## **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).

 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:

Program Management									
Functions available from this screen: search, preview, edit, create new and in	activate/reactivate programs								
Search field options:									
* 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 work	low step								
*ba* will list all programs containing "ba" in the program name or workflow	step								
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.								
Search Ol	Propose New Program	Quick Searches 🗸							
Number of Program Program Name	Workflow	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
 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 action	ns applicable to this program proposal:	
	☑ NEW Program (attach KBOR new program form)	NEW certificate program
	Other	
Required: Have you co	ompleted the HLC New Degree Program Screening on	line form found at:
	ission.org/Accreditation/new-degree-program-screen	
	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 ?									
Ves									

*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:	Political Science	~	
Degree Type:	Master of Arts	~	
Program Title:	MA in Political Science		
Program Level:	Graduate	~	

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':

ls t	his	program	an	online	program?
		P. 08. 0		<b>O</b> 1 1 1 1 1 <b>O</b>	programme

OYes ONo

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

Is this program Departmental Honors?

💿 🛛 🖸 Yes 🖸 N
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**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.







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:

uirements:															
6 % 6 (	t i  × «	► * C	¢ ₿â	0 📮	BI	U	X <sub>s</sub> X <sup>s</sup>	E	Ξ	Ē	1= 2=	:=	1	+	99
Format +	Styles -	<i>I</i>	ę .	ŧ	Ω	■	🕢 Sou	rce							

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

Select Type:		-
Course List	~	
-	_	

#### This will open the table editor:

Course List		×
Select Division	✓ ✓ Override Sum	Sum Hours
	>> Comment:	 
	Sequence: Cross	
	Reference: Or Class:	

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:

Course Lis	t				×
College of E Aerospace E	Engineering Engineering (AE)	<b>~</b>	Ov	erride Sum	Sum Hours
AE 324 AE 333	Fundamentals of Atmospheric Flight Mechanics of Materials	•			
AE 373	Dynamics				
AE 424	Aerodynamics I				
AE 460	Selected Topics				
AE 460A	Aerospace Colloquium				
AE 460H	Selected Topics Honors	ſ			
AE 481A	Cooperative Education	L	>>		
AE 481I	Noncredit Internship				
AE 481N	Internship		<<	Comment:	
AE 481P	Cooperative Education			Sequence:	
1.0 000			I	-	

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

Course List				×
College of Engineering Aerospace Engineering (AE)	<b>*</b>	Override Sum		Sum Hours
AE 324 Fundamentals of Atmospheric Flight AE 333 Mechanics of Materials	1	AE 373	Dynamics	
AE 424 Aerodynamics I				
AE 460 Selected Topics				
AE 460A Aerospace Colloquium				
AE 460H Selected Topics Honors				
AE 481A Cooperative Education		1		
AE 4811 Noncredit Internship	>>	J		
AE 481N Internship				
AE 481P Cooperative Education	<<	Comment:		
AE 502 Aerospace Propulsion I		Sequence:		
Lie era de la caractería da se				

**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.

College of Engineering		~			Sum	Hours
Aerospace Engineering (AE)		~	-	Override Sum		
AE 223	Statics					
AE 227	Engineering Digital Computation			AE 373	Dynamics	
AE 227L	Eng Digital Computation - Lab					
AE 281I	Noncredit Internship					
AE 324	Fundamentals of Atmospheric Flight					
AE 333	Mechanics of Materials					
AE 415	Introduction to Space Dynamics					
AE 424	Aerodynamics I		>>			
AE 460	Selected Topics					
AE 460A	Aerospace Colloquium		<<	Comment:		
AE 460H	Selected Topics Honors			Sequence:		
AE 481A	Cooperative Education			Cross		
AE 481I	Noncredit Internship			Reference:		
AE 481N	Internship			Or Class:		
AE 481P	Cooperative Education			Hours:	3	
AE 502	Aerospace Propulsion I			Footnote:	-	
ΔE 512	Experimental Methods in Aerospace	*		l		
Quick Add:	HIST 502 Add Course	1			<u>I</u> ndent <u>A</u> rea He	ader
					Area Subheader	
	Add Comment Entry				Move Up Move Down	

**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.

ourse Lis						
College of E	ngineering	~				Sum Hours
Aerospace I	Engineering (AE)	~	_	Override Sur	n	
AE 223	Statics	*				
AE 227	Engineering Digital Computation			AE 373	Dynamics	
AE 227L	Eng Digital Computation - Lab				American Revolution a	and the Early
AE 281I	Noncredit Internship		6		Republic	
AE 324	Fundamentals of Atmospheric Flight			SOC 354	*** Course Not Found	d ***
AE 333	Mechanics of Materials					
AE 415	Introduction to Space Dynamics					
AE 424	Aerodynamics I	_	>>			
AE 460	Selected Topics					
AE 460A	Aerospace Colloquium		<<	Commen	nt 🗌	

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.

ourse Li	st		
		Override Sum	Sum Hour
E 460H	Selected Topics Honors	72	
E 481A	Cooperative Education	AE 373 Dyr	namics
E 481I	Noncredit Internship		erican Revolution and the Early
E 481N	Internship	Rep	oublic
E 481P	Cooperative Education	SOC 354 ***	Course Not Found ***
E 502	Aerospace Propulsion I		
E 512	Experimental Methods in Aerospace		
E 512L	Exp Methods in Aerospac Add Comment E	ntry	
E 514	Flight Dynamics and Con	illy	
E 524	Aerodynamics II		· · · · · · · · · · · · · · · · · · ·
E 525	Flight Structures I Required Courses		
E 525L	Flight Structures I Lab OK	Cancel	
E 527	Numerical Methods in En		
E 528	Aerospace Design I	Or Class:	
E 607	Flight Control Systems	Hours:	
E 625	Flight Structures II	Footnote:	
E 625L	Flight Structures II Lab	Foothole.	
uick Add:	Add Course		<u>Indent</u> <u>A</u> rea Header
aron ruu.	Add Course	C	Area Subheader
	Add Comment Entry	ſ	Move Up Move Down
	Aud Comment Entry		Move op   Move Down

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

Course List	×
College of Engineering         Aerospace Engineering (AE)         AE 460H       Selected Topics Honors         AE 481A       Cooperative Education         AE 481I       Noncredit Internship         AE 481N       Internship         AE 481P       Cooperative Education         AE 502       Aerospace Propulsion I	Sum Hours     Override Sum     AE 373 Dynamics     HIST 502 American Revolution and the Early     Republic     SOC 354 **** Course Not Found ****     Required Courses
AE 512Experimental Methods in AerospaceAE 512LExp Methods in Aerospace LabAE 514Flight Dynamics and ControlAE 524Aerodynamics IIAE 525Flight Structures IAE 525LFlight Structures I LabAE 527Numerical Methods in EngineeringAE 528Aerospace Design IAE 607Flight Control SystemsAE 625Flight Structures II	>> Comment: Required Courses Sequence: Cross Reference: Or Class: Hours: Footnote:
AE 625L Flight Structures II Lab Quick Add: Add Course Add Comment Entry	Founde.     Indent     Area Subheader     Move Up     Move Down     OK     Cancel

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:

Course List		×
College of Engineering Aerospace Engineering (AE) AE 460H Selected Topics Honors	<b>~</b>	Override Sum
AE 10011       Science representation         AE 481A       Cooperative Education         AE 481I       Noncredit Internship         AE 481N       Internship         AE 481P       Cooperative Education         AE 502       Aerospace Propulsion I         AE 512       Experimental Methods in Aerospace         AE 512L       Exp Methods in Aerospace Lab	>	AE 373 Dynamics HIST 502 American Revolution and the Early Republic SOC 354 *** Course Not Found *** Required Courses
AE 514Flight Dynamics and ControlAE 524Aerodynamics IIAE 525Flight Structures IAE 525LFlight Structures I LabAE 527Numerical Methods in EngineeringAE 528Aerospace Design IAE 607Flight Control SystemsAE 625Flight Structures IIAE 625LFlight Structures IIAE 625LFlight Structures II Lab	<	Comment: Required Courses Sequence: Cross Reference: Or Class: Hours: Footnote: Indent Area Header
Quick Add: Add Course Add Course		Area Subheader

Course List		×
College of Engineering Aerospace Engineering (AE)	<b>~</b>	Override Sum
AE 460H Selected Topics Honors	<b>^</b>	
AE 481A Cooperative Education		Required Courses
AE 4811 Noncredit Internship		AE 373 Dynamics
AE 481N Internship		HIST 502 American Revolution and the Early
AE 481P Cooperative Education		Republic
AE 502 Aerospace Propulsion I		SOC 354 *** Course Not Found ***

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:

AE 227 AE 227L	Engineering Digital Computation			Required Courses Dynamics
AE 281I AE 324 AE 333	Noncredit Internship Fundamentals of Atmospheric Flight Mechanics of Materials			American Revolution and the Early Republic *** Course Not Found ***
AE 415 AE 424 AE 460	Introduction to Space Dynamics Aerodynamics I Selected Topics	>>		
AE 460A AE 460H AE 481A AE 481I AE 481N AE 481P AE 502 AE 512	Aerospace Colloquium Selected Topics Honors Cooperative Education Noncredit Internship Internship Cooperative Education Aerospace Propulsion I Experimental Methods in Aerospace	<<	Commen Sequence Cros Reference Or Class Hours Footnote	s:
Quick Add:	Add Comment Entry			Indent Area Header Area Subheader Move Up Move Down

**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.)

ourse Li	st		×
-	Applied Studies and Instruction (CI)	* *	Sum Hours
CI 204 CI 270 CI 301 CI 305 CI 311 CI 313	Assistive Technology Introduction to the Education Profession Assistive Technologies in the Classroom Clinical Field Experience: Special Education I Introduction to Diversity: Field Experience Reading and Writing Exceptionalities	*	Teacher Education Courses         CI 203       Self-Care for Today's Educator         CI 323       Technology Seminar in Elementary         Education       Education         CI 324       Linguistics for Elementary Teachers         CI 519       Matnematical Investigations         CI 321       Introduction to Diversity: Cultural Issues
CI 314 CI 315 CI 317 CI 320	Principles of Effective Mentoring/Mentee Relationships Core I Practicum Literacy Strategies in the Content Areas Introduction to Diversity: Exceptionalities		<<  Comment: Recommended to complete with CI 402E Sequence: Cross Reference: Or Class: Hours: 3
CI 325	ISAM: Middle/Secondary General Methods	-	Footnote:

Displays like this in catalog:

Course	Title	Hours	
Teacher Education Courses			
<u>CI 203</u>	Self-Care for Today's Educator	1	
<u>CI 323</u>	Technology Seminar in Elementary Education	1	
<u>CI 324</u>	Linguistics for Elementary Teachers (Recommended to complete with <u>CI 402E)</u>	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	PHYS 214
Cross Reference	- 1
Or Class	
Hours	1-5
Footnote	
	✓ Indent

Displays like this in catalog:

Course	Title			
Select one of the following combinations				
Combination A	Combination A			
PHYS 213     General College Physics I       & PHYS 214     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	1.		Other Required Courses
CI 270	Introduction to the Education Profession	- I	CI 270	Introduction to the Education Profession
CI 345	Integrating Learning through the Arts		CI 345	Integrating Learning through the Arts
	Geography with a global perspective. GEOG 125 or GEOG 210 recommended.			Geography with a global perspective. GEOG 125 or GEOG 210 recommended.
MATH 501	Elementary Mathematics		MATH 501	Elementary Mathematics
	Earth Science. BIOL 370, GEOL 102 or GEOL 300 recommended.	J		Earth Science. BIOL 370, GEOL 102 or GEOL 300 recommended.
Comment	Other Required Courses	)	Commen	t
Sequence:			Sequence	e:
Cross Reference:			Cros Reference	
Or Class:			Or Class	5:
Hours:			Hours	s: 3
Footnote:	1		Footnote	e: 2
	□ Indent			☐ Indent ☐ <u>A</u> rea Header

Displays like this in catalog:

Course List		
Course	Title	Hours
Other Required Courses		
<u>CI 270</u>	Introduction to the Education Profession 2	3
<u>CI 345</u>	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:

I	Directed Electives *
-	Select 12 credit hours from the followina:
	Principles of Global Supply Chain Management and Logistics
IB 450 N	Negotiating Across Cultures
IB 481 0	Cooperative Education
IB 491 I	independent Study/Project
Comment:	
Sequence:	
Cross Reference:	
Or Class:	
Hours:	3 Doesn't display when using 'indent'
Footnote:	
(	✓ Indent

Displays like this in catalog:

Directed Electives			
Select 12 credit h	Select 12 credit hours from the following:		
<u>IB 400</u>		Principles of Global Supply Chain Management and Logistics	
<u>IB 450</u>		Negotiating Across Cultures	
<u>IB 481</u>		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 Ho	ours
	Override Sur	n	
		Complete all courses in Group R	
	MATH 531	Introduction to the History of Mathematics	
		Select two additional courses from the listed in Groups A, B and C (MATH 45) is recommended)	
]			

Displays like this in catalog:

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

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:

quirements:								
6 X G (	t i  × «	~ ~ C	ta 🗉	₽B	ΙU	x <sup>e</sup> x <sub>e</sub>	 1= •= 2= •=	- E - E 99
Format -	Styles -	<b>b</b>	a <b>t</b>	Ω ≣	€ ⊞	Source		

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:

Plan of Study Grid		×
Select Division	Override Sum	
~	Year: Select Year 💙	
	Term: Select Term 💙	
	>>	
	<<	
	Comment:	
	Sequence:	
	Or Class:	
	Hours:	
Quick Add: Add Course	Footnote:	
Add Comment Entry	Move Up Move Down	
	ОК Сало	el 🖌

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:

Overri	de Sum		Overri	de Sum	
Year:	Select Year 🗸	,	Year:	Select Year	~
Term:	Select Year Freshman Sophomore Junior Senior First Year Second Year Third Year Fourth Year Fifth Year Sixth Year		erm:	Select Term Semester 1 Semester 2 Semester 3 Semester 4 Semester 5 Semester 6 Semester 7 Semester 8 Additional Require Summer Semester	

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.	
,,		٦

## **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	
Do the involved courses replace,	resemble, overlap, or substitute for courses in other departments and/or colleges?
Yes	<sup>□</sup> 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.

Do the involved cou	rses replace, resemble, overlap, or Yes No	substitute for courses in othe	r departments and/or colleges?
Affected	Departs	ments	0
Departments:	Select	~	0
What is the effect o	f this action on other departments	and/or colleges and their stud	dents?
What is the effect o	f this action on other departments	and/or colleges and their stud	dents?
	f this action on other departments		
You are responsible for			

### 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		
Aside from reassignment of current faculty and changes in personnel are required?	n current course rotation, w	hat additional resources and
You are responsible for consulting with coordinator of collection de ITS when additional library holdings, electronic/telecommunications		
Attach letter(s) of support from affected unit(s) as applicable.	Attach Letter(s)	Uploaded Files:
		Files To Be Uploaded:
Content Coverage and/or Major Topics		
Attach a sample and/or other relevant documents as appropriate (new program or certificate proposal,	Attach File(s)	Uploaded Files:
program requirements, etc.).		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.)		
Θ	🖸 Yes	O No

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



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.

