

# CIM Program Proposal User Guide

## Creating a New Program

\*This is for when you are wanting to propose a brand-new program (certificate, departmental honors, minor, bachelors, masters, and doctorate).

- 1) Use any web browser **except Internet Explorer** to log into the **Program Management** system via this link:  
<https://nextcatalog.wichita.edu/programadmin/>

Or by logging into myWSU and clicking on the 'CIM Program 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 **Program Management** system, click on the green 'Propose New Program' button:

The screenshot shows the 'Program Management' interface. At the top right, there is a 'Help' icon. Below the title, a line of text states: 'Functions available from this screen: search, preview, edit, create new and inactivate/reactivate programs'. Underneath, there are 'Search field options' listed with asterisks: '\* will list all programs in ascending order by the number of program', 'ba\* will list all programs beginning with "ba" in the program name or workflow step', and '\*ba\* will list all programs containing "ba" in the program name or workflow step'. A note follows: 'The system searches the Number of Program, Program Name, Workflow and CIM Status columns. The Quick Searches drop-down menu provides a list of predefined searches by CIM Status.' Below this text is a search bar with a green 'Search' button, a 'History' checkbox, an 'OR' separator, a green 'Propose New Program' button (highlighted with a yellow box), and a 'Quick Searches...' dropdown menu. At the bottom, a table header is visible with columns: 'Number of Program', 'Program Name', 'Workflow', and 'CIM Status'.

A new program form will open in a new window.

- 3) As you begin filling out the program proposal form, you will see that required fields are shown in red and blue question marks denote WSU-specific help information.

After filling out the contact information, check the appropriate option under applicable actions:

Please check all actions applicable to this program proposal:

NEW Program (attach KBOR new program form)     NEW certificate program  
 Other

**Please Note:** If you are entering new departmental honors, then select "Other."

If you selected 'NEW Program' an additional question will appear asking if you have completed the HLC New Degree Program Screening online form:

Please check all actions applicable to this program proposal:

NEW Program (attach KBOR new program form)  NEW certificate program  
 Other

Required: Have you completed the HLC New Degree Program Screening online form found at: <https://www.hlcommission.org/Accreditation/new-degree-program-screening-form.html> ?

Yes

**Please Note:** You do not have to attach this HLC form to the proposal, but it does need to be completed. If you are proposing a program that is only a different level of an already existing program with the same topic, you will not need to attach a KBOR new program form. For example, WSU currently offers a BA in political science. If you were proposing a new MA in political science, then no KBOR form is needed. The same is true for new concentrations of an existing program. For example, WSU currently offers the BAA in media arts with six different concentrations. If you were proposing a new concentration for the BAA in media arts, then no KBOR form is needed.

If you selected 'NEW certificate program' an additional question will appear asking if you have completed the HLC New Certificate Program Screening online form:

Please check all actions applicable to this program proposal:

NEW Program (attach KBOR new program form)  NEW certificate program  
 Other

Required: Have you completed the HLC New Certificate Program Screening online form found at: <https://www.hlcommission.org/Accreditation/certificate-program-screening-form.html> ?

Yes

**Please Note:** You do not have to attach this HLC form to the proposal, but it does need to be completed. New certificates do not require a KBOR form.

## Program Overview

Use the drop-down boxes to select department, degree type, and program level. For example:

Department:

Degree Type:

Program Title:

Program Level:

Enter the 'Program Title' with the type of degree listed first and then the title of your new program. Ex: MA in Political Science.

New programs can be given any future term as an effective date. *Note: a change to an existing program has a separate policy concerning effective terms.*

These changes are effective: Select... ▼

Should appear in catalog edition: Select... ▼

**Catalog edition** refers to the first catalog that this new program will appear in. So, the next catalog to be published. If the new program is only going to be offered online, then mark this question as ‘Yes’:

Is this program an online program?

Yes     No

If you are proposing new departmental honors, then mark this question as ‘Yes’:

Is this program Departmental Honors?

Yes     No

**Please Note:** Departmental Honors programs should be submitted on separate CIM program proposals. They are not included on the degree CIM program form.

## Program Catalog Information

Fill out all Admissions and Requirement information. Admissions information is optional, while Requirements are a required field.

Admissions:

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Enter any admission information required specifically for the new program. If there is no specific admission requirements, this box can be left blank.

Requirements:

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Enter all of the requirements for earning this degree/certification. Include information such as required courses, list of electives, minimum GPA requirements, any steps needed to complete program, thesis/dissertation information, etc.]

### Adding a Course Table:

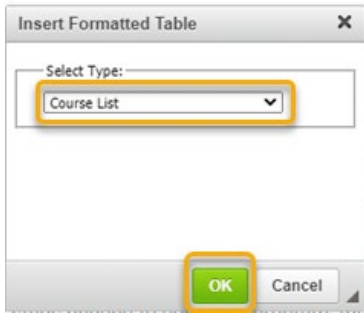
To add a table of courses in the ‘Requirements’ field, click on the **Table** icon:

Requirements:

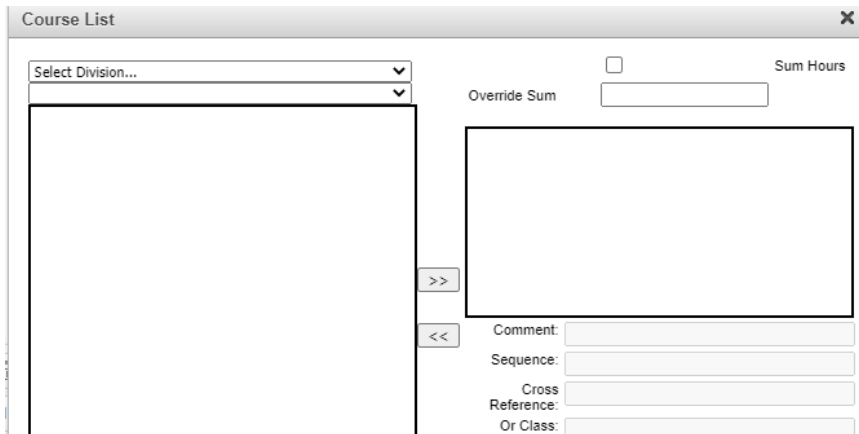
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A box will open. You will want to select, **Course List**, and then click on the green **OK** button:

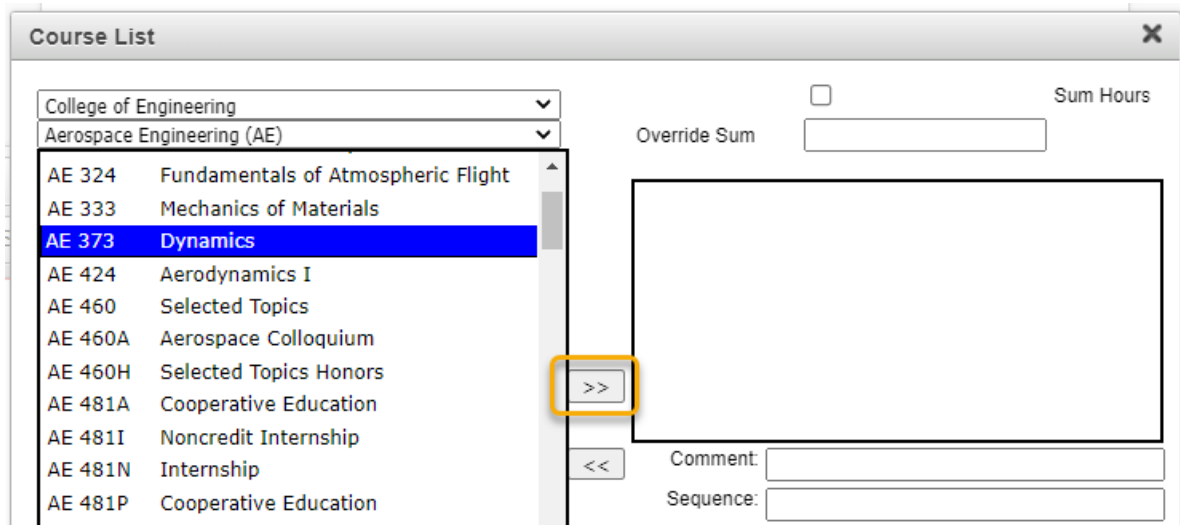


This will open the table editor:

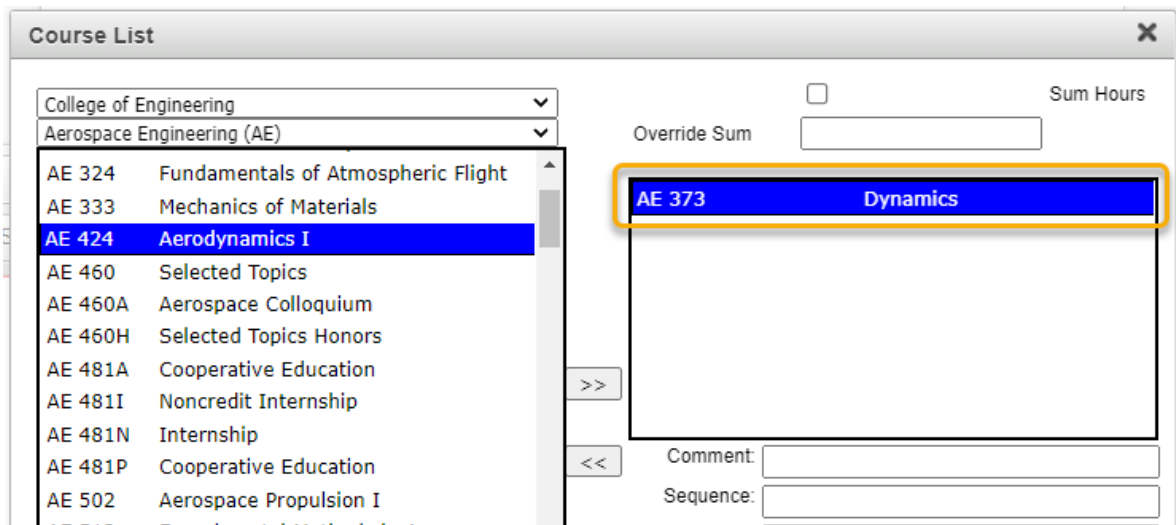


There are two ways to add courses to your table:

**Option 1:** Use the drop-down arrows on the left-hand side of the editor. You can search by college and subject to find a list of all available courses. Select the course you wish to add and then click on the right-pointing arrows:

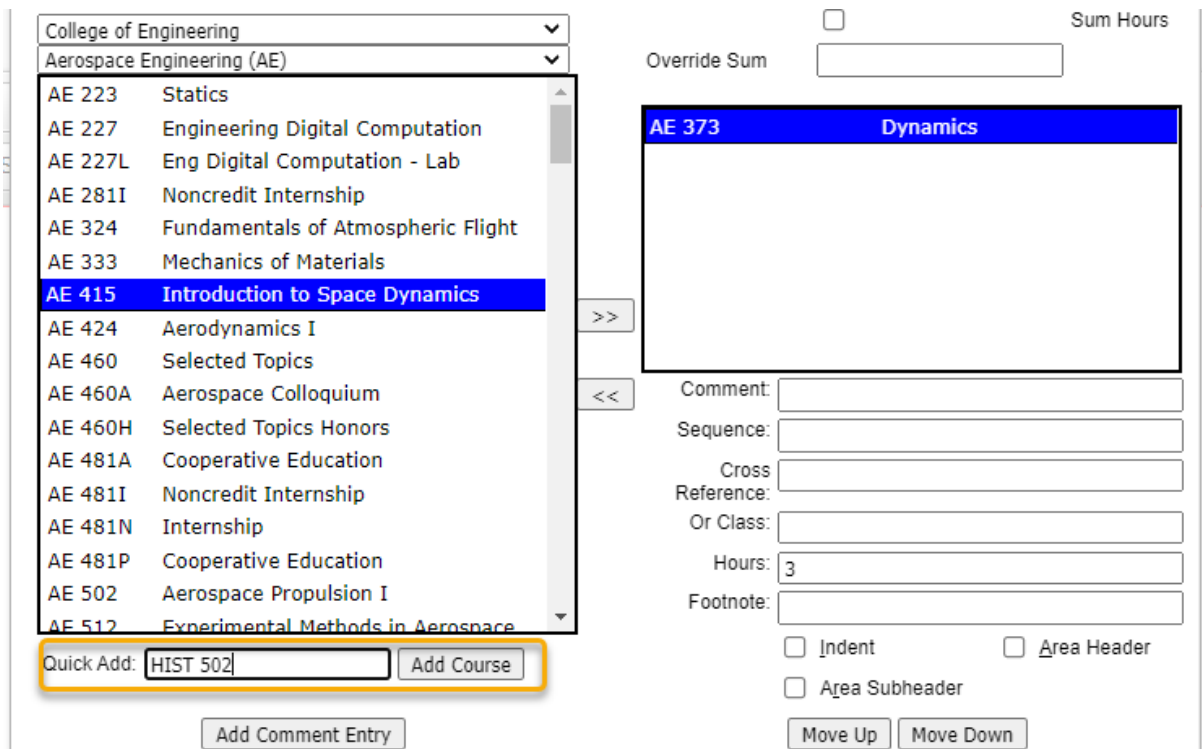


This will move the selected course (AE 373) into the right-hand box:

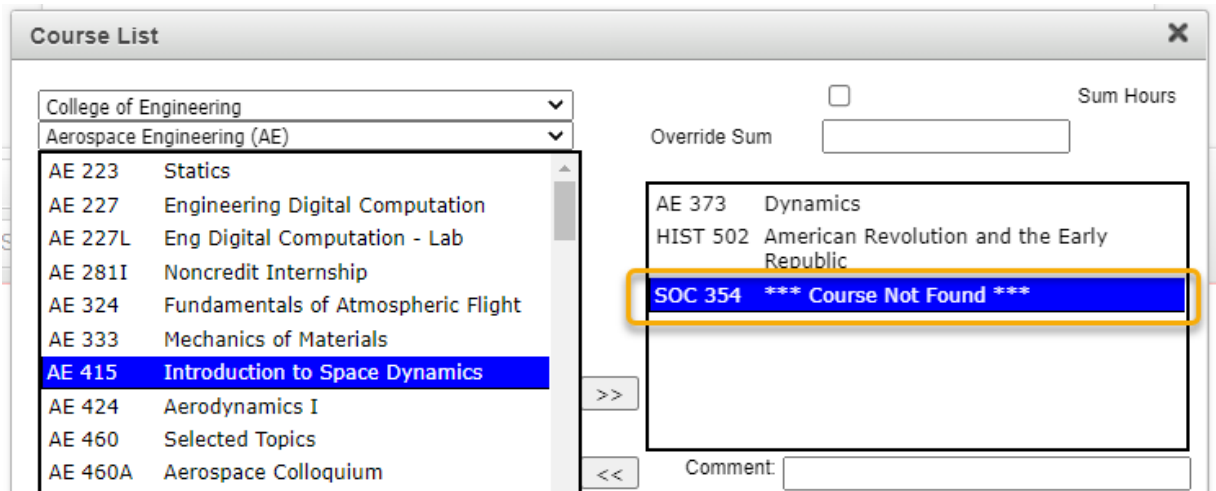


**Please Note:** *inactivated courses or new courses that haven't been fully approved in workflow will not be found in the list of available courses. In order to add these courses to your table, you must use the 'Quick Add' feature referenced below.*

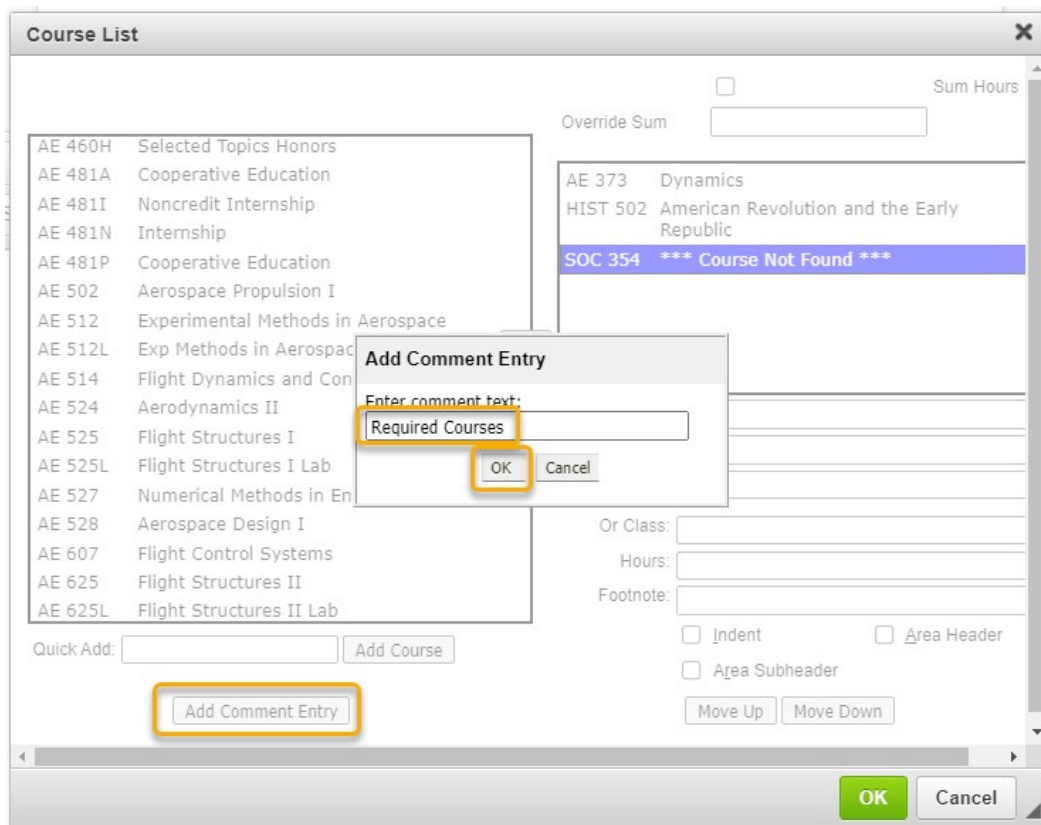
**Option 2:** The 'Quick Add' field allows you to manually type in the course you want to add without searching for them. Type in the subject code and number of the course you want to add, and then click on the 'Add Course' button. The subject code must be typed in all caps, and there must be a space before the number for the system to recognize the course. Do not type in the course title in the 'Quick Add' box.



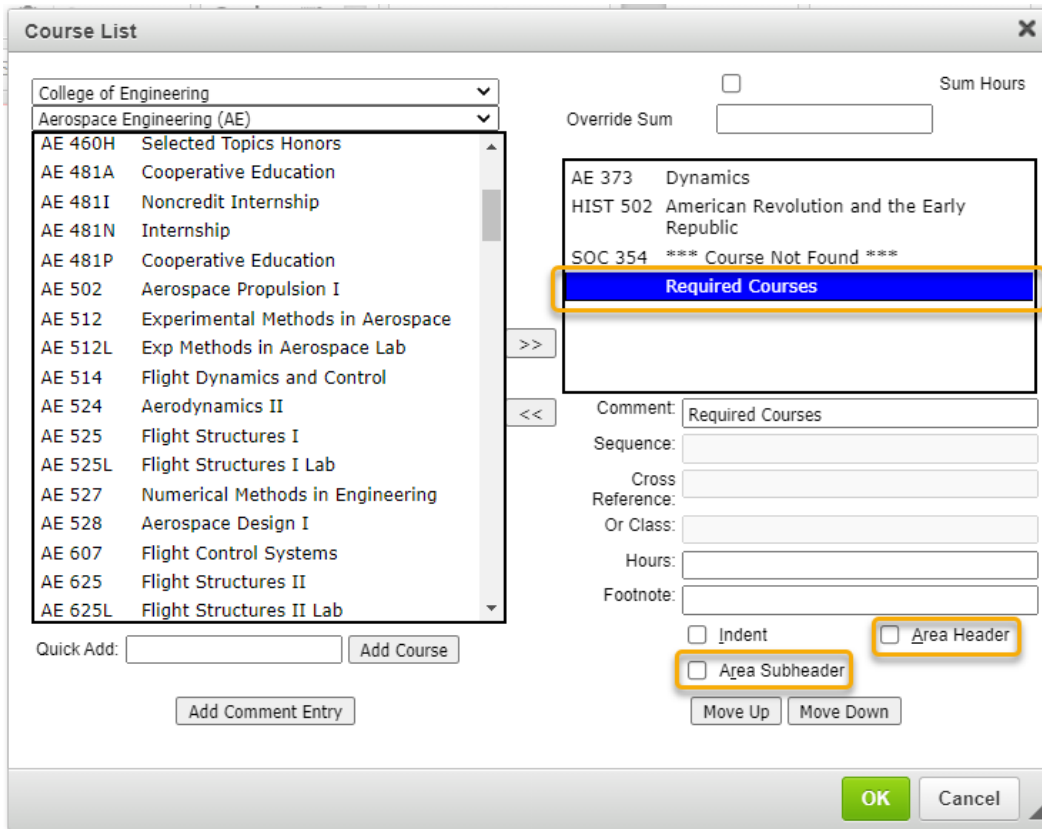
**Please Note:** *If you are adding a new course that is going through workflow for approval, you can add it to your table with the Quick Add feature. The course will appear as "Course Not Found" in your table. However, once the course is fully approved and out of workflow, the table will automatically fill in the correct information.*



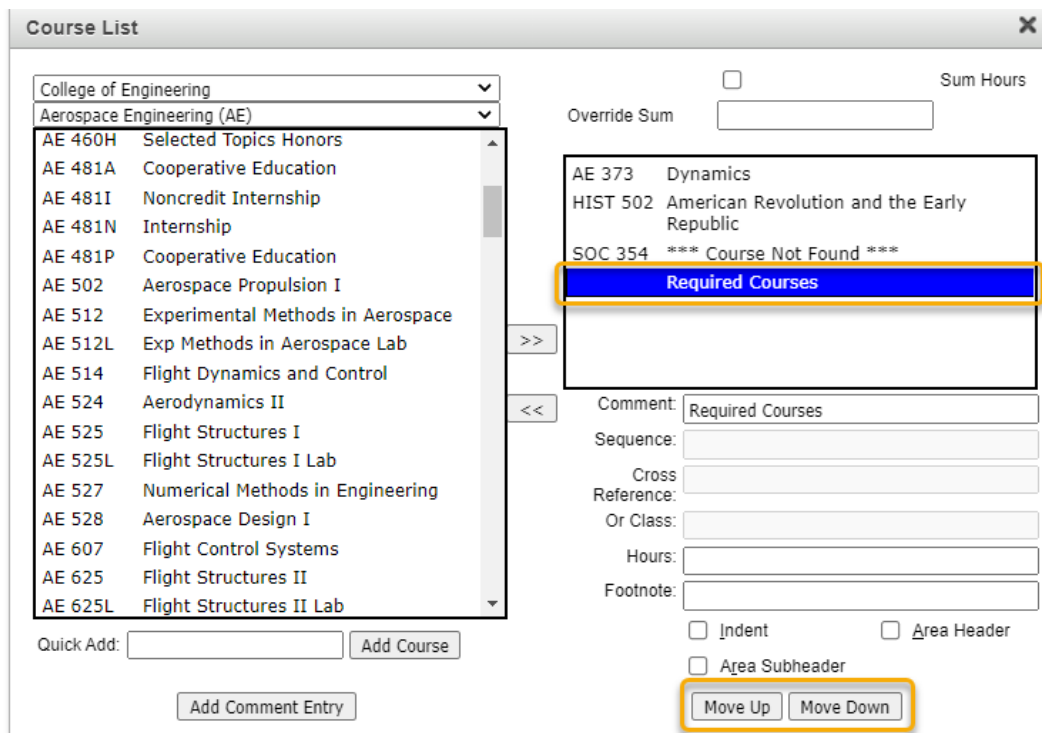
To add a comment on its own line or header to your course list, use the 'Add Comment Entry' button located in the bottom left corner of the table editor.

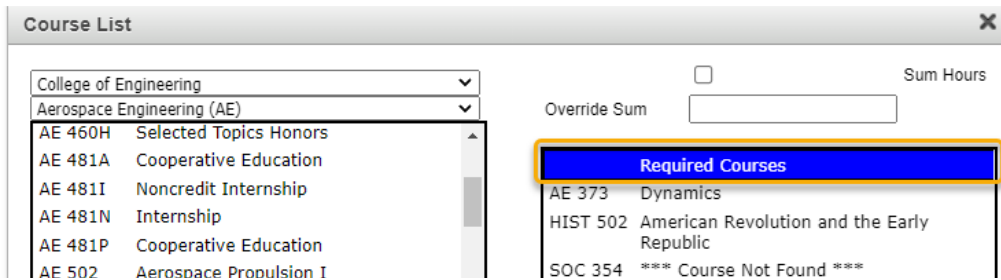


Once you have entered the necessary text, you can make it a header or sub-header by checking the appropriate box:

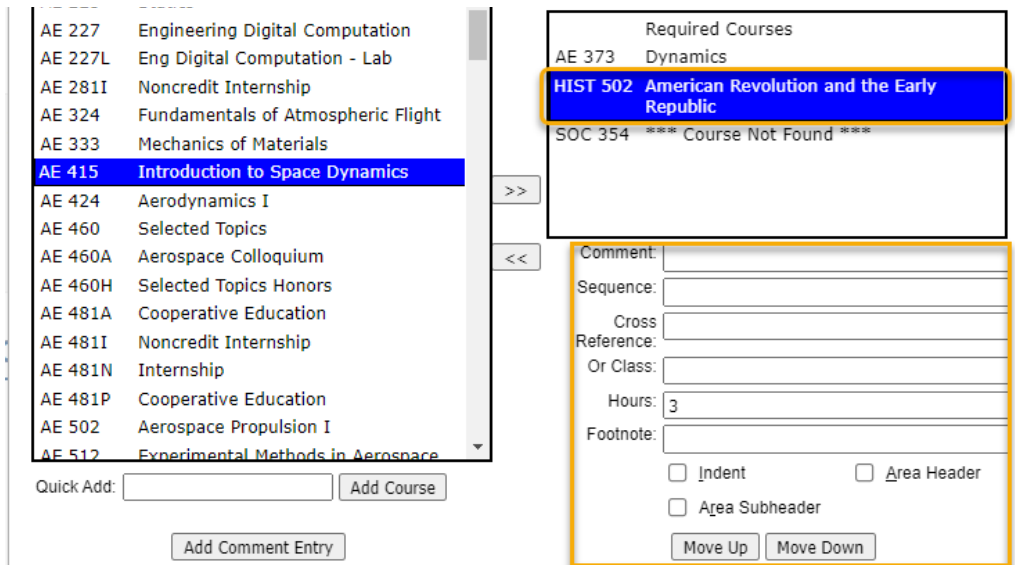


To move text and/or courses around in your table, select the item in the right-hand box that you want moved and then use the **'Move Up'** and **'Move Down'** buttons:

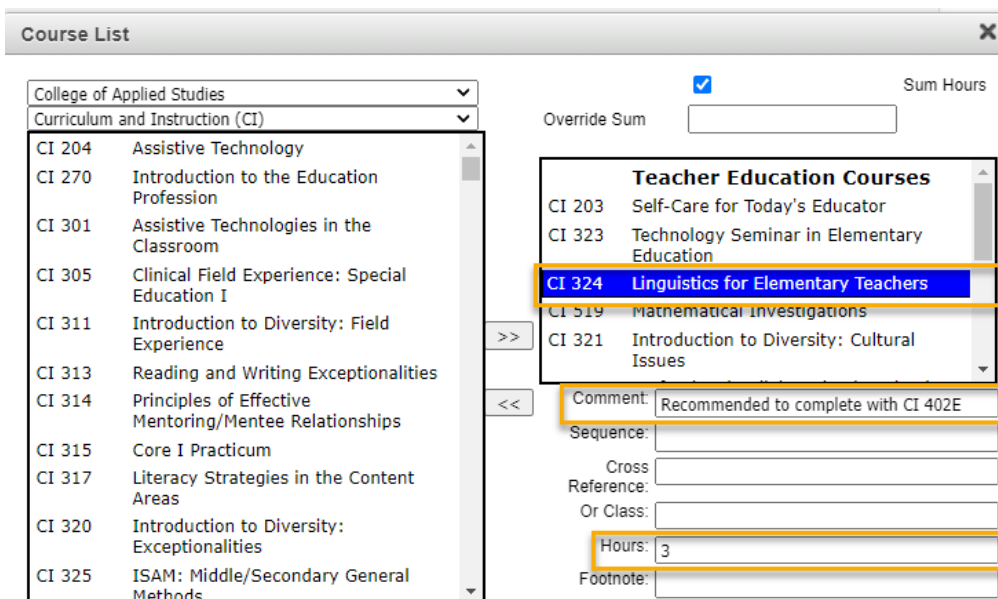




The items on the bottom right side of the table editor are additional features that you can perform to the course you select in the box above:



**Comment** – add parenthetical text that will appear next to the selected course. (This field displays differently than when you use the ‘Add Comment Entry’ button located in the lower left of the table editor window.)



Displays like this in catalog:



Course	Title	Hours
<b>Teacher Education Courses</b>		
<a href="#">CI 203</a>	Self-Care for Today's Educator	1
<a href="#">CI 323</a>	Technology Seminar in Elementary Education	1
<a href="#">CI 324</a>	Linguistics for Elementary Teachers (Recommended to complete with <a href="#">CI 402E</a> )	3

**Sequence** – list other courses that must be taken with or in addition to the selected course (creates an ‘&’ situation: PHYS 213 & PHYS 214)

For example:

Select one of the following combinations

Combination A

**PHYS 213 General College Physics I**

Combination B

PHYS 313 Physics for Scientists I

PHYS 314 Physics for Scientists II

PHYS 551 Topics in Modern Physics

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent     Area Header

Displays like this in catalog:

Course	Title	Hours
Select one of the following combinations		10
Combination A		
<a href="#">PHYS 213</a> & <a href="#">PHYS 214</a>	General College Physics I and General College Physics II	

**Cross Reference** – if the selected course is cross-listed with another course, you can list the other cross-listed course here (i.e. AC 121/ENGT 121)

**Or Class** – list alternative course(s) to the selected course (creates an ‘OR’ situation: CESP 411 OR SPED 560)

**Hours** – this field will automatically be populated with the credit hours of the selected course; you can change this number if necessary (i.e. a repeatable course such as a thesis course needs to be taken multiple times for a total of 8 credit hours)

**Footnote** – if you need to reference a footnote, add the footnote number here

For example:

**Other Required Courses**

CI 270 Introduction to the Education Profession

CI 345 Integrating Learning through the Arts  
Geography with a global perspective.  
GEOG 125 or GEOG 210 recommended.

MATH 501 Elementary Mathematics  
Earth Science. BIOL 370, GEOL 102 or  
GEOL 300 recommended.

Comment: Other Required Courses

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent  Area Header

**Other Required Courses**

CI 270 Introduction to the Education Profession

CI 345 Integrating Learning through the Arts  
Geography with a global perspective.  
GEOG 125 or GEOG 210 recommended.

MATH 501 Elementary Mathematics  
Earth Science. BIOL 370, GEOL 102 or  
GEOL 300 recommended.

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent  Area Header

Displays like this in catalog:

Course	Title	Hours
<b>Other Required Courses</b> <sup>1</sup>		
<a href="#">CI 270</a>	Introduction to the Education Profession <sup>2</sup>	3
<a href="#">CI 345</a>	Integrating Learning through the Arts	2

**Indent** – check this to indent the course/comment in the table; for indented courses, their credit hours will no longer show in the table (this is typically used when listing possible elective options students can choose from)

For example:

**Directed Electives**

Select 12 credit hours from the following:

**IB 400 Principles of Global Supply Chain Management and Logistics**

IB 450 Negotiating Across Cultures

IB 481 Cooperative Education

IB 491 Independent Study/Project

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:  Doesn't display when using 'indent'

Footnote:

Indent  Area Header

Displays like this in catalog:

Directed Electives		
Select 12 credit hours from the following:		12
<a href="#">IB 400</a>	Principles of Global Supply Chain Management and Logistics	
<a href="#">IB 450</a>	Negotiating Across Cultures	
<a href="#">IB 481</a>	Cooperative Education	

You can choose for your course table to show the total number of credit hours by checking 'Sum Hours' located in the top right corner of the table editor.

For example:

Sum Hours

Override Sum

Complete all courses in Group R

[MATH 531](#) Introduction to the History of Mathematics

Select two additional courses from those listed in Groups A, B and C ([MATH 451](#) is recommended)

Displays like this in catalog:

Course	Title	Hours
Complete all courses in Group R <sup>1</sup>		15
<a href="#">MATH 531</a>	Introduction to the History of Mathematics	3
Select two additional courses from those listed in Groups A, B and C ( <a href="#">MATH 451</a> is recommended) <sup>1</sup>		6
<b>Total Credit Hours</b>		<b>24</b>

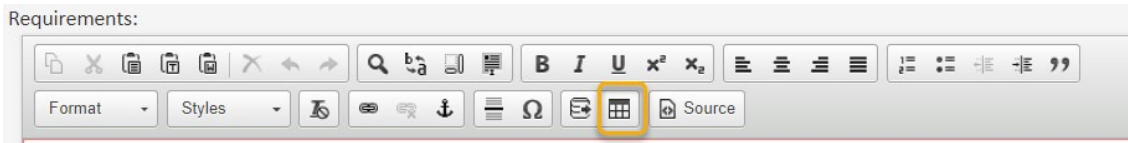
You can also override the sum by typing in the total required credit hours.

When you are done adding all necessary courses and formatting, make sure to click on the green 'OK' button to insert your table.

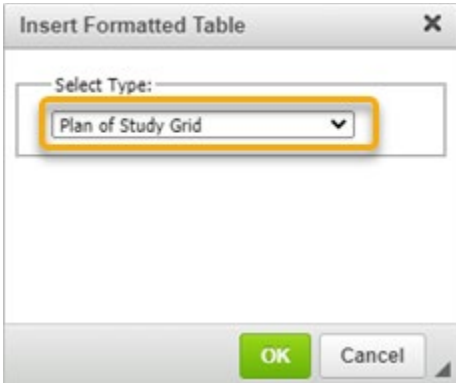
If you need to go back and edit the table, **double click** anywhere inside the inserted table that is outlined in blue.

### Adding a Plan of Study:

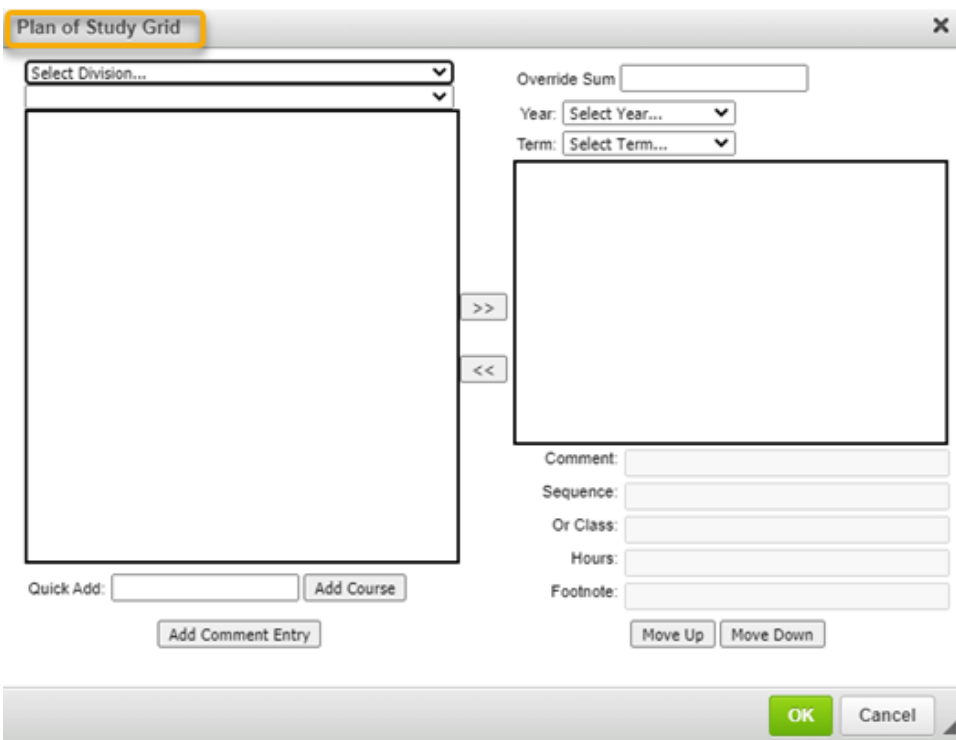
If you want to add a table to show the specific order of courses to be taken by year and semester, then click on the **Table** icon:



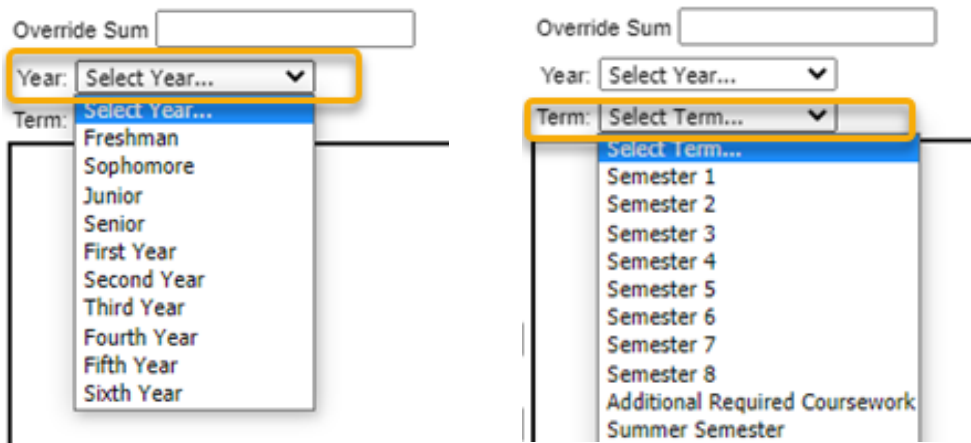
A box will open. You will want to select '**Plan of Study Grid**' and then click on the green '**OK**' button.



This will open the table editor for the Plan of Study:



The functions and features are the same as for a Course List, except that you will need to select the '**Year**' and '**Term**' from the drop-down boxes before adding any courses:



Once you have selected the 'Year' and 'Term', add the courses you want listed for that term. Then select a different term to add the courses students must take during that time period.

Adding/Removing courses and comments and all the other instructions for creating a Plan of Study are the same as creating a Course List. See above section for those detailed instructions.

When you are done adding all necessary courses and formatting make sure to click on the green 'OK' button to insert your table.

If you need to go back and edit the table, double click anywhere inside the inserted table which is outlined in blue.

## Justification

Describe the reasoning for the creation of this new program and any overview information necessary.

### Justification

Describe and justify the change and its place in the department's and/or college's overall curriculum plan.

## Impact on Other Departments

New and changes to programs often impact other departments/colleges. Adding or removing required courses offered by other departments, creating content that overlaps with existing programs, and other changes that could impact the enrollment of existing programs or courses are examples of ways other departments and/or colleges may be impacted. If your program has an impact on another department and/or college, then select 'Yes' for the question below. [new screenshot]

**Course Overlap**

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Do the involved courses replace, resemble, overlap, or substitute for courses in other departments and/or colleges?

Yes     No

Selecting 'Yes' will open additional fields. Use the drop-down menu arrow to select the 'Affected Departments' and explain the effect your program may have on these departments. Attach any letters of support as needed.

**Course Overlap**

Do the involved courses replace, resemble, overlap, or substitute for courses in other departments and/or colleges?

Yes  No

Affected  
Departments: Departments +

Select... ✖

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. Attach Letter(s)

Uploaded Files:

Files To Be Uploaded:

## Resources

List any needed resources for this new program, and attach letters of support from any affected departments (i.e. if using courses from outside your department).

**Resources**

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Aside from reassignment of current faculty and changes in current course rotation, what additional resources and personnel are required?

*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.*

Attach letter(s) of support from affected unit(s) as applicable. Attach Letter(s)

Uploaded Files:

Files To Be Uploaded:

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**Content Coverage and/or Major Topics**

Attach a sample and/or other relevant documents as appropriate (new program or certificate proposal, program requirements, etc.). Attach File(s)

Uploaded Files:

Files To Be Uploaded:

Also, be sure to attach all relevant documents such as new program proposal, program requirements, KBOR forms (if required), etc.

## Applied Learning

Applied Learning requirements are required for all programs except certificates, minors, and departmental honors. Dual/Accelerated degree programs also do not require separate Applied Learning requirements as those requirements are fulfilled by the bachelor and master's degrees.

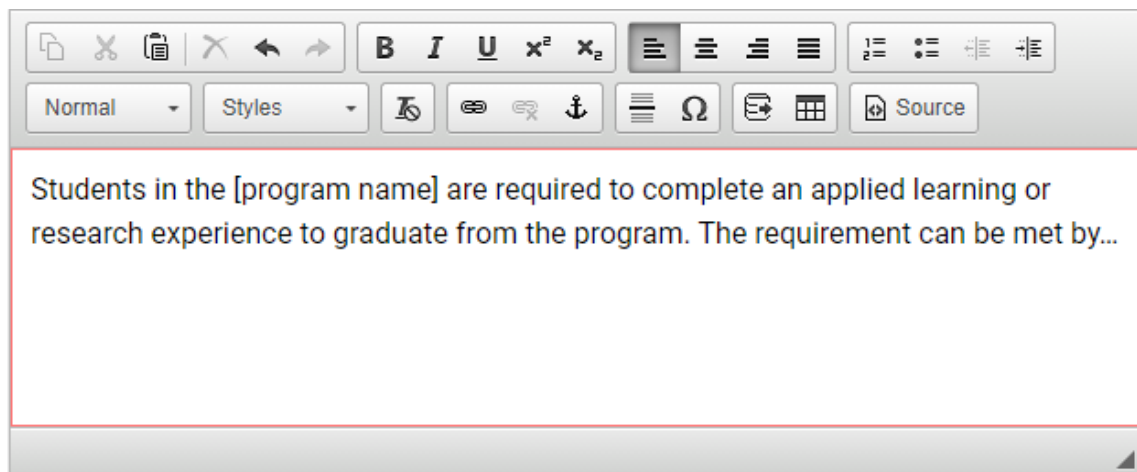
For new programs that require Applied Learning, mark the below question as "Yes" and fill out all of the required information.

### Strategic Planning Applied Learning or Research Experience

Does this proposal involve the applied learning requirement for this program? (Certificates do not have an applied learning requirement. Please put 'N/A' in the applied learning box below for certificate and minor proposals.)

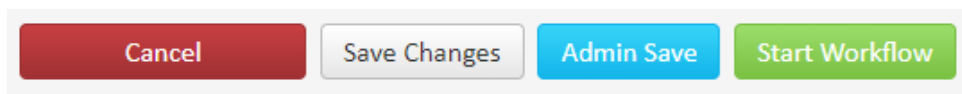
Yes  No

**IMPORTANT:** When filling out the Applied Learning description that will appear in the catalog, make sure to begin with the following text:



Students in the [program name] are required to complete an applied learning or research experience to graduate from the program. The requirement can be met by...

- 4) When you have filled out all of the required information and are ready to submit the program to the electronic workflow, click on the green "Start Workflow" button. If you need to save your work and come back at another time, click on the gray "Save Changes" button and then edit this program later.



Cancel Save Changes Admin Save Start Workflow