

Navigating new curriculum management systems: How to prepare for a successful implementation

Professor Alison Cotgrave, Academic Registrar

- To introduce a new, best-of-breed solution to manage course information throughout its lifecycle
- To ensure that there is a single source of truth for all course information across all platforms
- To improve the student experience – readily view module options, assessments and learning outcomes
- To improve the academic experience to make better-informed decisions about programme content, supporting the design of research-led, evidence-based and practice-driven curricula
- To minimise disruption to end users during the transition to using the new system, delivered through robust **change management** processes

Issues with previous system

Validations and Revalidations

- Approvals process hard to track
 - Schools and Faculties, Fee setting, Planning Panel
- Module Catalogue and Programme Specification Catalogues difficult to use and lengthy to complete
- Too many different documents circulated via email
- Academics lack of engagement with curriculum design due to nature of the process

Module and Programme Changes

- Request for changed submitted on templates via email
- Changes not made on approval – leads to multiple problems

Marketing

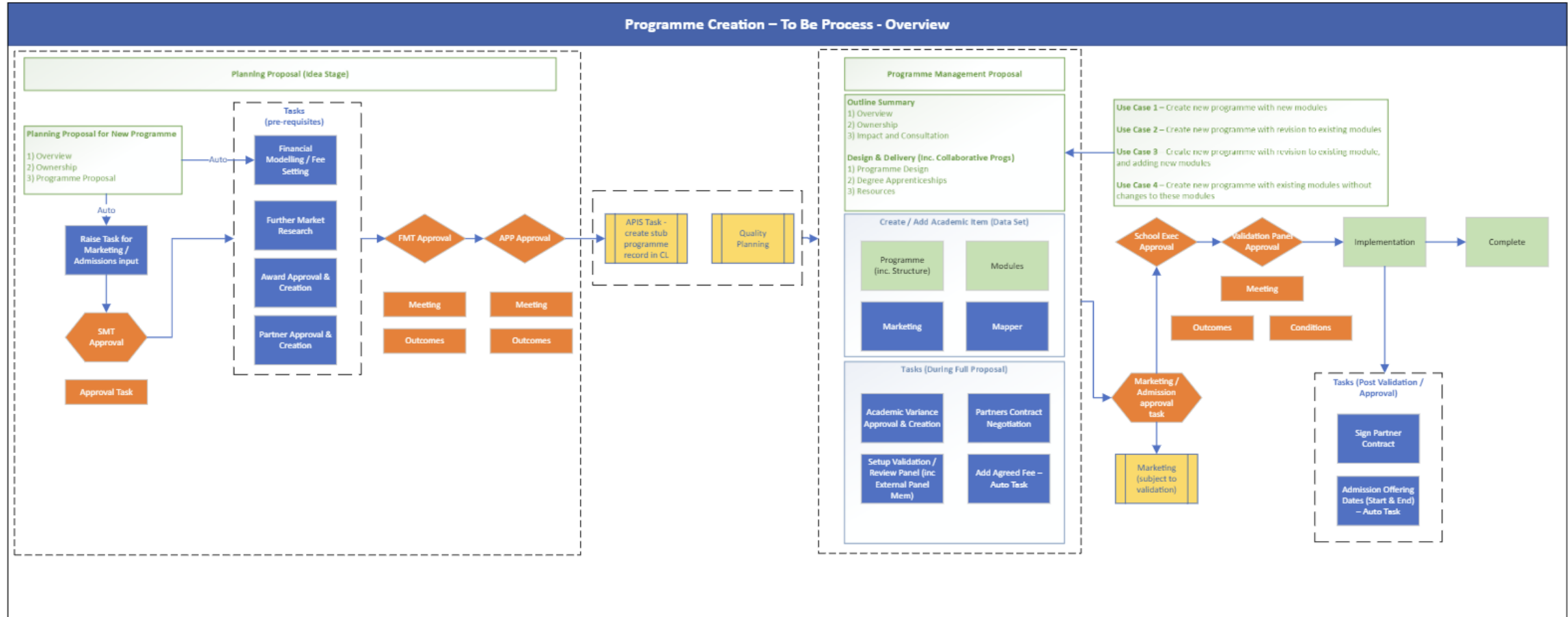
- Marketing materials incorrect as not linked to main systems

Governance of change management

- **Executive Steering Group (ESG)**
 - Responsible for providing strategic direction to the project and are required to continually consider how the project is meeting the University's strategic aims and redirect the approach as and if appropriate.
- **Project Board (PB)**
 - Set the functional direction for each release of the project; reviewing and approving project updates from the LJMU project manager; reviewing and approving change requests; and providing the project with a decision-making forum to address issues which require escalation.
- **Project RAPID Log**
 - Used to track Risks, Assumptions, Principles, Issues and Dependencies. Managed through a fortnightly meeting with all item owners. Reported to Project Board and Steering Group.
- Both ESG and PB include academic staff representatives.

- CourseLoop was purchased because it addresses the main problems LJMU had
- To be delivered over multiple releases:
 1. R1: Data Management and Governance (building blocks)
 - Started Oct last year. Implemented 5th September 2022
 2. R2/R3: Publisher and Marketer (student experience) and Mapper (maps learning outcomes to modules)
 - Started Oct 5th with go-live planned for May 2023
 - Will address marketing issues and produce better information for students
 3. R4: Reviewer (academic experience)
 - This will start towards the end of R2/R3, with go-live 6-9 months later
 - Management of the planned review cycle

Extensive analysis of current working practises to map “as-is” processes which fed into new process for Programme creation



Execution & change management

- Workshops with CourseLoop to confirm the data and functionality to support LJMU
- Workshops attended by mix of Academic Registry staff and academics
- Data migration of existing programme and module information
- Testing supported by Academic Registry staff and academics
- Product support coming from Academic Planning team following implementation
- Introduced to all staff at *Students at the Heart Conference* June 2022
- Targeted training delivered by Academic Registry
 - School Senior Users
 - **Training guides**
 - Just-in-time videos
 - Face-to-face training sessions

- *“[The CourseLoop Platform] is exactly what we asked for. It’s going to be really transformative in the way we manage our curriculum.”*
- *“The CourseLoop Platform will make academic staff feel more ownership about their modules. It will be much easier for them to make changes based on student feedback and manage their modules.”*
- *“What I like about the CourseLoop Platform is that we’re building our own system into CourseLoop. We’re not having to change any of our processes; the CourseLoop Platform is being built around our systems.”*
- *“We’re going to be doing the exact same thing, but we’ll be doing it in a system where we can track progress and is more intuitive to use.”*

Any questions?

Thank you

For more information, please reach out:

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