## **CIM Course Proposal User Guide**

## **Inactivating a Secondary Cross-Listed Course**

This is for when you want to inactivate a secondary course in a cross-listed pair or group but leave the primary course active.

## **IMPORTANT: Primary vs. Secondary Cross-listed Course**

Each cross-list pair or group has one primary course and one or more secondary courses. Normally, the primary course is the course within the department teaching the course.

The <u>primary course</u> will be the main course on the CIM form. On the search screen, if you scroll down to preview the course information you will see that the Subject, Department, Unabbreviated Course Title, etc. all relate to the primary course.

The secondary course(s) is/are listed on the search screen as 'Also listed as'.

Cross-listed courses are maintained on one CIM form. Changes made on the one proposal form affect all of the cross-listed courses in the pair or group.

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:

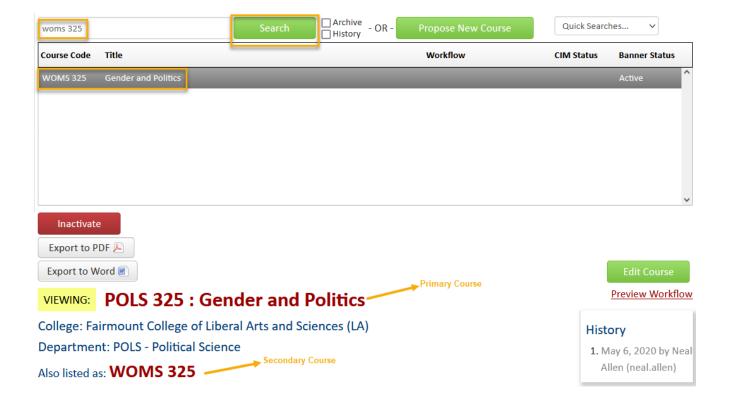
CourseLeaf (CAT and CIM)

CIM Course Form
CIM Program Form
CIM Misc Admin Form
CourseLeaf Approval Page (CAT & CIM proposals)
CAT/CIM User Guides

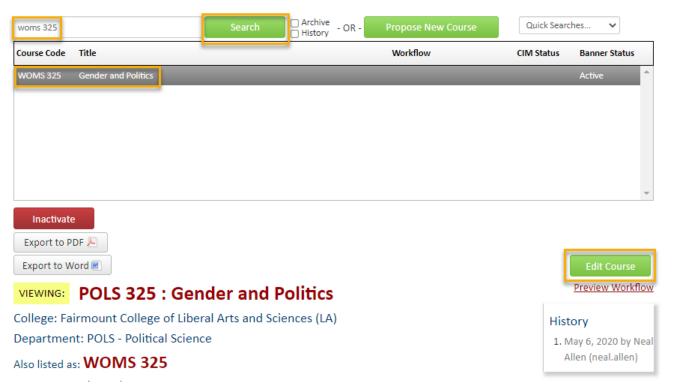
**Please Note:** If you log in via myWSU and are idle for more than 30 minutes, you will be automatically logged out of your myWSU window but not your CIM window. If this occurs, leave your CIM window open and click back on your myWSU window to log into myWSU again. Then, click back on your CIM window 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 you want to inactivate. In the search field, type in the subject and number of the course (i.e. POLS 325 or WOMS 325) or you can search by the course title. *Please Note:* When searching for cross-listed courses, you can search for either the primary or secondary course and the same CIM form will appear.

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Once you have found the course you wish to edit, click on it to select it 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.)

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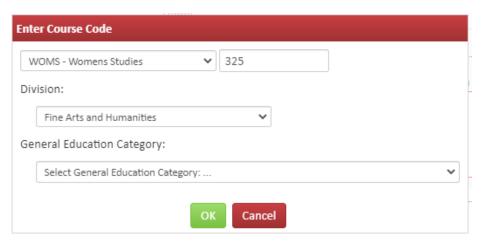
4) Check the 'Other' option under applicable actions and type in something like "inactivating cross-listed course, WOMS 325".

Please check all actio	ns 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  ☑ Other	☐ Change in number of credit hours
Please describe.	Inactivating cross-listed course, WOMS 32	5

- 5) **Effective Term** You will need to select an effective term for this inactivation. *Please Note:* You cannot inactivate a course which has active sections. So, you will need to select a future term where sections of the course do not exist.
- 6) Note that the information in the Subject, Department, Unabbreviated Course Title, etc. fields relate to the <u>primary course.</u> Scroll down the form to find the 'Cross-Listed' area which is located just above the **Justification and Resources** section.

The information relating only to the secondary course(s) is found by clicking the 'Edit' link next to the course in the Cross-Listed area. This is the only place this information can be seen for the secondary course(s)-it cannot be seen from the search screen. You do not need to click the 'Edit' link to inactivate the secondary course.

-	fered under two or more departments, using the same number where possible. The courses must be identical, e-requisites, course description, etc.
Cross-Listed:	WOMS 325 (Remove) (Edit) (Make Primary) Add
Justification and Res	ources
Describe and justify th	e change and its place in the department's overall curriculum plan:



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To inactivate the secondary course, click on the red 'Remove' link next to the course in the Cross-listed area:

	ffered under two or more departments, using the same number where possible. The courses must be identical, re-requisites, course description, etc.
Cross-Listed:	WOMS 325 (Remove) (Edit) (Make Primary) Add
Justification and Re	sources
Describe and justify the	ne change and its place in the department's overall curriculum plan:

7) Most of the required fields on the form should already be filled out on the proposal. Review all 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 you are inactivating the secondary course and answer the questions as to how this may affect other departments/colleges, faculty, and/or resources. Also, if any letter(s) of support are needed, attach them here.

Ooes this course replace, resemble, overlap, or substitute for courses in other depart  Yes  No  Nhat is the effect of this action on other departments and/or colleges and their stude  You are responsible for consulting with departments whose programs may be affected by your action	ents?
	,
ou are responsible for consulting with departments whose programs may be affected by your action	_
	· · · · · · · · · · · · · · · · · · ·
Attach letter(s) of support from affected unit(s) as  Attach Letter(s)	Uploaded Files:
ррпсавте.	Files To Be Uploaded:
ou are responsible for consulting with coordinator of collection development of the library, directors when additional library holdings, electronic/telecommunications, and computer resources are required.	quired.
iside from reassignment of current faculty and changes in current course rotation, whereversonnel are required?	hat additional resources and

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You will also need to attach an updated syllabus. *Please Note:* The question concerning UG and GR level expectations will only appear on the form if the course number is 500-699.

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8) 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.



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