

PROPOSING A NEW COURSE USING CIM

Updated: March 26, 2021

MSU has a new on-line 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

CIM is connected to the catalog management software, CourseLeaf, so that course 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.

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
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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)

¹ With the exception of Special Topics courses, 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. Special Topics course proposals must be completed and submitted in one sitting. If you do need to make edits after submitting, contact Keely Holmes, keely.holmes@montana.edu.

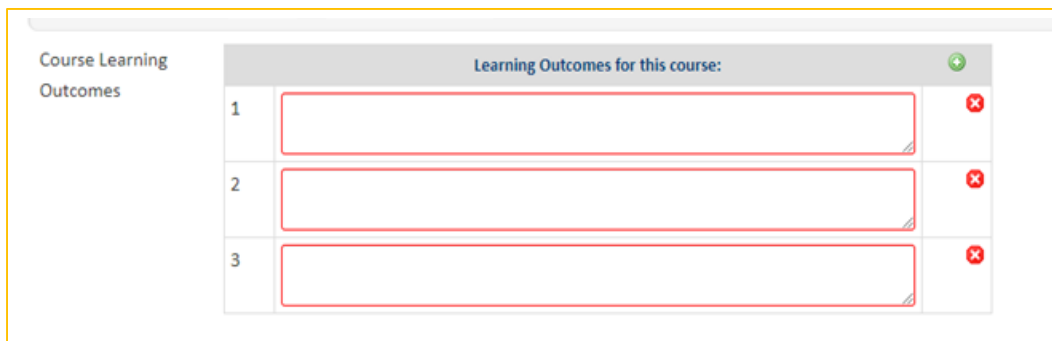
Additionally, if the proposed instructor is not a member of the tenure-track faculty at MSU, then the following items will also be needed:

- 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 in a formatted text fields (see example below). Each learning outcome goes into it's own text box. Use the green plus (+) sign to add additional text boxes. You will be able to cut and paste from a word processor into the formatted text field.



The screenshot shows a web form titled "Course Learning Outcomes". On the left, the text "Course Learning Outcomes" is displayed. The main area is a table with a header "Learning Outcomes for this course:" and a green plus sign in a circle. Below the header are three rows, each with a number (1, 2, 3) in a small box on the left, a large empty text input field in the center, and a red "X" icon in a small box on the right. A green plus sign in a circle is also visible in the top right corner of the table area.

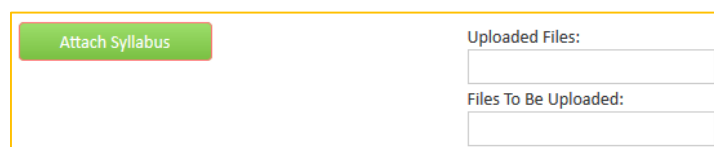
Course Syllabus

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.



The screenshot shows a green button labeled "Attach Syllabus". To the right of the button are two text input fields. The first field is labeled "Uploaded Files:" and the second field is labeled "Files To Be Uploaded:". Both fields are currently empty.

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 qualifications
- Instructor's name
- Last 4 digits of instructor's GID
- Instructor's CV
- Letter of Support 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.

The screenshot shows a form titled "Instructor Information" with the following fields and options:

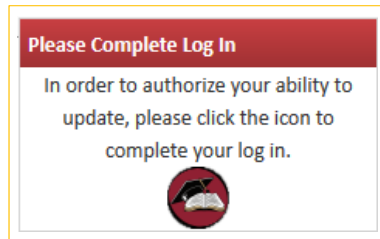
- Question: "Is the instructor a member of the regular faculty (i.e., tenured or tenure-track)?" with radio buttons for "Yes" and "No".
- Question: "Are there tenure track faculty available to teach this course?" with radio buttons for "Yes" and "No".
- Text input field: "Please describe the instructor's qualifications." (A large empty text box is shown below this label).
- Text input field: "Instructor Name:"
- Text input field: "Instructor's GID: (only last 4 digits required)"
- Text: "Attach the following documents addressing the instructor's qualifications to teach this course:"
- Text: "Provide a separate letter of support, signed by the department head (or appropriate unit director), addressing the instructor's qualifications to teach this course."
- Text: "Letter of Support" with a green "Attach File" button.
- Text: "Uploaded Files:" with an empty text input field.
- Text: "Files To Be Uploaded:" with an empty text input field.

2. Access CIM

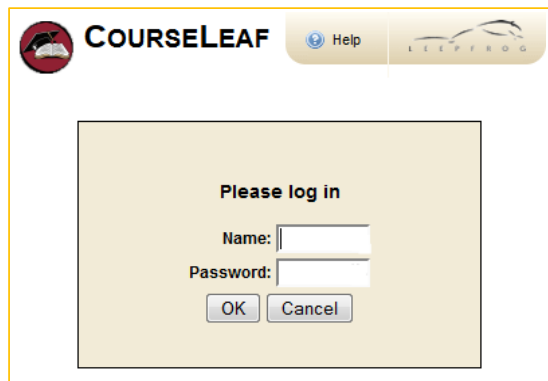
Once the preliminary materials are gathered, use the following link to access the CIM software to propose a new course.

<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.

Please see section 4 for directions on submitting a Special Topics courses (x91).

Course Code	Title	Workflow	Status
ACT 491			Added
ANSC 434R	Beef Cattle Management		Edited

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

3. Complete the CIM Online Form-Hard Numbered Courses-See section 4 for Special Topics (X91)

The CIM online form will open in a new browser window. This is a large form, only the first portion is shown below. You can choose to start from scratch, or use the green button to Propose New from Existing Course and edit the information as needed. Instructions on how to propose a Special Topics course (number X91) in section 4.

New Course Proposal Propose New from Existing Course

At any time during this process, a proposal can be returned for edits/corrections, put on hold or denied. It is suggested that you start the process for new courses at least two semesters in advance, not including the summer semester.

Rubric Course Number

Core Designation

Department

College


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


Course Title (for catalog)

Course Title (for schedule of classes) 30 characters remaining

The CIM online form 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.

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 on-line form.

Prerequisite/Co-requisite Formatting

When listing out your prerequisites and co-requisites **DO NOT put a period (.) anywhere other than at the very end** of your list. If you do, it will cut off your prerequisites right where the period is and the rest will not get carried over into Banner.

Please use "and" or "or" instead of punctuation.

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).

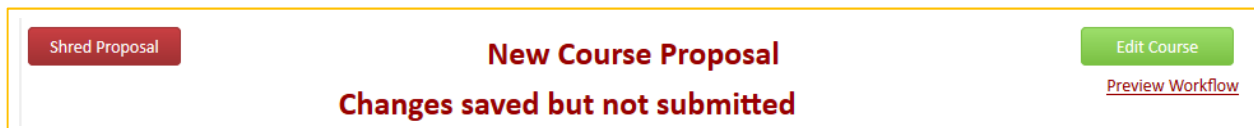
*A Special Topics course proposal must be completed and submitted all at the same sitting. You cannot save and come back to edit. You will not be able to search and find it again. If you do click SAVE in error, call Keely Holmes, 406-994-7136.

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.

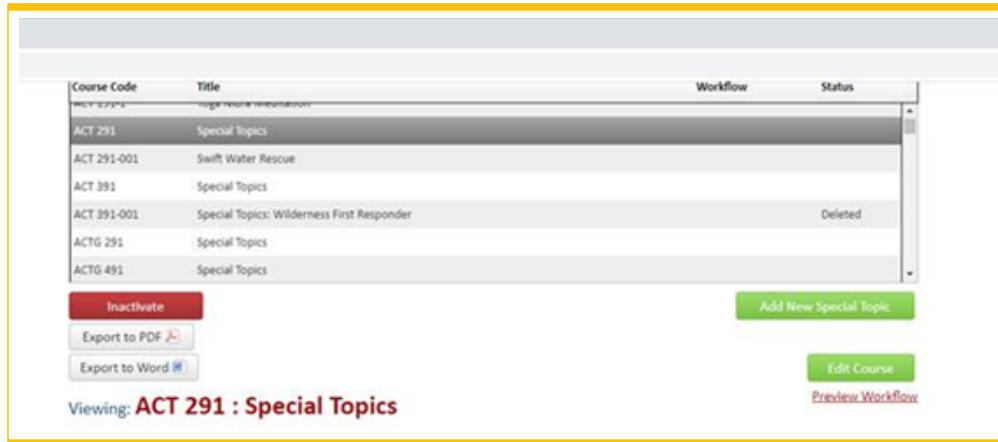
The **Shred Proposal** button is located on the main Course Inventory Management page. Select your proposal (or search for it) to preview the proposal. The **Shred Proposal** button is located at the top-left corner of the preview window (shown below).

Again, this action cannot be undone.



4. Complete the CIM Online Form-Special Topics Courses (X91)

When proposing a NEW Special Topics course, you will click on the “shell” course (has no section number and no title other than “Special Topics”) and click the green button that says Add New Special Topics.



You will want to choose a section number that isn't in use. The system will tell you that it is “not unique” if you choose one already in use.

Change any “shell” information that needs to be changed. The content of the form is the same as for hard numbered courses, minus the option to choose a Core designation.

DO NOT try to Save and then come back to finish. You will not be able to find it again to edit it. If this does happen, contact Keely Holmes at 994-7136.

When you do Submit to Workflow, you will not be able to search the course and check on where it is in workflow. It will not show anywhere until it is completely through workflow and built into Banner. If you want to know the status, contact Keely Holmes 994-7136.

5. 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.*

A Special Topics course will not show in courseadmin while it is flowing through workflow. It will show once it's been approved through all channels. Call Keely Holmes, 406-994-7136, for progress reports.

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6. 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. Provost Office – 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. 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.*

**A Special Topics course will not show in courseadmin while it is flowing through workflow. It will show once it's been approved through all channels. Call Keely Holmes, 406-994-7136, for progress reports.*

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.

Contact Keely Holmes, 406-994-7136, to see about manually adjusting the workflow of a course.

7. 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.

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

Keely Holmes
Program Manager, Office of the
Provost
keely.holmes@montana.edu