

CHANGING AN EXISTING COURSE USING CIM

Updated: November 18, 2014

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

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 make changes to an existing course.

Overview

There are two types of changes made to existing courses:

- Changes for the foreseeable future, made to the course listing in the MSU catalog (this uses CIM)
- Changes to the current course listings in the Schedule of Classes (this does not use CIM)

This information sheet is only for course changes impacting the course listings in the MSU catalog. This type of course change is handled by CIM.

Note: The standard paper form process is still used for changes to the Schedule of Classes. That [form](#) is available on the [Registrar's website](#).

The process of making changes to an existing course using CIM is as follows:

1. Access CIM and identify the course to be changed
2. Use the CIM online form to indicate proposed changes
3. Submit the proposed course changes to workflow
4. Obtain required approvals through the CIM workflow process
5. Registrar updates the course

1. Access CIM and Identify the Course to be Changed

There are two ways to access CIM to make changes to an existing course:

- A. **From the “next catalog”** – this approach is useful when you are updating the MSU catalog and notice a course change that needs to be made. The next catalog is accessed using the following link:

<https://nextcatalog.montana.edu/>


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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While in the next catalog, go to the Course Descriptions section and locate the course that you want to update. Two EDU courses are shown in the example below.

EDU - Education

Courses

EDU 101US. Teaching and Learning. 3 Credits. (3 Sem) F,S 

This course is an introduction to the profession of public school teaching. Topics treated include the nature of knowledge, the development of public education, the training of teachers, the nature of schools today, education policy, and society's expectations of schools.

EDU 202. Early Field Experience. 1 Credit. (1 Lab) F,S 

Students will explore the profession of teaching by attending an orientation, conducting in-school observations and interviews, recording personal reflections in a portfolio, and participating in two seminar sessions to debrief/discuss their experiences.

Click the pencil icon at the right side of the course description to start CIM to update the course description or other course characteristics (e.g., credits, mode of delivery, instructor, etc.)

Note: You must be in the "next" catalog to see the pencil icons that allow for editing the course. The "current" catalog does not allow edits.

When you click on the pencil icon, CIM will start and you will be asked to log into CIM before going any further.

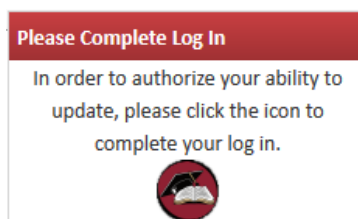
- B. **Directly from the CIM main page** – this allows you to directly access the course that you want to update. Use the following link to go directly to the CIM main page:

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

CIM will start and you will be asked to log into CIM before going any further.

Logging Into CIM

When you first access CIM you will likely be asked to log in (unless you have already logged in to edit the MSU catalog). If you need to log in you will see the following box superimposed on the CIM main page.



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.

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

If you used method A to access CIM from the next catalog, the course you identified in the next catalog should be displayed as the only item in the list on the main Course Inventory Management page.

If you went straight to CIM using method B then you will need to search for the course that you want to edit. The example below illustrates searching for EDU 202. The search string "EDU 202" is entered into the search field, then the **Search** button is clicked. (The asterisk character, *, can be used as a wildcard in the search string.) CIM will list all courses that match the search string. In this example, only the course EDU 202 was identified.

Search, edit, add, and deactivate courses. You are logged in as x22m626 [Help](#)

Use an asterisk (*) in the search box as a wild card. For example, FILM* will find everything that starts with "FILM", *FILM everything that ends with "FILM", and *FILM* everything that contains "FILM". The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

EDU 202 - OR - Quick Searches...

Course Code	Title	Workflow	Status
EDU 202	Early Field Experience		

[Preview Workflow](#)

Viewing: **EDU 202 : Early Field Experience**

The matched courses are shown in the list, and the selected course is shown in the preview panel at the bottom of the page.

Once the course that you want to change (EDU 202 in this example) has been selected in the list on the CIM main page, click the **Edit Course** button to propose changes to the course.

2. Use the CIM Online Form to Indicate Proposed Changes

When you click the **Edit Course** button on the CIM main page the CIM online form will open and the form will be pre-populated with information about the course from Banner. The online form is quite large, and only a small 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.*

Editing: **EDU 202: Early Field Experience**

Rubric:	<input type="text" value="EDU"/>	Course Number:	<input type="text" value="202"/>	Core Designation:	<input type="text" value="Select..."/>
Is this course "equivalent" to a course in the MUS System?		<input type="radio"/> Yes <input checked="" type="radio"/> No			
Department:	<input type="text" value="Education"/>				
College:	<input type="text" value="College of Education/HHD"/>				
Course Title: <i>(for Catalog)</i>	<input type="text" value="Early Field Experience"/>				
Course Title: <i>(for Schedule of Classes)</i>	<input type="text" value="Early Field Experience"/>	8 characters remaining			

The online form contains the same fields as are used when proposing a new course. However, far fewer of the fields are required (shown with red borders) when making changes to an existing course. **You only need to provide the information that is to be changed on the form.**

For example, EDU 202 is currently a 1 credit course. To propose to change it to a 4 credit course we would change the **Credit hours** field as shown below

Before the proposed change...

Credit hours	<input type="text" value="1"/>
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After the proposed change...

Credit hours	<input type="text" value="4"/>
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ASIDE:

When a reviewer sees the proposed changes they are highlighted using red strike-through to indicate deletions and green to indicate additions. A reviewer will see the proposed credit change as shown below.

Credit hours	<input type="text" value="41"/>
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You can make as few or as many changes as you would like on the form, but you only need to show what is proposed to be changed. All of the other fields can be left unchanged.

3. Submit the Proposed Course Changes 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 window, not on the main Curriculum Inventory Management page.)

When you have indicated all proposed course changes, 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 proposed changes and the workflow.

Note: You can return to CIM at any time to see where your proposed changes are in the workflow process.

4. 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 undergraduate course changes includes the following steps:

1. Associate Provost – this step allows the workflow to be truncated for small changes
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. Associate Provost
9. Registrar – to build the course

The first step in the workflow sends your proposed changes to the Associate Provost. This step is included so that the workflow can be modified when appropriate.

- Small changes such as correcting typographical errors are sent directly to the Registrar, skipping the approval process.
- Changes to courses that affect only students in a single department require only department-level approval. Steps 4 through 7 are skipped.
- Changes to courses that affect only students in a single college require only department-level and college-level approvals. Steps 6 and 7 are skipped.
- Changes to courses that affect students in multiple colleges go through the entire approval process.

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.

5. Registrar Updates the Course

In the last step of the workflow the proposed (now approved) course changes are sent to the Registrar where the course is updated in 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.

Tony Campeau
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