

Guidelines for Reviewing Course Proposals via Course Inventory Management (CIM)



COURSE PROPOSALS - Review Checklist

- ☐ Note what program the course is associated.
- ☐ Effective Term - The effective term is the following fall semester, a term for which registration has not begun.
- ☐ Academic Level (undergraduate or graduate)
- ☐ Title and Description (The short title is limited to thirty characters)
- ☐ Co-listing (different academic levels)

Co-Listed courses are courses offered at more than one level (i.e., undergraduate and graduate). **Note:** UToledo will no longer be co-listing new courses in CIM. Courses at different academic levels may still be co-listed in scheduling. New courses should be proposed on separate CIM course proposals. CO-listed courses currently linked in CIM can remain.

- Co-listed courses carry identical catalog descriptions in each listing, and
- will have identical course prerequisites. For different academic levels, an instructor override may be needed during advising.

- ☐ Cross-listing (different subject codes)

Cross-Listed Course is a course offered under more than one departmental subject code.

The courses will:

- carry identical catalog descriptions in each listing, and
- will have identical course prerequisites. However, for different academic levels an instructor override may be needed during advising.
- Cross-listing is used when two different courses meet in the same room at the same time and are taught by the same instructor.
- Be sure to consult with other departments when submitting a cross-listed course modification.

- ☐ Credit hours – Look to see if the credit hours are distributed properly across lecture, lab, recitation, or other schedule types.

- ☐ Schedule Type (lecture, lab, recitation, etc.)

- Lecture (LE): A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of materials or techniques.

- Seminar (SE): A seminar is an educational experience, which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions, which are directed by a faculty member in the development and/or review of concepts, which have been or are to be applied to practical situations.
- Recitation (RE): Use this category to describe small breakout groups, which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
- Lab (LB): A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member.
- Clinical (CL): A clinical laboratory applies only to health technology programs. A clinical is a laboratory section, which meets at a health-related agency facility or a specialized on-campus laboratory/clinical facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The instructor assigned to teach clinical laboratory sessions will be a full- or part-time faculty member.
- Practicum (PR): A practicum is an on- or off-campus work experience, which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus.
- Field Experience (FE): Field experience is planned, paid work activity which relates to an individual student's occupational objectives, such as geology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty advisor. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his or her supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.
- Studio (ST): Studio is used to describe art, music, performance art, and theater courses.
- Independent/Individual Studies (IS): Use this category to describe course sections in which a faculty member works with a student or small group of students. Individual Studies may be associated with coursework or with Master's and Doctoral level requirement.

☐ Semester Offered (Summer, Fall, Spring)

☐ Permitted to register for more than one section (i.e., internship, Co-Op)

☐ Repeatable for credit (i.e., dissertation hours)

☐ Prerequisites

Prerequisites can only consist of a course or a test score that is required to be successfully completed before registering for a course.

- In CIM, list all prerequisites (courses and test scores) in the order they should be applied. Review the issue of the logic – ANDs and ORs must be grouped appropriately. (i.e., COURSE 1 AND COURSE 2 OR COURSE 3 vs. (COURSE 1 AND COURSE 2) OR COURSE 3 vs. COURSE 1 AND (COURSE 2 OR COURSE 3)

- Indicate a specific grade to be achieved for each prerequisite course. If not, the system defaults to a D- for undergraduate courses and to a C for graduate courses unless otherwise indicated.

Prerequisite Examples:

ACCT 3120 with a minimum grade of C or ACCT 5120 with a minimum grade of C and ACCT 3210 with a minimum grade of C

CRIM 6000 with a minimum grade of D- and CRIM 6200 with a minimum grade of D- and CRIM 6400 with a minimum grade of D-

☐ Corequisites

Corequisite is a course required to be taken simultaneously with another. The co-req should be noted on both courses.

Example of Corequisite

BIOL 5040 Advanced Microbiology Laboratory
Corequisites: BIOL 5030 Advanced Microbiology

☐ Registration Restrictions

- Registration Restriction is a restriction on a course which prevents students from registering for the course unless they meet the restriction.
- Registration restrictions can be to include or exclude students by degree, major, program, college, student attribute, cohort, class (FR, SO, JR, SR) and level.
- We are unable to provide restrictions based on high school grades (i.e., Grade B in high school chemistry).
- Use departmental or instructor approval for any restrictions not encoded in Banner, for example completion of so many credit hours toward program or completion of an outside program/certificate.

☐ Attach the Course Schedule and a list of Required Texts and Ancillary Materials

This replaces the syllabus. Course learning outcomes (CLOs) are fed from CIM into Simple Syllabus.

☐ Learning Outcomes – listed in individual rows

Review for clear and measurable student learning outcomes (CLO). Individual learning outcomes should be entered into separate rows. Add row by clicking green + sign.

Learning Outcomes	
1	

Course Learning Outcome Tips:

- Measurable and clearly articulated SLOs
- Differentiation between expectations for students at different levels taking co-listed courses
There should be a minimum of one additional SLO for the graduate level.
- Student Learning Outcomes Resources are found at the link below and include:
<https://www.utoledo.edu/aapr/assessment/resources.html>
 - How to write an 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 issues with SLO.
 - Curriculum Mapping

☐ State Authorization (for courses that may require students to engage in out-of-state education experiential learning experiences)

☐ Instructional method (face-to-face, online, etc.) Check all that apply.

☐ Offered internationally (this does not apply to online courses)

☐ 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.

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 need to be reapproved.
- 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.
- Help bubbles to help 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.

FYI: Catalog course description contains the following:

- Subject Code and number
- Title
- Credit hours
- Catalog description
- Prerequisite(s)/Corequisite(s)
- Terms Offered

WHAT STUDENTS SEE in the University Catalog:

ACCT 4250 Taxation of Business Entities

[3 credit hours]

This course covers the taxation of corporations, their shareholders, and other business entities. Topics include formation of business entities, taxation of income, and tax treatment of distributions.

Prerequisites: ACCT 3120 with a minimum grade of C and ACCT 3210 with a minimum grade of C

Term Offered: Spring, Summer, Fall

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 the program form.

Finding Proposals in 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.
- Add the course subject code and number (i.e., BIOL 3030)

Course Inventory Management

Search, edit, add, and inactivate courses.

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 Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search [] Archive [] History [] - OR - Propose New Course [] Quick Searches... [v]

Course Code	Title	Workflow	Status
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- Click on the word “workflow” and courses will sort workflow roles in alpha order. Example:

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Search [] Archive [] History [] - OR - Propose New Course [] Quick Searches... [v]

Course Code	Title	Workflow	Status
SOC 6280	Applied Social Research Methods	GR SOC Curriculu...	edited
PSY 6720	Social Cognition	Graduate Council ...	added
PHYS 8040	Physics and Astronomy Professional Development Seminar	Graduate Council ...	added
ATTR 6120	Evaluation and Management of Peripheral Joint Injuries	Graduate Council ...	edited
ATTR 6150	Foundations of Athletic Training Practice	Graduate Council ...	edited
ATTR 6220	Evaluation and Management of Head and Spine Injuries	Graduate Council ...	edited

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

Course and program inactivation takes place through CIM.

ART 1080 : Foundations of Drawing I

Inactivate [] Export to PDF [] Export to Word [] Edit Course [] Preview Workflow []

AR-DAEN-CRG : Data Analytics in Economics, Certificate

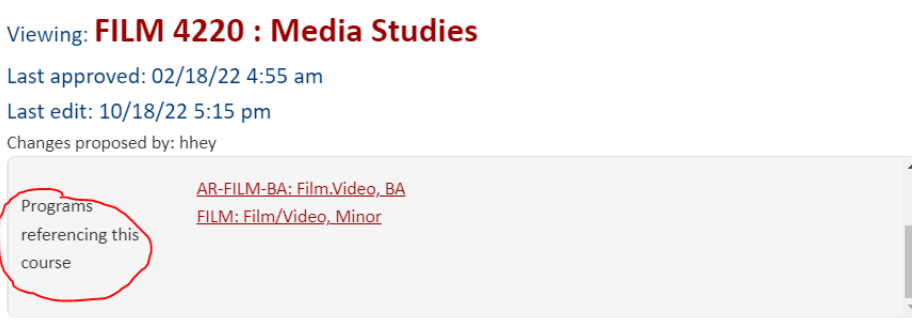
Inactivate [] Export to PDF [] Export to Word []

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 to update or remove the pre-req.
- Is the course required or an elective of a major? If so, a program modification will also need to be submitted in CIM.

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.



When to submit a program modification related to a new or modified course proposal

A program modification must be submitted when a proposed change involves any of the following:

- Adding a new course requirement to the program.
- Modifying a course in a way that changes its credit hours.
- Adding a prerequisite that is not currently required by the program.
- Removing an inactive course from the program.

NOTE: Program proposals and modifications should not include course edits. Individual courses should be modified separately via CIM course proposal and submitted to workflow.

What Should Not be Approved:

- Proposal with comment such as “See attached,” “no changes.” We need proposer to add content if content is missing.
- Change of course number. Course numbers have a history and cannot be reused. The course should be inactivated, and a new course proposed with a new course number. A program modification would also be needed to add or remove course requirements.
- Changing subject code. The course should be inactivated, and a new course proposed with a different subject code. A program modification would also be needed to add or remove course requirements.
- Inaccurately submitted proposals should be corrected or rolled back for corrections before moving forward.

CIM HELP

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

For CIM Training and Questions Contact:

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