CIM Program Proposal/Edit Procedures

THE UNIVERSITY OF TOLEDO

Office of the Provost

CourseLeaf CIM Login

Login into CIM using your UTAD credentials

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.

Propose a New Program Curriculum

All new programs (certificates, undergraduate majors and minors, and graduate degrees) will require you to start by proposing a new program.

- Click "Propose New Program" to begin a new program form

Program Management

Help

Search, edit, add, and inactivate 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... ▼

NOTE: For new program proposals with the new course proposal(s) going through CIM at the same time: Add the new course(s) to the requirements/plan of study on the new program form. It will display 'course not found'. Once all course proposal(s) are approved at the final stage in workflow, then the 'course not found' (new course) on the program form will populate for the catalog.

Major Program Change

Note: If 50% or more of the content of the program is being changed, the college will need to seek UT 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.

Undergraduate Program Guidelines: https://www.ohiohighered.org/academic-program-approval

Graduate Program Guidelines: https://www.ohiohighered.org/ccgs

---

Modifying an Existing Program

To begin editing an existing program go to the scrolling list of programs. Find the program you wish to revise and double click to open.

- To find an existing program to edit, enter program name 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 the green "Edit Program" button, lower right of screen; your program will open in the CIM program form.

Program Management

Search, edit, add, and inactivate 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-ENGL-MA	Master of Arts - English		edited
AR-WMST-CRG	Certificate - Women's and Gender Studies		edited
BUSE	Minor in Business Economics for Business students only		edited
CE-ADOL-BE:ILAS	Bachelor of Education — Adolescent and Young Adult — with concentration in Integra…		edited
DAVC	Digital Arts and Visual Communication Minor		edited
JAPN	Japanese Minor		edited

Changes saved but not submitted

Viewing: **JAPN : Japanese Minor**

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 Requirements

Include all courses that are required to complete the program. This course list is what appears on the "Requirements" tab of the Catalog.

Do not include admission requirements as part of the program course requirements; include this information on the "Overview" tab of the Catalog during the Catalog editing period.

Formatting Rules for Core Requirements

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 2710-2800 Arts/Humanities Core (English Lit)

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

Click on the table icon and pick "Course List" to add this feature and access corse picker.
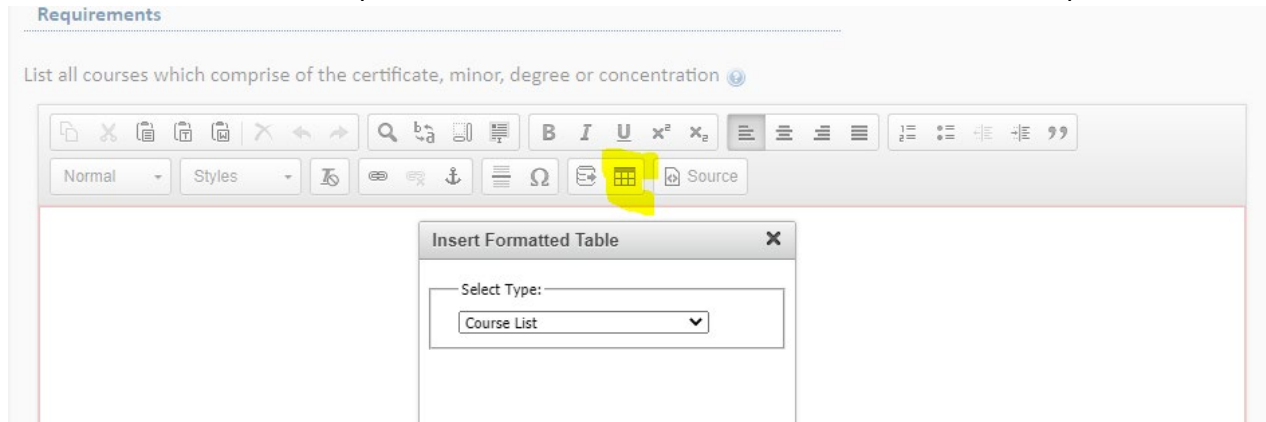
While in edit mode, double click anywhere on the **blue outline** around "Course List" to bring the course list up for editing.
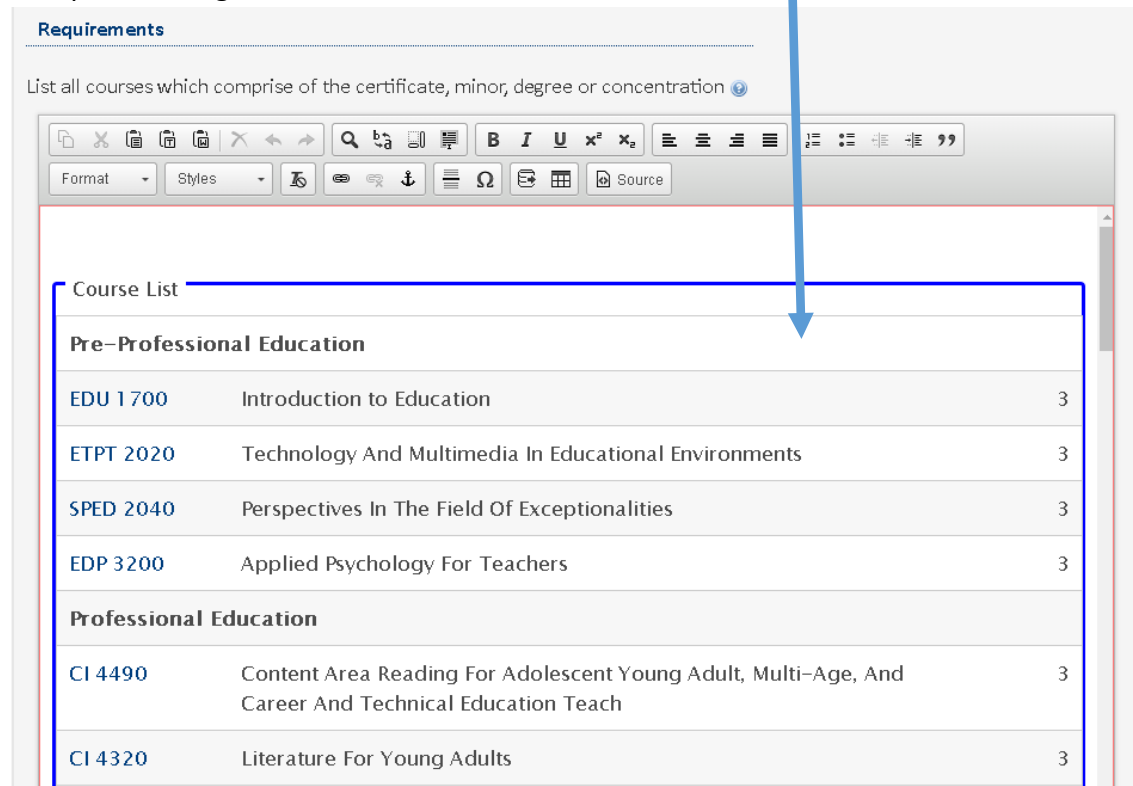
A new window opens. This is where your program requirement edits will happen. Your **current course list** is on the right hand side.
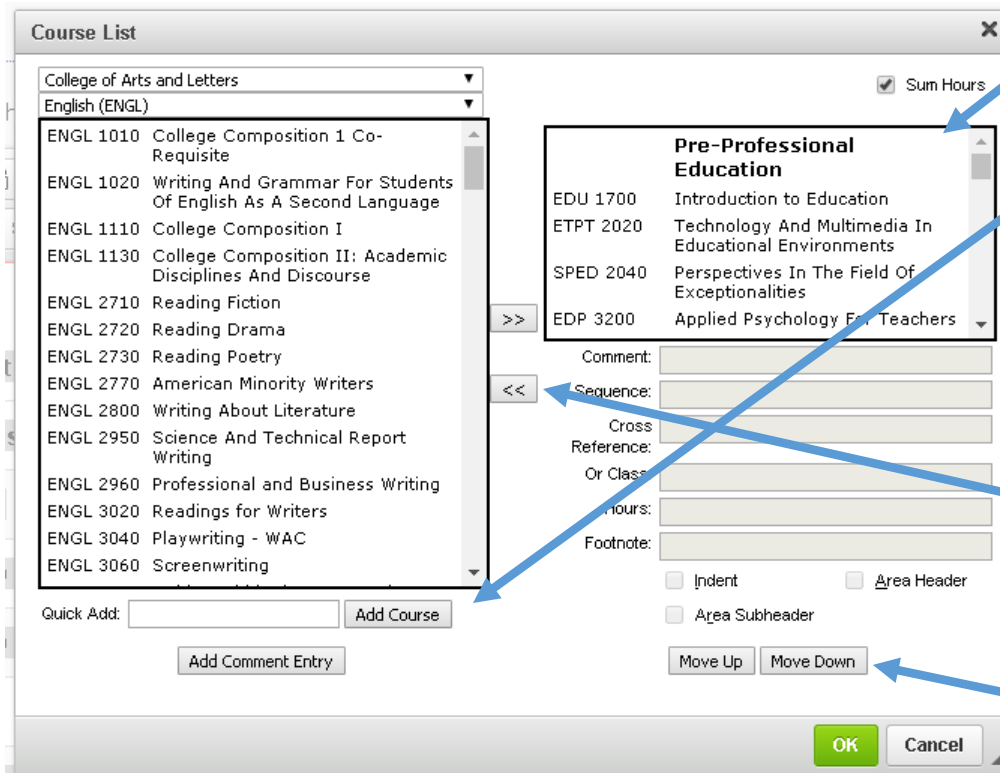
Add a course by entering the course subject code and number (i.e.ENGL 1010) here. If the course does not exist in CIM , use the "Quick Add" box.

Remove a course from the course list by highlighting it and hitting this button.
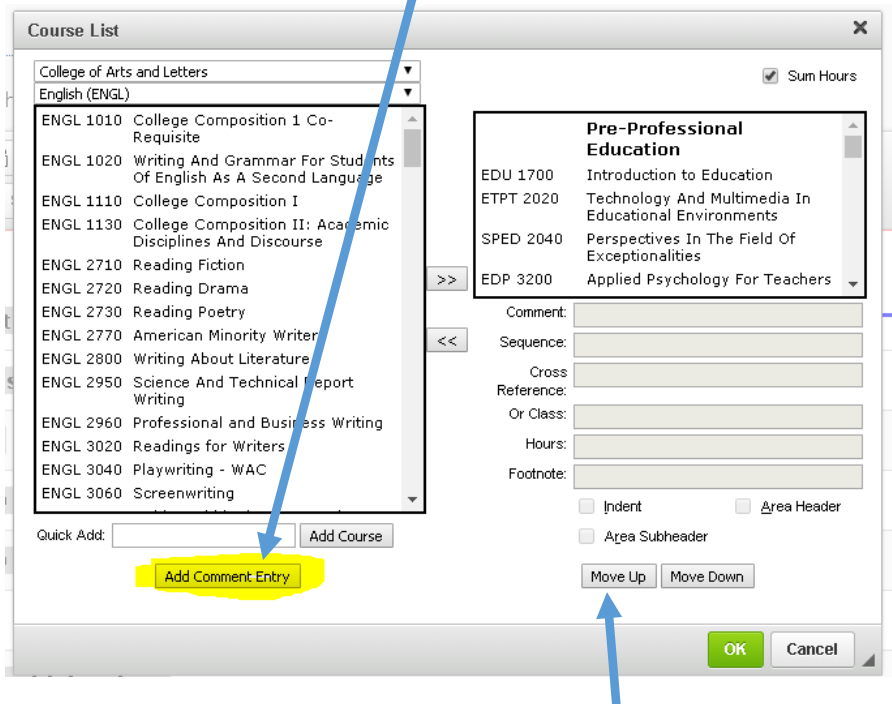
Re-order a course by highlighting it, and using these buttons to move either up or down the list.

-
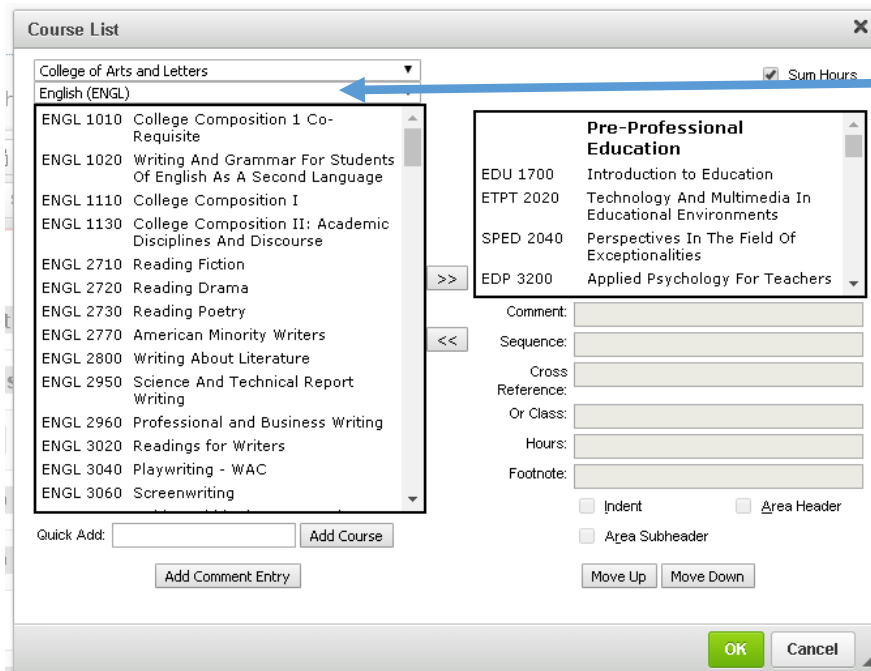
An additional way to find and select courses is to click the drop down, "select subject" where a list of courses by subject will appear.
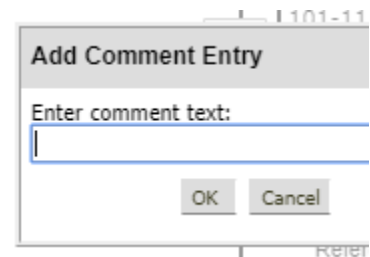
Adding a Comment or Curriculum Subheading
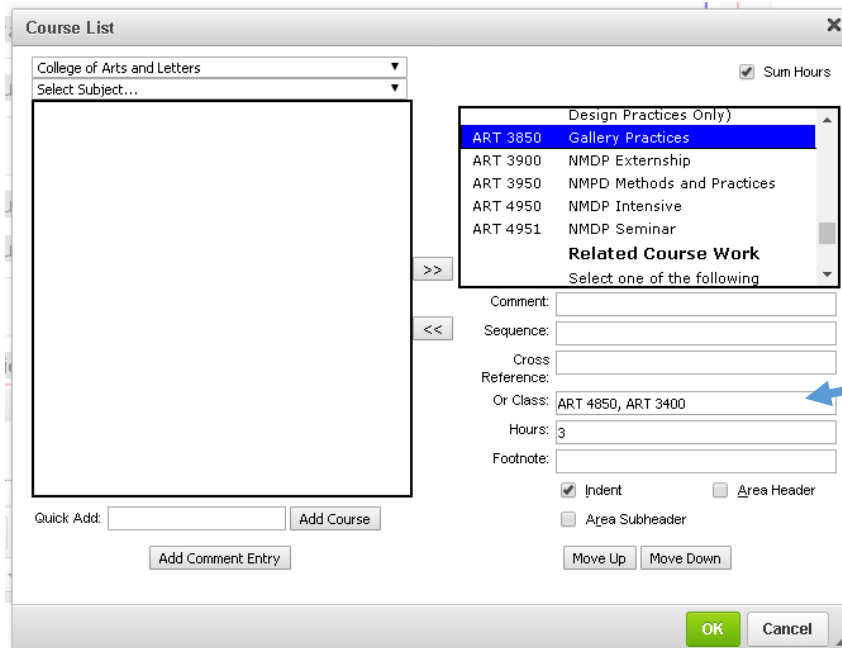
Click the "**Add Comment Entry" button**.

This opens another window:

- **Type the text needed**
- Click the "Indent" check box and 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.
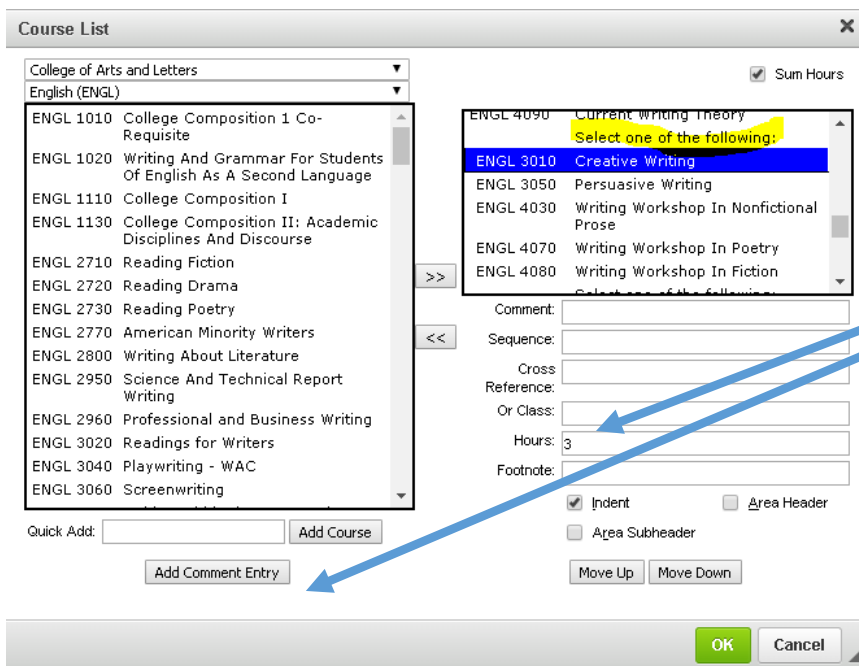

Entering "Or" or "Select one of #" in the Courses List

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."
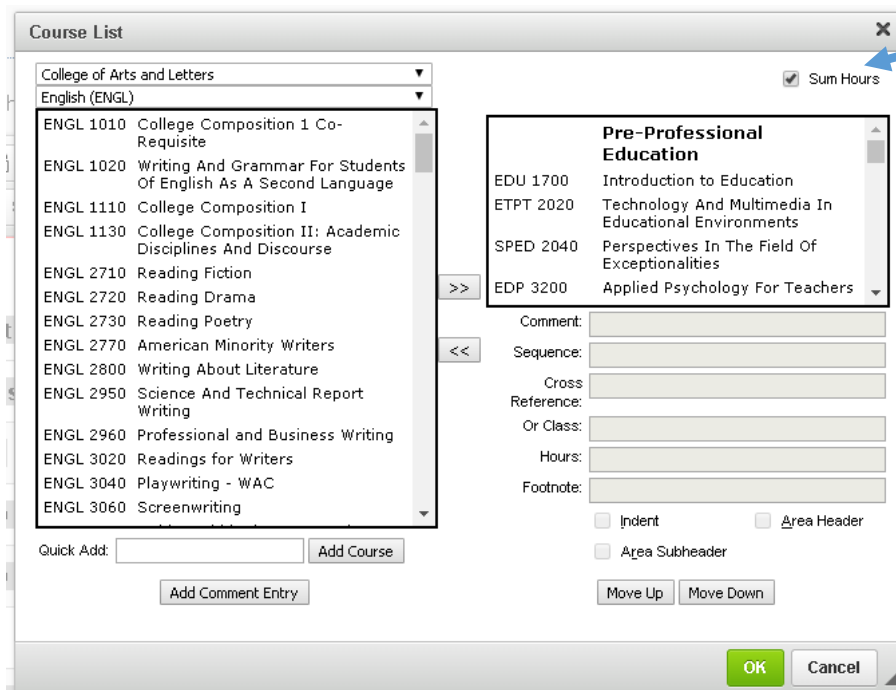
To enter a "select one of the following" courses:

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.

Sum Hours

Check that the "Sum Hours" box is checked so total credits populate 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 Academic 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."

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 degree programs. Additional Plans of Study can be added for concentrations.
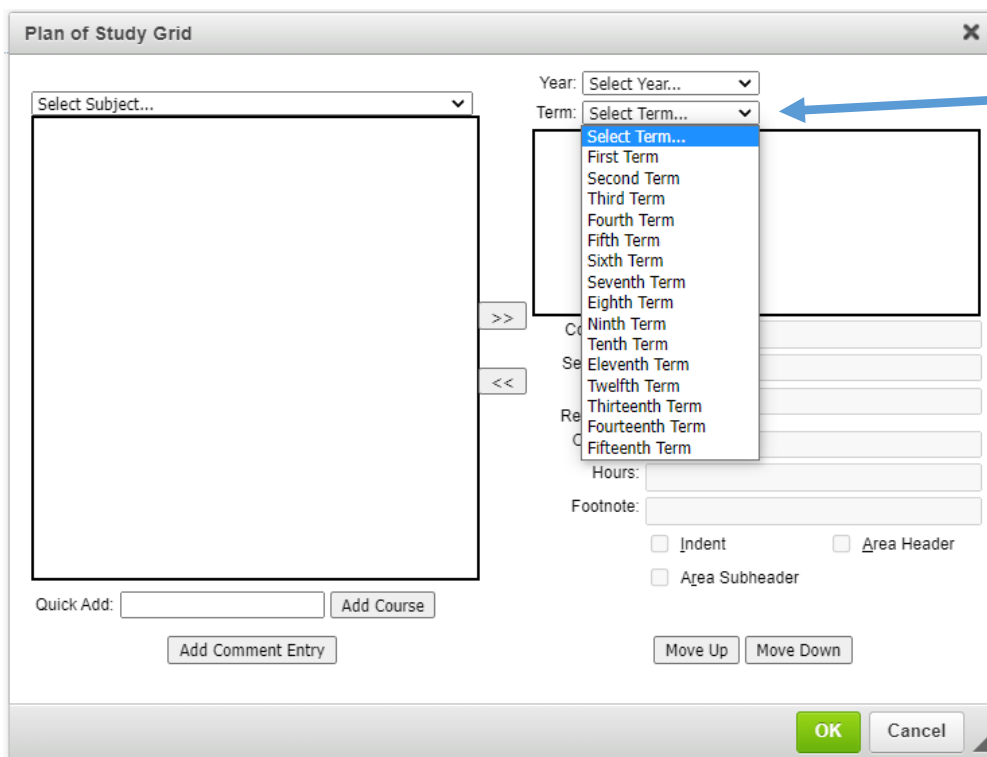
- To create a new plan of study click on the **"Insert/Edit formatted tables"** icon.
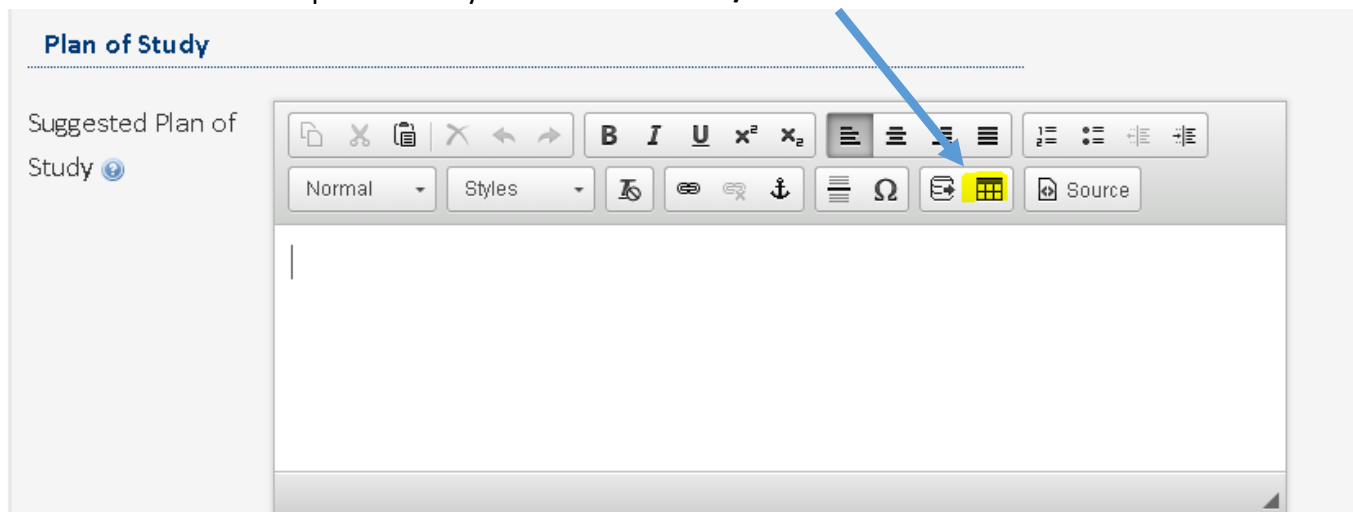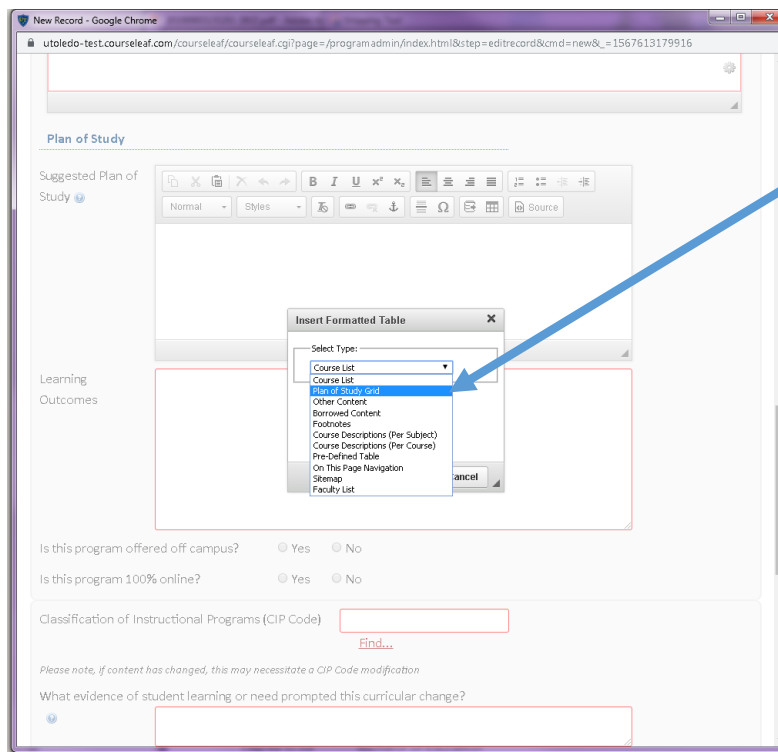
Select "Plan of Study" from the drop-down Type menu and click "OK" to open the course picker to build your plan of study.
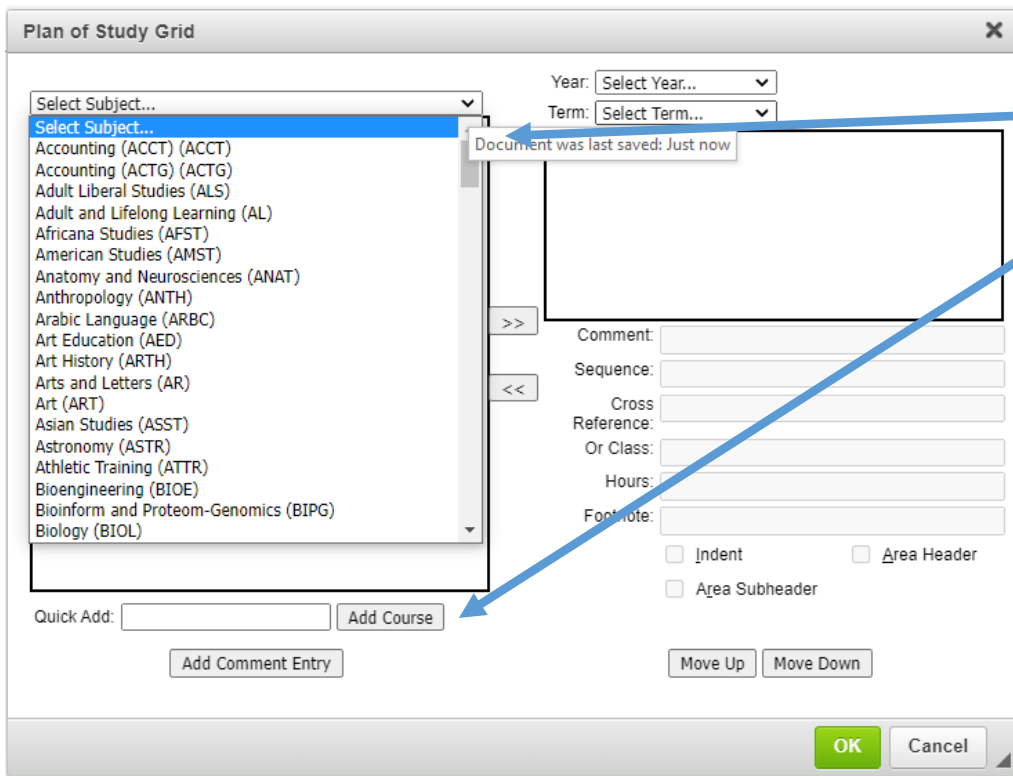
A Plan of Stduy Grid widow will open.

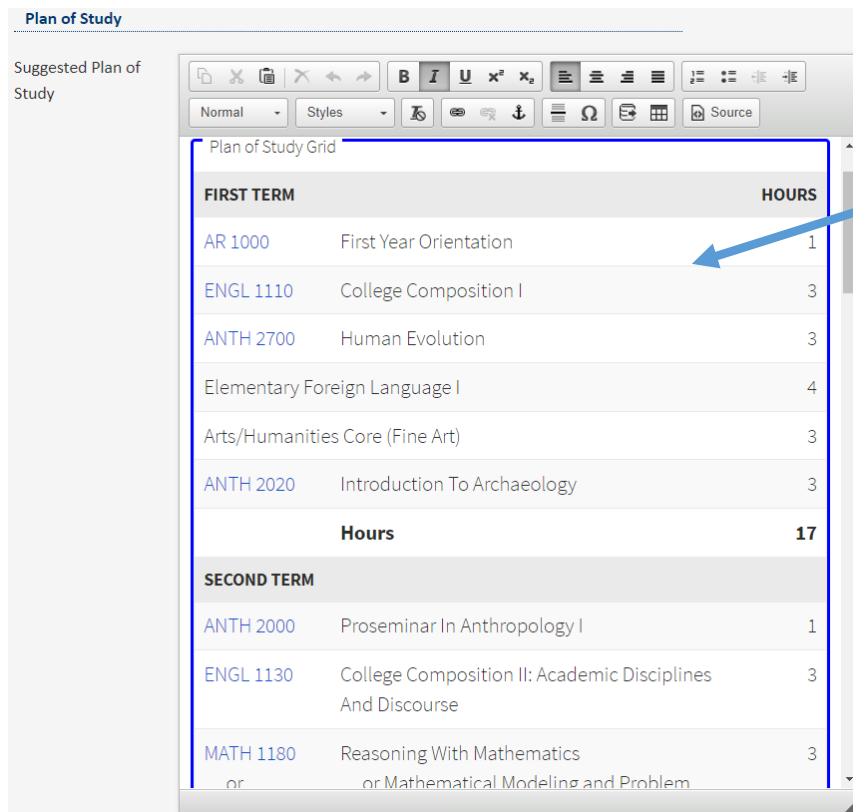A Plan of Stduy Grid widow:

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 pciker under the requirement section.

Editing a Plan of Study Grid

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

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 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 proposal.

Program Inactivation Workflow

When inactivating a program, the workflow will only require the department chair, college dean or proxy, and Provost Office approval before the Office of the Registrar makes it official in Banner.

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.