

The UTSA Core Curriculum Review system helps users to submit required review materials to the Core Curriculum Committee. Users can access this system by visiting <https://avpcc.it.utsa.edu/fmi/webd/CoreReview>. This guide will take you step-by-step through the process of submitting your review.

Log in by clicking on one of the two buttons at the bottom of the page (see Figure 1).

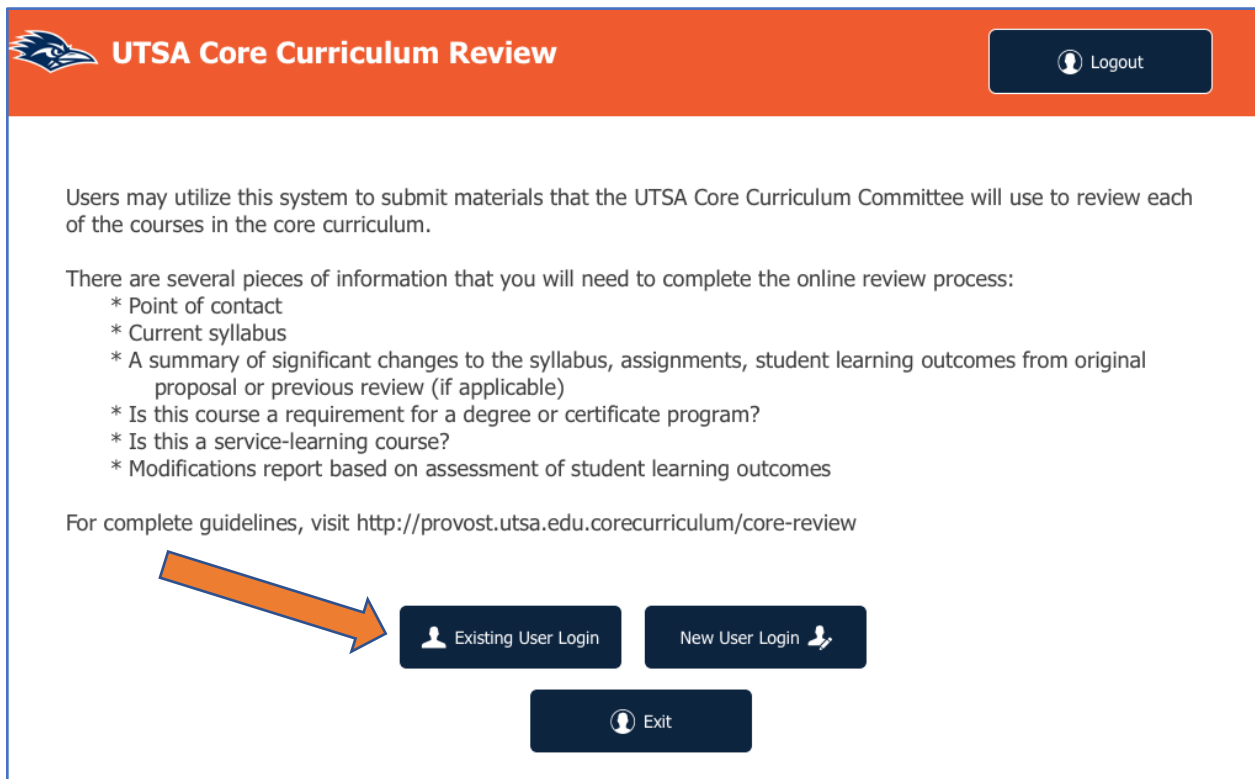


Figure 1. Main Menu

Returning users will see a login screen. Enter your MyUTSA ID (abc123) and email address to log in (see Figure 2).

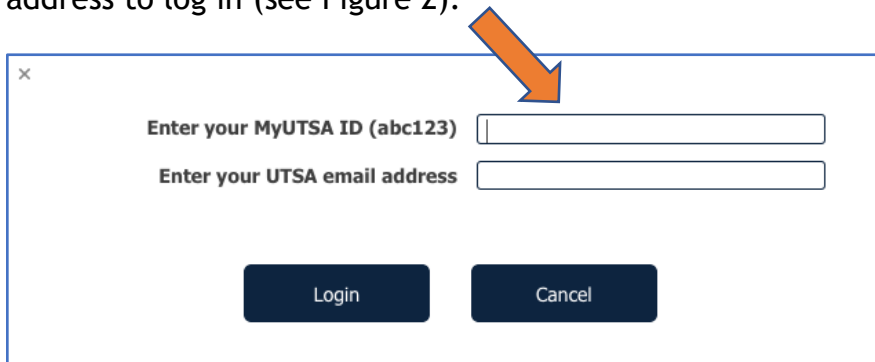


Figure 2. Returning User Login Screen

New users will be taken directly to the course list screen where they can enter their information (Figure 3). After entering or reviewing your user information, you can add classes to your review list. Click the blue “Add a class to your list” button to open the selection window.

The screenshot shows a form with the following fields:

- MyUTSA ID (abc123)**: abc123
- Email address**: rowdy@utsa.edu
- First Name**: Rowdy
- Last Name**: Roadrunner

Below the fields, there is a text instruction: "Click the 'Add a class' button to begin." An orange arrow points to a dark blue button with a white plus sign and the text "Add a class to your list".

Below the button, there is another text instruction: "After your course appears in the list below, you can click the 'Edit' button to add the required information for the class." Below this instruction is a rectangular area containing three horizontal yellow bars, representing a list of courses.

Figure 3. Course List Screen

Select the class you wish to add from the drop-down menu, and then click the “Add selected class” button, or press “Cancel” to be taken back to the main class list screen (Figure 4).

The screenshot shows a selection window with the following elements:

- Text instruction: "Select class below, then click the 'Add selected class' button:"
- A drop-down menu with a red border and a small downward arrow on the right side.
- Two dark blue buttons: "Add selected class" and "Cancel".

Two orange arrows are present: one pointing to the top right corner of the window and another pointing to the "Add selected class" button.

Figure 4. Add a class drop-down menu

As an example, I selected *MUS 2653 - Music in Culture* as one of my classes. It now appears in my class list (Figure 5). You can add as many classes to your class list as needed. If you add a class by mistake, you can email [si.millican@utsa.edu](mailto:si.millican@utsa.edu) to have it removed from your list.

To enter the required review information for one of the classes on the list, click the “Edit” button to the left of the course name in the class list (Figure 5).

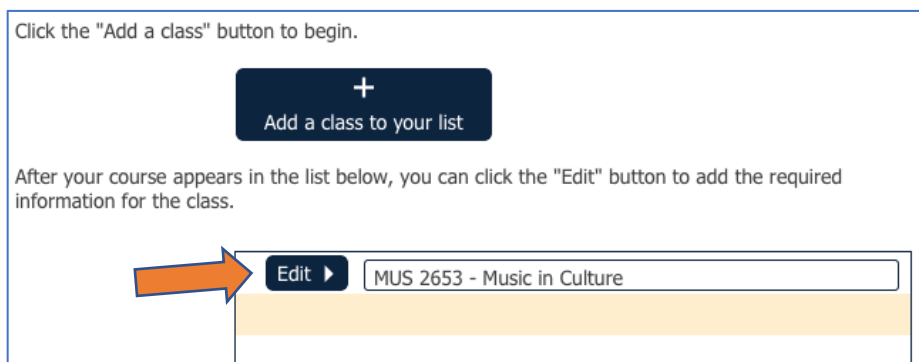


Figure 5. Example of course added to list

Clicking the “Edit” button will take you to the Course Information Review page (Figure 6). If you see any incorrect or missing information, you can add that information in the last field at the bottom of the page.

Click the “Next Step” button to continue, or you can return to the course list page by clicking the “Back to Course List” button.

**Step One - Review the Core Course information below.**

MUS 2653 - Music in Culture

Component Area

College of Instruction

Department

Point of Contact

Email

Phone

Does this information need updating?  Yes  No

List updates needed here:

< Back to Course List
Next Step >

Figure 6. Course Information Review Page



The next screen lists the required core objectives for your core curriculum course (Figure 7). Click on each of the buttons to enter the required information.

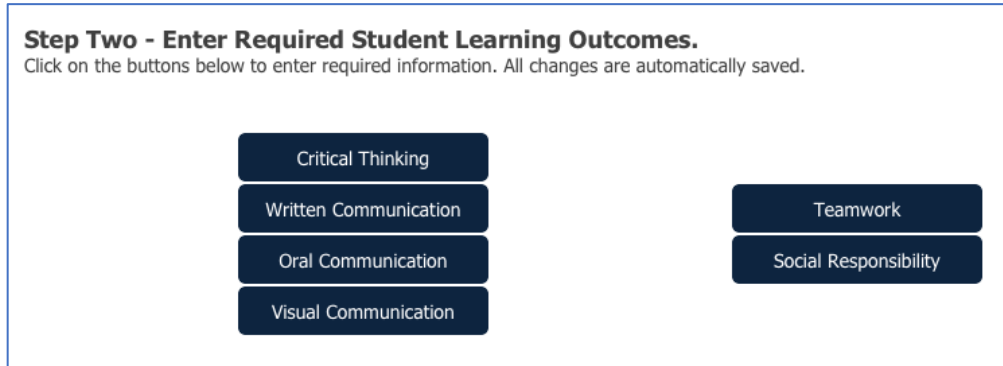


Figure 7. Required Core Objectives Menu

When you finish a section, you'll see a green "Complete" indicator appear next to the core objective button (Figure 8).

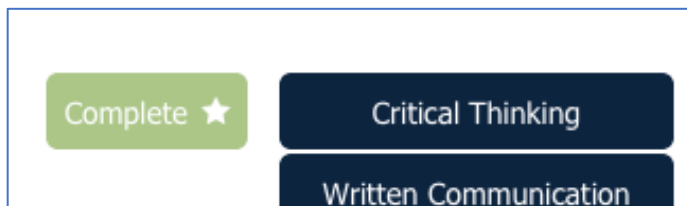


Figure 8. Complete indicator

Each required core objective has space to include (1) student learning outcomes, (2) assessment method, and (3) modifications to the course based on the assessment of the student learning outcomes (Figure 9).

## Critical Thinking Skills

Save and Return to Menu

The Texas Higher Education Coordinating Board requires that this course address **Critical Thinking (CT) Skills**. In Texas, the CT Skills objective is defined as including: creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

**1. Student Learning Outcomes (Critical Thinking):**

NOTE: These student learning outcomes should be identified in the syllabus and be both observable and measurable. A learning outcome is a statement explaining what the student will learn from the course and its assignments. It is not an explanation of the assignment itself. Each learning outcome should contain an action verb that implies cognition and states specifically what the student will do.

**2. Assessment Method(s)**

NOTE: The assessment methods should match the student learning outcomes and be identified in the syllabus and should indicate how students in the course demonstrate mastery of each student learning outcome associated with the state-required core objective. No course is required to use all or most of its assignments as a way of assessing course outcomes.

**3. Modifications to the course based on the assessment of student learning outcomes:**

NOTE: The modifications section speaks to how the information from the assessment was used to improve student learning in each of the state-required core objectives. What changes were made to address strengths and weaknesses found in the assessment process? Were resources from Teaching & Learning Services added? What resources would help faculty teach these objectives more effectively?

Figure 9. Critical Thinking Skills Example

As a final step, please upload a current syllabus into the system. You can drag and drop a PDF or Word file into the container near the bottom of the page, or you can right-click (control+click on a PC; command+click on a Mac) to select the file (Figure 10).

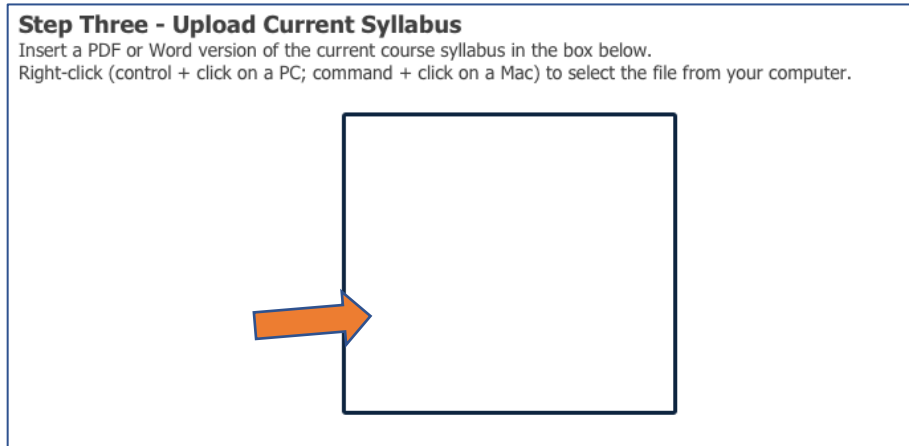


Figure 10. Syllabus Upload

All changes that you make within the Core Curriculum Review system are saved automatically, but you can also click the “save and return to menu” button at the top of the page to return to the list of required core objectives.

If you have any questions or need assistance, please contact Si Millican at [si.millican@utsa.edu](mailto:si.millican@utsa.edu) or call 210.458.5191.