

CIM Course Proposal/Edit Procedures



Login into CIM using your UTAD credentials

Office of the Provost

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

CURRICULUM TRACKING SYSTEM

Welcome! This is a resource page for the curriculum tracking at The University of Toledo.


Proposal Approvals Will Be Made for Proposal in Working Its Way Through The Cts.

[Access the Old Cts Curriculum Tracking Site](#)

Below Are Links to the New Curriculum Inventory/Tracking Management System: CIM

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

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/tips.
- 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, to save time. Please note that some formatting may be lost.
- Once logged in to CIM, you can access help resources and videos throughout the site by clicking on the “help” icon.

To Add a New Course:

Select ‘Propose New Course.’ The form will open in a new window.

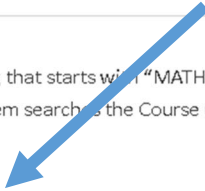
Course Inventory Management

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.

INDI 4000 [Search](#) Archive History - OR - [Propose New Course](#) Quick Searches... ▼



Below are examples of some of the content you will need to provide in your 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 30 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: What students earn by taking the course. For variable courses use “,” or “-”. (i.e. 1,3; 2-4)

Schedule Type: Select all activity types that apply

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)

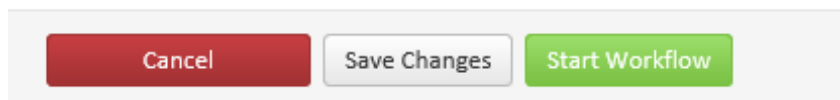
Registration Restriction Example: Business majors only. Junior rank only.

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: For assistance writing student learning outcomes visit

<https://www.utoledo.edu/aapr/assessment/resources.html>

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 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 save does NOT submit the proposed changes to workflow and will allow you to save without filling out all of 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 approval process. The next user in the approval process receives an automated email explaining that they can now review, edit, approve, or reject the course proposal.

Workflow

Note: Once a proposal is moved into Workflow, you are able to see the steps in the Workflow on the right side of the Course proposal along with the Approval Path. **This workflow cannot be bypassed.**

The screenshot shows a course proposal interface. At the top, there are buttons for 'Export to PDF', 'Export to Word', and 'Shred Proposal'. Below these, it says 'Date Submitted: 06/14/21 10:09 am'. The course title is 'Viewing: **PSY 6810 : Clinical Practicum I**'. It also lists 'Also listed as: **PSY 7810**' and 'Last edit: 06/14/21 10:09 am'. A section for 'Changes proposed by: sfranci4' contains a table with catalog pages for PSY 6810 and PSY 7810. On the right side, a vertical list titled 'In Workflow' shows the approval path: 1. GR PSY Curriculum Committee Chair, 2. PSY Chair, 3. AR Curriculum Committee Chair, 4. GR AR Dean or Proxy, 5. Graduate Council Chair or Proxy, 6. GS Dean or Proxy, 7. Provost, 8. Registrar Courses, 9. Banner. A blue arrow labeled 'Approval Path' points to this list.

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

The screenshot shows a course proposal interface. At the top, there is a button for 'Export to Word'. On the right side, there are buttons for 'Edit Course' and 'Preview Workflow'. Below these, it says 'Viewing: **ART 1050 : Foundations of 2D Design**'.

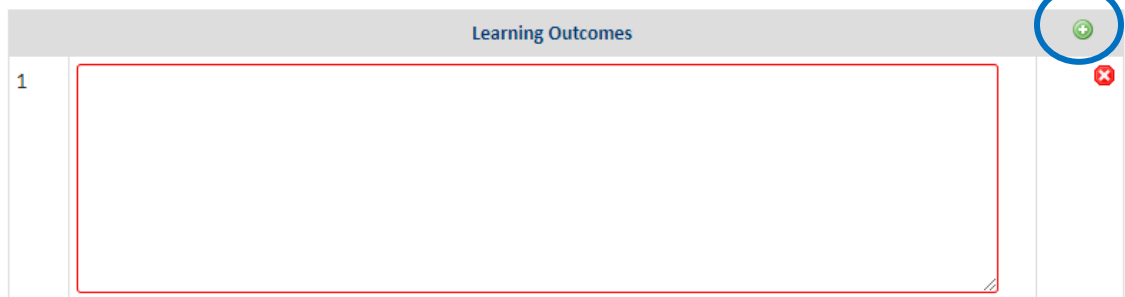
Co-List/Cross-List Courses

- Co-List/Cross-List courses 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".

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



Learning Outcomes	
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Modifying a Course

If a course content changes more than 50%, a new course should be created. The course no longer in use 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.
- Or use an asterisk (*) in the search box as a wild card
 - Click Search
 - Find course in list and select
- Click Edit Course. The form will open in a new window.

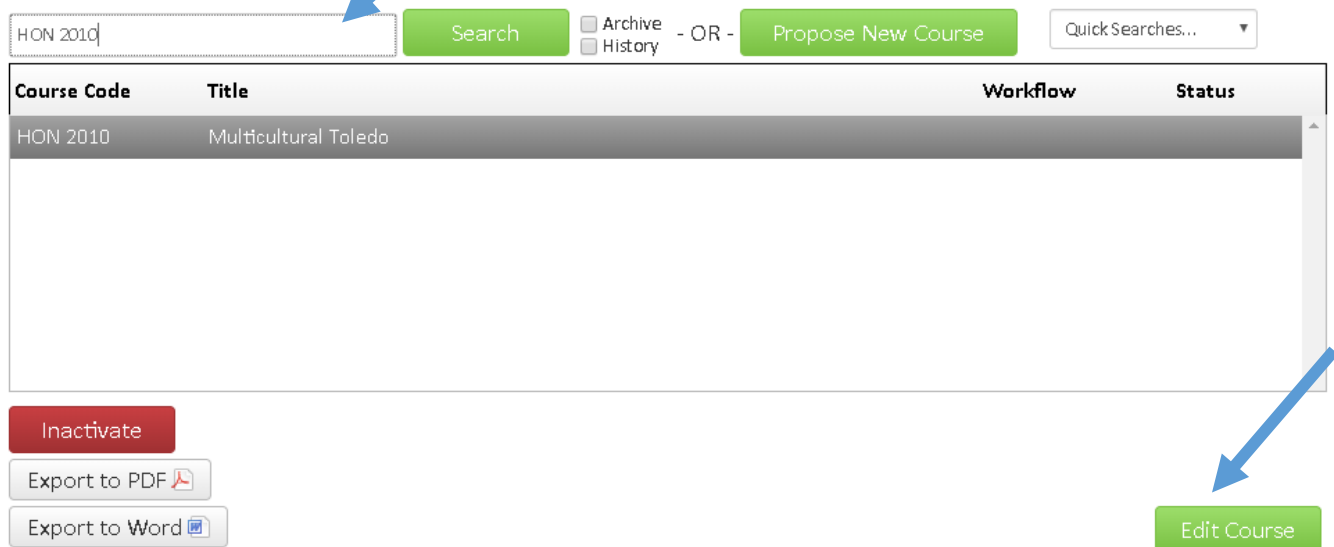
Help

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HON 2010 Search Archive History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
HON 2010	Multicultural Toledo		

Inactivate Export to PDF Export to Word Edit Course

Viewing: **HON 2010 : Multicultural Toledo**

[Preview Workflow](#)

Note: A majority of the information for existing courses is pre-populated in the edit 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, the workflow will only require the department chair and Office of the Provost 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? Contact Cathy Zimmer, Director of Academic and Curricular Initiatives in the Office of the Provost at 419.530.3202 or cathy.zimmer@utoledo.edu.