

Versioning in CourseLoop

This guide intends to outline how to ensure that a review proposal contains all the relevant programme specifications, in cases where changes on account of a review are being applied to extant programmes. Basic guidelines are provided below; for more detailed discussion it is advised to contact Graham Sherwood (g.j.sherwood@ljmu.ac.uk). Multiple versions as below should only apply in the case of a Periodic Programme Review.

Note that in the case of programmes to be validated, the only programme specifications that should be needed in the proposal will be the version for the year the first intake of students are due to commence. Due to the annual rollover of programmes, any events scheduled to take place in or after February of a given academic year will need to have the next year's version of each programme specification created once the validation versions have been approved and signed off in the system (e.g. if a validated programme is due to commence in the 2024-25 academic year, and so a 2024 version has been created, but the event is taking place in February 2024 or later, a 2025 version of each programme specification would need to be created post-validation).

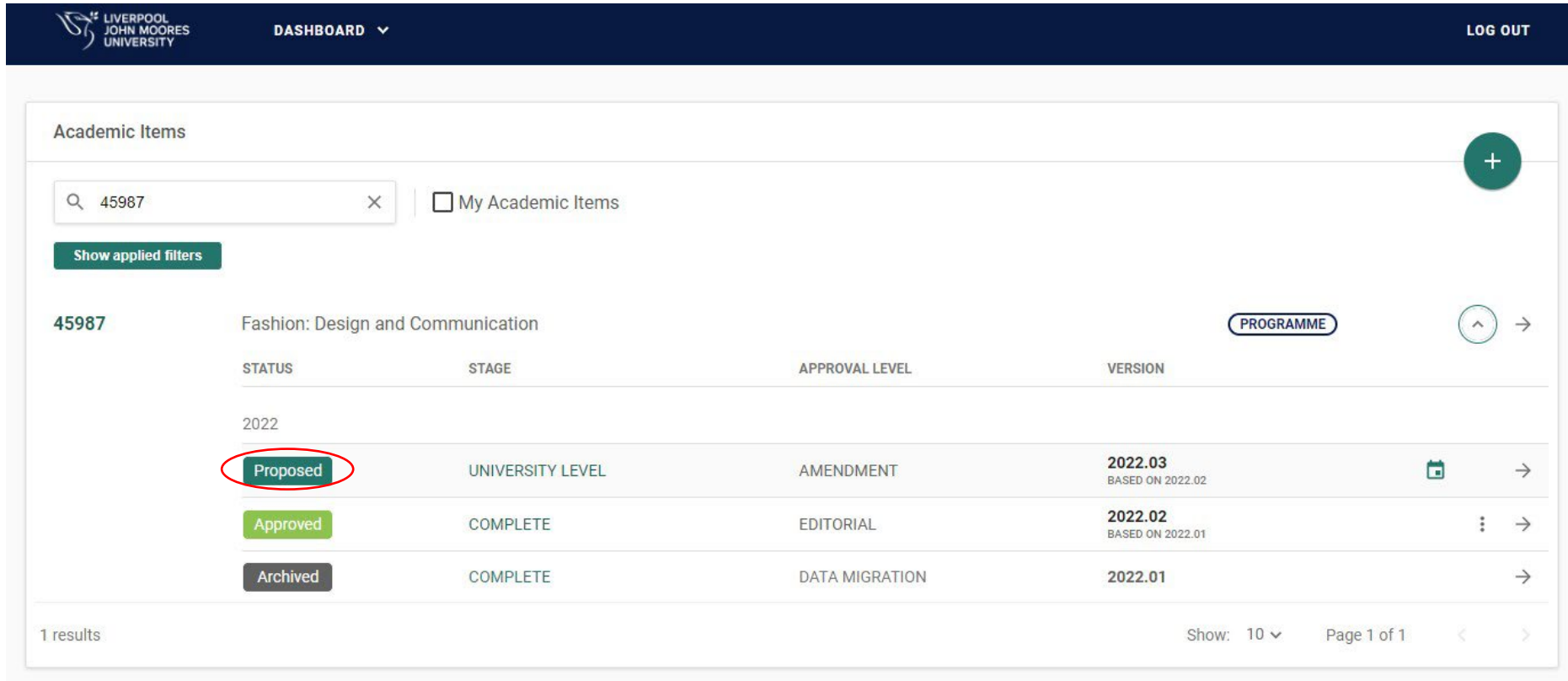
Planning Meeting Discussions

Before setting up a proposal, it is important to ascertain whether the programme team are planning to apply the changes just to new starters (in which case the proposal will only require a programme specification for the year the new starters are due to commence¹) or whether changes will also be applied to current students. In the latter case, it is important to ascertain who will be affected, and when, as this will determine the steps needed to be taken both in setting up the proposals, and ensure that we can advise the programme team accordingly in making their updates to the programme specifications. If the decision is not made at the time of the planning meeting, it should be ascertained as soon as possible, and preferably in advance of the proposals being set up in CourseLoop.

¹ Please note that, due to the annual rollover of programmes, any events scheduled to take place in or after February of a given review year will need to have the next year's version of each programme specification included in the proposal. For example, for events taking place in the 2023-24 academic year, where a programme is being reviewed for implementation in the 2024-25 academic year, the 2025 version of the programme specifications would need to be included in the proposal if the review event is due to take place in or after February 2024. In this scenario, the 2025 version should be included by selecting the green plus button in Academic Items (as shown in the second screenshot below), and selecting Revise Academic Item, searching for the programme code, and following the steps to revise it for 2025.

Checking Pending Changes to Programme Specifications

Before setting up the proposal, please check that there are no changes pending on the current programme specifications that might impact the specifications for review. This can be done via the CourseLoop Dashboard, by searching for the programme code and clicking the drop-down arrow. The below screenshot shows what a pending change looks like on the system – the status of the programme specification will show as 'Proposed'.



The screenshot displays the CourseLoop Dashboard interface. At the top, the Liverpool John Moores University logo is on the left, 'DASHBOARD' with a dropdown arrow is in the center, and 'LOG OUT' is on the right. Below the header, the 'Academic Items' section is visible. A search bar contains '45987' and a 'My Academic Items' checkbox is present. A 'Show applied filters' button is located below the search bar. The main content area shows a table of items for programme code 45987, titled 'Fashion: Design and Communication'. The table has columns for STATUS, STAGE, APPROVAL LEVEL, and VERSION. The first row, representing the current version, has a 'Proposed' status (highlighted with a red circle), 'UNIVERSITY LEVEL' stage, 'AMENDMENT' approval level, and version '2022.03' based on '2022.02'. Below it, there are two other rows: one with 'Approved' status, 'COMPLETE' stage, 'EDITORIAL' approval level, and version '2022.02' based on '2022.01'; and another with 'Archived' status, 'COMPLETE' stage, 'DATA MIGRATION' approval level, and version '2022.01'. At the bottom left, it says '1 results'. At the bottom right, there are pagination controls: 'Show: 10', 'Page 1 of 1', and navigation arrows.

STATUS	STAGE	APPROVAL LEVEL	VERSION
Proposed	UNIVERSITY LEVEL	AMENDMENT	2022.03 BASED ON 2022.02
Approved	COMPLETE	EDITORIAL	2022.02 BASED ON 2022.01
Archived	COMPLETE	DATA MIGRATION	2022.01

It is advisable that all pending changes are completed before setting up a new programme specification for review, so as to ensure that the latest version is captured. In cases where administrative amendment changes are pending, and have reached the 'Implementation' stage, it would be advisable to follow up

with the AAR for that area to see if they can be approved in order for you to set up the new proposal, which should be done using the new approved programme specification. For all other changes, you should wait until they have received the relevant approval, which will move the programme specification version from 'Proposed' to 'Approved', ready for you to use.

Changes to Extant Programmes

Once all pending changes to programme specifications have been approved, and you know to whom the programme team would like the programme changes from review to be applied (and when), you can set up the new proposals to reflect this. Depending on the length of the programme, and whether there are differing lengths of programmes (e.g. Foundation, Sandwich Year), the guidance will need to take all affected cohorts into consideration.

Example

The below guidance uses an example where the new version of a BA programme (and its Foundation counterpart) is due to commence in the next academic year (September 2023), with **all changes** being applied to **all cohorts** at that point.

As it is a BA programme, of the standard 3 year duration (4 years for Foundation), the cohorts affected by the change would be 2021, 2022 and 2023 starters (for standard version) and 2020, 2021, 2022 and 2023 starters (for the Foundation version). Programme specifications would therefore need to be set up in the proposal as follows:

2020 starters

Students who started at Level 3 in 2020 would be due to enter Level 6 in 2023, when changes were introduced. As there is no 2020 specification in CourseLoop, the proposal would need to include the 2022 Foundation programme specification, so that the programme team could amend the L6 modules to show the new structure. The 2022 programme specification can be added using the 'Academic Items' section of the proposal, using the green 'plus' button and 'Revise Academic Item'. In the screenshot below, you can see that a 2022 version for 43376 has already been added to the proposal.

Academic Items						
CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
30450	Fine Art	PROGRAMME	Amend Programme	Periodic Programme Review		
35987	Fashion: Design and Communication	PROGRAMME	Amend Programme	Periodic Programme Review		
43376	Graphic Design and Illustration	PROGRAMME	Amend Programme	Periodic Programme Review	2022.04	→

Clicking 'Revise Academic Item' will take you to a box to search for the programme code (see below). Click the drop-down arrow next to the programme code and select the latest 2022 version, using the three dots to the right of the relevant version and clicking 'Revise'. This will add it to the proposal.

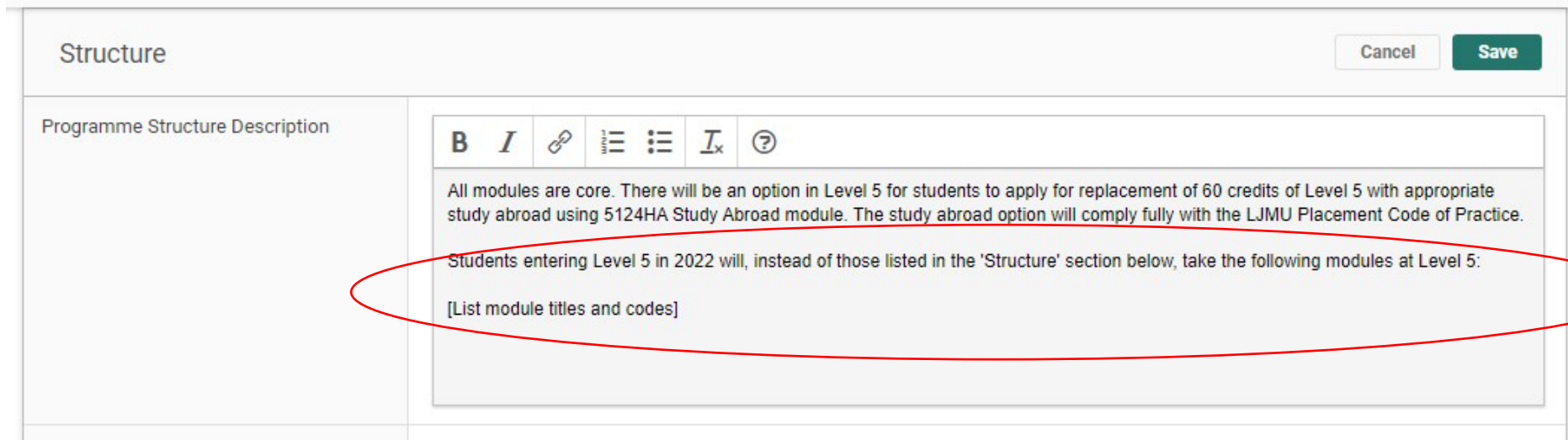
35106	International Business and Management	PROGRAMME	
STATUS	STAGE	APPROVAL LEVEL	VERSION
2022			
Approved	COMPLETE	EDITORIAL	2022.02 BASED ON 2022.01

1 results

Show: 10

Page: Revise

On the 2022 programme specification, a note would need to be added in the 'Programme Structure Description' section to say that students entering Level 5 in 2022 would take the old modules at Level 5 (listing the module titles and codes) rather than those listed in the 2022 specification (see 2022 starters section, below).



The screenshot shows a 'Structure' window with a 'Programme Structure Description' field. The text in the field is as follows:

All modules are core. There will be an option in Level 5 for students to apply for replacement of 60 credits of Level 5 with appropriate study abroad using 5124HA Study Abroad module. The study abroad option will comply fully with the LJMU Placement Code of Practice.

Students entering Level 5 in 2022 will, instead of those listed in the 'Structure' section below, take the following modules at Level 5:

[List module titles and codes]

A red circle highlights the sentence: "Students entering Level 5 in 2022 will, instead of those listed in the 'Structure' section below, take the following modules at Level 5:"

2021 starters (Foundation)

Students who started at Level 3 in 2021 would be due to enter Level 5 in 2023, when changes were introduced. As there is no 2021 specification in CourseLoop, the proposal would need to include the 2022 Foundation programme specification (see guidance screenshots above), so that the programme team could amend the L5 modules to show the new structure. A note would need to be added in the 'Programme Structure Description' section (as in screenshot above) to say that students entering Level 4 in 2022 would take the old modules at Level 4 (listing the module titles and codes) rather than those listed in the 2022 specification (see 2022 starters section, below).

2021 starters (Standard)

Students who started at Level 4 in 2021 would be due to enter Level 6 in 2023, when changes were introduced. As there is no 2021 specification in CourseLoop, the proposal would need to include the 2022 standard programme specification (see guidance screenshots above), so that the programme team could amend

the L6 modules to show the new structure. A note would need to be added in the 'Programme Structure Description' section (as in screenshot above) to say that students entering Level 5 in 2022 would take the old modules at Level 5 (listing the module titles and codes) rather than those listed in the 2022 specification (see 2022 starters section, below).

2022 starters

Students who started at Level 3 for the Foundation programmes and Level 4 for the Standard programmes in 2022 would be due to enter Level 4 (Foundation) and Level 5 (Standard) in 2023. The 2022 programme specifications would need to be included in the proposal (see guidance screenshots above), and on these the programme team would need to amend the Level 5 and 6 modules to show the module structure that students would take after the changes were implemented in September 2023. On the programme specification for 2022 for the Foundation version, the same would need to be done for the Level 4 modules.

2023 starters

New programme specifications would need to be created for all programmes to show the complete new programmes and module structures.

Amending the above for different scenarios

The above example may, of course, not apply in all scenarios, and the Event Officer/CD&R Administrator will need to tailor the guidance depending on the particularities of their event. The key points to remember are as follows:

- As there are no specifications earlier than 2022 in the CourseLoop system, any changes for earlier cohorts will need to be reflected in the 2022 specification, noted as above, either through changes to the module structure (if these would also be applicable to the 2022 cohort), or through adding a note to the Programme Structure section in cases where the modules taken by that cohort in a certain year would be different to those taken by the 2022 cohort.
- For programmes that are being taught out, unless the programme team have stated otherwise, it is assumed that changes would be applied to affected cohorts in the same way, and thus they should also be captured in the versioning.
- The cohorts affected will be different in cases of e.g. Foundation or Sandwich Year programmes, and thus it is important to reflect these in the correct programme specification versions.

Guidance for Programme Teams

Following set-up of the proposals, it may be helpful to provide programme teams with a tailored, programme-specific outline as provided above, to make it clear how the various specifications should be added to the proposal and amended. If the versions included in the proposal are, because of previous changes, numbered higher than .01, it is helpful to clarify that it is only the year that is relevant for their purposes. There should only be one programme specification per year included in the proposal.