

All about CIM:

CIM is used for editing and proposing new courses and programs. Edits could include title or description changes, adding or removing multiple titles, or changing the format of a course. CIM should not be used for updating a term-specific information. Both course and program CIM can be accessed via the [Curriculum Committee's respective webpages](#).

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Course Inventory Management

You are logged in as dnhayes

Help

Search, edit, add, and deactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

Search Archive History - OR - Quick Searches... ▾

Course Code	Title	Workflow	Status	SIS Status
AC-231	PRINCIPLES OF ACCOUNTING I	Registrar	Edited	A
AC-232	PRINCIPLES OF ACCOUNTING II	Registrar	Edited	A
AC-309	VOLUNTEER INCOME TAX ASSISTANCE		Edited	A

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Program Management

You are logged in as dnhayes

Help

Search, edit, add, and deactivate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
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Search History - OR - Quick Searches... ▾

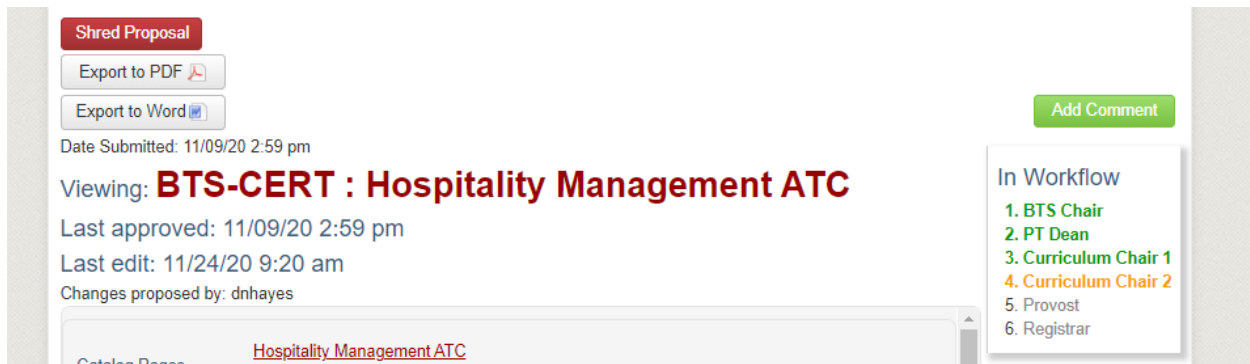
Title	Workflow	Status	Status Type
Accounting BA/BS	Registrar	Edited	active
Addiction Studies Minor			suspended
Administrative Management AAS	Registrar	Inactive	inactive
Administrative Management ATC	Registrar	Inactive	inactive

In CIM you can:

- Search for and edit an existing course
- Search by subject code only (e.g. BUS)
- Search by subject code and course number (e.g. BUS-101)
- Search by title
- Propose a new course
- Sort results by Course Code, Title, Workflow, or Status (click the word to sort)

Curriculum Committee Process:

1. All course proposals and edits require an approval process through workflow. Once submitted to workflow, a course can only be edited by the members of a given workflow group. Anyone on campus can propose a new course, not just the Division's designated committee member.
2. Before each meeting, the Registrar's Office will pull all of the courses and programs that have reached Curriculum Chair 1 or Curriculum Chair 2. A list of these courses will be sent to you by the Curriculum Committee Chair. You will need to look over each course and program to determine if there are any discrepancies or misinformation that needs to be edited (Missing syllabi, justification, pre-reqs, etc.). Each proposal will be voted on during the meeting.
3. Once you log in to CourseLeaf, you will need to click the "Workflow" column header to group all of the 1st and 2nd reads together. These will be the same items that are on your agenda you will receive before each meeting.
4. Again, you will no longer be able to make edits to these proposals (even if you initiated them). It will be up to those in the workflow. If you need to request changes, please contact your Chair or the Registrar's Office.
5. When workflow is started, each step appears on the right of the CIM record. Green=approved; Yellow=current stage; Gray=pending.



The screenshot shows the CourseLeaf interface for a course proposal. At the top left, there are three buttons: "Shred Proposal" (red), "Export to PDF" (gray), and "Export to Word" (gray). Below these is the text "Date Submitted: 11/09/20 2:59 pm". The main title of the proposal is "Viewing: **BTS-CERT : Hospitality Management ATC**". Below the title, it says "Last approved: 11/09/20 2:59 pm" and "Last edit: 11/24/20 9:20 am". At the bottom left, it says "Changes proposed by: dnhayes". On the right side, there is a green "Add Comment" button and a "In Workflow" box containing a list of steps: 1. BTS Chair (green), 2. PT Dean (green), 3. Curriculum Chair 1 (green), 4. Curriculum Chair 2 (yellow), 5. Provost (gray), and 6. Registrar (gray). At the bottom, there is a "Catalog Pages" section with a link to "Hospitality Management ATC".

6. If you click on any step in the workflow, you will be able to e-mail the person responsible for approving that step.
7. Once a course reaches the Colleague stage, Divisions will be able to add the course to their offering schedule for the next school year. Courses are not automatically offered; it is the responsibility of a department to offer the course. Any new programs will be added to the upcoming catalog and to the Registrar's Office's PIFs.

How to create a new course proposal:

1. Anyone on campus can propose a new course, not just the Division's designated committee member. All course proposals and edits require an approval process through workflow. Once submitted to workflow, a course can only be edited by the members of a given workflow group.
2. [Enter CIM](#) (your username and password are identical to your LCSC credentials) and click Propose New Course. A course proposal form will appear in a new window. All fields surrounded by a red box are required, but please complete as much of the form as possible. Click the blue question mark icons for helpful information about each field.

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Course Inventory Copy Current Course Data

New Course Proposal

Contact(s)

Name	E-mail	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Code

Course Number

Catalog Course Title

Short Title 22 characters remaining

Course Type

Dev GEM Aligned
 Individualized LAB
 Standard Coop
 Core

Implementation Term

Credits

Catalog Description

Requisites

Crosslisted

3. The number of credits should always end with 2 decimal places (e.g 3.00)
4. Your catalog description must match that of the attached syllabus. It must also contain the Requisites that you will list on the next line.
5. When you get to the end of the form, you may click Save Changes and continue working on the proposal another time. Once the proposal is complete, click Save & Submit to start workflow.
6. You may also copy data from a current course by selecting the green button on the upper right-hand side of the New course proposal. This will have you select a department and course. You will then need to edit the existing data for your new course proposal.

Course Inventory Copy Current Course Data

New Course Proposal

Field Name	Notes
Contact Name, Email and Phone	Contact information to which all inquiries should be directed.
Subject Code	Subject code of the course
Course Number	Select the course number you are proposing. An error will occur if the number is already being used. Be mindful of the level of the course.
Catalog Title	Enter the title of the course affected by the proposal or, if a new course is being proposed, enter the name you wish the new course to be called.
Short Title	Enter the short title of the course up to 22 characters maximum by which the course will be listed on schedules and transcripts.
Course Type	Select Dev, GEM Aligned, Individual or LAB
Implementation Term	Select the term in which the course will be in the catalog. All proposals are effective Fall semester.
Credits	Enter the number of credits for the course.
Catalog Description	Enter a concise description that affects a course as it appears in the catalog. Enter a catalog description that meets the following guidelines: Narrative component of 80 words or less, Pass/fail grading, Pre-requisite requirements and Co-requisite requirements.
Requisites	List any proposed changes to existing or new pre-requisite courses.
Crosslisted	List any courses offered under a different subject. (The courses must be identical.)
Session Cycle	Select the term that this course will be offered.
Yearly Cycle	Select the yearly cycle this course will be offered.
Instructor Consent Required	Select Yes or No if instructor approval is required for students to register for this course.
Registration Restrictions	If any, select restrictions to registration.
Pass/Fail Grading	Select whichever option matches the proposed course as it exists, or, if for a new course, as you wish it to exist if the proposal is accepted. View help bubble for additional help.
Allow Audit	Can this class be audited, yes or no.
Course Capacity	Enter the number of students to be allowed to enroll in the course.
Gen Ed Course	If this course is GEM Aligned, see course type.
Create Course Waitlist	Will this course have a waitlist, yes or no.
Resource Impact on Division and College	Detail any resources that might be affected (e.g. faculty workloads, fiscal responsibilities, etc.) and any outside divisions that might be affected (e.g. service courses, pre-requisites, cross-listed courses, etc.). Proposals that the committee identifies as affecting additional divisions, outside that of the author's, where no indication has been made in this field will be returned to the author.
Justification or Rationale for this Proposal	Provide rationalization for the necessity or importance of this curricular change. Remember that each proposal will be reviewed by many different parties, so clearly state why this proposal is being submitted.
Additional Information	Insert any additional information to support your proposal.
Supporting Documents	Attach any documentation to support your proposal. All courses must attach a syllabus.

How to edit a course proposal:

1. [Access CIM](#) (your username and password are identical to your LCSC credentials) and find the course you are looking to edit. This can be done either by “Quick Searches” on the right or by enter the course Prefix or the entire course title (including the hyphen) into the search bar.

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Course Inventory Management

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Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.
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AC-232	PRINCIPLES OF ACCOUNTING II	Registrar	Edited	A
AC-309	VOLUNTEER INCOME TAX ASSISTANCE		Edited	A
AC-312	COMPUTERIZED ACCOUNTING		Edited	A
AC-319	NOT-FOR-PROFIT ACCOUNTING	Registrar	Edited	A
AC-321	PERSONAL FINANCE	BU Chair	Added	
AC-331	INTERMEDIATE ACCOUNTING I	Registrar	Edited	A
AC-332	INTERMEDIATE ACCOUNTING II	Registrar	Edited	A

2. Select “Edit Course” on the right-hand side.

Inactivate [Export to PDF](#) [Export to Word](#) [Edit Course](#)

[Preview Workflow](#)

Viewing: **BIOL-227 : HUMAN ANATOMY AND PHYSIOLOGY I**

Last approved: 12/15/18 4:47 am
Last edit: 11/20/18 10:50 am

History
1. Dec 15, 2018 by Dawn Taylor (ddtaylor)

3. All fields are then available to edit. Make sure to change your implementation term to the appropriate Fall term.
4. You will need to provide an updated syllabus that has the correct course description and requisites.
5. If you want to continue to work on your changes at a later date, select “Save Changes” at the bottom of the edit form. If you are finished making changes and want to submit your proposal for the Curriculum Committee for implementation, select “Start Workflow”.

How to create a new program proposal:

1. [Log in to the Program Management system](#) (your username and password are identical to your LCSC credentials) and select Propose New Program on the right.

The screenshot shows the 'Program Management' header with a user login 'You are logged in as dnhayes' and a 'Help' icon. Below the header is a search area with the text: 'Search, edit, add, and deactivate programs. Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and "MATH*" everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.' There is a search input field containing 'BUS*', a 'Search' button, a 'History' checkbox, an '- OR -' separator, a 'Propose New Program' button, and a 'Quick Searches...' dropdown menu. Below this is a table header with columns: 'Title', 'Workflow', 'Status', and 'Status Type'.

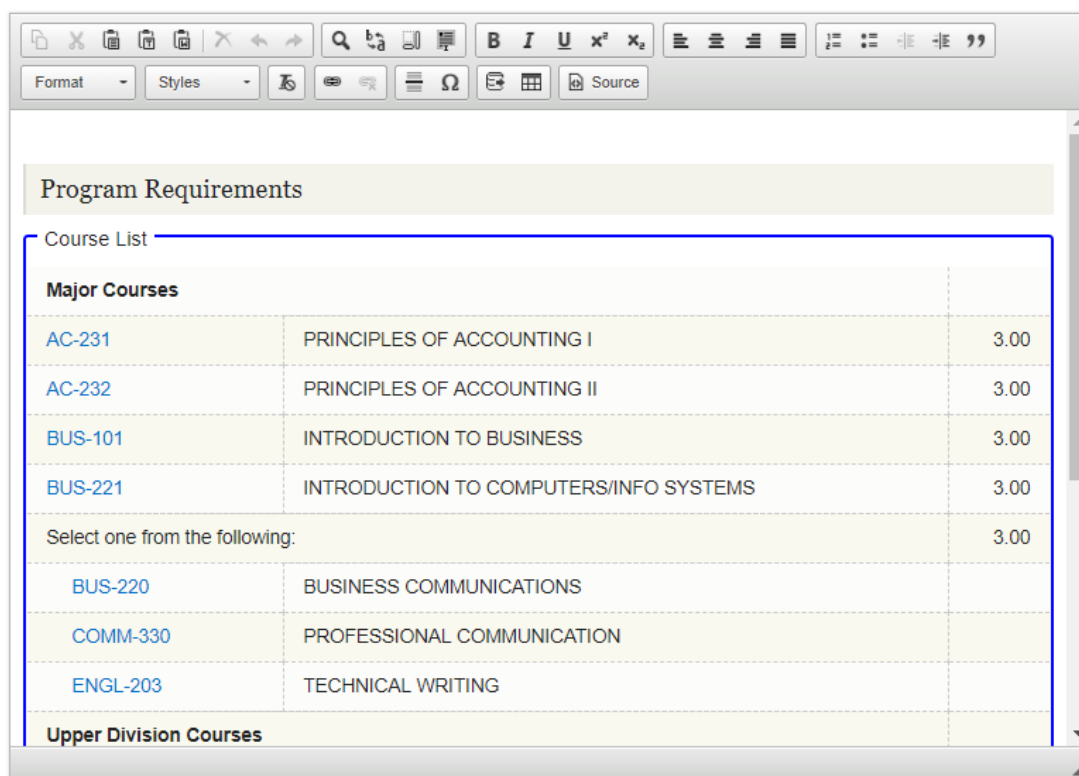
The screenshot shows the 'New Program Proposal' form. The 'Status' dropdown is set to 'Active'. The 'Contact' section has a table with columns 'Name', 'E-mail', and 'Phone', and a red 'X' icon. The 'Division' dropdown is set to 'Select...'. The question 'Is this program owned by a second division?' has 'No' selected. The 'Academic Career' dropdown is set to 'Undergraduate'. The 'Program Type' dropdown is set to 'Select Program Type...'. The 'Program Title' field is empty. The 'Method of Instructional Delivery' section has three radio buttons: 'Face-to-Face', 'Hybrid', and 'Distance Learning', all of which are unselected. The 'Location' section has three radio buttons: 'On Campus', 'Online', and 'Coeur d'Alene', all of which are unselected. Red boxes outline the 'Contact' table, 'Division' dropdown, 'Academic Career' dropdown, 'Program Type' dropdown, 'Program Title' field, and the three radio buttons in the 'Method of Instructional Delivery' and 'Location' sections.

2. All required fields are outlined in red.
3. All new programs MUST be on the institution's 3-year plan (housed with the VP of Academic Affairs.)
4. The "Program Requirements/Plan" box will be left blank. That is for the Registrar's Office only.
5. The Degree Audit template will need to be filled out completely, or the program will not be built.
6. All T&I and BTS programs require Attachment Bs.
7. If you want to continue to work on your changes at a later date, select "Save Changes" at the bottom of the form. If you are finished making changes and want to submit your proposal for the Curriculum Committee for implementation, select "Start Workflow".

How to edit a program:

1. [Log in to the Program Management system](#) (your username and password are identical to your LCSC credentials) and find the program you are looking to edit. This can be done either by “Quick Searches” on the right or by enter a portion of the program title follow by an asterisk (*). It will not give any search results without the asterisk.
2. Select “Edit Program” on the right-hand side.
3. You will not touch any of the courses that show in the “Program Requirements/Plan”. This is for the Registrar’s Office to edit and comes from the catalog.

Program Requirements/Plan



Program Requirements		
Course List		
Major Courses		
AC-231	PRINCIPLES OF ACCOUNTING I	3.00
AC-232	PRINCIPLES OF ACCOUNTING II	3.00
BUS-101	INTRODUCTION TO BUSINESS	3.00
BUS-221	INTRODUCTION TO COMPUTERS/INFO SYSTEMS	3.00
Select one from the following:		3.00
BUS-220	BUSINESS COMMUNICATIONS	
COMM-330	PROFESSIONAL COMMUNICATION	
ENGL-203	TECHNICAL WRITING	
Upper Division Courses		

4. You will need to enter all changes into the “Briefly describe the nature of the request” box.
5. The Degree Audit Coding Template is also required. This is what the Registrar’s Office will use to make your program changes. Make sure you use the appropriate colors for each change, which are found in the key. You may also choose to leave notes or comments if you feel like they are needed.
6. All T&I and BTS programs require Attachment Bs.
7. If you want to continue to work on your changes at a later date, select “Save Changes” at the bottom of the edit form. If you are finished making changes and want to submit your proposal for the Curriculum Committee for implementation, select “Start Workflow”.