.edu 
General Catalog	https://catalog.registrar.uiowa.edu/liberal-arts-sciences/

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](#)

The screenshot shows the Iowa MAUI Registrar system interface. At the top, there is a yellow header with the 'IOWA MAUI' logo and a search bar labeled 'Person search...'. Below the header, a navigation bar contains links for 'Admissions', 'Advising', 'Registrar' (which is highlighted), 'Billing', and 'Financial Aid'. On the left side, there is a sidebar menu with a search box and a 'Search' button. The main content area is divided into two columns. The left column has a 'Help' section with links for 'Course Approval Help' and 'Course Approval Support', and a 'Course Menu' section with links for 'Course Browse' and 'Create a Course'. The right column has a 'Course Library' section and a 'Quick Data Access' section. In the 'Quick Data Access' section, the 'Browse Courses' link is highlighted with a black box.

IOWA MAUI Person search...

Admissions Advising **Registrar** Billing Financial Aid

Search

Help

- [Course Approval Help](#)
- [Course Approval Support](#)

Course Menu

- [Course Browse](#)
- [Create a Course](#)

Course Library

Quick Data Access

- [Browse Courses](#)
- [Create a Course](#)
- [Course Approval Workflow](#)
- [Inactive Courses Workflow](#)

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

IOWA MAUI

Admissions Advising **Registrar** Billing Financial Aid

(?)

Course Approval > Create Course Form

Basic Information

* Effective Session:

* Admin Home/Subject Course:

Cross References:

* Course Level:

* General Catalog Title:

* MyUI/Transcript Title:

* Degree Audit Title:

* Semester Hours: ☐ Arranged (any number of semester hours may be offered)
☒ Not Arranged

* Hours:

* Minimum Fee Hours:

Only Registrar users can see/edit Minimum Fee Hours

Special Grading:

* Is Course Repeatable? ☐ No

Help

- Course Approval Help
- Course Approval Support

Course Menu

- Course Browse
- Create a Course
- Offerings Planner
- Course Category Upload

Prerequisites Menu

- Prerequisite Grammar Sandbox
- Method of Meeting
- Prerequisites Report
- Prerequisite Special Permission Report

Course Library

IOWA

MAUI

Person search...

Admissions

Advising

Registrar

Billing

Financial Aid

Search (?)

Recently Viewed

- ANTH:2100

Help

- Course Approval Help
- Course Approval Support

Course Menu

- Course Browse
- Create a Course
- Offerings Planner
- Course Category Upload

Prerequisites Menu

- Prerequisite Grammar Sandbox
- Method of Meeting Prerequisites Report
- Prerequisite Special Permission Report

Quick Tabs

Collapse Sidebar

Dashboard > Course Summary

Anthropology & Contemporary World Problem (ANTH:2100)

Academic Unit: Anthropology

Legacy Course Number: 113:010

Effective Session: Spring 1983

For Summer 2023:

Admin Home: ANTH:2100

Admin Home Department: Anthropology

Cross References:

Course Information:

Course ID: 73991

Curriculum Number: 05758

Created: Spring 1983

Last Taught: Spring 2023

Status: Approved

Delete this course

Summary

Status:	APPROVED
Level:	Lower Level Undergraduate (1000-2999)
Catalog Title:	Anthropology and Contemporary World Problems
MyUI/Transcript Title:	Anthropology & Contemporary World Problem
Degree Audit Title:	Anthro & Contemp Wrld Problems
Categories:	
General Education:	International and Global Issues Social Sciences
Semester Hours:	3

Revise Course Form

Overview

Summary

History

Workflow

Drop Course Form

Revise Course Form

Course Approval History

Details

Core Components

Attributes

Categories

Credit Hours

Gen Ed

General Catalog

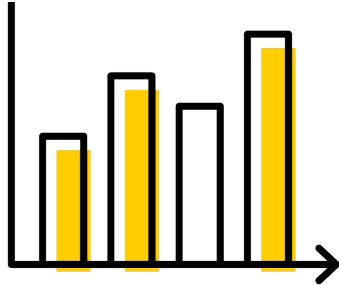
Prerequisites

Registration Information

Special Grading

Titles

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

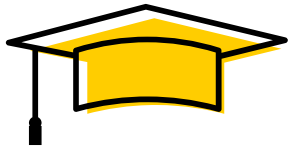
Emily Johnson

- 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



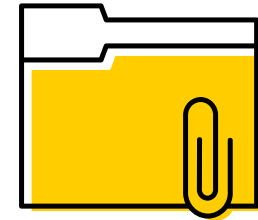
Curriculum management tool (by default)

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

The screenshot displays the CourseLeaf Content Management System interface. At the top, the header shows "COURSELEAF" on the left and user information "Emily Johnson" with a "Log Out" link on the right. The main content area is titled "Page Review" and includes a "VIEW CHANGES BY:" dropdown set to "All Changes" and a "SHOW CHANGES" button. To the right of the main content, there are "NEXT STEPS" with icons for share, undo, and a green "APPROVE" button. Below the main content, there is a navigation bar with tabs for "Overview", "Requirements", "Combined Programs", "Honors", and a "More" dropdown. The "Overview" tab is currently selected. The main content area displays a message: "This is the first version of the 2025–26 General Catalog. Please check back regularly for changes. The final edition and the historical PDF will be published during the fall semester." To the right of the main content, there is a sidebar with links for "Biomedical Sciences" and "Teaching and Learning", and a yellow "PRINT OPTIONS" button. On the left side of the interface, there is a "Pages" section with a dropdown menu set to "Emily Johnson" and a table listing pages and their users. Below the "Pages" section is a "Workflow" section with an "UPDATE" button and two boxes: "COMPLETED:" and "PENDING:". The "COMPLETED:" box lists "Rebecca Kick, CLAS-FYI fyi, Anna Gaw, Erin Irish, Elizabeth Lundberg, RegOffice-CLAS". The "PENDING:" box lists "Emily Johnson, RegOffice-CLAS, RegOffice-degree-audit, RegOffice-sample-plans, RegOffice-final".

PAGE	USER
/liberal-arts-sciences/biology/biology-ba: Biology, BA	Rebecca Kick
/liberal-arts-sciences/biology/biology-bs: Biology, BS	Rebecca Kick
/liberal-arts-sciences/biomedical-sciences/biomedical-sciences-bs: Biomedical Sciences, BS	Rebecca Kick
/liberal-arts-sciences/chemistry/chemistry-bs: Chemistry, BS	Dominic Frisbie
/public-health/epidemiology/clinical-investigation-ms: Clinical Investigation	Megan

Workflow UPDATE

COMPLETED:

Rebecca Kick, CLAS-FYI fyi, Anna Gaw, Erin Irish, Elizabeth Lundberg, RegOffice-CLAS

PENDING:

Emily Johnson, RegOffice-CLAS, RegOffice-degree-audit, RegOffice-sample-plans, RegOffice-final

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)

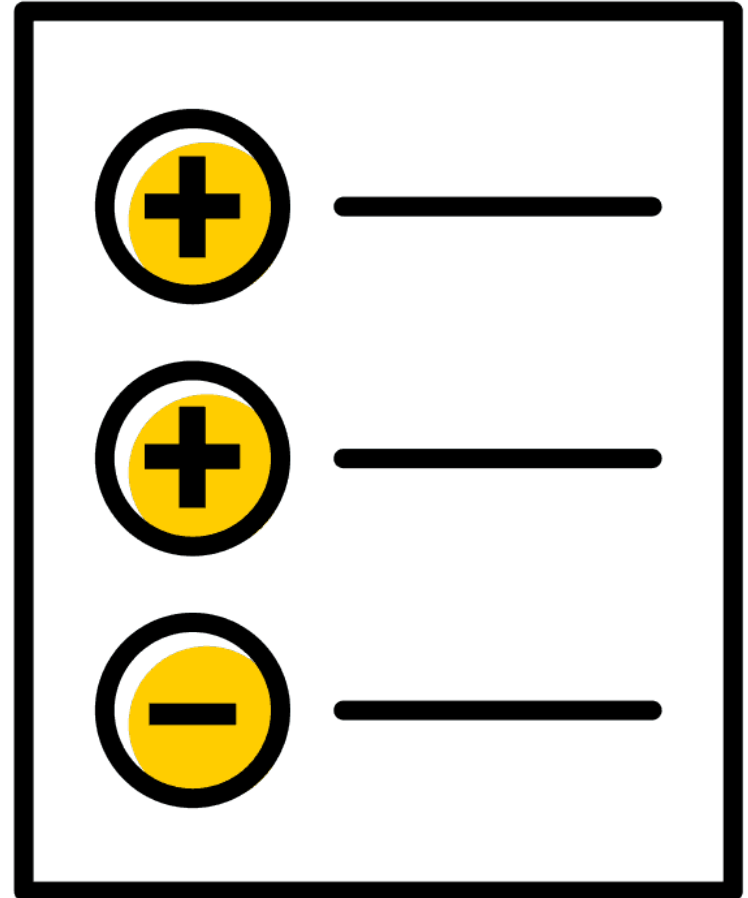


Degree Audit

reg-degree-audit@uiowa.edu

Degree Audit – Who We Are & What We Do

- Who we are:
 - Nate Gruber
 - Emily Johnson
 - Abigail 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.)



uAchieve 4.5.4.3

File Edit Utilities Window Help

Degree Program: A0361BA 200130

Requirement: 036COMM 201830

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

Requirement Name	Grp 1	Grp 2	O R	O P	Sum Group
4 ADMACCOMP			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 \$ADMHSDEF			<input type="checkbox"/>	<input type="checkbox"/>	
6 LAMAXIN1			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7 LASPLIT			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 LARULES			<input type="checkbox"/>	<input type="checkbox"/>	
9 \$LAGERSET			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10 LARESD			<input type="checkbox"/>	<input type="checkbox"/>	
11 \$ESL			<input type="checkbox"/>	<input type="checkbox"/>	
12 \$ADMGER			<input type="checkbox"/>	<input type="checkbox"/>	
13 LAMESSG			<input type="checkbox"/>	<input type="checkbox"/>	
14 50M			<input type="checkbox"/>	<input type="checkbox"/>	
15 036COMM			<input type="checkbox"/>	<input type="checkbox"/>	
16 LAPOL			<input type="checkbox"/>	<input type="checkbox"/>	

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

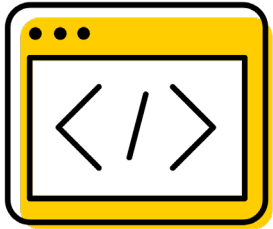
	Title	Title/OK	Notes
A	Course	M	Title
1	A :	N	
2	A COMM: 1112	/	
3	A COMM: 1170		
4	A :	N	
5	A COMM: 1117	/	
6	A COMM: 1130		

AAXX:XXXX*

Rows: 13

Rows: 16

Degree Audit – What Is It?



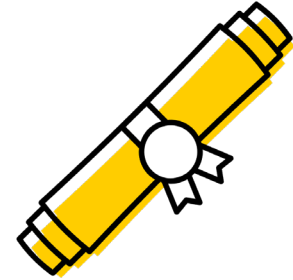
- Vended system (uAchieve) that integrates with MAUI
- Team encodes program of study and NCAA degree audit reports



- 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



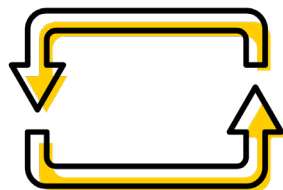
- Program of study audit: used to clear students for graduation
- NCAA audit: used to evaluate incoming and current students' eligibility

"What is the Authoritative Source?"



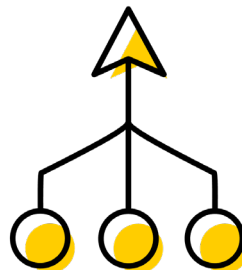
General Catalog

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



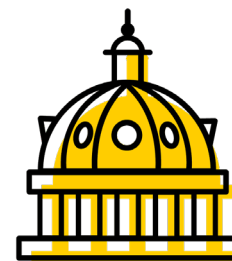
MAUI Student Info System (SIS)

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



Collegiate Rules & Policies

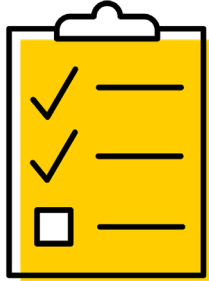
Each college's degree audits are built to reflect their unique policies, such as residency and grading policies or general education requirements.



...and beyond

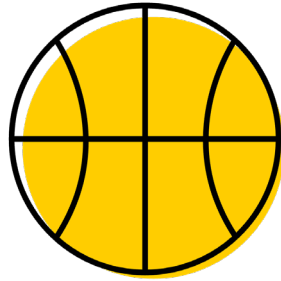
Federal, state, and accreditation standards can require additional encoding work.

Degree Audit – Stats & Recent Projects



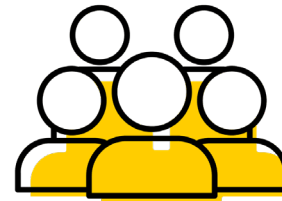
550+ program of study audits

- 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.

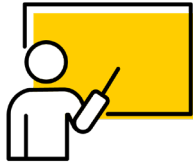
Fall	16 - 17 s.h.	Spring	17 - 18 s.h.
DANC:1000 - First-Year Seminar	1 s.h.	DANC:2050 - Intro to Improvisation and Composition	3 s.h.
DANC:1090 - Dance Production	3 s.h.	DANC:2060 - Dance and Society in Global Contexts ^{GE C}	3 s.h.
DANC:1170 - Functional Anatomy	2 s.h.	DANC:2220 - Production Run Crew ^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)	SP administrators review plans & submit updates by end of March	Review final General Catalog pages (Jan.-April)	Publish new and updated sample plans (Jan.-July)
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Compare General Catalog page information to sample plans• Complete course by course requirement checks of sample plans	<ul style="list-style-type: none">• Follow up with SP admins regarding sample plans that are still pending• Plans appear on MyUI• Plans also uploaded to the General Catalog

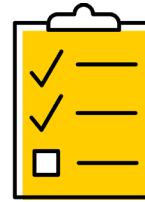
Sample Plans - Statistics

3k



Nearly 3,000 sample plans created since 2017

710+



More than 710 sample plans reviewed and updated for fall 2025

62k

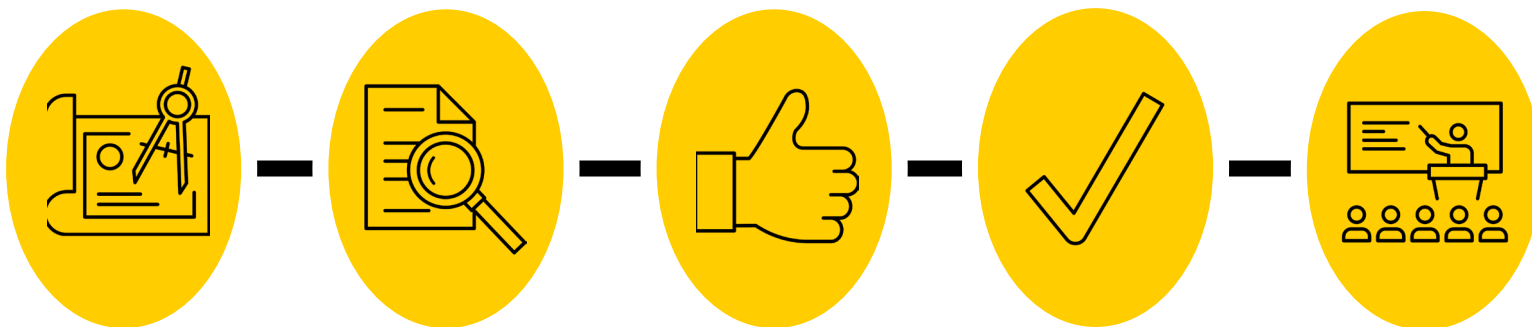


Almost 62,000 MyPlans created in MyUI since fall 2018

Walk through an example

Artificial Intelligence, BS

Academic Structure Workflow



**Proposal
reviewed by
college**

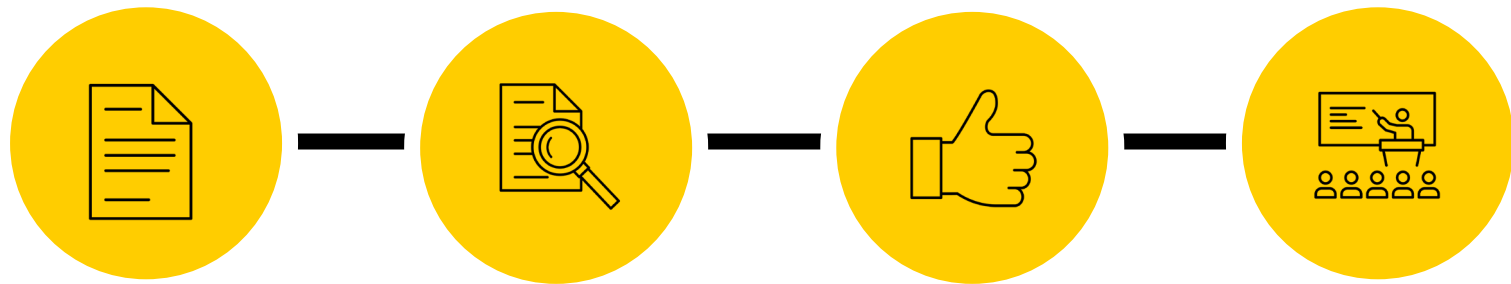
**Office of the
Provost, routing
to Board of
Regents
(if needed)**

**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**

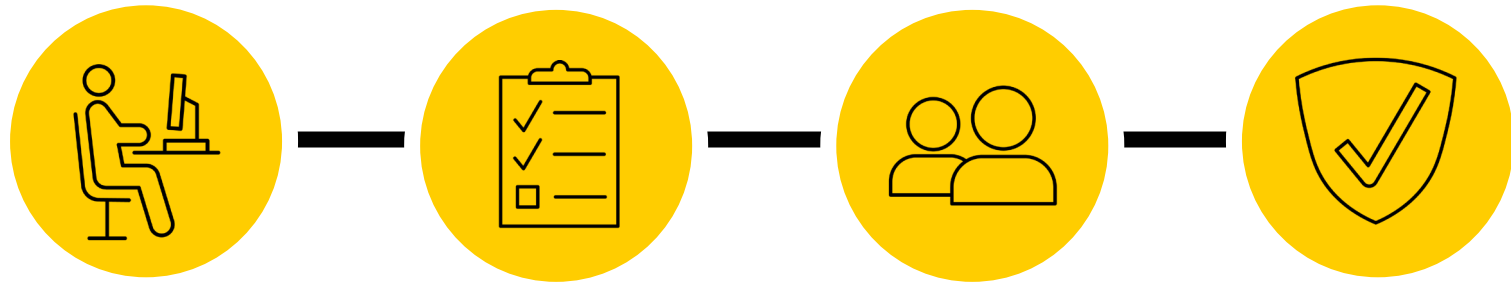


**Final proof
shared with
department,
with last-minute
questions, then
page moves to
next team**

Degree Audit workflow



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
- **Abigail Sullivan** - Degree Audit
- **Trent Tappan** – Course Library, Sample Plans
- **Kelly Taylor** - Course Library, Sample Plans
- **Tim Vonderhaar** - Degree Audit
- **Merrie Yates** - Degree Audit

IOWA