

CIM Course Proposal: New and Modification Procedures



Office of the Provost

Login into CIM using your UTAD credentials at

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

CURRICULUM INVENTORY MANAGEMENT SYSTEM (CIM)

[Access CIM Courses](#) [Access CIM Programs](#)

CIM Help Resources

- [CIM FAQs](#)
- [CIM Courses, How to Enter Help Document](#)
- [CIM Program How to Enter Help Document](#)

CIM Proposal Review Tips/Guidelines

- [CIM Course Proposal Reviewer Tips and Guidelines](#)
- [CIM Program Proposal Reviewer Tips and Guidelines](#)

Beginning tips:

- Throughout the form, there are question marks inside blue circles. These are help bubbles.  Click or hover over the icon to display additional help information.
- A field with a red box around it is a required field.
- In fields that ask for a typed answer, you may copy and paste an answer from another document, such as a Word document. Please note that formatting may be lost.
- Once logged in to CIM, you can access CourseLeaf help resources and videos by clicking on the “help” icon.

Course Inventory Management

You are logged in as czimmer 

To Add a New Course:

Select ‘Propose New Course.’ The form will open in a new window. Complete all required fields and submit to workflow.

Course Inventory Management

You are logged in as czimmer 

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...](#)

Course Code	Title	Workflow	Status
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Below are examples of content needed for a CIM course proposal.

Effective term: will be the following fall semester.

Subject Code: (i.e., ACCT, MIME, BIOL, MATH)

Course number: Contact the Office of the Registrar at registrar@utoledo.edu before proposing new numerical codes. If modifying a course, do not change the course's number. Changing course numbers impacts systems across campus and should be avoided.

Long Course Title: appears on the transcript.

Short Course Title: Limit thirty characters including spaces. Can include upper- and lower-case letters.

Academic Level of Course: Undergraduate or Graduate

Grading: Standard Letter, Grade/No Credit, Pass/No Credit, Satisfactory/Unsatisfactory

Credit Hours: Credit hours students earn by taking the course. For variable courses use “,” or “-.” (i.e., 1,3; 2-4)

Schedule Type: Select appropriate schedule type(s) (i.e., lecture, lab, studio, etc.)

Course Description:

- Make sure to use all single spaces and no hard returns.
- You can copy and paste from an existing document or re-type the description.
- Do not include prerequisites, restrictions, or when a course is offered in this field.

Prerequisites, Corequisites, and Restrictions:

- List all prerequisites (courses and test scores) in the order they should appear.
- Indicate a specific grade level for the course. The system defaults to a D- unless otherwise indicated.

Prerequisites Examples:

ENGL 1100 with a minimum grade of D- or ENGL 1110 with a minimum grade of D- or HON 1010 with a minimum grade of D-

BIOL 2010 with a minimum grade of C or CHEM 1090 with a minimum grade of C or CHEM 1230 with a minimum grade of C or ACT Composite with a score of 21 or BIOL 2170 with a minimum grade of C or Aleks Chem Placement Highest with a score of 50

Corequisites Example: courses taken during the same semester. (i.e., MIME 3330 and MIME 3310)

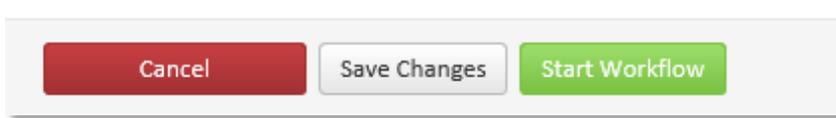
Registration Restriction Example: Enter registration restrictions for this course if applicable. Restrictions can be to include or exclude students by degree, major, program, college, student attribute, cohort, class (FR, SO, JR, SR) and level.

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.

Learning Outcomes: Learning outcomes should be measurable. For assistance writing student learning outcomes visit <https://www.utoledo.edu/aapr/assessment/resources.html>

Syllabus: Upload a syllabus reflecting the same content in the CIM form (i.e., title, descriptions, pre-reqs, learning outcomes.) <https://www.utoledo.edu/offices/provost/utc/syllabus/>

Action Buttons – After completing the form, select one of the following:



- **Cancel** if you do not want to save any data in your form. This option will return you to the previous screen. You will lose all your work. Form will not be submitted to workflow.
- **Save Changes** if you want to save your work and come back to the form later. This save does NOT submit the proposed changes to workflow and will allow you to save without filling out all the required fields.
- **Start Workflow** to save and submit all changes for approval. ALL required fields must be completed before the proposal can be submitted. When you hit this button, the form saves and notifies the next person in the approval process. The next user in the approval process receives an automated email explaining that there is a CIM proposal for review, edit, approve, or rollback the course proposal.

Workflow

Note: Once a proposal is moved into Workflow, you can see the workflow steps on the right side of the Course proposal along with the approval path. **This workflow cannot be bypassed.**

A screenshot of a course proposal interface. At the top left are buttons for 'Export to PDF', 'Export to Word', and 'Shred Proposal'. Below these is the 'Date Submitted: 02/08/24 12:22 pm'. The main heading is 'Viewing: CI 4290 : Practicum II'. Below this are 'Last approved: 03/10/23 6:22 am' and 'Last edit: 02/08/24 12:22 pm'. A section 'Changes proposed by: jdenyer' contains a scrollable list of references: 'Curriculum and Instruction (CI)', 'Department of Teacher Education', and 'CE-ADOL-BE-ISOS: Adolescent and Young Adult Education- Integrated'. At the bottom is a field for 'Course Proposer (person to answer questions regarding this proposal)'. On the right side, a vertical list titled 'In Workflow' shows the approval path: 1. UG TED Curriculum Committee Chair (green), 2. TED Chair (green), 3. CE Curriculum Committee Chair (orange), 4. CE Council Chair, 5. UG CE Dean or Proxy, 6. Faculty Senate Curriculum Committee Chair, 7. Provost, 8. Registrar Courses, 9. Banner. A blue arrow labeled 'Approval Path' points to the 'In Workflow' list.

Before a course is submitted to workflow, you can see the approval path under “preview workflow.”

A screenshot of a course proposal interface. At the top left is an 'Export to Word' button. At the top right are 'Edit Course' and 'Preview Workflow' buttons. The main heading is 'Viewing: ART 1050 : Foundations of 2D Design'. The 'Preview Workflow' button is highlighted with a yellow background.

Co-List/Cross-List Courses

- Co-List/Cross-List courses which are linked together in CIM are edited together on one proposal.
- For co-listed courses at undergraduate and graduate level, be sure to include prerequisites for both levels. If no specific graduate prerequisites are necessary, then note "acceptance into the graduate program or graduate standing".
- Co-listed courses also need to also have at least one additional learning outcome for the upper division courses.
- New co-listed courses should be entered separately in CIM, as we are moving away for link courses in CIM Courses may still be scheduled as co-listed courses.

Course Learning Outcomes

Learning outcomes for courses will be required to assist with assessment efforts and Higher Learning Commission reporting. Add learning outcomes in individual rows. Click the green + to add a row.

Learning Outcomes	
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Modifying a Course

If a course content changes more than 50%, a new course should be created. A program modification will be needed to reflect the new course. If the course is no longer in use, it should be inactivated.

To Modifying an Existing Course:

- To find an existing course to edit, enter the course subject code and course number into the search box (i.e., BIOL 3030). Or search by subject code to see all courses with that designation.
- Click Edit Course. The form will open in a new window.

Course Inventory Management

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

The screenshot shows the Course Inventory Management interface. At the top, there is a search bar containing 'HON 2010', a 'Search' button, and options for 'Archive History' and 'Propose New Course'. Below the search bar is a table with columns for 'Course Code', 'Title', 'Workflow', and 'Status'. The table contains one entry: 'HON 2010' with the title 'Multicultural Toledo'. Below the table are buttons for 'Inactivate', 'Export to PDF', and 'Export to Word'. At the bottom right, there is an 'Edit Course' button and a link for 'Preview Workflow'. The text 'Viewing: HON 2010 : Multicultural Toledo' is displayed at the bottom left. Blue arrows point to the search bar and the 'Edit Course' button.

Note: Most of the information for existing courses is pre-populated in the edit course form. Any empty fields with a red box are required fields.

- Enter Effective Catalog Term (next Fall)
- Enter your edit(s)
- Select Start Workflow

Course Inactivation Workflow

When inactivating a course, all members in workflow will receive an FYI notification of the inactivation. The Office of the Provost will approve approval before the Office of the Registrar makes it official in Banner. When reactivating a course, the full workflow of approvals for the college must be followed.

Questions/Training needs? Contact Cathy Zimmer, Director of Academic and Curricular Initiatives in the Office of the Provost at 419.530.3202 or cathy.zimmer@utoledo.edu.