

CIM Course Proposal User Guide

Editing a Course

This is for when you want to make some basic edits to a course such as prerequisites, course description, credit hours, title, etc. **Please Note:** *Cross-listed pairs or groups are maintained on one CIM form. To make edits to all cross-listed courses at once, search for any of the courses in the pair or group. The same proposal form will appear no matter which course you search for and select.*

- 1) 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, search for the course you want to edit. In the search field, type in the subject and number of the course (i.e. HIST 101) or you can search for all courses within a subject. You can also use asterisks to search for all courses that contain specific words in the course code or title.

Search interface showing a search field with 'hist', a 'Search' button, and a table of courses. The table has columns: Course Code, Title, Workflow, CIM Status, and Banner Status. The course 'HIST 101 - World Civilization to 1500' is highlighted. Below the table are buttons for 'Inactivate', 'Export to PDF', 'Export to Word', and 'Edit Course'.

| Course Code | Title | Workflow | CIM Status | Banner Status |
|-------------|--|----------|------------|---------------|
| HIST 100 | The Human Adventure: World Civilization Since 1500 | | | Active |
| HIST 100G | Wrld Civ Snc 1500 | | Inactive | Inactive |
| HIST 101 | World Civilization to 1500 | | | Active |
| HIST 101A | Western Civilization to 1648 | | Inactive | Inactive |
| HIST 101G | West Civ To 1648 | | Inactive | Inactive |
| HIST 102 | History of Western Civilization Since 1648 | | | Active |
| HIST 102G | Wst Cv Since 1648 | | Inactive | Inactive |

Once you have found the course you wish to edit, click on the green 'Edit Course' button. This will open a separate window for the course proposal.

- 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 all actions that apply to your planned changes. You can select more than one action.

Please check all actions applicable to this course proposal:

| | |
|--|--|
| <input type="checkbox"/> NEW course | <input type="checkbox"/> Change in course title |
| <input type="checkbox"/> New Letter under Approved Root Course | <input type="checkbox"/> Change in course number |
| <input type="checkbox"/> Experimental course seeking course status | <input checked="" type="checkbox"/> Change in prerequisites |
| <input checked="" type="checkbox"/> Change in course description | <input checked="" type="checkbox"/> Change in number of credit hours |
| <input type="checkbox"/> Other | |

Please Note: Certain course changes may affect other courses or programs in such a way that would require those courses and/or programs to be updated as well. Here is an explanation of what course changes may or may not prompt other changes:

- Experimental course seeking course status
 - Since this action also requires a change in the course number, any other courses and/or programs that reference the edited course will need to be updated as well.
- Change in course description
 - This action doesn't affect any other courses and/or programs
- Change in course title
 - This action doesn't affect any other courses. Programs referencing this course will automatically update the course title once the change is fully approved. No manual program update is needed.
- Change in course number
 - This action will affect any courses and/or programs that reference the edited course. Courses that use the edited course as a pre- or co-requisite will need to be updated and sent through workflow. Programs that reference the edited course will also need to be updated with the new course number and sent through workflow.
- Change in prerequisites
 - This action doesn't affect any other courses and/or programs.
- Change in number of credit hours
 - This action doesn't affect any other courses. This action may affect any programs that reference the edited course. If the edited course is listed on the program as an elective and therefore the change in credit hours does not affect the overall required credit hours of the program, then no program change is needed. However, if the edited course is a required course in a program, then the program will need to be updated and sent through workflow to account for the change in credit hours.
- Some Other Actions:
 - Changing a course's subject code is similar to changing the course number. This action will affect any courses and/or programs that reference the edited course. And so, those affected courses and programs will need to be updated and sent through workflow.

How to Identify What Courses and Programs Reference Edited Course

Every course has a CIM Ecosystem that shows courses, programs, and catalog pages that reference the course being viewed. The Ecosystem is the first box when viewing a course in the Course Inventory Management system (the screen where you search for courses). The Ecosystem is not viewable on the editable course proposal.

VIEWING: ACCT 210 : Financial Accounting

College: Barton School of Business (BA)
Department: ACCT - Accounting
Last approved: Sat, 17 Aug 2019 08:18:28 GMT
Last edit: Wed, 24 Feb 2021 16:42:35 GMT
Changes proposed by: Laura Zellers

CIM Ecosystem

Catalog Pages referencing this course

- [ACCT - Accounting](#)
- [FIN - Finance](#)
- [W. Frank Barton School of Business](#)

Programs

- [0219: Minor in Accounting](#)

The Ecosystem will first show what catalog pages reference the course, usually the course pages. If you scroll down, you can see what programs reference the course, and what other courses use the course you are viewing as a pre- or co-requisite.

Programs referencing this course

- [0219: Minor in Accounting](#)
- [0220: Bachelor of Business Administration](#)
- [0239: Minor in General Business](#)
- [0372: MACC - Master of Accountancy](#)
- [0373: MACC - Master of Accountancy: Accounting Information Systems](#)

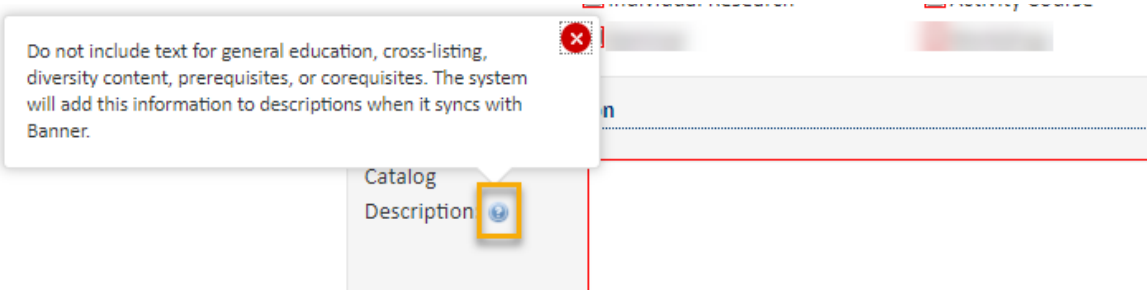
Other Courses referencing this course

As A Banner Prerequisite:

- [ACCT 220 : Managerial Accounting](#)
- [ACCT 310 : Intermediate Financial Accounting I](#)
- [ACCT 360 : Accounting Information Systems](#)

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.

Making the Course Edits

Effective Term – Select a term for the change in course numbers. ***Please Note:** Course changes can only be made for future terms where sections of the course do not already exist.*

Most of the required fields on the form should already be filled out on the proposal. **Review all of the information and make your desired edits.**

The **Justification and Resources** section will not be filled out. And so, you will need to explain why the course is being created as a permanent course 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 Resources

Describe and justify the change and its place in the department's overall curriculum plan:

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. Attach Letter(s) 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?

You will also need to attach an updated syllabus that follows the [standard syllabus template](#). **Please Note:** The question concerning UG and GR level expectations will only appear on the form if the course number is 500-699.

Content Coverage and/or Major Topics:

All course syllabi must contain the definition of a credit hour, the academic honesty policy, and the course student learning outcomes. Please confirm that all of these are specified on the syllabus you are about to attach.

YES, all of these are included in the syllabus

Does the syllabus detail learning outcomes for students at both the UG and GR level as well as specify the different expectations for GR level students/credit?

Yes

NO, because the course description specifies that it is for UG students only

Please attach a tentative course syllabus:

Attach Syllabus

Uploaded Files:

Files To Be Uploaded:

(Syllabus must follow template found at: <https://www.wichita.edu/faculty/development/syllabustemplatepage.php>)

Please attach additional documents as necessary:

Attach File(s)

Uploaded Files:

Files To Be Uploaded:

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

Cancel

Save Changes

Admin Save

Start Workflow