

## JIRA

### University Academic Curriculum Governance Workflow

Virginia Tech JIRA is curriculum management software designed to assist those involved in Governance. In addition to JIRA, the Office of the University Registrar ACADGOV Team is standing by to assist. If questions occur along the way, please contact us!

Nicole Akers & Becki Smith

[acadgov@vt.edu](mailto:acadgov@vt.edu)

540-231-6252

### Table of Contents

Logging into JIRA .....	1
Creating a Curriculum Proposal in JIRA.....	2
CollegeReview .....	4
Submitting a Proposal for 15-Day Review .....	5
BrowsingProposals .....	6

## Logging into JIRA

JIRA is a workflow application used to track curriculum proposals through the governance process. JIRA treats every item as an “Issue.” This guide provides an overview the four types of issues through the governance process:

- 1) Undergraduate course proposals (both new courses and course revisions)
- 2) Undergraduate programs for majors, minors, concentrations, etc.
- 3) Graduate course proposals (both new courses and course revisions)
- 4) Graduate programs, certificates, etc.

To log into JIRA, navigate to <https://webapps.es.vt.edu/jira>

### Initial set-up

The first-time logging into JIRA, click on the Curriculum Management project link, which is listed in the middle left of the screen. Next, in the upper left of the screen, select the tab “Dashboard.” Select “Dashboard”, then select “Manage Dashboards.” Next, click on the “Popular” button on the left of the screen and click the star next “Curriculum Management” (see Figure 1).

Other pages can be added by clicking the star indicator. Consider adding “Curriculum Management”, “UCC”, and “GCC”. The selected “Dashboards” will load with these favorites as options from now on.

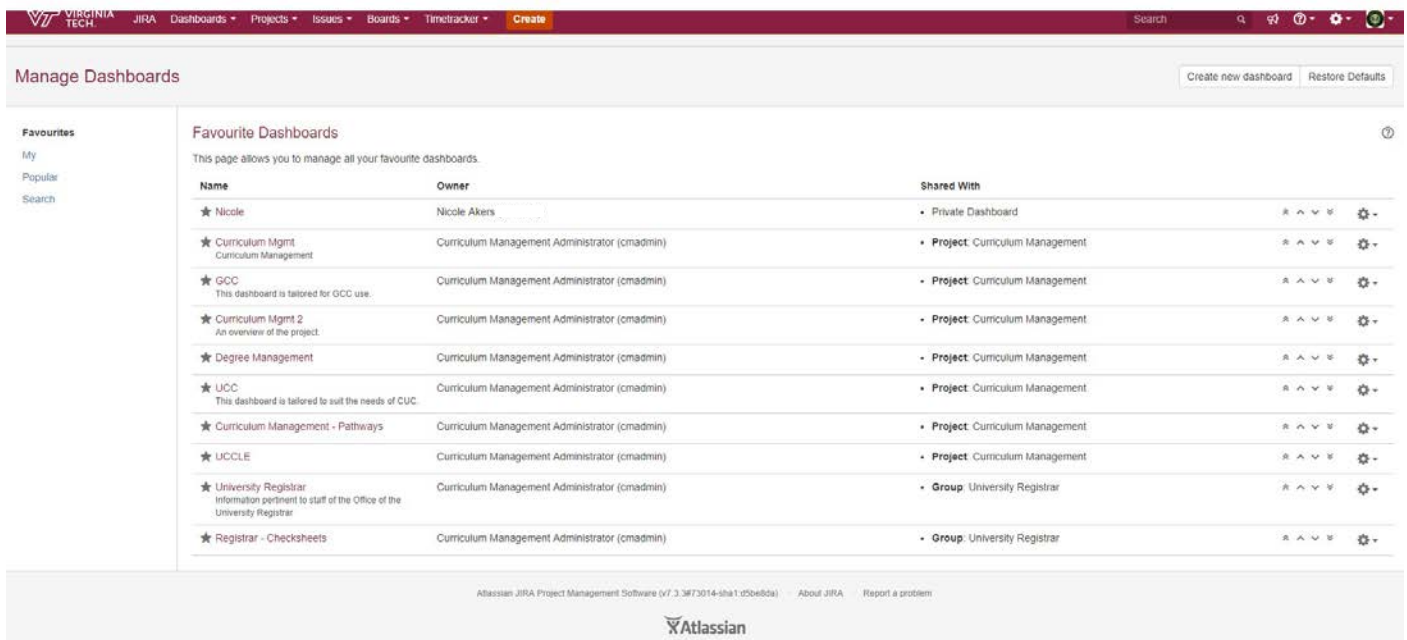


Figure 1: Selecting your dashboards

## Creating a Curriculum Proposal in JIRA

To submit a proposal: 1) create an issue, 2) move that issue through the college curriculum committee review process, and 3) notify the University community of the start of 15-Day Review (if applicable).

### Creating an Issue

After logging into JIRA, click the “Create” button to enter the required proposal information.

The screenshot shows the 'Create Issue' form in JIRA. The form is titled 'Create Issue' and has a 'Configure Fields' button in the top right. The form is divided into several sections:

- Project:** Curriculum Management (CM)
- Issue Type:** Undergraduate Course Prop...
- Summary:** A text input field with a note: "Enter the Course Designator and Number in the Summary Field above".
- Course Title:** A text input field.
- Official Course Title:** A text input field.
- Transcript (ADP) Title:** A text input field with a note: "Max 30 Characters".
- Course Proposal Type:** A radio button selection with options:
  - New Course
  - Revised Course (Revision greater than 20%)
  - Revised Course (Revision less than 20%)
  - New Course & Inclusion in CLE and/or Pathways Gen Ed
  - Revised Course & Inclusion in CLE and/or Pathways Gen Ed, or Area Change
  - Other
- Conjoined:** A checkbox labeled 'Conjoined Course'.
- College:** A dropdown menu with 'None' selected.
- Effective Semester:** A dropdown menu with 'None' selected.
- Contact Name:** A text input field with a note: "Instructor and/or Departmental Contact".
- Contact Email:** A text input field.

At the bottom right, there are three buttons: 'Create another', 'Create', and 'Cancel'.

Figure 2. Creating an issue

This information can be pulled directly from the proposal coversheet. The fields marked with an asterisk must be completed for an issue to be created.

After entering the requested information from the proposal coversheet, click the “browse” button on the *Attachment* line, and select the complete proposal to attach to the issue. **NOTE: Please attach only PDF files.**

Finally, click the “Create” button in the lower right corner of the box. JIRA will provide a pop-up confirmation that shows the issue has been created and assign a unique “CM” reference number. The proposal is now ready to begin moving through the review process. This reference number will be associated to this proposal as it moves through governance review. Regardless of the status of the proposal, the CM reference number will not change. The person that created this issue will be the “Reporter” under the “People” section of the proposal page.

A proposal issue can be “watched” by anyone with JIRA access by clicking the “Start Watching this Issue” button. When any revisions or status changes are made on a “watched” item, JIRA sends an email notification. To stop “watching” an issue, click “stop watching this issue”.

After an issue has been created, the issue details can be viewed, as shown below in Figure 3. There are four areas of this screen: 1) Available Actions, 2) Details, 3) Attachments, and 4) Activity.

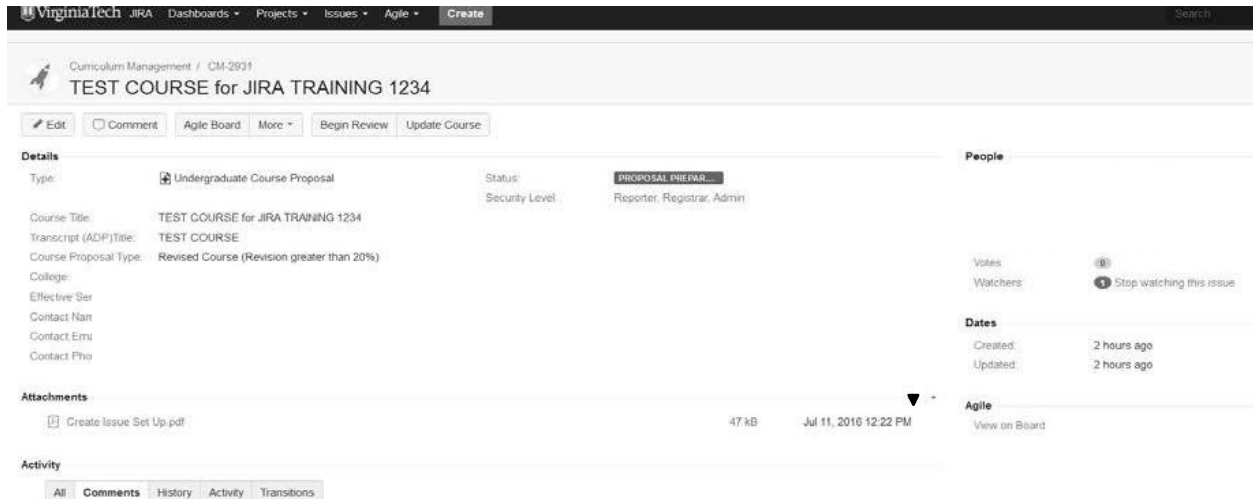


Figure 3. Issue Details.

- 1) Available Actions: The row of buttons near the top of the screen show the actions that can be taken on the issue.
- 2) Details: The information includes the Type, Current Status, Title, ADP Title, College, Effective Semester, and Contact Information. This information was entered on the “Create Issue” screen.
- 3) Attachments: The listing of any attachments associated with the issue. The order of the Attachments can be sorted by clicking the triangle which opens the “sort by” settings. Throughout the governance review process, it will be necessary to upload revised versions of the proposal PDF. Always upload a new version, but DO NOT delete the previous version(s).
- 4) Activity: The proposal comments and history of actions taken on the proposal.

## College Review

The next step is to click the “Begin Review” button in the Available Actions area near the top of the screen. This submits the proposal for review by the College Curriculum Committee. After review by the College Curriculum Committee, select the button for “Approve” or “Table”. The “Table” button will return the issue to the Proposal Preparation status. By clicking “Approve” the proposal status is transitioned to “Approved by College Committee”, and the proposal is ready for submission to the University for 15-Day Review or to the Office of the University Registrar for administrative review depending on the specific proposal.

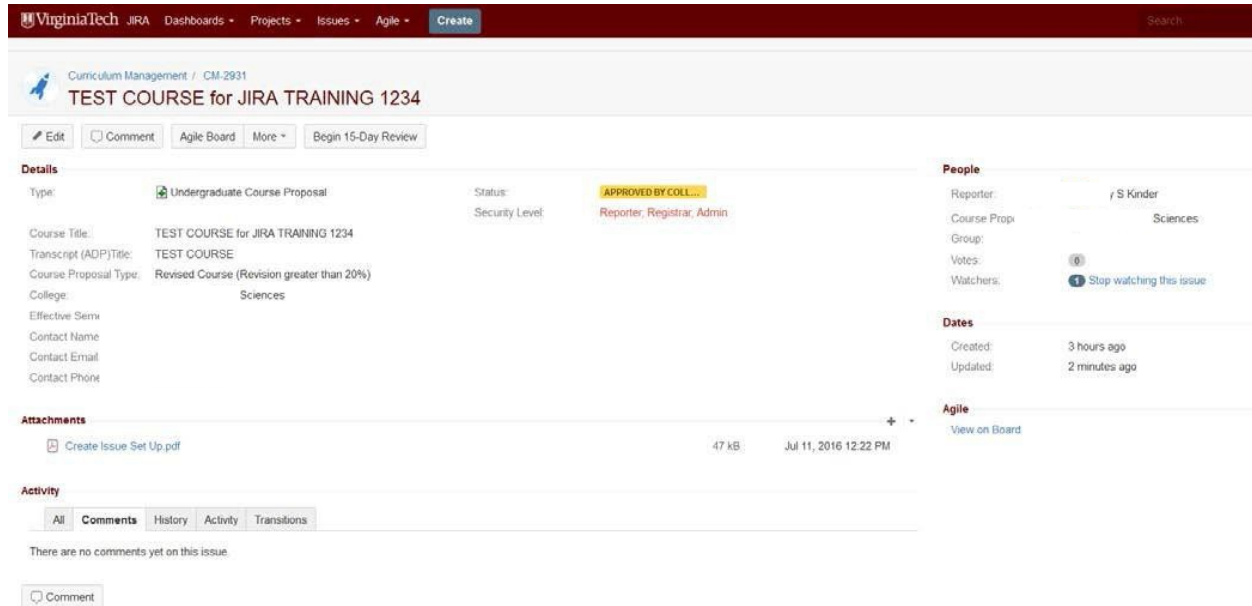


Figure 4. College Curriculum Committee Approval

## Submitting a Proposal for 15-Day Review

To submit a proposal for 15-Day Review:

- 1) upload the required documentation to the corresponding issue in JIRA
- 2) initiating the beginning of 15-Day Review.

### Beginning 15-Day Review

- 1) Upload the complete proposal package (signed coversheet, letters of support, etc.) as a single PDF file
- 2) Select “Begin 15-Day Review”.

**Begin 15-Day Review**

15 Day Review End Date: 16/Sep/18

To calculate the end of the 15-Day review period for your proposal, count 15 business days forward using the following guidelines:

1. 15-Day review takes place only when classes are in session for the Fall and Spring terms (exams, Summer Sessions, weekends and holiday breaks do not count)
2. 15-Day review begins on the first Monday of the Fall term. It stops for the winter break and resumes on the first Monday of the Spring term.
3. 15-Day Review always ends on the last day of classes for each term.

Attachment: Drop files here to attach them or

Comment:

- Viewable by All Users

To calculate the 15-Day Review End Date, count forward 15 days, using only days when classes are in session (not during exams, holidays, etc.) during the 15-Day Review period (which begins on the first day of the second week of classes in Fall and Spring terms).

Insert a comment, using the verbiage provided below or words to this effect, modified for your proposal. A 15-Day Review Calendar is posted to: <https://registrar.vt.edu/governance>.

“The undergraduate course proposal ABCD 1234 has received the approval of the College of XXX and is available for review at the following address: <https://webapps.es.vt.edu/jira/browse/CM-2931>. Please share this with those in your college or department who may have an interest. Questions or comments concerning this proposal should be made by clicking the [15-Day Review Comment] button. Please also notify XXX, ([xxxx@vt.edu](mailto:xxxx@vt.edu)), Associate Dean, in the College of XXX. The deadline for receiving comments is XXX”

The proposal has now been submitted for 15-Day Review. The JIRA system will notify faculty and administrators via email with the link to the proposal in JIRA.

Comments or concerns should be posted within the “Comments” section of the CM issue. Comments may be directed to the College Curriculum Coordinator or the University Registrar Governance Staff to post as 15-Day Review comments/feedback.

## **Browsing Proposals**

After setting up the Dashboard, the status of any proposal in the system may be viewed using the summary lists. Enter the full CM reference in the upper right-corner “Search” box or go to the “Issue Statistics” box and open the status category list.

All comments associated with the proposal, along with the history of all actions on this CM issue, are listed within the “All”, “Comments”, “History” “Activity” and “Transitions” tabs at the bottom of the screen.