

CIM Program Proposal: New and Modification Procedures



Office of the Provost

CourseLeaf CIM Login

Login into CIM using your UTAD credentials at

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

The screenshot shows the CIM interface with the following elements:

- CURRICULUM INVENTORY MANAGEMENT SYSTEM (CIM)**
- Buttons: **Access CIM Courses** and **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 some formatting may be lost.
- Once logged in to CIM, you can access CourseLeaf help resources and videos by clicking on the “help” icon.

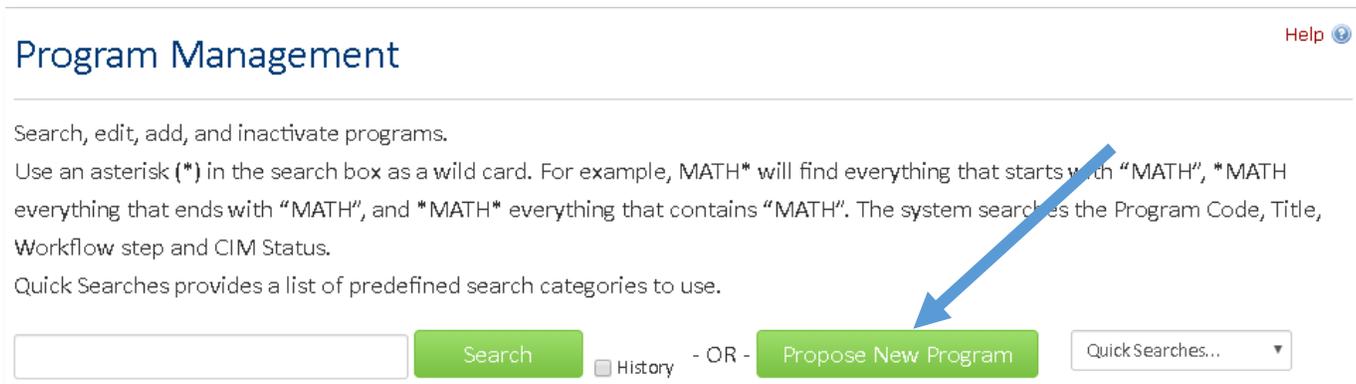
Program Management

You are logged in as czimmer  [Help](#) 

Propose a New Program Curriculum

All new programs (certificates, minors, undergraduate and graduate programs) will use the “Propose a New Program form.

- Click “Propose New Program” to begin a new program form.



The screenshot shows the 'Program Management' interface. At the top left is the title 'Program Management' and a 'Help' icon. Below the title is a search bar with a 'Search' button, a 'History' checkbox, and a '- OR -' separator. To the right of the separator is a green button labeled 'Propose New Program', which is highlighted by a blue arrow. Further right is a 'Quick Searches...' dropdown menu. The interface also includes instructions on how to use the search bar and a list of predefined search categories.

NOTE: For new program proposals with the new course proposal(s) going through CIM workflow at the same time: First step is to submit new courses proposals first in CIM Courses. Then in CIM Programs, add the new course(s) to the requirements and plan of study section on the program form via the course picker.

New programs will need to consult the **Program Development Guidelines** found here:

<https://www.utoledo.edu/offices/provost/program-development/>

Be sure you have discussed this program concept with your dean and department chair prior to submitting the concept form. The initiator meets the Provost Office team to review the submission process. Topics of this meeting will include development of the degree pathway and plan of study; formulating program learning outcomes (PLOs); aligning PLOs with curricular materials, course outcomes and assessments; and curricular mapping and signature assignments. The Provost Office will assist faculty with the ODHE proposal.

Minors do not need to submit a program concept form.

Major Program Change

Note: If 50% or more of the content 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.

Academic Undergraduate Program Approval:

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

Chancellor’s Council on Graduate Studies (CCGS):

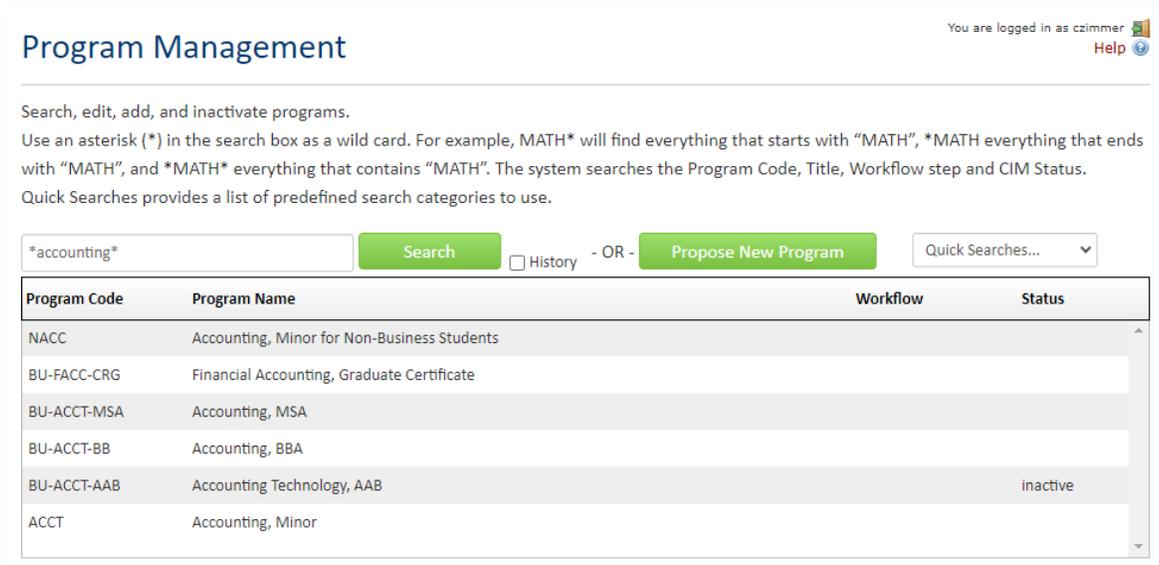
<https://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval/ccgs/ccgs>

Modifying an Existing Program

Find the program you wish to edit and click “Edit Program” button to open.

- To find an existing program to edit, enter the program name into the search box, i.e., *accounting*.
- The asterisk (*) in the search box as a wild card and will bring up all programs with the search word in it.
- Find the program you want to edit, click your cursor on the program. Ther program file will load below. Click green “Edit Program” button, your program will open in the CIM program form.

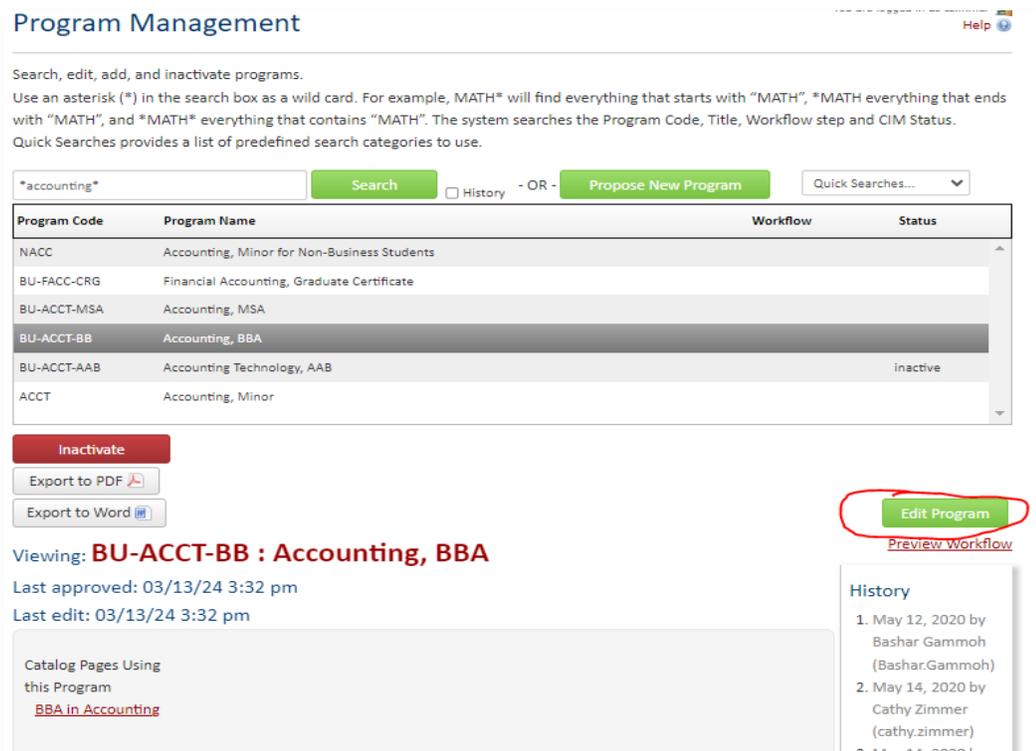
For example:



The screenshot shows the 'Program Management' page with a search bar containing '*accounting*'. Below the search bar is a table with the following data:

Program Code	Program Name	Workflow	Status
NACC	Accounting, Minor for Non-Business Students		
BU-FACC-CRG	Financial Accounting, Graduate Certificate		
BU-ACCT-MSA	Accounting, MSA		
BU-ACCT-BB	Accounting, BBA		
BU-ACCT-AAB	Accounting Technology, AAB		inactive
ACCT	Accounting, Minor		

For example:



The screenshot shows the 'Program Management' page with the search results table. The row for 'BU-ACCT-BB : Accounting, BBA' is selected. Below the table, there are buttons for 'Inactivate', 'Export to PDF', and 'Export to Word'. The 'Edit Program' button is highlighted with a red circle. Below the table, the following information is displayed:

Viewing: **BU-ACCT-BB : Accounting, BBA**
Last approved: 03/13/24 3:32 pm
Last edit: 03/13/24 3:32 pm

Catalog Pages Using this Program
[BBA in Accounting](#)

History

1. May 12, 2020 by Bashar Gammoh (Bashar.Gammoh)
2. May 14, 2020 by Cathy Zimmer (cathy.zimmer)
3. May 14, 2020 by

- The first area of the form holds basic information about your program.
- Some fields are auto populated. The other fields are editable.
- All fields with red boxes are required.

Formatting Rules for Program Course in the Requirement Section

Include all courses that are required to complete the program. This course list is what appears on the “Requirements” tab of the Catalog. That include the core for undergraduate programs.

UToledo Core can be designated as a group, for example:

Course List	
UToledo Core	36

UToledo Core Requirements number of credits applied should be between 36-42. **If you have a specific core course required, list that course under requirements.**

Do not include admission requirements as part of the program course requirements; include this information on the “Overview” or “Admission” tab of the University Catalog during the catalog editing period.

Formatting Rules for Core Requirements in a Plan of Study

Students earning baccalaureates in all colleges and programs are required to complete between 36 and 42 credit hours of courses that comprise the university core curriculum. Those courses are distributed in the areas of English composition, humanities/fine arts, social sciences, natural sciences and mathematics, and multicultural studies.

UToledo Catalog Undergraduate Core Requirements:

<https://catalog.utoledo.edu/general-section/university-undergraduate-core-curriculum/>

CORE CURRICULUM

Skills	English Comp I	3
Skills	English Comp II	3
Skills	Math	3
Distributive	Arts and Humanities (2 disciplines) ¹	6
Distributive	Social Sciences (2 disciplines) ¹	6
Distributive	Natural Sciences (2 disciplines) ²	6
Elective	Electives from Math or Distributive category ¹	9
Multicultural	Diversity of US ³	0-3
Multicultural	Non-US Diversity ³	0-3
Total Hours		36-42

¹ One Multicultural course may also count here.

² A 1 credit lab or a course with a lab component is required.

³ If one or both multicultural courses count in a second area, the total number of required courses reduces accordingly, but never below 36 credits.

Below are the preferred ways to list UToledo Core requirements in a plan of study.

Arts/Humanities Core
Social Sciences Core
Natural Sciences Core
Natural Sciences Core Laboratory
Core Elective

Diversity of US
Non-US Diversity

Elective (*not free elective or general elective*)
Elective - Major or Minor (*okay to note*)

Specific listings are also acceptable: Arts/Humanities Core (History) or ENGL 2710 (Arts/Humanities Core)

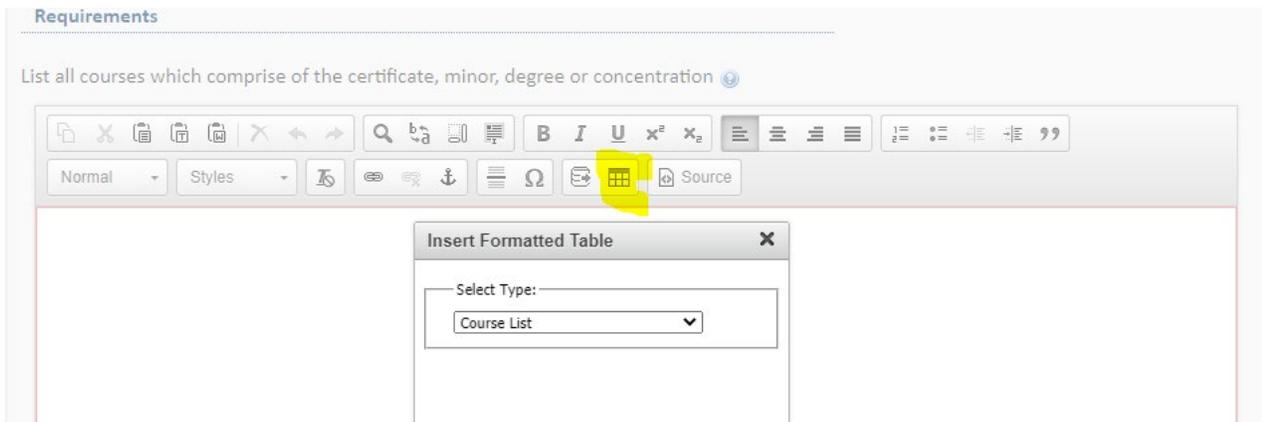
For Arts and Letters:

Elementary Foreign Language I (4 hours)
Elementary Foreign Language II (4 hours)

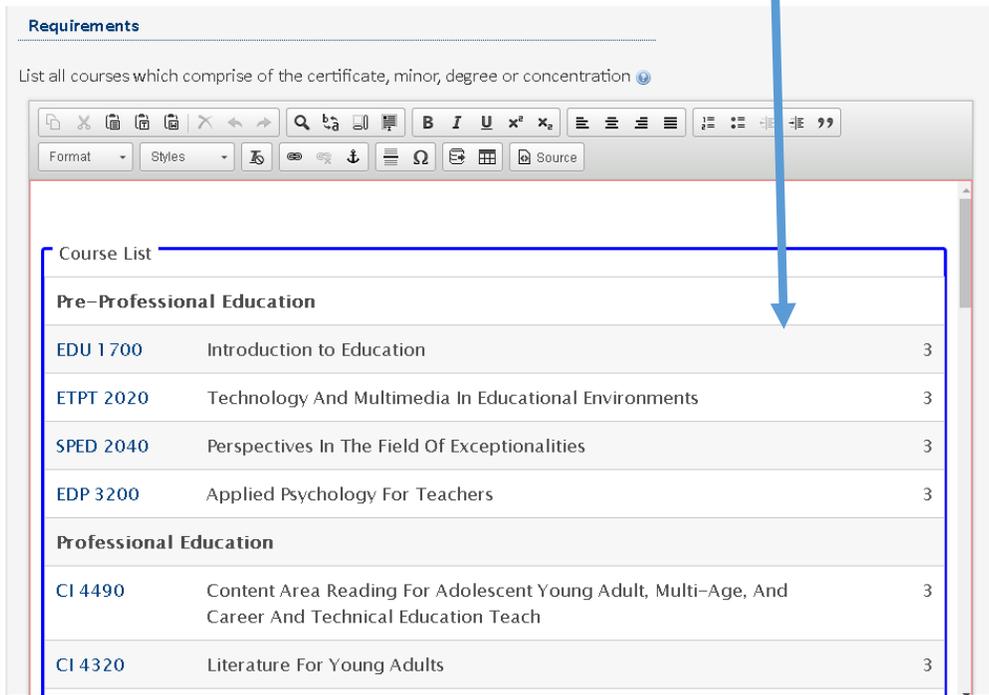
Intermediate Foreign Language I or approved culture course (3 hours)
Intermediate Foreign Language II or approved culture course (3 hours)

How to Add, Delete and Re-order Courses in Program Requirements

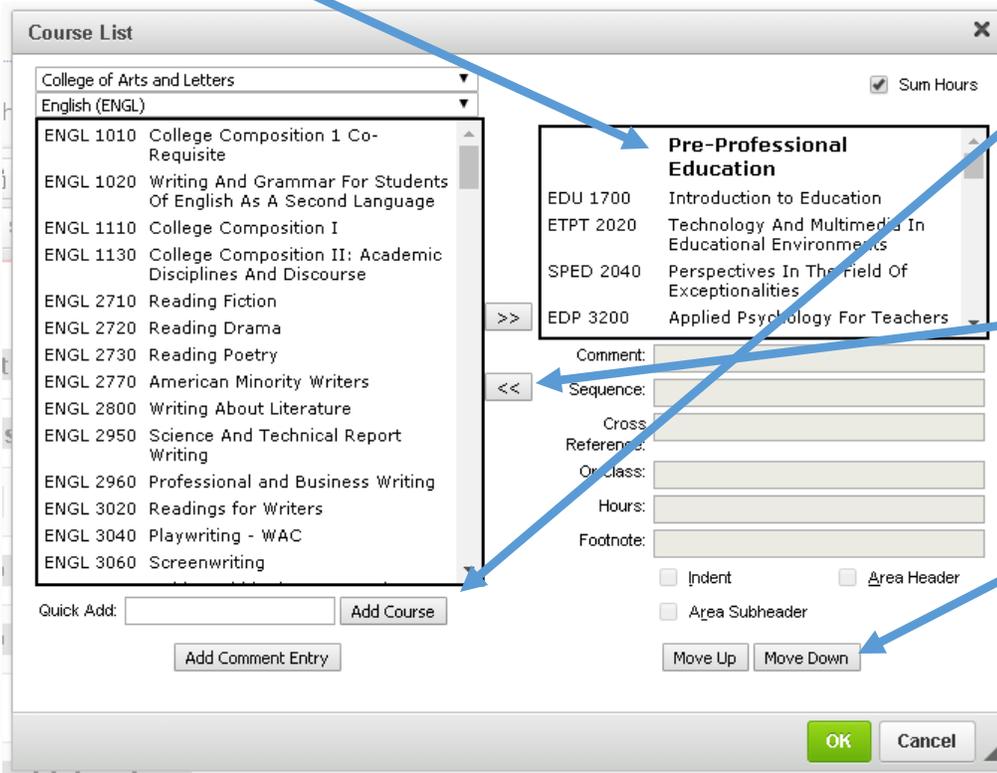
If a new program, click on the table icon and pick “Course List” to add this feature to the requirement section of the form and access the course picker. The course picker will allow you to build the requirement section and will automatically fill in course subject code/number and titles upon selecting the course.



If editing a program, double click anywhere on the **blue outline** around “Course List” to bring the course list up for editing using the course picker.



A new window opens. This is where your program requirement edits will happen. Your **current course list** is on the right-hand side.

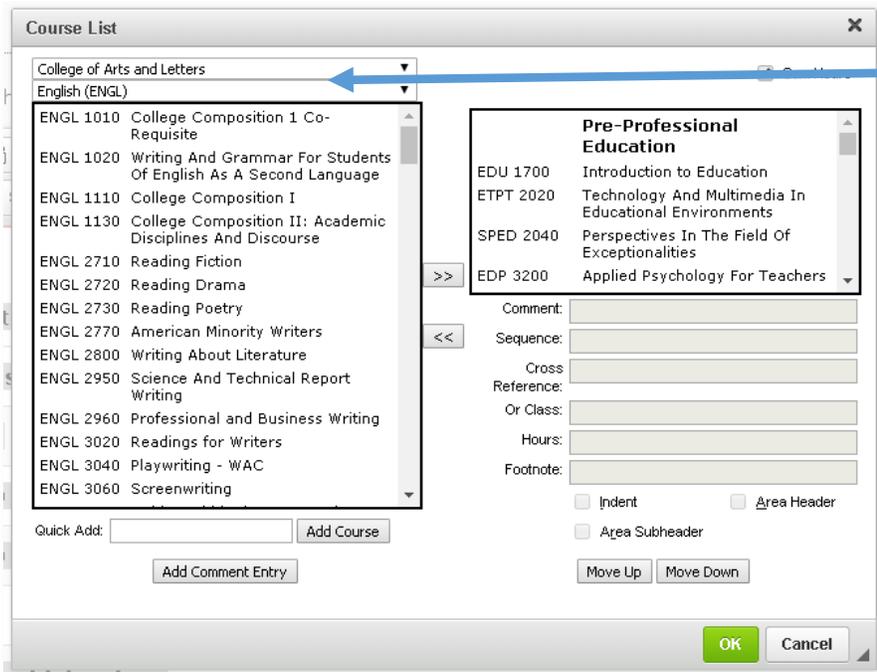


Add a course by entering the course subject code and number (i.e., ENGL 1010) here. You can use the “Quick Add” box. *

Remove a course from the course list by highlighting the course and hitting this button or delete key.

Re-order a course by highlighting it and using these buttons to move either up or down the list.

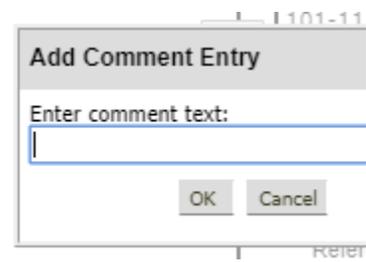
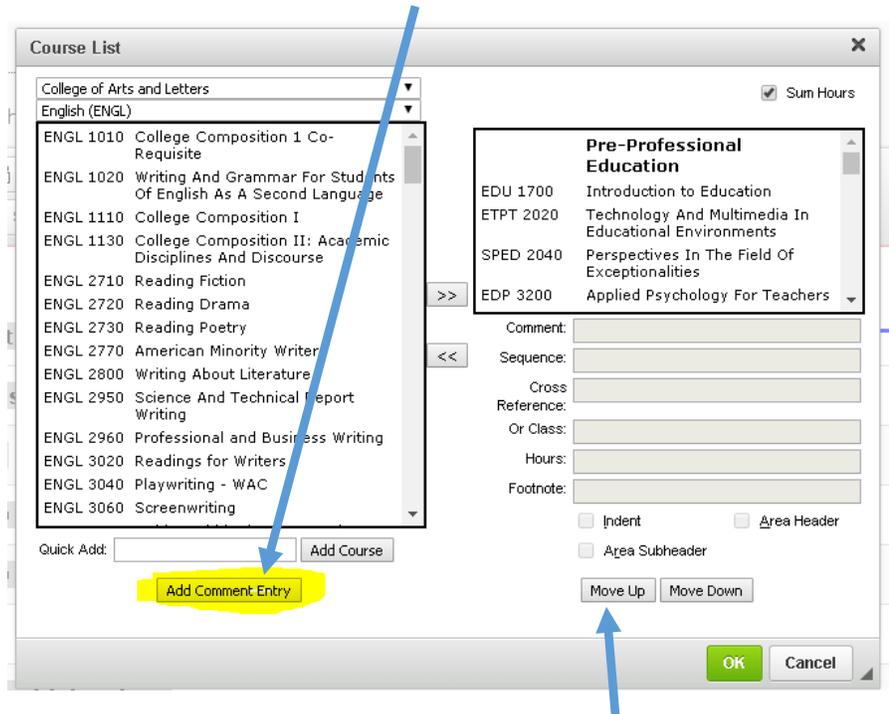
*If you have new courses, **add them to CIM first**, so the course will appear in the course picker.



An additional way to find and select courses is to click the drop down, "select subject" where a list of courses by subject will appear.

Adding a Comment or Curriculum Heading

Click the "Add Comment Entry" button.



This opens another window:

- **Type the text needed.**
- Use the **Up/Down buttons** to move the comment/course to the correct placement in the list. Click "OK" again to save and review your edits.

Entering “Or” or “Select one of #” in the Courses List

The screenshot shows the 'Course List' dialog box. On the left, a list of courses is shown under 'College of Arts and Letters'. On the right, a list of 'Design Practices Only' courses is shown, with 'ART 3850 Gallery Practices' highlighted. Below this list, the 'Or Class' field is populated with 'ART 4850, ART 3400'. The 'Hours' field is set to '3'. The 'Add Course' button is highlighted.

To enter an “or” course:

Highlight the course that will have an “or” course.

In this field, enter the “or” course subject and number (i.e., ART 3400). The course name will populate after you click “OK.”

The screenshot shows the 'Course List' dialog box. On the left, a list of courses is shown under 'College of Arts and Letters'. On the right, a list of 'English (ENGL)' courses is shown, with 'ENGL 3010 Creative Writing' highlighted. Below this list, the 'Comment' field is populated with 'Select one of the following:'. The 'Hours' field is set to '3'. The 'Add Course' button is highlighted.

To enter a “select one of the following” courses:

Add a “comment” with the text (i.e., “Select one of the following:”) and in “Hours” note the credit hours required.

Add your courses. Check the “Indent” box so credit hours are only counted once.

Do not use headers for this, as it will disrupt the curriculum mapping feature.

Sum Hours

Check the “Sum Hours” box to total credits populates in your course requirements list.

Click “OK” to review and save your work.

Plan of Study Requirements

Plans of Study are visible in the University Catalog as tabs on each program page and will note one or more suggested Plans of Study. Concentrations within a major should each have their own plan of study. Courses are organized with predetermined headers beginning with “First Term.” We do not use years.

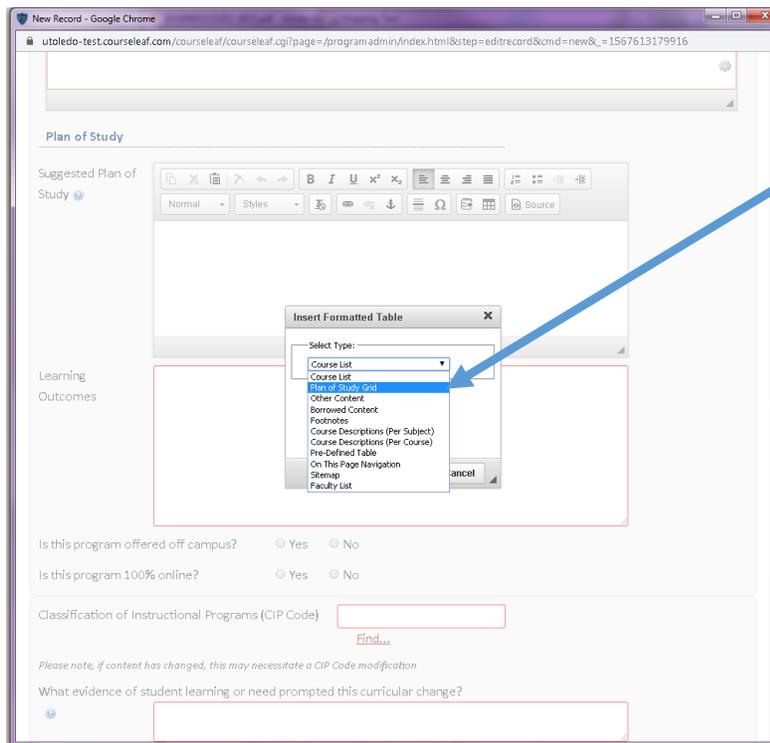
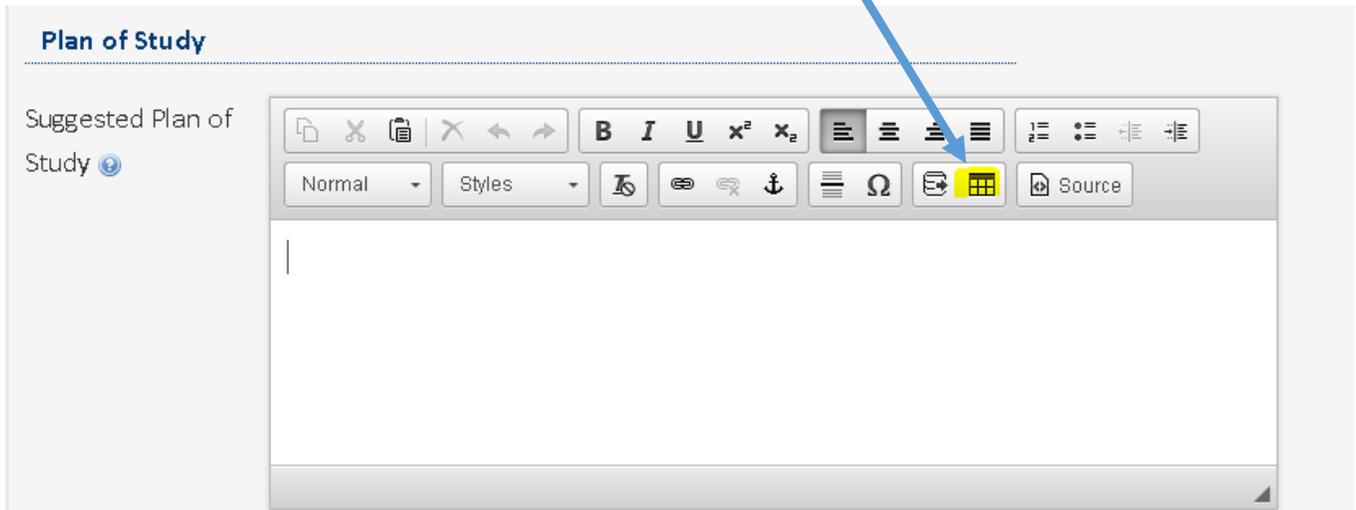
Example:

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

FIRST TERM		HOURS
AR 1000	First Year Orientation	1
SOC 1010	Introduction To Sociology (Social Sciences Core)	3
ENGL 1110	College Composition I	3
	Elementary Foreign Language I	4
MATH 1180	Reasoning With Mathematics	3
HIST 1010 or HIST 1200	Europe To 1600 (Arts/Humanities Core) or Main Themes In American History	3
Hours		17
SECOND TERM		
SOC 2000	Proseminar In Sociology I	1
	SOC Major Elective	3
	Elementary Foreign Language II	4
	Natural Sciences Core	3
	Natural Sciences Core (Lab)	1
ENGL 1130	College Composition II: Academic Disciplines And Discourse	3
Hours		15

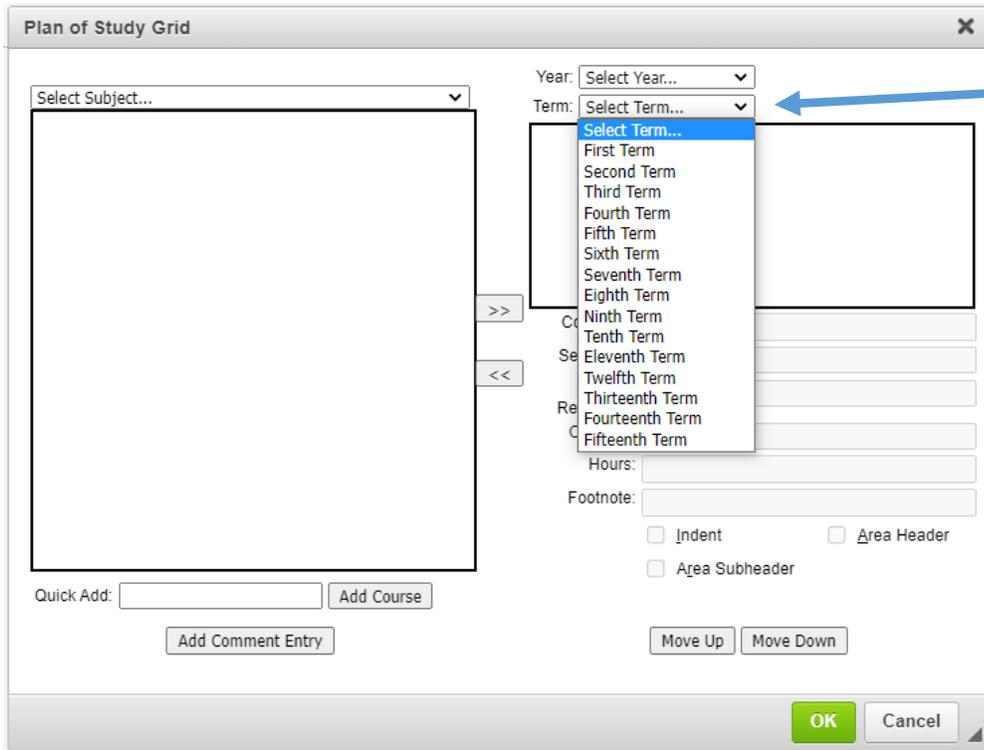
A full-time Plan of Study is required for undergraduate bachelor's degree programs.

To create a new plan of study, click on the **“Insert/Edit formatted tables”** icon and select plan of study grid.

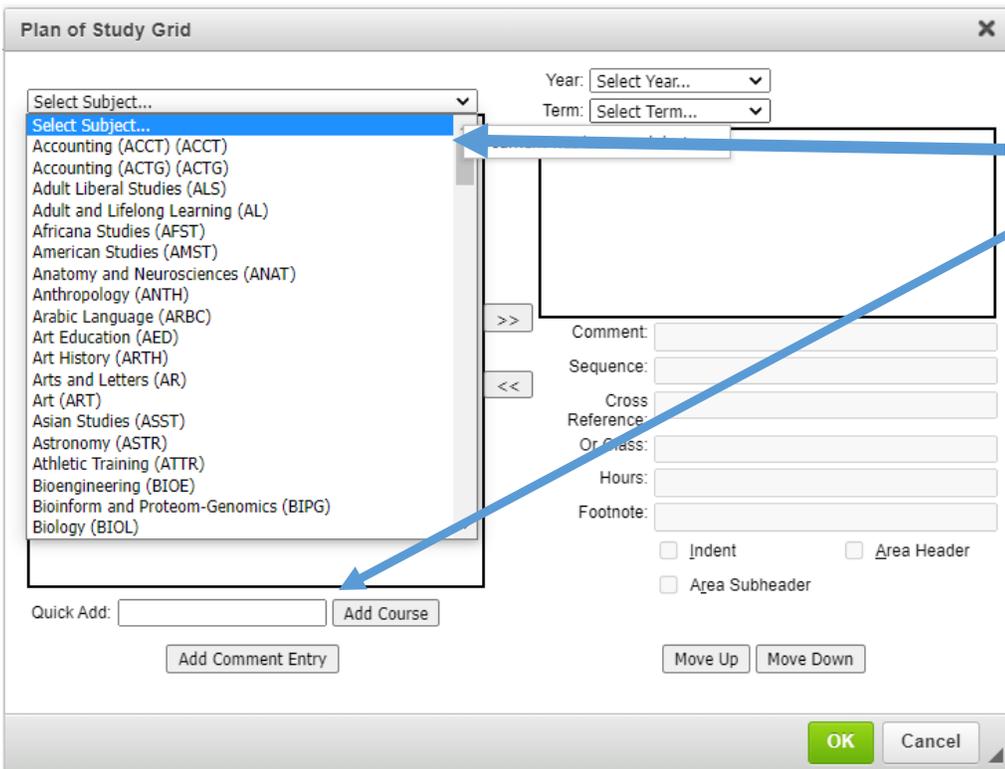


Select **“Plan of Study Grid”** from the drop-down and click **“OK”** to open the course picker to build your plan of study.

A Plan of Study Grid widow will open.



A Plan of Study Grid widow:
Disregard the “Select Year.”
Begin to build your plan of study by selecting “Select Term” and begin to build each terms schedule.



Add course via subject code or quick add.
 Features are similar to the course picker under the requirement section.

Editing a Plan of Study Grid

Plan of Study

Suggested Plan of Study

Plan of Study Grid

FIRST TERM		HOURS
AR 1000	First Year Orientation	1
ENGL 1110	College Composition I	3
ANTH 2700	Human Evolution	3
	Elementary Foreign Language I	4
	Arts/Humanities Core (Fine Art)	3
ANTH 2020	Introduction To Archaeology	3
	Hours	17
SECOND TERM		
ANTH 2000	Proseminar In Anthropology I	1
ENGL 1130	College Composition II: Academic Disciplines And Discourse	3
MATH 1180	Reasoning With Mathematics or or Mathematical Modeling and Problem	3

To edit an existing plan of study double click in the blue box. The Plan of Study Grid window will open for editing by term.

Saving Changes and Initiating Approvals

After completing your program revisions, you have the following options:

- **Cancel** - if you do not want to save any data in your form. This will return you to the previous screen. You will lose all of your work. Form will not be submitted to workflow.
- **Save Changes** if you want to save your work and come back to the form at a later time. This option 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 filled out before the proposal can be submitted. When you hit this button, the form saves and notifies the next person in the workflow approval process. The next user in the approval process receives an automated email explaining that they can now review, edit, approve, or rollback the proposal.

Cancel Save Changes Start Workflow

Program Inactivation Workflow

When inactivating a program, all members of workflow will receive an FYI email notification. The Office of the Provost will approve before the Office of the Registrar makes it official in Banner.

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.

The screenshot shows a web form for curriculum mapping. The title bar is red and reads "Program Learning Outcome and Institutional Student Learning Outcome Alignment". Below the title bar, there are two main sections. The first section is "Program Learning Outcomes" and contains a text box with a red border containing the text: "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." The second section is "Institutional Learning Outcomes" and contains five checkboxes, each followed by a description of an institutional learning outcome. The checkboxes are currently unchecked. At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (red).

- 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 PLO in a course represented by checkmark.

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	5
WGST 4900 				1	2
WGST 4940 	5				

Curriculum Mapping question may be directed to University Assessment Director, Alan Malik
alana.malik@utoledo.edu

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