



---

GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## CourseLeaf – Curriculum Management System Project Charter

### Project Description

Through the state Institutional Effectiveness Partnership Initiative (IEPI), a team of our colleagues from around the state virtually visited the District to address best practices for providing support for the colleges. Their recommendations for ways that District Services can more effectively serve the colleges were prioritized. One of these recommendations was to select and purchase a curriculum management system. GCCCD sought a qualified vendor capable of providing an online Curriculum and Catalog Management System Software. The software system will help GCCCD in achieving its goals of improving efficiency, accuracy, and sustainability in curriculum and catalog management processes. CourseLeaf demonstrated expertise in providing software, maintenance, licenses, support, and services for our district. This system will allow each college to carry out curriculum approval and catalog development processes. It is the intent of this project that GCCCD be afforded the ability to implement and utilize the curriculum and catalog management system for their course and program curricula as well as for submitting their course data, program data, proposals, articulations, forms, users, workflows, and related reporting data.

### Project Goals

- Provide clear, easy access to information real-time 24/7 for faculty, staff and students.
- Maintain sound business processes that enhance services to students and faculty.
- Streamlining and automating curriculum processes.
- Integrate and digitize catalog development and query.
- Automating and standardizing reporting processes.
- Ensure data accuracy.
- Ensure compliance with applicable regulations and accreditation requirements.

### Guiding Principles

- Adoption of native functionality of the system when possible, with minimal customizations
- Full utilization of system functionality from the beginning as possible
- College alignment
- Student and Equity Centered
- Data Integrity

## **Keys to Success**

- Executive and Management Support
- Understanding of the importance of the work; sense of urgency established
- Open minded with regards to change in process and structure
- Availability of resources when needed to complete the project
- Communication

## **Key Staff Who Will Need to be Available During the Project**

- Instructional Operations Supervisor and Staff at both Colleges
- College Curriculum Co-Chairs
- Research
- Information Technology Department
- College Web Support Specialists
- Others as Identified

## **Assumptions**

1. Members of the Operational Group will meet weekly and/or as needed to keep the project on track.
2. Steering Committee Members will meet monthly or be provided an update to monitor progress.
3. Documentation of meetings will be kept (example: OneDrive share folder) and available to both Steering Committee members and Operational Group members.
4. Training on the system will be available to those who need it in a timely manner.
5. Dedicated support from in-house Information Systems Business Analyst will be available.
6. Staffing backfill will be available for the colleges for the 1-year time frame.
7. Access to a CourseLeaf Consultant will be available.
8. Instructional Operations Staff to be available for project work per the timeline.
9. Ensure connection and communication with relevant committees such as the Curriculum committee as needed.

## **Timeline Overview**

An implementation Master Schedule needs to be created. Further discussion needs to occur to assess minimum staffing requirements for Instructional Operations and IT during the transition.

## **Budget**

Funds from the IEPI grant were available for the purchase of the system. Additional funding for backfill of Instructional operations staff and IT support may be necessary.

## **Steering Committee Role & Composition**

Vice President of Academic Affairs, Grossmont College

Vice President of Instruction, Cuyamaca College

Curriculum Co-Chair, Grossmont College

Curriculum Co-Chair, Cuyamaca College

Supervisor of Instructional Operations, Grossmont College

Supervisor of Instructional Operations, Cuyamaca College

Senior Dean, Institutional Effectiveness, Success and Equity

Senior Dean, College Planning and Institutional Effectiveness, Grossmont College

Associate Vice Chancellor, Educational Support Services

Associate Vice Chancellor, Technology

Project Manager

Project Lead

- Guide the transition to CourseLeaf project to completion.
- Make strategic decisions regarding the project.
- Help ensure that resources are available when needed to complete the project.
- Provide feedback on the effectiveness of the transition.
- Act as advocates for the transition and report out to others in the institution regarding the transition.

## **Operational Project Team Role & Composition**

Project Manager

Project Lead

Supervisor of Instructional Operations, Grossmont College

Supervisor of Instructional Operations, Cuyamaca College

Curriculum Co-Chair, Grossmont College

Curriculum Co-Chair, Cuyamaca College

Master Class Scheduler, Grossmont College

Master Class Scheduler, Cuyamaca College

Information Systems Business Analyst (IT)

- Perform the work to make the transition to CourseLeaf.
- Make operational decisions regarding the project.
- Elevate issues and practice decisions, specifically those that could potentially impact budget and timeline, to the Steering Committee
- Identify resources needed to complete the project and communicate those needs to the Steering Committee.
- Provide feedback on the effectiveness of the transition.
- Regularly report out to Steering Committee regarding the transition.

## **Project Roles**

### **Project Manager Role:**

1. Serve as the interface between the district and the implementation partner (CourseLeaf).
2. Lead the review and identification of current business processes that could change to improve efficiencies and/or better align with the functionality of CourseLeaf.
3. Schedule all the meetings and made sure everyone / the right people attend.
4. Monitor Budget and Billing: matching invoices, raise concerns/impacts to AVC of Technology and/or Educational Support Services.
5. Work with the Project Lead(s) to plan and coordinate the testing plan.
6. Communicate deadlines and ensure they are met. Escalate issues that will result in delays.
7. Provide status report to AVC of Tech and/or Educational Support Services and escalate any issues as needed.
8. Coordinate training plan.
9. Oversee the documentation of workflows, processes, training, etc.
10. Ensuring good communication among project team members and the colleges.
11. Facilitate a collaborative decision-making process around the new system.
12. Work with the Project Manager to plan and coordinate the testing of CourseLeaf.
13. Take recommended practices from CourseLeaf and fit it into GCCCD's culture and practices.

### **CourseLeaf Implementation Partner(s):**

1. Serve as Implementers of record.
2. Provide recommended practices on implementation and compliance that will help with decision points on configuration.
3. Identify and build out new workflows based on the process analyses.
4. Recommend training to employees on CourseLeaf and any new business processes.

### **District IT:**

1. Help translate current processes into new system.
2. Support testing.
3. Work closely with the operational team.

### **Associate Vice Chancellor, Educational Support Services and Associate Vice Chancellor, Technology**

1. Work with stakeholders to develop initial scope and project charter.
2. Govern change management and escalation processes.
3. Participate in stakeholder management; consult with stakeholders to gain consensus when difference of opinion takes place.
4. Evaluate the project's success on completion.

## **Next Steps**

- Schedule Official Kick-off on Chancellor's Cabinet
- Schedule Official Operational Kick-off with Steering Committee and Operational Group
- Schedule weekly meetings with operational project team
- Create a master schedule / detailed project plan and determine any staffing needs.
- Report out to various committee and councils on the status of the work.