CIM Course Proposal User Guide

Creating a NEW Course and a NEW Cross-listed Course

*This is for when you want to propose creating a brand-new course with a brand-new cross-listed course that will require two new course numbers to be created.

 Use any web browser except Internet Explorer to log into the Course Inventory Management (CIM) system via this link:

https://nextcatalog.wichita.edu/courseadmin/

Or by logging into myWSU and clicking on the 'CIM Course Form' link:

CourseLeaf (CAT and CIM)

CIM Course Form

CIM Program Form

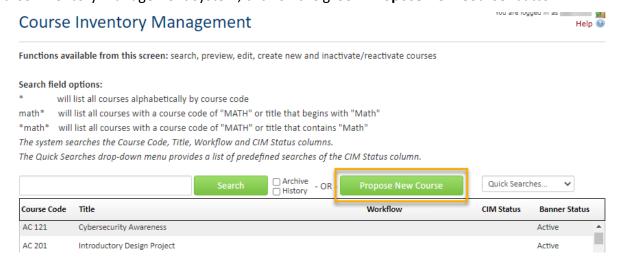
CIM Misc Admin Form

CourseLeaf Approval Page (CAT & CIM proposals)

CAT/CIM User Guides

Please Note: If you log in via myWSU and are idle for more than 30 minutes, you will be automatically logged out of your myWSU window but not your CIM window. If this occurs, leave your CIM window open and click back on your myWSU window to log into myWSU again. Then, click back on your CIM window to resume. **Suggestion**: bookmark the link provided above so you don't have to log into myWSU to access CIM.

2) In the Course Inventory Management system, click on the green 'Propose New Course' button:



A new course proposal form will open.

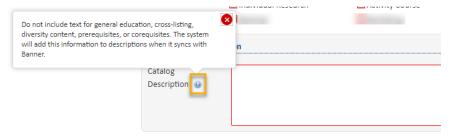
- 3) Fill out the contact information with the faculty member that can answer questions about this course. (Administrative assistants may be the one creating the proposal but the faculty member that requested this should be listed as the contact person.)
- 4) Check the 'New course' and 'Other' option under applicable actions and fill in the 'Please describe' box:

10/15/2021 Page 1 of 7

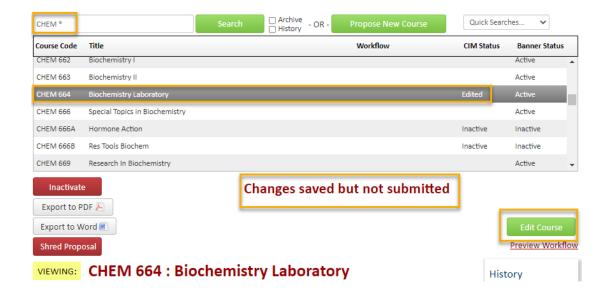
Please check all action	s applicable to this course proposal:	
	✓ NEW course	☐ Change in course title
	☐ New Letter under Approved Root Course	Change in course number
	\square Experimental course seeking course status	☐ Change in prerequisites
	☐ Change in course description ☑ Other	☐ Change in number of credit hours
Please describe.	new course with new cross-listed course	

Helpful Information as you move through the form:

- Answers provided on this form affect the electronic workflow approval process. For example, checking the box for 'New Course' starts a different workflow than checking the box for 'New Letter under Approved Root Course'. In addition, the workflow is constantly changing as you specify/change information. For example, selecting 'Yes' for 'Does this course contain diversity content' adds the Diversity Chair to the approval process.
- Now that you are inside the proposal form the blue question marks represent WSU-specific help:



• If you start a proposal but can't finish it right now simply scroll to the bottom of the form and click the 'Save Changes' button. When you are ready to return to this proposal you can use the same links as in Step 1 above to access CIM. Then, search for the course, select it, and click the 'Edit Course' button:



10/15/2021 Page 2 of 7

Course Information:

Effective Term - New courses can be given any effective term that is not a past term. **Please note:** If the term selected is over or close to over once the course proposal reaches the end of workflow, then the effective term will be moved to the next term by the Registrar's Office.

Course Number - If you do not know what course numbers are available, click on the grey 'Course Numbers in Use' button after you fill in the Subject field:

Course Information				
These changes are effective:	Fall 2022	٧		
Subject:	PHIL - Philosophy	v	Course Number:	Course Numbers in Use

Or fill in the **Course Number** field with the number of the desired course level (1, 2, 3, etc.) and then add x's after that. For example, type in 3XX if you are wanting to create a 300-level course. **Please Note:** If you are proposing an Honors course, an 'H' will need to be added to the end of the course number.

Make sure to fill out all of the required information for the course. Red fields are required fields.

You are responsible for filling out these three of the boxes related to credit hour:

Credit Hour Limit:	3			
0				
Lecture Hou	rs:	3	Lab Hours:	0

Credit Hour Limit is the number of hours for which a course can be offered. Please use whole numbers only (3, not 3.0), unless you are proposing a half credit hour course (.5). If the course has a credit hour range, enter with dash (1-6).

Lecture Hours will be the same as Credit Hour Limit unless the course is Lab only.

Lab Hours will be 0 if the lecture carries the credit. If the lab carries the credit, Lecture Hours will be 0.

The **Repeatable for credit** question will automatically be marked as 'No'. However, if the new course is repeatable for credit, toggle this answer over to 'Yes'. *Note: all courses can be repeated for grade replacement. This question relates to if this course be taken more than once for credit.*

Repeatable for credit?	Yes	◯ No		
	Repeatable credit hou	ır limit:	Limit	☐ No Limit
	Limit:	3		

If there is a limit to the number of times that the course can be repeated for credit, check the **Limit** box and fill in the **Limit** field with the total credit hours that a student can earn by repeating the course.

If there is no limit, check the **No Limit** box.

10/15/2021 Page 3 of 7

Select all of the appropriate items for **Grading Mode**, **Planned Delivery Method**, and **Course Format**. More than one answer can be selected for **Planned Delivery Method** and **Course Format**.

Grading Mode:	Standard Letter	~
Planned delivery method:	✓ Traditional Classroom Instruction ☐ Hybrid ☐ Online	on
Course format:	✓ Lecture ☐ Experiential ☐ Individual Research ☐ Seminar	☐ Lab ☐ Appointment Course ☐ Activity Course ☐ Workshop

A **Catalog Description** (aka course description) is required for every course. This description must be in third-person, present tense and no longer than one paragraph. Do not include text for general education, cross-listing, diversity content, prerequisites, or corequisites. The system will add this information to the description when it syncs with Banner based on what you have in other fields on the form.

Catalog	Provides a mathematical foundation essential to the entire computer science curriculum.
Description:	Includes propositional and predicate logic, induction, recursion and counting techniques.

If the course requires a **Prerequisite**, **Prerequisite** with **Concurrency**, or **Corequisite**, fill out the appropriate box.

Prerequisites:	MATH 242	/1
A prerequisite with concurre be taken at the same time.	rency is one that can be taken either before or at the same time as the other course. Corequisite courses must	
Prerequisite with Concurrency:	PHYS 313	//
Corequisites:		//

If applicable, list any **Restrictions** with the course. Examples of restrictions include: course limited to specific major, course limited to specific class (freshman, sophomore, etc.), course limited to specific college, etc.

Please list any restriction	ons associated with this course.
•	

If the course contains diversity content, check 'Yes'.

Does this course contain diversi	ty content?
Yes	□No

10/15/2021 Page 4 of 7

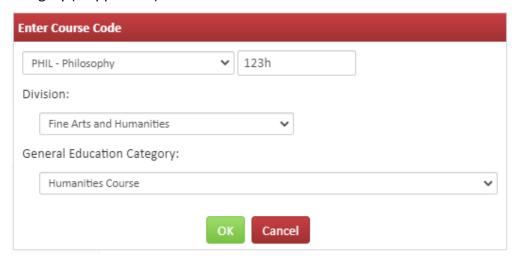
To add a Cross-List to your course, click on 'Add':

Cross-listed courses are offered under two or more departments, using the same number where possible. The courses must be identical, with the same content, pre-requisites, course description, etc.

Cross-Listed:

Add...

A box will open which will allow you to select subject, number, division, and general education category (if applicable):



If this course is meant to replace another, select 'Yes'.



You will be asked to enter the course that is being replaced and whether or not the two courses are equivalent. **Please note:** if the courses are equivalent, then check with the Registrar's Office about whether a new course proposal is needed or if an edit to an existing course is preferred.

10/15/2021 Page 5 of 7

In the 'Justification and Resources' section explain why the course is being created and answer the questions as to how this course may affect other departments/colleges, faculty, and/or resources. Also, if any letter(s) of support are needed, attach them here.

Justification and Resour	rces			
Describe and justify the change and its place in the department's overall curriculum plan: Engl 680 had the restriction of "may not be taken for credit by students with credit in ENGL 780" as both classes had similar content area. Engl 680, however, has been recently revised to no longer overlap Engl 780's content area. In addition, currently all GTAs in our department must take English 780 and the course is				
Does this course replace, resemble, overlap, or substitute for courses in other departments and/or colleges? Yes No What is the effect of this action on other departments and/or colleges and their students?				
You are responsible for consulting with departments whose programs may be affected by your action. Attach letter(s) of support from affected unit(s) as applicable. Uploaded Files: Files To Be Uploaded:				
You are responsible for consulting with coordinator of collection development of the library, director of media resources and director of ITS when additional library holdings, electronic/telecommunications, and computer resources are required. Aside from reassignment of current faculty and changes in current course rotation, what additional resources and personnel are required? None				

A tentative course syllabus that follows the <u>standard syllabus template</u> will need to be attached. *Please*Note: The question below concerning UG and GR level expectations will only appear on the form if the proposed course number is 500-699.

Content Coverage and/or Major Topics:		
All course syllabi must contain the definition of a credit hou	•	• • • • • • • • • • • • • • • • • • • •
learning outcomes. Please confirm that all of these are spec	ified on the syllabus you	are about to attach.
✓ YES, all of these are included in the	e syllabus	
Does the syllabus detail learning outcomes for students at be expectations for GR level students/credit?	oth the UG and GR level	l as well as specify the different
✓ Yes		
NO, because the course description	n specifies that it is for l	JG students only
Please attach a tentative course syllabus:	Attach Syllabus	Uploaded Files:
		Files To Be Uploaded:
		BME 643 2021.docx Remove
'Syllabus must follow template found at: https://www.wichita.edu/fac	ulty/development/syllabuste	mplatepage.php)

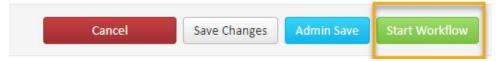
10/15/2021 Page 6 of 7

The **General Education** question is 'No' by default. If this course is seeking General Education status, then toggle this answer over to 'Yes'.



Toggling over to 'Yes' will open up several specific General Education questions. You will need to fill out all of the required text boxes.

5) Once you have filled out the entire course proposal form, you will want to start the proposal through the workflow approval process by clicking the green 'Start Workflow' button.



10/15/2021 Page 7 of 7