

# CIM Course Proposal User Guide

## Inactivating the Primary Cross-listed Course

This is for when you want to inactivate the primary course in a cross-listed pair or group and leave the secondary course(s) active.

### **IMPORTANT: Primary vs. Secondary Cross-listed Course**

Each cross-list pair or group has one primary course and one or more secondary courses. Normally, the primary course is the course within the department teaching the course.

The primary course will be the main course on the CIM form. On the search screen, if you scroll down to preview the course information you will see that the Subject, Department, Unabbreviated Course Title, etc. all relate to the primary course.

The secondary course(s) is/are listed on the search screen as '**Also listed as**'.

Cross-listed courses are maintained on one CIM form. Changes made on the one proposal form affect all of the cross-listed courses in the pair or group.

- 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 inactivate. In the search field, type in the subject and number of the course (i.e. POLS 325 or WOMS 325) or you can search by the course title. **Please Note:** *When searching for cross-listed courses, you can search for either the primary or secondary course and the same CIM form will appear.*

woms 325   Archive  History - OR -  Quick Searches... ▾

Course Code	Title	Workflow	CIM Status	Banner Status
WOMS 325	Gender and Politics			Active

VIEWING: **POLS 325 : Gender and Politics** → Primary Course

College: Fairmount College of Liberal Arts and Sciences (LA)  
 Department: POLS - Political Science

Also listed as: **WOMS 325** → Cross-listed Course

[Preview Workflow](#)

**History**

1. May 6, 2020 by Neal Allen (neal.allen)

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

woms 325   Archive  History - OR -  Quick Searches... ▾

Course Code	Title	Workflow	CIM Status	Banner Status
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VIEWING: **POLS 325 : Gender and Politics**

College: Fairmount College of Liberal Arts and Sciences (LA)  
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Also listed as: **WOMS 325**

[Preview Workflow](#)

**History**

1. May 6, 2020 by Neal Allen (neal.allen)

- 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 'Other' option under applicable actions and type in something like 'inactivating primary cross-listed course, POLS 325'.

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 type="checkbox"/> Change in prerequisites          |
| <input type="checkbox"/> Change in course description              | <input type="checkbox"/> Change in number of credit hours |
| <input checked="" type="checkbox"/> Other                          |   |

Please describe.

Inactivating primary course, POLS 325

- 5) **Effective Term** – You will need to select an effective term for this inactivation. **Please Note:** You cannot inactivate a course which has active sections. So, you will need to select a future term where sections of the course do not exist.
- 6) Note that the information in the Subject, Department, Unabbreviated Course Title, etc. fields relate to the primary course. Scroll down the form to find the ‘**Cross-Listed**’ area which is located just above the **Justification and Resources** section.

*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: WOMS 325 [\(Remove...\)](#) [\(Edit...\)](#) [\(Make Primary...\)](#)  
[Add...](#)

### Justification and Resources

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

In order to inactivate the primary course but leave the secondary course(s) active, you first have to switch which course is the primary and which is the secondary course. In the example of POLS 325/WOMS 325 we need to switch WOMS 325 to be the primary course by clicking on the red ‘**Make Primary**’ link next to WOMS 325.

*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: WOMS 325 [\(Remove...\)](#) [\(Edit...\)](#) [\(Make Primary...\)](#)  
[Add...](#)

- 7) Now the courses should be switched and POLS 325 should be listed as the secondary course in the ‘**Cross-listed**’ area. To inactivate the secondary course, click on the red ‘**Remove**’ link next to the course.

*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: POLS 325 [Remove...](#) [\(Edit...\)](#) [\(Make Primary...\)](#)  
[Add...](#)

- 8) Most of the required fields on the form should already be filled out on the proposal. **Review all the information and make any edits as needed.**

The **Justification and Resources** section will not be filled out. And so, you will need to explain why you are inactivating the former primary course and answer the questions as to how this may affect other departments/colleges, faculty, and/or resources. Also, if any letter(s) of support are needed, attach them here.

#### Justification and Resources

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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:

- 9) 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