

CIM Course Proposal User Guide

Creating a Permanent Course from an Experimental Course

This is for when you want to take an experimental course (i.e. a special topics course, a lettered course) and make it a permanent 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 *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 experimental course you want to make permanent. In the search field, type in the subject and number of the course (i.e. AE 460A) or you can search by the course title. You can use asterisks to search for all courses that contain specific words in the course code or title.

Search field options:

* will list all courses alphabetically by course code

math* will list all courses with a course code of "MATH" or title that begins with "Math"

math will list all courses with a course code of "MATH" or title that contains "Math"

The system searches the Course Code, Title, Workflow and CIM Status columns.

The Quick Searches drop-down menu provides a list of predefined searches of the CIM Status column.

| ae 460a | <input type="button" value="Search"/> | <input type="checkbox"/> Archive <input type="checkbox"/> History | - OR - | <input type="button" value="Propose New Course"/> | Quick Searches... ▾ |
|-------------|---------------------------------------|--|------------|---|---------------------|
| Course Code | Title | Workflow | CIM Status | Banner Status | |
| AE 460A | Aerospace Colloquium | | | Active | |

Once you have found the course you wish to edit, click on it to select it and then 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 the '**Experimental course seeking course status**' option AND the '**Change in course number**' option under applicable actions:

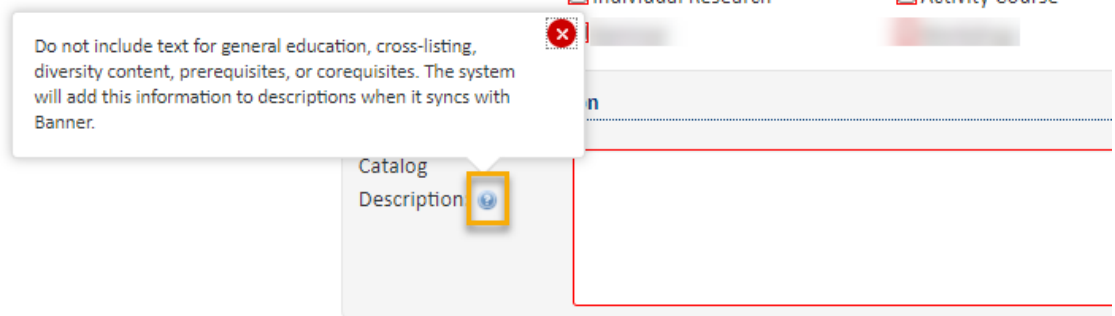
Please check all actions applicable to this course proposal:

- | | |
|---|---|
| <input type="checkbox"/> NEW course | <input type="checkbox"/> Change in course title |
| <input type="checkbox"/> New Letter under Approved Root Course | <input checked="" type="checkbox"/> Change in course number |
| <input checked="" 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 type="checkbox"/> Other | |

Please Note: If the experimental course you are editing is listed on any programs and/or as a prerequisite for another course, then those programs and/or courses will need to be updated to reflect the new permanent course number and submitted to workflow as well.

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.

Course Information:

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.

To make the course a permanent course, you will need to enter a new **Course Number**. You cannot simply remove the letter from the number.

| | | | |
|------------------------------|---|----------------|--|
| These changes are effective: | <input type="text" value="Spring 2022"/> | | |
| Subject: | <input type="text" value="AE - Aerospace Engineering"/> | Course Number: | <input type="text" value="461"/> 460A |
| | | | <input type="button" value="Course Numbers in Use"/> |

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.

These changes are effective:

Subject: Course Number:

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 4XX if you are wanting to create a 400-level course.

These changes are effective:

Subject: Course Number:

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 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.

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