CIM Course Proposal User Guide

Reactivating an Inactive Course

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 *my*WSU 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 reactivate. In the search field, type in the subject and number of the course (i.e. BADM 201) or you can search by the course title. You can also use asterisks to search for all courses that contain specific words in the course code or title.

Once you have found the course you wish to reactivate, click on the green '**Reactivate**' button. This will open a separate window for the course reactivation 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 the '**Other**' option under applicable actions and type in '**Reactivating** course'. If you are planning on making additional changes to the course (i.e. updating the course description, title, prerequisites), check those options as well.
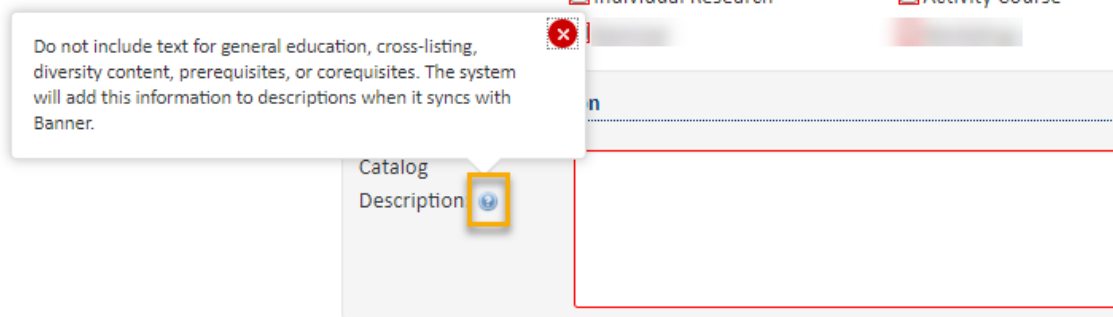
Please check all actions applicable to this course proposal:

☐ NEW course	☐ Change in course title
☐ New Letter under Approved Root Course	☐ Change in course number
☐ Experimental course seeking course status	☐ Change in prerequisites
☐ Change in course description	☐ Change in number of credit hours
☑ Other	

Please describe. **Reactivating 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.

Do not include text for general education, cross-listing, diversity content, prerequisites, or corequisites. The system will add this information to descriptions when it syncs with Banner.

Catalog Description

- 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.

Course Information:

Effective Term – You will need to select an effective term for this reactivation.

Most of the required fields on the form should already be filled out on the proposal. Review all of 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 the course is being reactivated and answer the questions as to how reactivating 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 proposed 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.