

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

[Help](#)

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 [Help](#)

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. You 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)

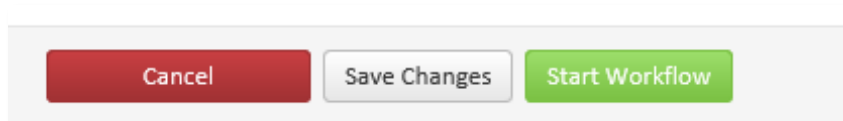
Registration Restriction Example: Enter registration restrictions for this course if applicable. Restrictions can be to include or exclude students by degree, major, program, college, student attribute, cohort, class (FR, SO, JR, SR) and level.

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>

Attach the Course Schedule and a list of Required Texts and Ancillary Materials: Upload a document reflecting this content. Thus replaces the syllabus as UToledo has moved to Simple Syllabus and CLOs from CIM feed into Simple Syllabus.

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

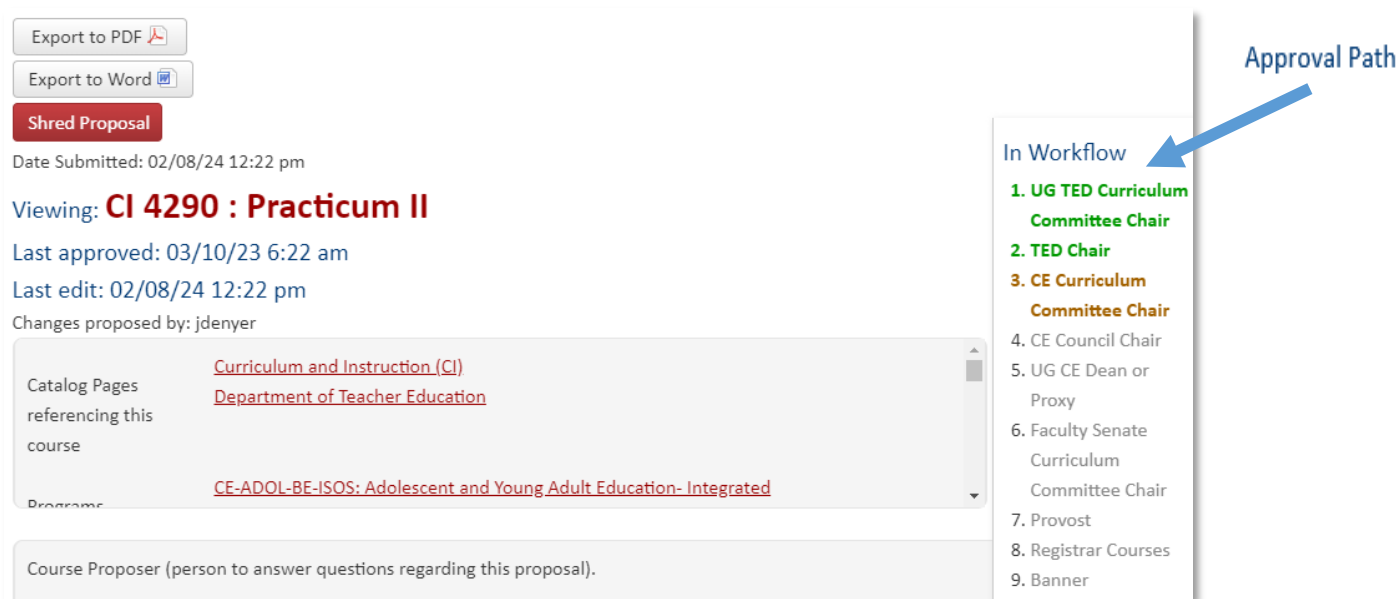


A horizontal bar containing three buttons: a red 'Cancel' button, a light gray 'Save Changes' button, and a green 'Start Workflow' button.

- **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.**



The interface shows a course proposal for 'CI 4290 : Practicum II'. It includes buttons for 'Export to PDF', 'Export to Word', and 'Shred Proposal'. The 'Date Submitted' is 02/08/24 12:22 pm. The 'Last approved' date is 03/10/23 6:22 am, and the 'Last edit' is 02/08/24 12:22 pm. The 'Changes proposed by' is jdenyer. A table lists catalog pages and programs. On the right, an 'In Workflow' panel shows a list of steps: 1. UG TED Curriculum Committee Chair, 2. TED Chair, 3. CE Curriculum Committee Chair, 4. CE Council Chair, 5. UG CE Dean or Proxy, 6. Faculty Senate Curriculum Committee Chair, 7. Provost, 8. Registrar Courses, and 9. Banner. A blue arrow points to the 'In Workflow' header, labeled 'Approval Path'.

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



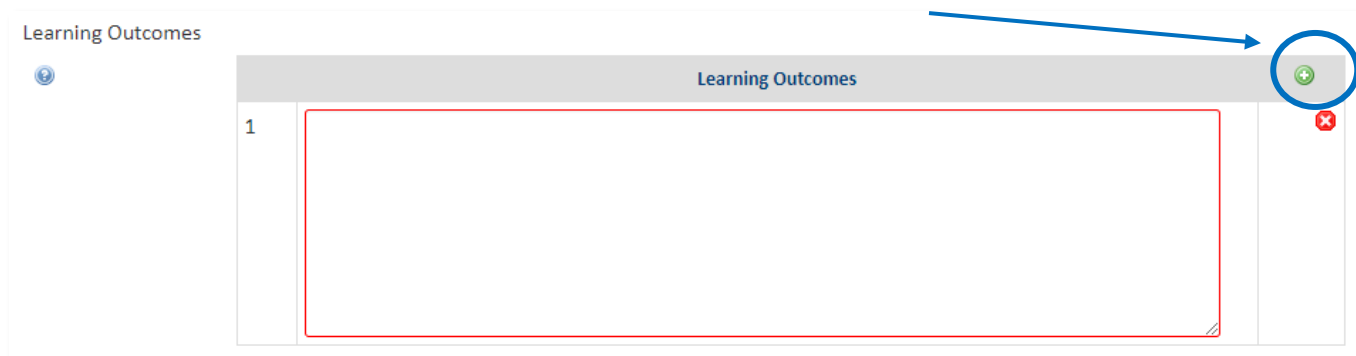
The interface shows a course proposal for 'ART 1050 : Foundations of 2D Design'. It includes buttons for 'Export to Word', 'Edit Course', and 'Preview Workflow' (highlighted in yellow).

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.



The screenshot shows a web interface for adding learning outcomes. At the top, there is a header bar labeled "Learning Outcomes" with a green plus icon in a circle on the right. A blue arrow points from the text "Click the green + to add a row." to this icon. Below the header is a table with one row. The first column of the table contains the number "1". The main body of the table is a large, empty rectangular box with a red border, intended for entering the learning outcome text. To the right of this box, there is a red minus icon in a circle.

Modifying a Course

If 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

Help

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Search box: HON 2010

Buttons: Search, Archive, History, - OR -, Propose New Course, Quick Searches...

Course Code	Title	Workflow	Status
HON 2010	Multicultural Toledo		

Buttons: Inactivate, Export to PDF, Export to Word, Edit Course

Viewing: **HON 2010 : Multicultural Toledo**

[Preview Workflow](#)

Note: Most of the information for existing courses is pre-populated in the edited 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.