Subplan (majors, minors, specialisations) creation

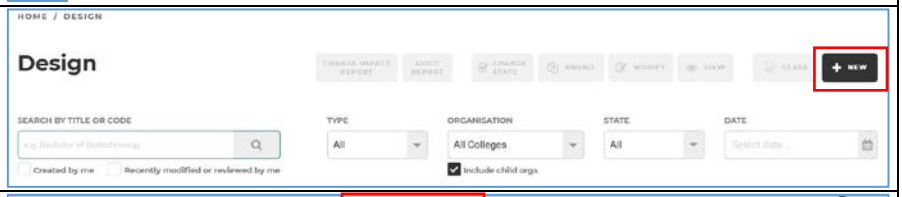
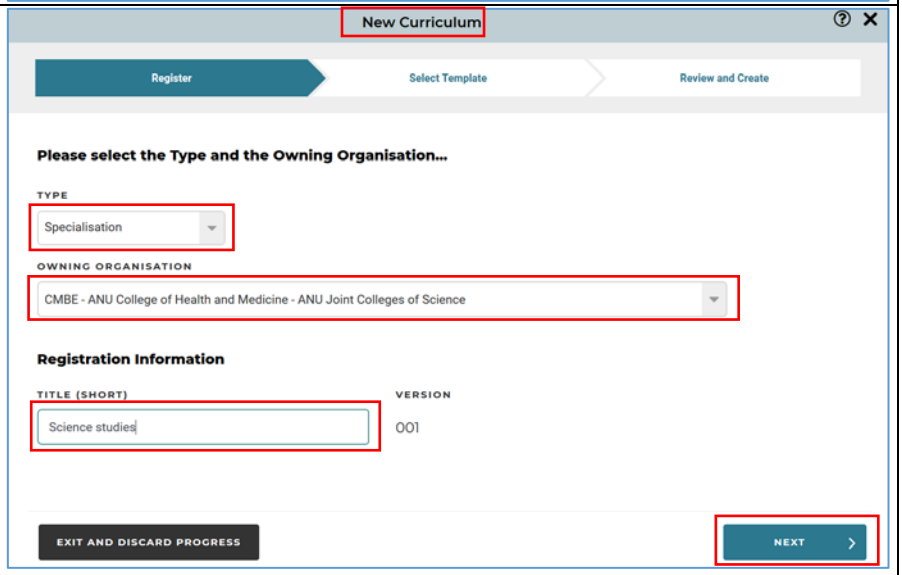
A subplan is a structure within a program. Majors (48 units), minors (24 units usually at 1000 and 2000 level) and specialisations (24 units usually at 2000 and 3000 level with a co-requisite major). Subplans display on Programs & Courses (P&C) are subplans types and usually form part of undergraduate degree requirements. Subplans need to be self contained structures, all courses must to be mapped for hidden prerequisites and, if necessary, the subplan may require a co-requisite minor or specialisation.

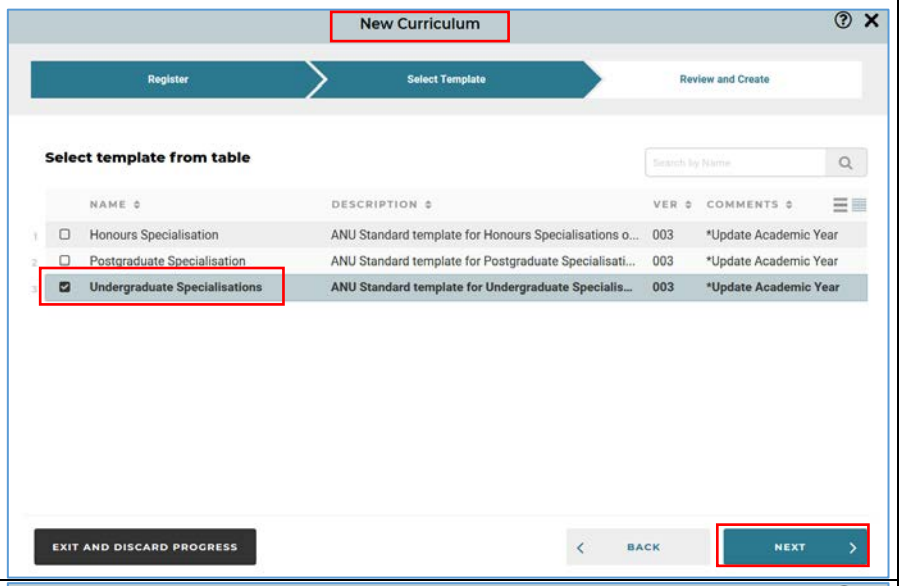
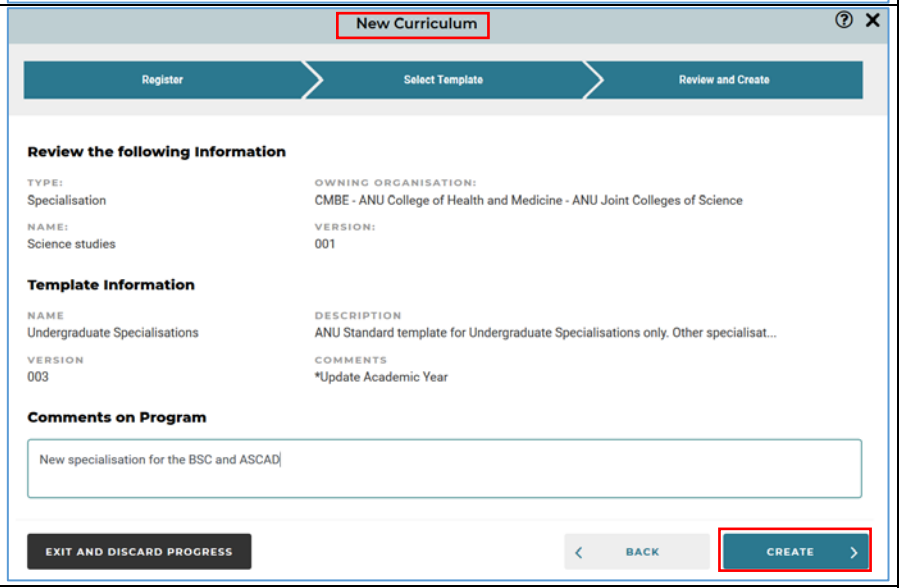
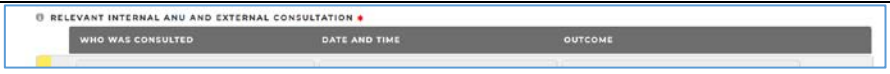
Due to the complexities around subplan creation, we strongly recommend you seek advice from the Education Governance Officer before completing the paperwork.

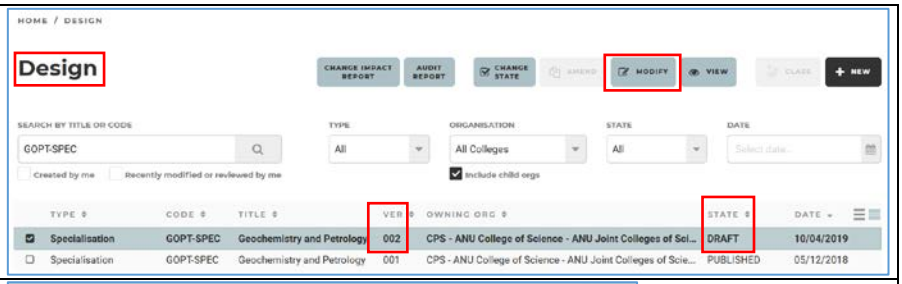
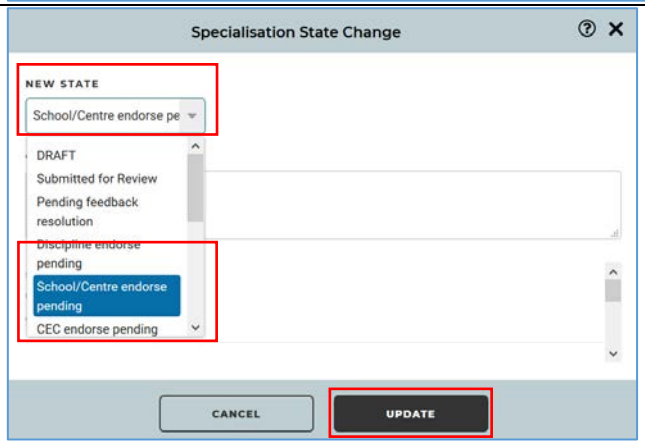
Deadlines for conveners to submit proposal in the Curriculum Management System:

- All new subplans must be endorsed and submitted to the college by the School Associate Director. **Check school timelines and procedures with ADE or administrator**.
- Maximum deadline for school to submit proposal to college for the next academic year: **7 June** as it needs to follow program amendment timelines. If the subplan is to be available in other college programs, the other colleges will also need to be notified.
- Maximum P&C publication deadline for subplan creation for the next academic year: approximately 22 October once the new subplan and relevant program amendment proposals have been approved by Academic Board.

Procedure:

1	Log in via URL. Click "**Continue**"	https://cms.anu.edu.au
2	Click "**Design**".	
3	Click "**New**"	
4	Follow the prompts in the next panel: Select "Major", "minor" or "specialisation" from the drop down box. Note: the different between a minor and a specialisation is that a minor can be completed independently, with no hidden prerequsites. A specialisation can only be completed with a co-requisite major. Select the Owning Organisation. For a subplan, this will be the relevant College (CPS for COS or CMBE for CHM). Enter a short title for the Subplan. Click "**Next**"	

5	A window will pop up. Select the appropriate template from the options provided. Click "**Next**".	
6	Check all information is correct. Use the "Comments on Program" box to briefly outline the reason for the subplan creation eg: - New specialisation for XX program Click "**Create**". Note, once you click the create button, you cannot discard or delete the form. Once created, the form will remain at draft until it is either progressed through to publish or is repurposed. It cannot be withdrawn or deleted.	
7	Enter data into template. Some fields contain essential data used for Department of Education reporting. If in doubt, please contact your school administrator or email science.curriculum@anu.edu.au	Things to note: • The form includes hints and other useful prompts. • Save changes using the Save button at the bottom of the form. This will activate a change tracking functionality – identifiable via the yellow highlighted fields. • CHANGE TRACKING Track change functionality (bottom left of form) can be toggled on or off. • P indicates the section will be published in Programs and Courses. • * indicates the section is compulsory.
8	Provide detail of consultation. This is the record that due diligence has been done.	
9	Save changes using button at bottom of form. This will create a DRAFT form.	 Reminder: Once created, a proposal cannot be deleted, only modified and published.
10	Use the "**Close**" button at the bottom of the form to exit the screen.	

11	Changes can be made to DRAFT forms by returning to the the **DESIGN** panel, select the new version created and clicking "**Modify**". If desired, conduct a peer review using the "collaborate" functionality (see process).	
12	If no further changes are required, "**Close**" the form and then "**Change State"** from DRAFT to SCHOOL/CENTRE ENDORSE PENDING. Click "**Update**". Note this panel contains an audit trail. Check workflow below. **Email Associate Director Education**. Note: All error messages must be resolved before the state will change. Compulsory fields must be populated. If in doubt, contact science.curriculum@anu.edu.au	

Workflow:

