

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



PROGRAM PROPOSALS – Review Checklist

- ☐ Degree level (undergraduate or graduate)
- ☐ Credential to be granted (if applicable)
- ☐ Program name
- ☐ Effective term (The effective term is 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).

Minimum number of credit hours for
completion:

- ☐ 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 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. The requirements section will appear in the University Catalog. The course list feature is the required 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 proposal’s 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 are needed for the curriculum map to format correctly. Review for clear and measurable Program Learning Outcomes. Learning outcomes should be entered into separate rows. Add additional rows by clicking green + sign. Program learning outcomes should also be aligned with their corresponding institutional student learning outcome(s).

Program Learning Outcome and Institutional Student Learning Outcome Alignment

Add program learning outcomes (PLO) individually. For each PLO click the green plus sign to add a new row. A window will open where you add the individual PLO in the text box and map the program learning outcome to the appropriate Institutional Student Learning Outcome(s) by checking the box. Click save and then add your next PLO using the same process.

Program Learning Outcomes	Institutional Learning Outcomes
	

To align program outcomes to institutional outcomes, click on the pencil next to the program outcome statement, select the correct institutional alignment(s) from the menu, and click the green “save” button.

Program Learning Outcome and Institutional Student Learning Outcome Alignment

Add program learning outcomes (PLO) individually. For each PLO click the green plus sign to add a new row. A window will open where you add the individual PLO in the text box and map the program learning outcome to the appropriate Institutional Student Learning Outcome(s) by checking the box. Click save and then add your next PLO using the same process.

Program Learning Outcomes	Institutional Learning Outcomes
PLO 1: Ethics and Social Responsibility -- Each student can analyze...	 
PLO 2: Innovation and Creativity -- Each student can examine pr...	 
PLO 3: Critical Thinking and Analysis -- Each student can think c...	 
PLO 4: Business Acumen -- Each Student can identify, interpret, ...	 
PLO 5: Technology -- Each student can understand and utilize c...	 

Program Learning Outcome and Institutional Student Learning Outcome Alignment

Program Learning Outcomes
PLO 1: Ethics and Social Responsibility -- Each student can analyze and resolve ethical issues in decision-making and recognize their impact on the larger community.

Institutional Learning Outcomes
☐ APPLIED AND COLLABORATIVE LEARNING: University of Toledo graduates will demonstrate their ability to integrate and apply their learning in complex projects and assignments, including collaborative efforts.
☐ BROAD AND INTEGRATIVE KNOWLEDGE: University of Toledo graduates will demonstrate proficiency in using broad, integrative knowledge.
☐ CIVIC AND GLOBAL LEARNING: University of Toledo graduates will demonstrate the knowledge required for responsible citizenship, both from their formal studies and from community-based learning.
☐ INTELLECTUAL SKILLS: University of Toledo graduates will demonstrate proficiency in using and integrating intellectual skills, including communication, across the curriculum.
☐ SPECIALIZED KNOWLEDGE: Students demonstrate depth of knowledge in a field and are able to produce field-appropriate applications, drawing on both their major field of study and other fields.

Save Cancel

- Measurable and clearly articulated SLOs
 - Student Learning Outcomes Resources are found at the link below and include:
<https://www.utoledo.edu/aapr/assessment/resources.html>
 - How to write effective SLO
 - Self-Check: How do I know if an SLO is well-written?
 - Examples: Upon successful completion of this course, students will be able to...
 - Highlights common issues with SLO.
 - Curriculum Mapping
-
- ☐ Program offered off campus
 - ☐ Program 100% online
 - ☐ Program hybrid
 - ☐ Offered internationally
 - ☐ 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

Curriculum Mapping

Curriculum mapping is a useful tool to align learning outcomes between courses, programs, and our overarching institutional learning priorities for students.

The goals are to encourage faculty collaboration and communication; and to foster reflective practice and innovation in teaching.

For the curriculum mapping feature to work properly:

- Course learning outcome are entered in CIM in individual rows.
- Programs learning outcomes entered in CIM in individual rows.

Mapping overarching institutional learning takes place in the CIM program form, in the same location as where you add the program learning outcomes.

FIRST TERM

Program Learning Outcome and Institutional Student Learning Outcome Alignment

Program Learning Outcomes

PLO 1: Ethics and Social Responsibility -- Each student can analyze and resolve ethical issues in decision-making and recognize their impact on the larger community.

Institutional Learning Outcomes

☐ APPLIED AND COLLABORATIVE LEARNING: University of Toledo graduates will demonstrate their ability to integrate and apply their learning in complex projects and assignments, including collaborative efforts.

☐ BROAD AND INTEGRATIVE KNOWLEDGE: University of Toledo graduates will demonstrate proficiency in using broad, integrative knowledge.

☐ CIVIC AND GLOBAL LEARNING: University of Toledo graduates will demonstrate the knowledge required for responsible citizenship, both from their formal studies and from community-based learning.

☐ INTELLECTUAL SKILLS: University of Toledo graduates will demonstrate proficiency in using and integrating intellectual skills, including communication, across the curriculum.

☐ SPECIALIZED KNOWLEDGE: Students demonstrate depth of knowledge in a field and are able to produce field-appropriate applications, drawing on both their major field of study and other fields.

Save **Cancel**

- The review of mapping course learning outcomes to program learning outcomes takes place outside of the program form and has a separate workflow to the University Assessment Director.
- Click the pencil to map the course learning outcomes to the program learning outcomes.

Aligned Course Learning Outcomes (show only). To Print use export to PDF

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6
ACCT 3100 						
ACCT 3110 						
ACCT 3120 						
ACCT 3210 						
ACCT 3310 						
ACCT 3320 						
ACCT 4420 						

Select...

Select...

UG: Gain fundamental knowledge and skills in this outcome

UG: Practice and build their learning in this outcome

UG: Complicate and refine their learning in this outcome

UG: Demonstrate mastery of this learning outcome

GR: Gain fundamental knowledge and skills in this outcome not likely learned in UG studies

GR: Complicate and refine learning in this outcome

GR: Cultivate mastery of this outcome

GR: Demonstrate graduate-level mastery of this learning outcome and introduce original ideas

- Formal assessment of a PLO in a course is represented on the map by a small checkmark next to the number that corresponds to the levels listed in the table above.

Learning Outcomes Relationships

☐ PLO 1: PLO 1: Ethics and Social Responsibility -- Each student can analyze and resolve ethical issues in decision-making and recognize their impact on the larger community.

☐ PLO 2: PLO 2: Innovation and Creativity -- Each student can examine problems, opportunities, relationships, and situations from different and unique perspectives and develop creative solutions.

☐ PLO 3: PLO 3: Critical Thinking and Analysis -- Each student can think critically to identify problems, research, analyze and make sound inferences from and use effective problem-solving and decision-making techniques.

☐ PLO 4: PLO 4: Business Acumen -- Each Student can identify, interpret, evaluate, and suggest solutions within the legal, global, financial, marketing, and operational dimensions of business.

☒ PLO 5: PLO 5: Technology -- Each student can understand and utilize current and emerging technology to improve business competitiveness and personal productivity.

Select...

☐ Formal assessment of this PLO occurs in this course

☐ CLO 1: After successfully completing the course, students will be able to:\n1. Demonstrate an understanding of financial statement auditing and auditing standards.\n2. Demonstrate an understanding of the auditing concepts of risk assessment, materiality, evidence, and planning.\n3. Demonstrate an understanding of developing an understanding of and auditing internal control.\n4. Demonstrate an understanding of the auditing of business processes and completing the audit.\n5. Demonstrate an understanding of reports on audited financial statements.

Aligned Course Learning Outcomes (show only). To Print use export to PDF

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
WGST 3150	1	2	3	5	
WGST 3010		2			
WGST 4870		✓	✓		
WGST 4890				4	3
WGST 4900				1	2
WGST 4940	3				

If the list of course learning outcomes does not appear in the box when you align the course with a program outcome, the course learning outcomes are missing from the CIM system under the individual course page. Please update the course learning outcomes to ensure that they appear in the program curriculum map.

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 be reapproved.
- Ability to make edits at any workflow step.
- View all programs (active and inactive) in CIM Programs 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 programs in one location and how they are connected to the catalog via the ecosystem.
- 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 synchronize 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.
- The 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:

A new concentration to an existing program is added using the new program form. Select “new concentration to an existing program” from the drop down.

I am proposing a new 

Degree Level

Credential to be created (if applicable)

Select...

Select...
Program
Certificate
Minor
New concentration to an existing program
Select Credential to be created (if applicable)

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

BS IN CRIMINAL JUSTICE	
Overview	Requirements
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 Justice
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 2230	History Of Criminal Justice

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

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

- It is a suggested order for taking the required courses to meet requirements.
- When using the Plan of Study tool list terms. Do not list years.
- 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 reviewers.

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 Progm 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:

Green is new content added; red is content to be deleted.

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.

Program Management Help

Search, edit, add, and deactivate programs.

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.

Search ☐ History - OR - **Propose New Program** Quick Searches... ▾

Program Code	Program Name	Workflow	Status
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- Click on the word "workflow" and courses will sort workflow roles in alpha order.

Example:

Program Management

Search, edit, add, and deactivate programs.

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.

Program Code	Program Name	Workflow	Status
AR-ARTH-BA	Art History, BA	UG ART Curriculum C...	edited
AR-ARTV-BA	Visual Art, BA	UG ART Curriculum C...	edited
SM-MATH-PHD	Mathematics-Statistics, PhD	SM Curriculum Com...	edited
CE-CIEC-PHD, CE-CIGI...	Curriculum and Instruction, PhD	Registrar Programs	edited
HH-PUBH-BS	Public Health-Pre-Medical Track, BS	Registrar Programs	edited
ART	Studio Art, Minor	Provost	edited

Inactivating a Program (Suspension of Admissions into a Program)

- Program inactivation takes place through CIM.

Inactivate

Export to PDF

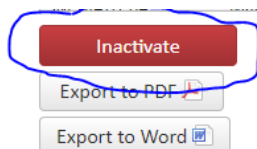
Export to Word

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

UToledo Process for Program Suspension of Admissions via CIM Inactivation Request

- If you intend to suspend admissions, 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:



Viewing: **SM-GEOL-BS : Geology, BS**

Last edit: 09/30/19 10:23 pm

Edit Program

[Preview Workflow](#)

- CIM Inactivate/Suspension of Admission proposals pass through a shortened workflow.
 - Workflow: All levels of workflow receive an FYI email notification. The Office of the Provost will approve before moving to the registrar for final approval.
 - 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://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval>

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

Chancellor's Council on Graduate Studies (CCGS):

<https://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval/ccgs/ccgs>

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

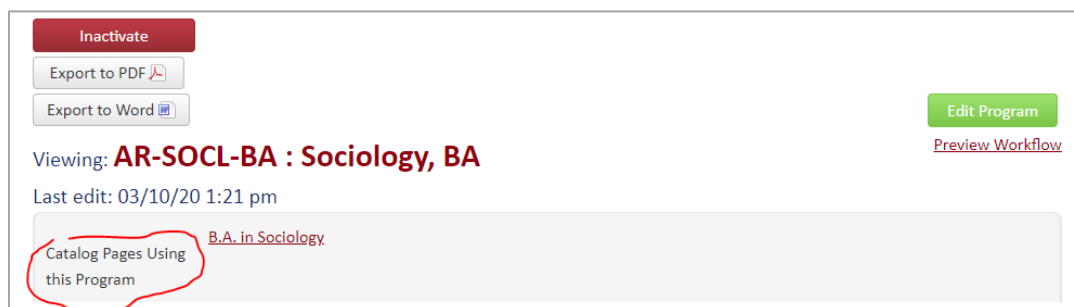
- Programs that have been suspended or dormant in excess of the timeframe must submit a NEW PROGRAM request to the state.
- To reactivate a program within the five-year timeframe, the CIM program proposal must be reviewed and submitted to workflow. The proposal will filter through the full workflow steps.

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 format in the requirement section or plan of study grid for formatting
- Credit hour discrepancy between CIM form requirement section, plan of study section; 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.

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

What Should Not be Approved:

- Proposal with comment such as “See attached,” “no changes.” If there is no content in a field, the proposer will need to add missing content.
- Inaccurately submitted proposals should either be corrected before approval or rolled back for corrections before moving forward.

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 proposal needing state approval.

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
419.530.3202 | cathy.zimmer@utoledo.edu