PROPOSING A NEW COURSE USING CIM

Updated: January 26, 2018

MSU has a new online process for managing course and program changes. The Course Inventory Management software, or CIM (pronounced Kim) is now available for:

- Proposing a new course
- Changing the characteristics of an existing course
- Proposing a new program (i.e., major, minor, option, or certificate)
- Modifying an existing program

This is part of a set of instructional materials related to the CIM (Course Inventory Management) system

- Accessing the CIM System
- **Proposing a New Course using CIM**
- Changing an Existing Course Using CIM
- Proposing a New Program using CIM
- Changing an Existing Program Using CIM
- Approving a New Course (or Program) Using CIM

CIM is connected to the catalog management software, CourseLeaf, so that course and program changes are automatically reflected in the next MSU catalog, both online and print versions.

The intent of this information sheet is to help people know how to use CIM to propose a new course.

Overview

A new course proposal has traditionally required a cover page containing some basic information about the proposed new course, plus a narrative containing information describing the content and purpose of the new course. All of the information fields from the cover page and narrative have been moved into an online form in CIM.

The process of proposing a new course is as follows:

1. Preliminary Preparations
2. Access CIM
3. Complete the CIM online form
4. Submit the course proposal to workflow
5. Obtain required approvals through the CIM workflow process
6. Registrar builds the new course (automated through CIM)

1. Preliminary Preparations

Completing the online form in CIM is straightforward, but some preparation before accessing CIM will make the process go more smoothly. Specifically, the CIM form will ask for the following items that you should collect prior to accessing CIM:[1]

- Course learning outcomes (entered in a formatted text field on the form)
- Course syllabus (uploaded as a separate file)
- Verification number from the Registrar's Office indicating room scheduling and reservation

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[1] CIM allows you to save an incomplete course proposal at any point, so it is possible to begin the online form, leave CIM to gather the required information, and then return to complete the online form.

Additionally, if the proposed instructor is not a member of the tenure-track faculty at MSU, then the following items will also be needed:

- Instructor's CV (uploaded as a separate file)
- Support statement from the Department Head concerning the instructor's qualifications (uploaded as a separate file)

Course Learning Outcomes

Every course in the Montana University System is required to have a set of learning outcomes describing the expected learning that will occur in the course. Information on how to write course learning outcomes is available as a separate document.

The learning outcomes are entered into the CIM form is a formatted text field (see example below). The formatted text field allows for bulleted and numbered lists which are common. You will be able to cut and paste from a word processor into the formatted text field.
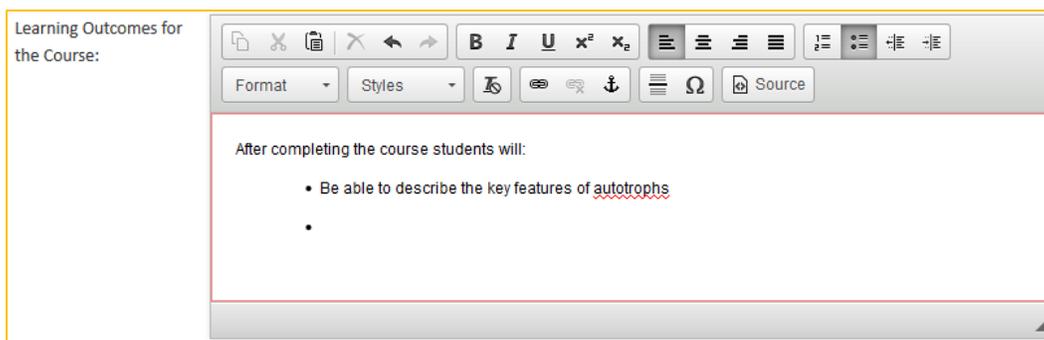
Course Syllabus

The syllabus (possibly an early draft) provides information that can be very useful to review committees. Submitting a draft syllabus has been a standard part of new CORE course proposals, and we have added this requirement to all new course proposals.

The draft syllabus should include:

- Course Identification [Rubric, Number, Core designation (if applicable), Title]
- Major topics with a brief description of the material to be covered under each major topic heading
- List of student learning outcomes
- List of required texts

The syllabus will be uploaded as a separate document, either in Word (.docx) or PDF (.pdf) format. You will upload the syllabus file using the **Attach Syllabus** button on the CIM form.

Verification Number for Room Scheduling

In the past, the requested time and place for the course was included as part of the new course proposal. The requested time and place invariably required a conversation with someone in the Registrar's Office to resolve scheduling issues. We have changed the room scheduling process to have course proposers schedule a room in advance via the Registrar's website, http://www.montana.edu/registrar/Classrooms.html. When the room is scheduled using the Ad Astra software, you will receive a verification number associated with the reservation. The CIM form includes a field to record the verification number.

Time and Location: *Request section scheduling through Registrar's Office website: http://www.montana.edu/registrar/Classrooms.php.*

Verification Number

Non-Tenure-Track Faculty as Instructor

When the proposed instructor is not a member of the tenure-track faculty at MSU the following items are required to provide information to the reviewers on the qualifications of the proposed instructor:

- Instructor's CV
- Support statement from the Department Head concerning the instructor's qualifications

Both of these items are uploaded via the CIM form, and can be in either Word (.docx) or PDF (.pdf) format.

Is the instructor a member of the regular faculty (i.e., tenured or tenure-track)? If no,

○ Yes ◉ No

Please describe the instructor's qualifications.

Instructor's Name (if known):

Instructor's GID (if known):
(only last 4 digits required)

Attach the following documents addressing the instructor's qualifications to teach this course:

Instructor's CV:
(if not tenure-track faculty)

[Attach CV] Uploaded Files:

Files To Be Uploaded:

Provide a separate letter of support, signed by the department head (or appropriate unit director), addressing the instructor's qualifications to teach this course.

[Letter of Support] Uploaded Files:

Files To Be Uploaded:

2. Access CIM

Once the preliminary materials are gathered, use the following link to access the CIM software to propose a new course.

https://nextcatalog.montana.edu/courseadmin/

You will see the CIM page in the background, but in the foreground you will see the following box indicating that you need to log into the CIM software.
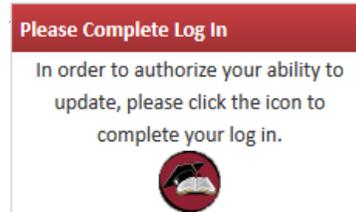
Click the circle icon in the box to access the log in screen (shown below).

Use your MSU NetID in the **Name** field, and the same password that you use to log into your MSU computer in the **Password** field.

Notes:

- There is additional information available about accessing CIM on the Provost's Curriculum Development website.
- If you cannot access CIM, contact Keely Holmes in the Provost's Office.

Once you have logged in, you will see the CIM Course Inventory Management entry page, shown below.

Click the **Propose New Course** button to open the CIM online form to propose a new course.

3. Complete the CIM Online Form

The CIM online form will open in a new browser window. This is a large form, only the first portion is shown below.

Note: There is a known bug in CIM that causes the form's window to open behind the entry page. If your web browser takes up most of your screen, it will likely appear that the form did not open – look for the form behind the Course Inventory Management screen.

The CIM online for is a dynamic form; the fields will change depending on your answers to certain questions. For example, if you request a CORE designation, a series of questions related to CORE courses will appear on the form (from the old CORE narrative).

Help Bubbles

Small blue help icons appear next to some of the questions on the form. These provide access to help bubbles that try to provide additional information in areas that can be confusing. For example, clicking the help bubble next to the question "Is this course "equivalent" to a course in the MUS System?" opens the following help bubble that lets you know how to access the Common Course Numbering website to see if a similar course exists on another campus.

Is this course "equivalent" to a
course in the MUS System?   ☐ Yes   ⦿ No

The person submitting the new course request looks at
the CCN website to see if a course with similar outcomes
already exists in the MUS system.

Visit: http://www.mus.edu/Qtools/CCN/ccn_default.asp

- If a course exists with at least 80% of the same
  outcomes, the course is considered "equivalent" to
  the proposed new course, and the new course
  should use the existing rubric and course number.
- If no "equivalent" course is found, the person
  submitting the new course request should identify a
  unique course number that has not been used by
  any other course in the MUS system.

Required Fields

On a new course proposal, most of the fields are required fields. That is, you cannot submit a new course proposal to workflow (the approval process) until all required fields have been completed. Required fields are shown with red borders in the online form.

Saving a Course Proposal

CIM allows you to save a course proposal at any time. This allows you to complete the course proposal in multiple sessions. To save a new course proposal, click the **Save Changes** button at the bottom of the online form.

Note: Saving a proposal does not submit the proposal to the approval process (workflow).

Shredding a Course Proposal

If you decide that you do not want to propose the new course after the proposal has been saved, then you can *shred* the proposal to completely eliminate the proposal. Be careful with shredding because the action cannot be undone.

The **Shred Proposal** button is located on the main Course Inventory Management page. Select your proposal (or search for it) to preview the proposal. The **Shred Proposal** button is located at the top-left corner of the preview window (shown below).

| Shred Proposal | **New Course Proposal** **Changes saved but not submitted** | Edit Course Preview Workflow |

4. Submit the Course Proposal to Workflow

The automated approval process in CIM is called the *workflow*. There is a button at the bottom of the online form labelled **Start Workflow**. (This is at the bottom of the online form in the Edit (New Record) window, not on the main Curriculum Inventory Management page.)

When you have completed the online form to create the new course proposal, click the **Start Workflow** button to begin the approval process.

Once the workflow has been started, you will be returned to the main Curriculum Inventory Management page, with a preview of your proposal and the workflow for the new course proposal.

Note: You can return to CIM at any time to see where your proposal is in the workflow process.

5. Obtain Approvals through the Workflow Process

The approval process is automated through CIM. Once you click the **Start Workflow** button, CIM takes it from there and steps through the approval process, called the *workflow*.

A typical workflow approval process for a new undergraduate course includes the following steps:

1. Associate Provost – this is a verification step to ensure that the proposal is complete
2. Department Curriculum Committee (if there is one)
3. Department Head
4. College Curriculum Committee (if there is one)
5. Dean
6. Curriculum and Programs Committee (CPC)
7. Faculty Senate
8. Common Course Numbering
9. Associate Provost
10. Registrar – to build the course

A CORE course has an additional step for approval by the appropriate CORE steering committee. A graduate course is reviewed by the University Graduate Council and the Graduate Dean rather than the CPC and the Associate Provost.

Note: You can return to CIM at any time to see where your proposal is in the workflow process.

At any point in the approval process a reviewer might have questions about the proposal. You may be asked to provide additional information about your proposal. You cannot edit your proposal while it is in the workflow process, but you can respond to questions (typically via email) and the reviewer can include your responses with the proposal for later reviewers.

In a worst-case scenario a reviewer can **Rollback** a proposal, but this returns the proposal to the original submitter and requires a complete restart of the workflow process from the beginning. At MSU we try to avoid rolling back proposals to expedite the review process.

6. Registrar Builds the Course

In the last step of the workflow the proposal is sent to the Registrar to build the course into Banner. This step has been automated to move information directly from the CIM form into Banner to reduce errors caused by retyping information into Banner.

When the proposal goes to the Registrar it has completed the review and approval process. You will be notified by email that the course has completed the approval process.

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If you have questions about CIM, please contact one of the following individuals.

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