

CIM Course Proposal User Guide

Finding a COURSE Proposal in Workflow

- 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 by putting the course subject and number in the search field and then clicking the green '**Search**' button:

Course Inventory Management

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.


BSAN 675 Search Archive History - OR - Propose New Course Quick Searches...

- 3) The search results appear and the '**Workflow**' column will show the step that this course proposal is currently at in workflow:

Course Code	Title	Workflow	CIM Status	Banner Status
BSAN 675	Analytics Decision Modeling with Spreadsheets	BA Dean	Edited	Active

- 4) If you scroll down, you can see all of the approval steps in workflow that have been completed (green) and those that are upcoming (gray). The approval step that this proposal is currently at in workflow is shown again here in orange:

Export to PDF 

Export to Word 

Shred Proposal

Add Comment

Date Submitted: Fri, 11 Jun 2021 20:12:01 GMT

VIEWING: **BSAN 675 : Analytics Decision Modeling with Spreadsheets**

College: Barton School of Business (BA)

Department: BSAN - Business Analytics

Also listed as: **FIN 675**

Formerly known as: **DS 675**

Last approved: Sat, 19 Dec 2020 09:27:04 GMT

Last edit: Tue, 28 Sep 2021 11:37:55 GMT

Changes proposed by: Sue Abdinnour

- In Workflow
1. Associate Registrar
 2. Catalog Editor
 3. FRED Chair
 4. BA UG College Program Committee Chair
 5. BA GR College Program Committee Chair
 6. BA Dean
 7. AVP Review
 8. Graduate Dean
 9. Associate Vice President
 10. Final Program Review
 11. Final Course Review
 12. Banner

	BSAN 675:
Catalog Pages referencing this course	BSAN - Business Analytics
	BSAN - Business Analytics
	FIN - Finance
	FIN - Finance

5) Below the 'In Workflow' information, you can see the date and time when each completed approval step occurred by looking at the 'Approval Path' information. In this example, you can see that the last approval step was by the **BA GR College Program Committee Chair** on September 29, 2021 at 18:40:37 GMT:

Concurrency:	
Corequisites:	
Banner Prerequisites:	

Approval Path

11. Wed, 29 Sep 2021 18:40:37 GMT
Chris Broberg (chris.broberg):
Approved for BA GR College Program Committee Chair

The proposal moved to the **BA Dean** step at the time of this approval.

You can also see that Chris Broberg was the person that approved as the **BA GR College Program Committee Chair**:

Concurrency:	
Corequisites:	
Banner Prerequisites:	

Approval Path

11. Wed, 29 Sep 2021 18:40:37 GMT
Chris Broberg (chris.broberg):
Approved for BA GR College Program Committee Chair