

CIM Course Proposal User Guide

Creating a New Special Topic/Lettered Course

This is for when you want to propose a brand new special topic course under an approved root 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, click on the green 'Propose New Course' button.

The screenshot shows the Course Inventory Management interface. At the top right, it says "you are logged in as" followed by a user icon and a "Help" link. Below this is a horizontal line. Underneath, it says "Functions available from this screen: search, preview, edit, create new and inactivate/reactivate courses".

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.

At the bottom of the search area, there is a search input field, a green "Search" button, checkboxes for "Archive" and "History", a radio button labeled "OR", a green "Propose New Course" button (highlighted with an orange box), and a "Quick Searches..." dropdown menu.

Course Code	Title	Workflow	CIM Status	Banner Status
AC 121	Cybersecurity Awareness			Active
AC 201	Introductory Design Project			Active

A new course proposal form will open.

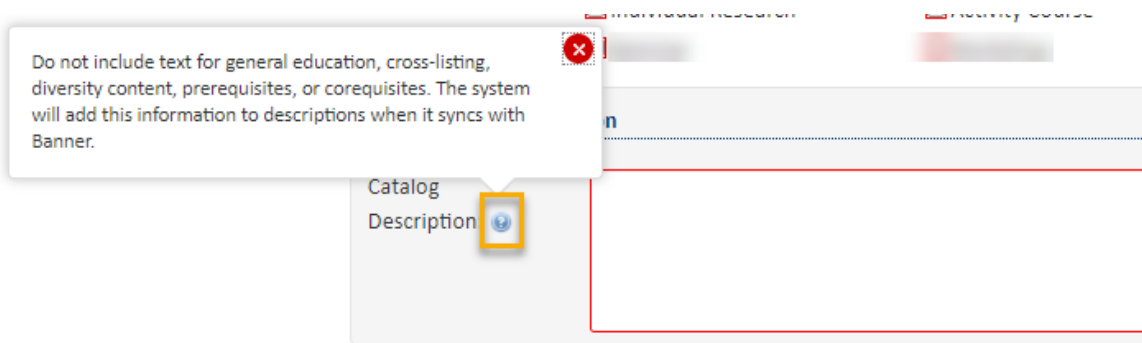
- 3) Fill out the contact information with the faculty member that can answer questions about this course. (Administrative assistants may be the one creating the proposal but the faculty member that requested this should be listed as the contact person.)
- 4) Check the 'New Letter under Approved Root Course' option under applicable actions:

Please check all actions applicable to this course proposal:

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

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.

CHEM * Search Archive History - OR - Propose New Course Quick Searches... ▾

Course Code	Title	Workflow	CIM Status	Banner Status
CHEM 662	Biochemistry I			Active
CHEM 663	Biochemistry II			Active
CHEM 664	Biochemistry Laboratory		Edited	Active
CHEM 666	Special Topics in Biochemistry			Active
CHEM 666A	Hormone Action		Inactive	Inactive
CHEM 666B	Res Tools Biochem		Inactive	Inactive
CHEM 669	Research In Biochemistry			Active

Inactivate **Changes saved but not submitted** Export to PDF Export to Word Shred Proposal **Edit Course** Preview Workflow

VIEWING: **CHEM 664 : Biochemistry Laboratory** History

Course Information:

Effective Term - New courses can be given any effective term that is not a past term. **Please note:** If the term selected **is over or close to over** once the course proposal reaches the end of workflow, then the effective term will be moved to the next term by the Registrar's Office.

Subject – Select the subject of the new special topic/lettered course.

Course Number - All special topic course numbers end in a letter or two letters. Do not use the letter 'l' which is reserved for labs or 'h' which is reserved for honors courses. Type in the number of the Approved Root Course that the new special topic course will fall under and then add the next available letter(s). If you do not know what letters are available, click on the grey '**Course Numbers in Use**' button after you fill in the **Subject** field.

Course Information

These changes are effective:

Subject: Course Number:

Make sure to fill out all of the required information on the course. **Red fields are required fields.**

You are responsible for filling out three of the boxes related to credit hour: **Credit Hour Limit**, **Lecture Hours** and **Lab Hours**.

Credit Hour Limit:

Lecture Hours: Lab Hours:

Credit Hour Limit is the number of hours for which a course can be offered. Please use whole numbers only (3, not 3.0), unless you are proposing a half credit hour course (.5). If the course has a credit hour range, enter with dash (1-6).

Lecture Hours will be the same as Credit Hour Limit unless the course is Lab only.

If Lecture carries the credit, **Lab Hours** will be 0. If Lab carries the credit, Lecture Hours will be 0.

The **Repeatable for credit** question will automatically be marked as 'No'. However, if the new course is repeatable for credit, toggle this answer over to 'Yes'. *Note: all courses can be repeated for grade replacement. This question relates to if this course be taken more than once for credit.*

All courses can be repeated for grade replacement. Can this course be taken more than once for credit?

Repeatable for credit? Yes No

Repeatable credit hour limit: Limit No Limit

Limit:

If there is a limit to the number of times that the course can be repeated for credit, check the **Limit** box and fill in the **Limit** field with the total credit hours that a student can earn by repeating the course.


If there is no limit, check the **No Limit** box.

Select all of the appropriate items for **Grading Mode**, **Planned Delivery Method**, and **Course Format**. More than one answer can be selected for **Planned Delivery Method** and **Course Format**.

Grading Mode:	<input type="text" value="Select..."/>	
Planned delivery method:	<input type="checkbox"/> Traditional Classroom Instruction	
	<input type="checkbox"/> Hybrid	
	<input type="checkbox"/> Online	
Course format:	<input type="checkbox"/> Lecture	<input type="checkbox"/> Lab
	<input type="checkbox"/> Experiential	<input type="checkbox"/> Appointment Course
	<input type="checkbox"/> Individual Research	<input type="checkbox"/> Activity Course
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Workshop

A **Catalog Description** (aka course description) is required for every course. This description must be in third-person, present tense and no longer than one paragraph. Do not include text for general education, cross-listing, diversity content, prerequisites, or corequisites. The system will add this information to the description when it syncs with Banner based on what you have in other fields on the form.

Description Information

Catalog Description: 

If the course requires a **Prerequisite**, **Prerequisite with Concurrency**, or **Corequisite**, fill out the appropriate box.

Prerequisites:	<input type="text"/>
<i>A prerequisite with concurrency is one that can be taken either before or at the same time as the other course. Corequisite courses must be taken at the same time.</i>	
Prerequisite with Concurrency:	<input type="text"/>
Corequisites:	<input type="text"/>

If applicable, list any **Restrictions** with the course. Examples of restrictions include: course limited to specific major, course limited to specific class (freshman, sophomore, etc.), course limited to specific college, etc.

Please list any restrictions associated with this course.



If the course contains **diversity content**, check 'Yes'.

Does this course contain diversity content?

Yes No

To add a **Cross-List** to your course, click on 'Add'. A box will open which will allow you to select subject, number, division, and general education category (if applicable).

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:

[Add...](#)

Enter Course Code

PHIL - Philosophy

Division:

General Education Category:

If this course is meant to replace another, select 'Yes'.

Does this course replace another?

Yes No

Courses Being Replaced:

Course Subject and Number	Equivalent	
<input type="text"/>	<input type="text" value="Select..."/>	<input type="button" value="+"/> <input type="button" value="X"/>

You will be asked to enter the course that is being replaced and whether or not the two courses are equivalent. **Please note:** if the courses are equivalent, then check with the Registrar's Office about whether a new course proposal is needed or if an edit to an existing course is preferred.

In the **Justification and Resources** section explain why the course is being created 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?

A tentative course syllabus that follows the [standard syllabus template](#) will need to be attached. 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:

The **General Education** question is 'No' by default. If this course is seeking General Education status, then toggle this answer over to 'Yes'.

General Education

Does this course fulfill general education requirements? Yes No

Toggling over to 'Yes' will open up several specific General Education questions. You will need to fill out all of the required text boxes.

- 5) Once you have 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