Program Catalogue Preparation

STEP BY STEP GUIDELINES FOR PROGRAM CATALOGUE PREPARATION IN TK20
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I. Introduction

In the purpose of generating an USEK Catalogue including all the programs offered yearly at the University and the corresponding courses, all Program Frameworks and courses descriptions should be introduced into the institutional assessment software Tk20.

The first and second part of the Program Framework (Program Credentials and Admission Requirements) will be entered by the Quality Assurance and Institutional Effectiveness office. A part of this data is extracted from Banner SIS, and the other part will be provided by the academic unit.

This document will teach you how to introduce the remaining parts of the program framework and the courses descriptions into Tk20.
II. Log in to TK20

1. Access TK20 link through the University Intranet MyUSEK: myusek.usek.edu.lb

2. Use your USEK ID and password to log in to Tk20. This login and password is exactly the same as the login and password that you use for MyUSEK, Moodle, E-portfolio, etc. If you have issues with your USEK ID, you can click on the link

3. Select the role you are currently logged in as. For this guide purpose, you might select the role of “Head of Department”, “Academic Secretary” or “Head of Academic Unit”
III. Define your program’s mission, objectives and outcomes

A. Entering mission, vision and documents related to the academic program

1. Go to the Planning tab and click on “Mission” in the side menu, then click “Edit Mission”.
2. Check that the Organization showing is the academic program to which you wish to add the Mission.
3. Enter the Mission Statement of your academic program in English and in French knowing that the mission is a written declaration of the program core purpose and focus that normally remains unchanged over time.

   **Edit Mission Statement**

   ![Mission Statement](image)

4. If available, enter the Vision Statement of your academic program in English and French knowing that the vision is an aspirational description of what the program would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future goals.

   ![Vision Statement](image)

5. Finally to add documents related to your academic program, click on “add new” in the “Supporting documents” part. These documents consist of, but not limited to, the program decree signed by the Ministry of Education and Higher Education, the minutes of meetings held by the department to improve the program.

   ![Add Mission Document](image)

6. Click on save
B. Entering the Educational Objectives of the academic program

1. Go to the Planning tab and click on “Outcomes/Goals” in the side menu, then click Edit/Create.
2. Check that the Organization showing is the academic program to which you wish to add the Outcomes/Goals.
3. Select “Program Education Objective” in the View By
4. Click on “Add Program Educational Objective”

5. Add the “Program Educational Objective” as per the below figure and click on “Save and Add another” until you add all the PEOs. (Note: use the “Description” field to enter the French description)

6. Once you add all the PEOs, click on save.
C. Entering the Program Outcomes of your program

1. Go to the Planning tab and click on “Outcomes/Goals” in the side menu, then click Edit/Create.
2. Check that the Organization showing is the academic program to which you wish to add the Outcomes/Goals.
3. Select “Program Outcome” in the View By
4. Click on “Add Program Outcome”

![Image of the Outcomes/Goals interface](image)

5. Add the “Program Outcome” as per the below figure and click on “Save and Add another” until you add all the POs. (Note: use the “Description” field to enter the French description)

![Image of adding a new Program Outcome](image)

6. Once you add all the POs, click on save.
D. Mapping the program educational objectives to the program outcomes

1. Go to the Planning tab and click on “Outcomes/Goals” in the side menu, then click Outcome Mapping.
2. Select “Program Educational Objective” in View by of the first side and “Program outcome” in the View By of the second side.
3. For each of the program educational objectives, map the relevant program outcomes.
4. Click on save.

E. Entering the Performance Indicators related to the Program Outcomes

1. Go to the Planning tab and click on “Outcomes/Goals” in the side menu, then click Edit/Create.
2. Check that the Organization showing is the academic program to which you wish to add the Outcomes/Goals.
4. Click on “Add Performance Indicator”.

5. Add the “Performance Indicator” as per the below figure and click on “Save and Add another” until you add all the PIs. (Note: use the “Description” field to enter the French description).
Add New Performance Indicator

Organization: FS / CSC / LIC INFA-FS - BS in Computer Science

Performance indicator Definition

- Description
  a.1 Students will correctly apply and use mathematics and computing concepts (such as basic integrals, differential equations, statistical measures, object oriented concepts, database concepts) applicable to the problem.

- Type
  Performance indicator

- Results
  - Results are derived from its own measures.
  - Results are derived from data collected for other outcomes/objectives/goals.

Advanced >

6. Once you add all the PIs, click on save.

F. Mapping the Program Outcomes to the Performance Indicators

1. Go to the Planning tab and click on “Outcomes/Goals” in the side menu, then click Outcome Mapping.
2. Select “Program Educational Objective” in View by of the first side and “Program outcome” in the View By of the second side.
3. For each of the program educational objectives, map the relevant program outcomes.
4. Click on save.
IV. Define your program’s curriculum

A. Creating Curriculum Maps for your program

1. Go to the Planning tab and click on “Curriculum Maps” in the side menu, then click Edit/Create Maps
2. Click on “add new”
   Edit or Create Curriculum Maps

3. Enter basic information for the curricular map, make it active, and then click on “select organizations”

4. Select the corresponding program from the organizational hierarchy
5. Click on “Select Organization” at the bottom of the page

B. Selecting courses in your Curriculum Map

1. In the specify courses box, enter the course codes relative to this program separated by commas (Note: you can always add additional courses in the edit mode, if needed).
2. Click on “Display Courses”
3. Select all courses

![Select Courses](image)

4. Click on “Next”

C. Selecting Program Outcomes in your Curriculum Map

1. In the select outcomes section, choose the type “Program Outcome” and click on “Search”
2. Select all outcomes

**Search Results:**
Select the outcomes you wish to map to your courses and click "Next". You may remove unwanted outcomes in Step 3.

<table>
<thead>
<tr>
<th>Program Outcome/Program Educational Objective/Goal/Performance Indicator</th>
<th>Type</th>
<th>Category</th>
<th>Organization/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. An ability to apply knowledge of computing and mathematics appropriate to the discipline.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>b. An ability to analyse a problem, and identify and define the computing requirements appropriate to its solution.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>c. An ability to design, implements, and evaluate a computer-based system, component, or program to meet desired needs.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>d. An ability to function effectively on teams to accomplish a common goal.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>e. An understanding of professional, ethical, legal, security and social issues and responsibilities.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>f. An ability to communicate effectively with a range of audiences.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>g. An ability to analyse the local and global impact of computing on individuals, organizations, and society.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>h. Recognition of the need for and an ability to engage in continuing professional development.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>i. An ability to use current techniques, skills, and tools necessary for computing practice.</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
<tr>
<td>j. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the formulation and design of computer-based systems in areas that demonstrate comprehension of the tools</td>
<td>Program Outcome</td>
<td></td>
<td>FS / CSC / LIC-INFA- FS - BS in Computer Science</td>
</tr>
</tbody>
</table>
D. Mapping courses to Program Outcomes

1. In the course – program outcome matrix, define the relation between every course and outcome
2. Select the level of the mapping from the values: Introduce, Reinforce, Emphasize and – (if the course and PO are not related)
3. Select the category of the course from the values: GR – General Requirements, CC - Common Core, SC – Specialization Course and - (if the course and PO are not related)
4. Define if the course is “Elective”, “Mandatory” or “Capstone” in the Group field in addition to the year and term according to the typical study plan.

5. When you finish defining the mapping between all courses and all program outcomes, click on “Save”

E. Adding General Education categories to your Curriculum Map

1. Go to the Planning tab and click on “Curriculum Maps” in the side menu, then click Edit/Create Maps
2. Select your curriculum map

3. Click on “Add more courses”
4. Select “General Education Categories” and click on “Display Courses”

5. Select the codes from the appearing list according to your program needs and taking into corresponding the following map:

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Category Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEENG3</td>
<td>General Education – English Communication (3 credits)</td>
</tr>
<tr>
<td>GESRO3</td>
<td>General Education – Religious Sciences (3 credits)</td>
</tr>
<tr>
<td>GEHIS3</td>
<td>General Education – History of Lebanon (3 credits)</td>
</tr>
<tr>
<td>GEQUR3</td>
<td>General Education – Quantitative Reasoning (3 credits)</td>
</tr>
<tr>
<td>GEQUR6</td>
<td>General Education – Quantitative Reasoning (6 credits)</td>
</tr>
<tr>
<td>GEQUR9</td>
<td>General Education – Quantitative Reasoning (9 credits)</td>
</tr>
<tr>
<td>GECVE2</td>
<td>General Education – Civic Engagement (2 credits)</td>
</tr>
<tr>
<td>GESPT1</td>
<td>General Education – Sports (1 credit)</td>
</tr>
<tr>
<td>GEARH3</td>
<td>General Education – Arts &amp; Humanities (3 credits)</td>
</tr>
<tr>
<td>GEARH6</td>
<td>General Education – Arts &amp; Humanities (6 credits)</td>
</tr>
<tr>
<td>GEBSS3</td>
<td>General Education – Behavioral and Social Sciences (3 credits)</td>
</tr>
<tr>
<td>GEBSS6</td>
<td>General Education – Behavioral and Social Sciences (6 credits)</td>
</tr>
<tr>
<td>GECH3</td>
<td>General Education – Sciences &amp; Health (3 credits)</td>
</tr>
<tr>
<td>GECH6</td>
<td>General Education – Sciences &amp; Health (6 credits)</td>
</tr>
<tr>
<td>GECH9</td>
<td>General Education – Sciences &amp; Health (9 credits)</td>
</tr>
<tr>
<td>Course Number</td>
<td>Term</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>GEARH3</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GEARH6</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GEBSS3</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>CEBSS6</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GECVE2</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GEENG3</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GEHI33</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>CEQUR3</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GEQUR5</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>CEQUR9</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GESCH3</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GESCH6</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GESCH9</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GESPT1</td>
<td>General Education Categories</td>
</tr>
<tr>
<td>GESRO3</td>
<td>General Education Categories</td>
</tr>
</tbody>
</table>

6. Click on “Add”
7. Select the category “General Education” for these courses
8. Click on “Save”
V. Print your program framework

1. Go to the Planning tab and click on “Reports” in the side menu
2. Select the “Program Framework” report

3. Choose the program from the drop-down menu and click on “Display Report”

4. You can print the report in the desired format from your browser

5. This report should be signed and submitted to the programs commission
VI. Add courses description

1. Go to the Course Registration tab
2. Write the course code in the “Course Number” Field, select the term “University Catalogue 2015-2016” and click on “search”
3. Click on “Catalogue1516” in the search results

Search for Course Sections

4. Fill in the fields “Course Title (EN)”, “Course Title (Fr)”, “Course Description (EN)”, “Course Description (Fr)”
<table>
<thead>
<tr>
<th>Course Title (EN)</th>
<th>Discrete Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title (FR)</td>
<td>MÉTHODES DISCRETES</td>
</tr>
</tbody>
</table>

Course Description (En)

This course introduces the discrete methods used in computer science and applied mathematics. The topics that will be covered are regular languages, regular expressions, finite Automata and Non-regular languages. It also discusses the basic elements in number theory and introduces the graph theory. It introduces induction proof and recurrence relations.

Course Description (Fr)

Rich Text Formatting

5. Click “Save”

6. Click “Save” for the second time
VII. Print your Catalogue

1. Go to the Planning tab and click on “Reports” in the side menu
2. Select the “Course Catalogue” report

3. Choose the program from the drop-down menu and click on “Display Report”

4. You can print the report in the desired format from your browser