Guidelines for Reviewing and Submitting Curriculum Program Proposals via Course Inventory Management (CIM)

PROGRAM PROPOSALS - Checklist to review

☐ Degree level

☐ Credential to be granted (if applicable)

☐ Program name

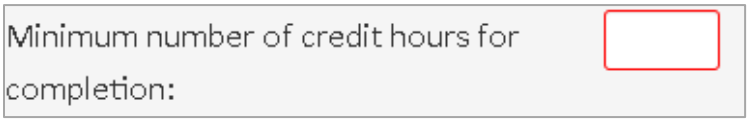
☐ Effective term (The effective term is generally the following fall semester.)

☐ Admission requirements

Example of admission requirements may be found at the following links: https://www.utoledo.edu/admission/freshman/admission-standards.html, https://www.utoledo.edu/graduate/admission/requirements/

☐ Minimum number of credit hours for completion

Confirm that the total credit hours on the CIM requirements and/or plan-of-study section match the overall number in the credit hours field (i.e., 120).



☐ State, federal government, and Higher Learning Commission (HLC) Reporting

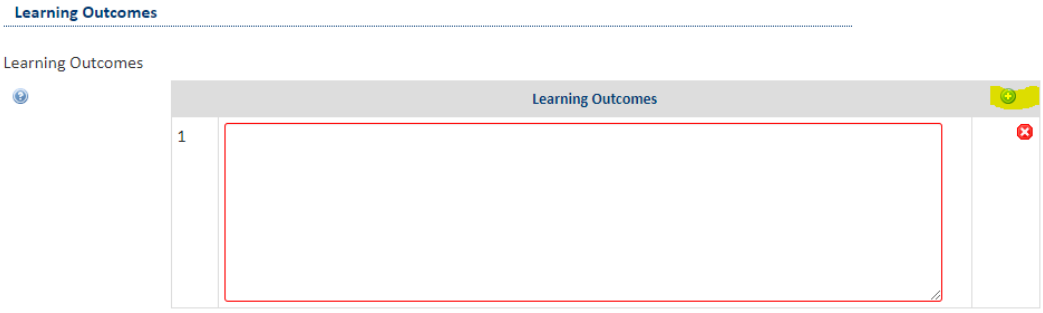
According to the U.S. Department of Education, program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives/outcomes, competencies or required clinical experiences. This would include changes in the general education courses (UToledo Core) required for program completion and not merely the courses within the discipline, program or major.

If substantive (50% or more) of the program is being changed, the college will need to seek UToledo Board of Trustees and Ohio Department of Higher Education (ODHE) approval as a new program. Guidelines and procedures for approval of new programs and changes to existing programs are described in the Ohio Department of Higher Education's Guidelines and Procedures for Academic Program Review.

☐ Requirements – List all courses which comprise of the certificate, minor, degree or concentration. Requirements section will appear in the University Catalog. The course list feature is the preferred format. Examples can be viewed on page 4 of this document. How to enter a course list may be found in the "CIM Program How to Enter Help Document) found at https://www.utoledo.edu/offices/provost/curriculumtracking/

☐ Plan of Study – Use plan of study formatting. Confirm that the total credit hours in the plan of study match what is on the proposals minimum number of credit hours. Examples can be viewed on page 5 of this document. How to enter a plan of study may be found in the "CIM Program How to Enter Help Document) found at https://www.utoledo.edu/offices/provost/curriculumtracking/

☐ Learning Outcomes – individual rows for individual SLOs, needed for curriculum mapping project. Review for clear and effective Student Learning Outcomes. Learning outcomes should be entered into separate rows. Add row by clicking green + sign



Program Learning Outcomes Tips:

- Measurable and clearly articulated SLOs
- Assignments listed in the syllabus that seem to reasonably align with the SLOs
- For a sequenced course, if the SLOs in the second course align with and extend from the identified previous course's SLOs
- Student Learning Outcomes Resources are found at the link below and include: https://www.utoledo.edu/aapr/assessment/resources.html
    - How to write and effective SLO
    - **Self-Check**: How do I know if a SLO is well-written?
    - **Examples**: Upon successful completion of this course, students will be able to…
    - Highlights **common issue** with SLO
    - Curriculum Mapping

☐ Program offered off campus

☐ Program 100% online

☐ State Authorization (out-of-state educational experiential experiences)

☐ CIP Code

The Classification of Instructional Programs (CIP) is a code system of instructional programs that facilitates the organization, collection, and reporting of fields of study and programs. See https://nces.ed.gov/ipeds/cipcode/ to identify the appropriate CIP code.

☐ Curriculum Mapping file

☐ Offered internationally

CIM offers curriculum reviewer/approvers

- Ability to make corrections before approving
- Ability to roll a proposal back to a previous level for edits. If rolled back, prior levels will have to reapprove
- Ability to make edits at any workflow step
- View all courses (active and inactive) in CIM Course and identify the status of a proposal
- Email an inquiry to an approval level when course is stalled at a specific workflow step
- The ability to view all courses in one location and how they are connected to the catalog via the ecosystem.
- Read help bubbles to guide you in using the forms
- CIM (University's curriculum tracking system) and CAT (University catalog system) work with each other. What is entered in the CIM system will sync with Banner and will be seen by students in the University Catalog.
- UToledo CIM help documents and FAQ may be found at https://www.utoledo.edu/offices/provost/curriculumtracking/
- For questions or help on navigating CIM, contact Cathy Zimmer, Director of Academic and Curricular Initiatives in the Office of the Provost at cathy.zimmer@utoledo.edu or 419-530-3202.

Timeline Considerations

Submit your course/program modification in a timely manner: (1) Course and program proposals, both new proposals and modifications will be for the following academic year and will need full faculty governance approvals before updates will be reflected in the catalog aligned with the effective term. (2) Course proposals should be submitted well before registration opens for the next term, allowing time for full faculty governance review and approvals. If students are registered for a course that is under modification (i.e., submitted in the spring term, for fall term changes), offices must take additional actions, and students will have to deregister and reregister.

Fall/Spring registration typically begins mid-March and Summer registration typically opens in early February.

Reviewing Program Proposals

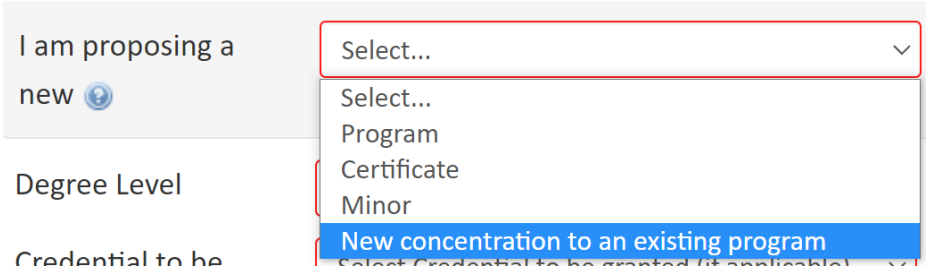
Tips and information for both new program proposals and program modifications.

Requirements field should display all courses that are needed to complete the program

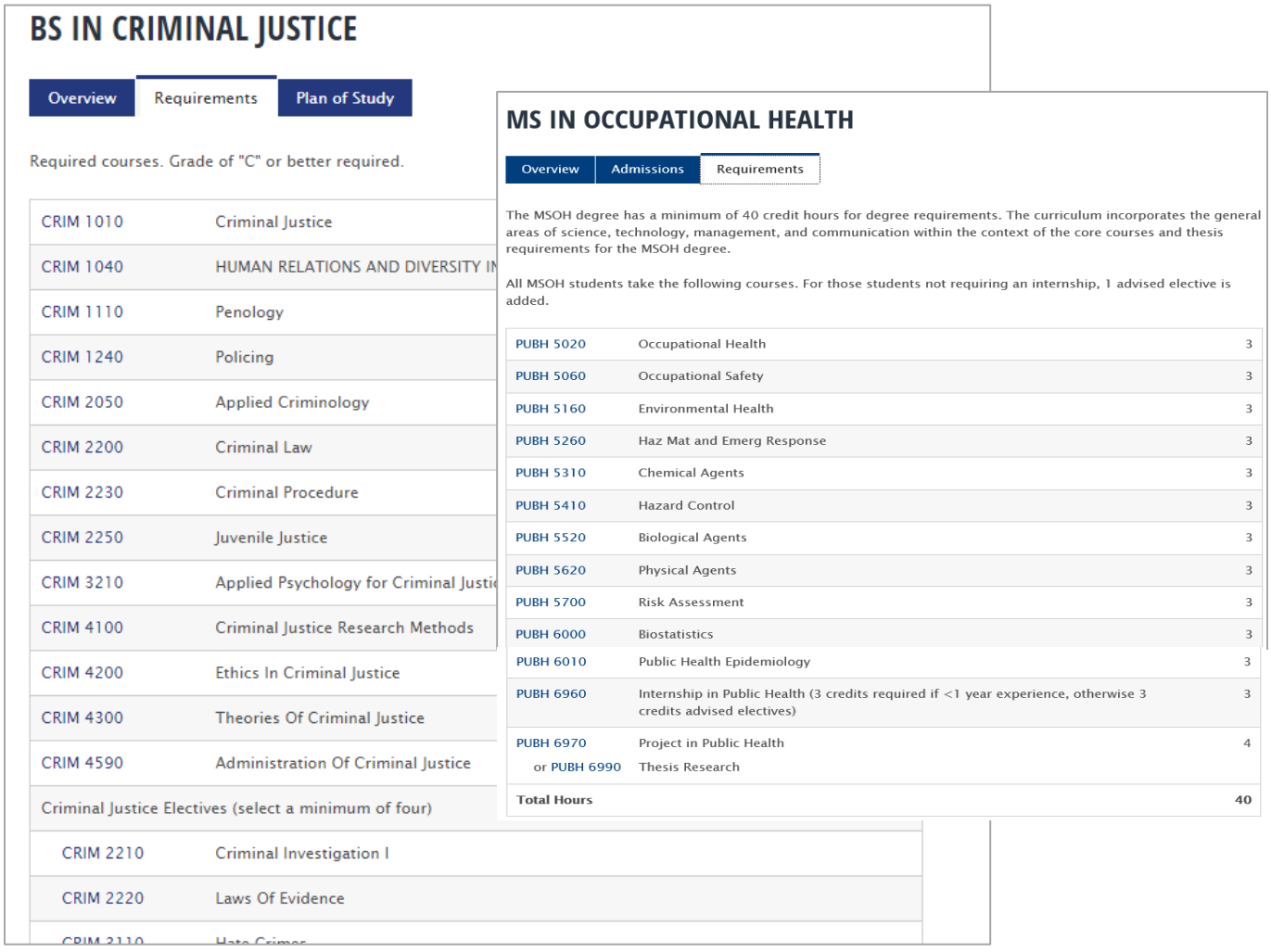
- List all courses which comprise the certificate, minor, degree or concentration
- The Requirements section will appear in the University Catalog.
- CIM Requirements are not program admission requirements.
- Completing a course list will allow for stronger degree audit outcome. This clearly identifies for the Office of the Registrar what the required courses are.
- *Course list* format will prepopulate title and credit hour and will have appropriate course bubble attached. **A course list is the preferred format**.

Adding a New Concentration to an existing program:

The new concentration should be added as a new program, selecting the appropriate program for what you are proposing.



WHAT STUDENTS SEE in the University Catalog, under the Requirements tab:



BS IN CRIMINAL JUSTICE

Overview | Requirements | Plan of Study

Required courses. Grade of "C" or better required.

CRIM 1010	Criminal Justice
CRIM 1040	HUMAN RELATIONS AND DIVERSITY IN
CRIM 1110	Penology
CRIM 1240	Policing
CRIM 2050	Applied Criminology
CRIM 2200	Criminal Law
CRIM 2230	Criminal Procedure
CRIM 2250	Juvenile Justice
CRIM 3210	Applied Psychology for Criminal Justi
CRIM 4100	Criminal Justice Research Methods
CRIM 4200	Ethics In Criminal Justice
CRIM 4300	Theories Of Criminal Justice
CRIM 4590	Administration Of Criminal Justice
Criminal Justice Electives (select a minimum of four)	
CRIM 2210	Criminal Investigation I
CRIM 2220	Laws Of Evidence
CRIM 3110	Hate Crimes

MS IN OCCUPATIONAL HEALTH

Overview | Admissions | Requirements

The MSOH degree has a minimum of 40 credit hours for degree requirements. The curriculum incorporates the general areas of science, technology, management, and communication within the context of the core courses and thesis requirements for the MSOH degree.

All MSOH students take the following courses. For those students not requiring an internship, 1 advised elective is added.

PUBH 5020	Occupational Health	3
PUBH 5060	Occupational Safety	3
PUBH 5160	Environmental Health	3
PUBH 5260	Haz Mat and Emerg Response	3
PUBH 5310	Chemical Agents	3
PUBH 5410	Hazard Control	3
PUBH 5520	Biological Agents	3
PUBH 5620	Physical Agents	3
PUBH 5700	Risk Assessment	3
PUBH 6000	Biostatistics	3
PUBH 6010	Public Health Epidemiology	3
PUBH 6960	Internship in Public Health (3 credits required if <1 year experience, otherwise 3 credits advised electives)	3
PUBH 6970 or PUBH 6990	Project in Public Health / Thesis Research	4
Total Hours		**40**

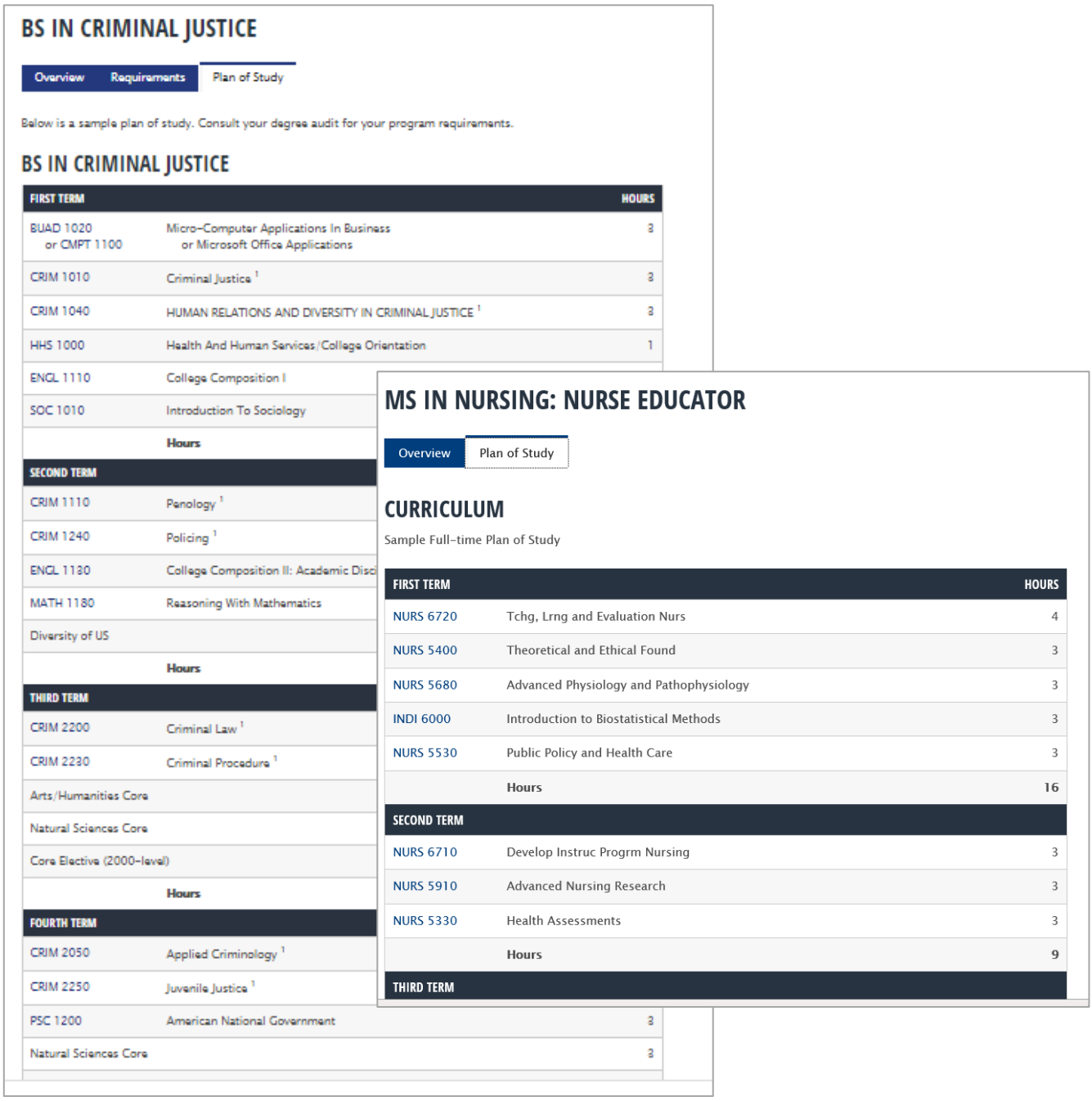
Plan-of-Study: field is not required for graduate programs, associate degrees or certificates.

- It is a suggested order for taking the required courses to meet requirements.
- If the Plan of Study tool is used, no year is needed. The table just lists terms.
- The Plan-of-Study section appears in the University Catalog.

Only appropriate text should be listed in "requirements" and "plan-of-study" fields.

- Do not include admission requirements
- Should not include comments for reviewer

WHAT STUDENTS SEE in the University Catalog under the Plan of Study tab



BS IN CRIMINAL JUSTICE

Overview | Requirements | Plan of Study

Below is a sample plan of study. Consult your degree audit for your program requirements.

BS IN CRIMINAL JUSTICE

FIRST TERM		HOURS
BUAD 1020 or CMPT 1100	Micro-Computer Applications In Business or Microsoft Office Applications	3
CRIM 1010	Criminal Justice [1]	3
CRIM 1040	HUMAN RELATIONS AND DIVERSITY IN CRIMINAL JUSTICE [1]	3
HHS 1000	Health And Human Services/College Orientation	1
ENGL 1110	College Composition I	
SOC 1010	Introduction To Sociology	
	Hours	
SECOND TERM		
CRIM 1110	Penology [1]	
CRIM 1240	Policing [1]	
ENGL 1130	College Composition II: Academic Disc	
MATH 1180	Reasoning With Mathematics	
Diversity of US		
	Hours	
THIRD TERM		
CRIM 2200	Criminal Law [1]	
CRIM 2230	Criminal Procedure [1]	
Arts/Humanities Core		
Natural Sciences Core		
Core Elective (2000-level)		
	Hours	
FOURTH TERM		
CRIM 2050	Applied Criminology [1]	
CRIM 2250	Juvenile Justice [1]	
PSC 1200	American National Government	3
Natural Sciences Core		3

MS IN NURSING: NURSE EDUCATOR

Overview | Plan of Study

CURRICULUM

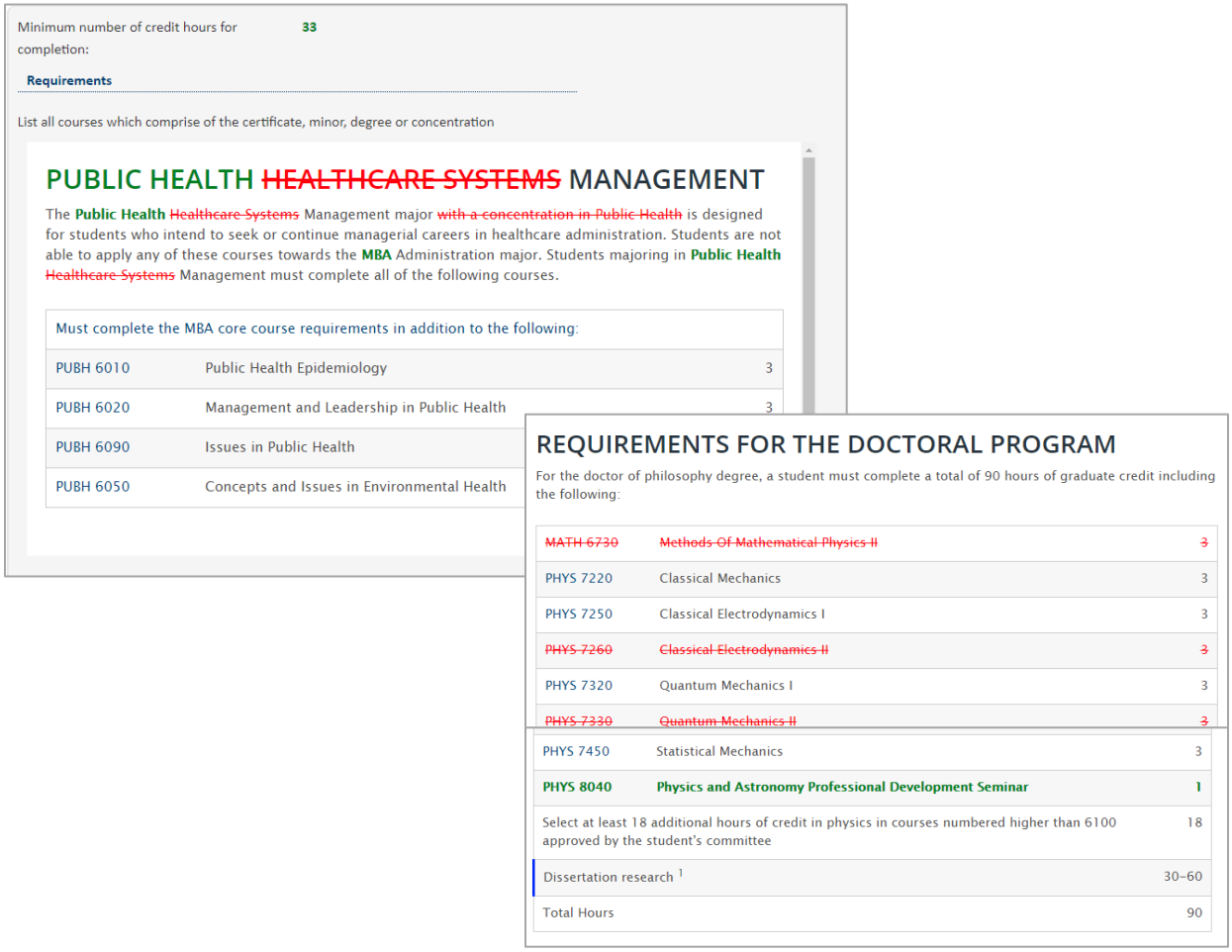
Sample Full-time Plan of Study

FIRST TERM		HOURS
NURS 6720	Tchg, Lrng and Evaluation Nurs	4
NURS 5400	Theoretical and Ethical Found	3
NURS 5680	Advanced Physiology and Pathophysiology	3
INDI 6000	Introduction to Biostatistical Methods	3
NURS 5530	Public Policy and Health Care	3
	Hours	**16**
SECOND TERM		
NURS 6710	Develop Instruc Progrm Nursing	3
NURS 5910	Advanced Nursing Research	3
NURS 5330	Health Assessments	3
	Hours	**9**
THIRD TERM		

For Programs with New Courses

- Course proposals should be entered into CIM first.
- Once the new course is entered in CIM, it will appear in CIM course picker for use on program form.
- If starting a NEW program review the **Program Development Guidelines/Program Design Institute found here** https://www.utoledo.edu/offices/provost/program-development/

CIM edits display through red/green markup - see examples below:



Minimum number of credit hours for completion: 33

Requirements

List all courses which comprise of the certificate, minor, degree or concentration

PUBLIC HEALTH ~~HEALTHCARE SYSTEMS~~ MANAGEMENT

The **Public Health** ~~Healthcare Systems~~ Management major ~~with a concentration in Public Health~~ is designed for students who intend to seek or continue managerial careers in healthcare administration. Students are not able to apply any of these courses towards the **MBA** Administration major. Students majoring in **Public Health** ~~Healthcare Systems~~ Management must complete all of the following courses.

Must complete the MBA core course requirements in addition to the following:		
PUBH 6010	Public Health Epidemiology	3
PUBH 6020	Management and Leadership in Public Health	3
PUBH 6090	Issues in Public Health	
PUBH 6050	Concepts and Issues in Environmental Health	

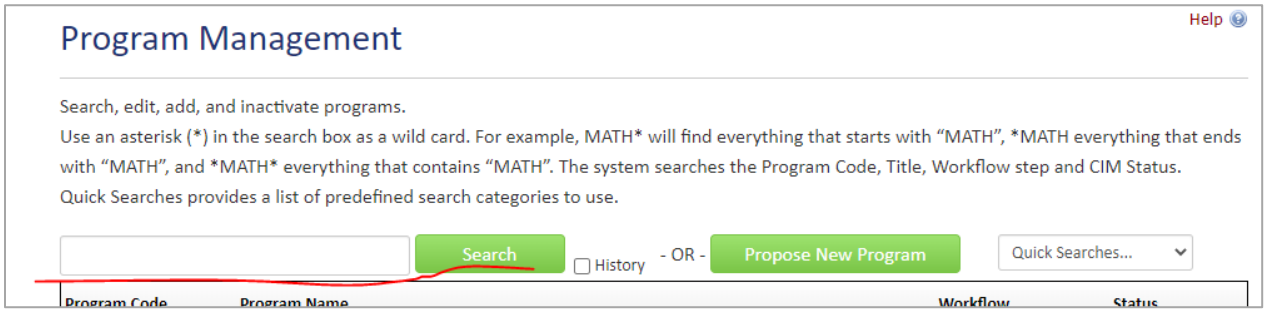
REQUIREMENTS FOR THE DOCTORAL PROGRAM

For the doctor of philosophy degree, a student must complete a total of 90 hours of graduate credit including the following:

~~MATH 6730~~	~~Methods Of Mathematical Physics II~~	~~3~~
PHYS 7220	Classical Mechanics	3
PHYS 7250	Classical Electrodynamics I	3
~~PHYS 7260~~	~~Classical Electrodynamics II~~	~~3~~
PHYS 7320	Quantum Mechanics I	3
~~PHYS 7330~~	~~Quantum Mechanics II~~	~~3~~
PHYS 7450	Statistical Mechanics	3
PHYS 8040	**Physics and Astronomy Professional Development Seminar**	**1**
Select at least 18 additional hours of credit in physics in courses numbered higher than 6100 approved by the student's committee		18
Dissertation research [1]		30–60
Total Hours		90

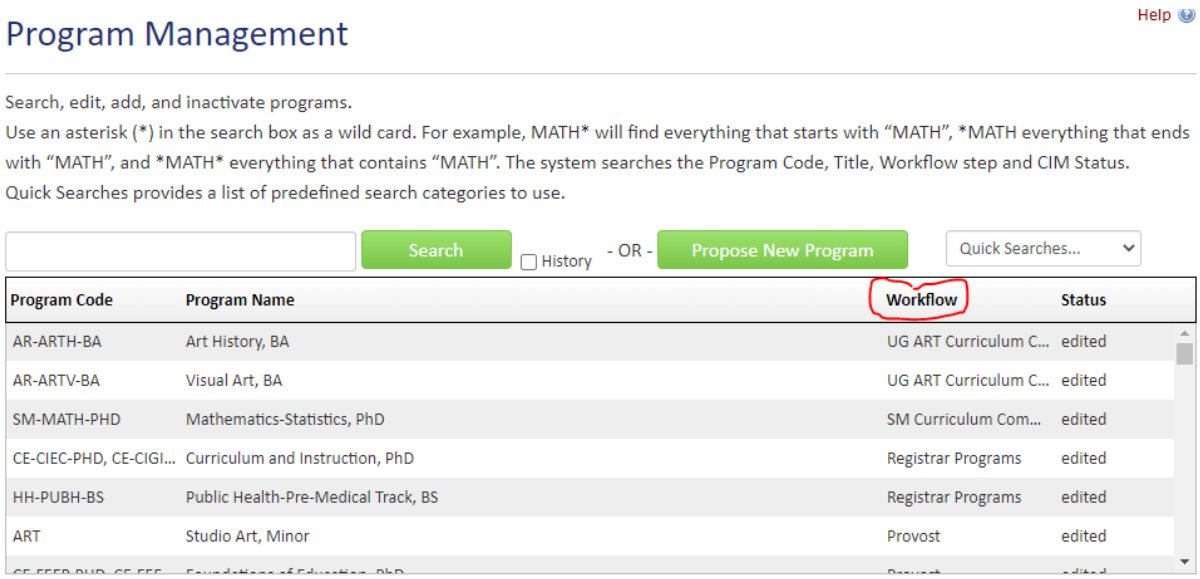
Finding Proposals CIM

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.



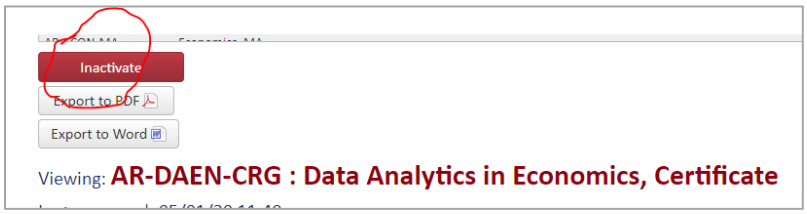
- Click on word “workflow” and courses will sort workflow roles in alpha order.

  Example:



Inactivating a Course or Program (Suspension of Admissions into a Program)

Course and program inactivation takes place through CIM.



When inactivating a course consider the following:

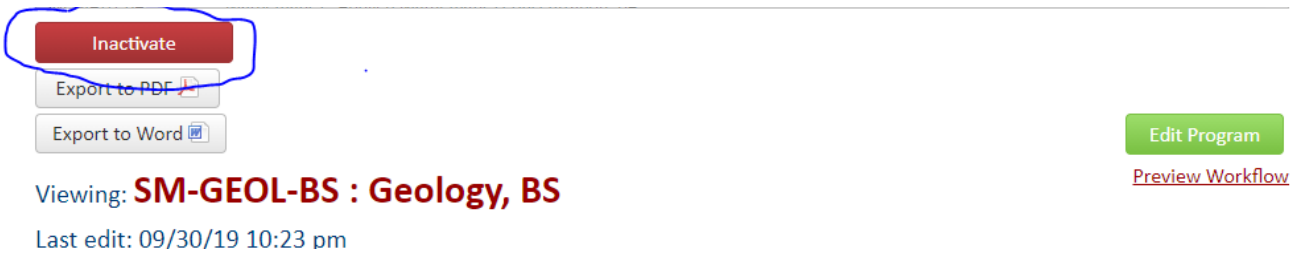
- Is this course you are inactivating a pre-requisite to another course? If so, a course modification of the other course will also be needed.
- Is the course a required or an elective of a major? If so, a program modification will also be needed.

UToledo Process for Program Suspension of Admissions via CIM Inactivation Request

- If you intend to suspend admissions, should first contact Cathy Zimmer, Director of Academic and Curricular Initiatives in the Office of the Provost for guidance. (cathy.zimmer@utoledo.edu)

- Colleges suspending a program because it is not accepting new students, should **submit an "Inactivate" proposal in the CIM. Inactivate = Suspension of Admissions**.

  Example:



- CIM Inactivate/Suspension of Admission proposals pass through a shortened workflow.

    - **Undergraduate workflow**:
      Initiator- department chair- UG college dean or proxy - provost- registrar - program final.

    - Once the undergraduate proposal reaches the Provost's Office level in workflow, Vice Provost for Academic Affairs will seek approval/notify the ODHE of the suspended program. Undergraduate programs that received approval from the Chancellor's staff for suspension have five years from the approval of the suspension to reactivate the program to avoid full program review. Upon ODHE approval, the CIM proposal will receive the Provost level approval for final notifications.

      Guidelines & Procedures for Academic Program Review:
      https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/program-approval/Academic-Program-Review-Guidelines_070516.pdf

    - **Graduate workflow**: Initiator- department chair- GR college dean or proxy- Graduate College dean or Proxy – provost - registrar - program final.

        - Once the graduate proposal reaches the College of Graduate Studies (COGS), the dean will work with the UToledo Chancellor's Council on Graduate Studies (CCGS) representative to notify ODHE of the suspended admission program or certificate (if under CCGS jurisdiction). Upon receiving a letter indicating ODHE approval, COGS will approve CIM proposal for final Provost Office approval and notifications.

        - Graduate programs that have received approval from CCGS for suspension may be reactivated within five years of the suspension to avoid full program review

- The Office of the Registrar will notify students still enrolled in the programs that they have five (5) years to complete the degree if the program has not been reactivated before the time has lapsed.

- Programs that have been suspended or dormant in excess of the timeframe must submit a NEW PROGRAM REQUEST to the state.

- To reactivate a program within the five-year timeframe, the CIM program proposal must be reviewed and submitted to workflow. The proposal will filter through the full workflow steps.

After a program suspension of admission/inactivation of a program proposal is fully approved in CIM:

- University Catalog pages will be removed, marketing major page (https://www.utoledo.edu/programs) we be pull from the web site, and college web pages should also be updated.

CIM Eco-system

The CIM Ecosystem shows courses, programs and catalog pages that are related to the course being viewed, and catalog pages that house the program being reviewed. The ecosystem is the first box in the Proposal Preview section of CIM. The entries in the ecosystem are links that will open that page in the university catalog.

Common Review Oversight/Errors:

- Not using the course list or plan of study formatting
- Credit hour discrepancy between CIM form requirement section, plan of study section and curriculum map; they do not add up to the same number of credit hours
- Vague requirements such as "Other related course approved by the program director."
- Updating requirements but not the plan of study
- Not putting learning outcomes into individual rows
- Forgetting to submit a program modification if a course modification changes credit hours, introducing new course, or inactivating a course that is in a program

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NOTE: Program proposals and modifications should not include course edits. Individual courses must be modified separately. Separate course proposal must be submitted.

What Should Not be Approved:

- Proposal with comment such as "See attached", "no changes." We are populating the system and will take some time, so if there is no content, we need faculty proposer to add new content.
- Change of course number. Course number have a history and cannot be reused.
- Inaccurately submitted proposal should be returned and corrected before moving forward.
- Course proposal without an updated syllabus attached. Modifications should include the syllabus showing the changes that are requested.

What is Transcript

A student's transcript lists their degree program (associate, bachelor, doctoral, certificate) and their major(s). If they have a concentration and/or minor declared, that would be listed as well.

Diplomas list the degree and degree granting college name. The major is not listed.

When a Modification Should be a NEW Proposal

For a program modification, if more than 50% of a program is changed, then it is a new program.

For courses, when 50% of the course is redesigned (title, SLO, credit hours, etc.), then a new course proposal should be made.

CIM HELP

https://www.utoledo.edu/offices/provost/curriculumtracking/

For CIM Training and Questions Contact:

Cathy Zimmer
Director of Academic and Curricular Initiatives
Office of the Provost | University Hall 3280
419.530.3202 | cathy.zimmer@utoledo.edu