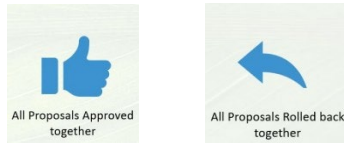


# CIM User Guide

## When to Bundle Proposals

This guide explains the Bundle feature in CIM and gives examples of when using this feature will be helpful to staff, faculty and approvers.

### ***What is Bundling?***



Bundling connects two or more CIM proposals together electronically so they can move through workflow as one batch. Bundling is the electronic equivalent of stapling several paper proposals together and dropping the batch into campus mail so the batch can be reviewed, edited, returned for further review or approved at the same time by the recipient(s). Bundling is often used when multiple program and/or course proposals are related. (See examples below.) With Bundling, workflows from all the selected proposals merge so all necessary approvers are included in the approval process.

### ***The Advantages of Bundling***

Many times when departments are updating their curriculum, one change necessitates updates to multiple courses and/or programs. For example, when new courses are created they need to be added as requirements or electives to a program. Previously with CIM, all of the proposals necessary for these changes were handled individually and travelled through the workflow at different paces. This meant that program changes were sometimes held by approvers until they saw the proposals for the new courses as well. But now with Bundling in CIM, all of the proposals for curriculum updates like this can move through the workflow together as one. Committees and other approvers will be able to review and approve all of the proposed changes at once. If proposals need to be changed or tweaked after feedback from a chair or committees, then the entire bundle can be rolled back so that the overall changes stick together. Bundling helps streamline curriculum changes and keeps everything moving forward together.

### ***Examples of When to Bundle***

Below are some examples of when bundling proposals together can be helpful for the approval process of curriculum changes. There may be other times when bundling could be useful as well. If you are not sure whether you should use bundling in a certain situation or not, please contact Ginny Vincent ([ginny.vincent@wichita.edu](mailto:ginny.vincent@wichita.edu); ext 5395) or Sally Fiscus ([sally.fiscus@wichita.edu](mailto:sally.fiscus@wichita.edu); ext 7279) in the Registrar's Office.

- **New Program(s) + New Course(s)**  
When you are specifically creating new courses for a new program that is also being created, you can bundle all of the proposals together.  
Ex: New Chemical Engineering Major + New CHEM 359 + New CHEM 492 + New ENGR 203
- **New Course(s) for Existing Program(s)**  
When you are creating new courses that are being added to an existing program.  
Ex: New SPED 745 + Special Education Masters
- **Two New Programs in the Same Discipline**  
When you are creating two new programs under the same discipline or two new tracks for a program.  
Ex: Space Science Major + Space Science Certificate

Ex: Philosophy with a Concentration in World Religion + Philosophy with a Concentration in Ethics

- **New Course to Replace Existing Courses**

When you are wanting to create a new course to replace two or more existing courses. For example, if you now want to combine two courses into one course.

Ex: New PHS 462 + Inactivate PHS 460 + Inactivate PHS 461

- **Revised Related Programs**

If you are making a similar change to multiple programs.

Ex: Spanish Major + Spanish Minor

Ex: MBA Overall Requirements + MBA Tracks

- **Course Changes that Affect Programs**

If you are making a change to a course that will also affect the requirements of a program.

Ex: Course Credit Hour Change + Program that now needs credit hour total updated