

Guidelines for Reviewing and Submitting Curriculum Course Proposals via Course Inventory Management (CIM)



COURSE PROPOSALS - Review Checklist

Note what program will this course be associated with

Effective Term

The effective term is the following fall semester, a term for which registration has not begun.

Academic Level

Title and description (The title is limited to 30 characters)

Co-listing (different academic levels)

Co-Listed courses are courses offered at more than one level (i.e., undergraduate and graduate). **Note: We will no longer be co-listing courses in CIM. Courses at different academic levels may still be co-listed in scheduling. New courses should be proposed on separate CIM course proposals.**

Cross-listing (different subject codes)

Cross-Listed Course is a course offered under more than one departmental subject code.

The courses will:

- carry identical catalog descriptions in each listing, and
- will have identical course prerequisites if both courses are undergraduate. However, for different academic levels an instructor override may be needed during advising.
- Cross-listing is used when two different courses meet in the same room at the same time and are taught by the same instructor.
- Be sure to consult with other departments for cross-listed course modifications.

Credit hours – Look to see if the credit hours are distributed properly across lecture, lab, recitation, or other schedule types.

Schedule Type (lecture, lab, recitation, etc.)

- Lecture (LE): A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of materials or techniques.
- Seminar (SE): A seminar is an educational experience, which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions, which are directed by a faculty member in the development and/or review of concepts, which have been or are to be applied to practical situations.

- Recitation (RE): Use this category to describe small breakout groups, which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
- Lab (LB): A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member.
- Clinical (CL): A clinical laboratory applies only to health technology programs. A clinical is a laboratory section, which meets at a health-related agency facility or a specialized on-campus laboratory/clinical facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The instructor assigned to teach clinical laboratory sessions will be a full- or part-time faculty member.
- Practicum (PR): A practicum is an on- or off-campus work experience, which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus.
- Field Experience (FE): Field experience is planned, paid work activity which relates to an individual student's occupational objectives, such as geology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty advisor. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his or her supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.
- Studio (ST): Studio is used to describe art, music, performance art, and theater courses.
- Independent/Individual Studies (IS): Use this category to describe course sections in which a faculty member works with a student or small group of students. Individual Studies may be associated with coursework or with Master's and Doctoral level requirement.

Semester Offered (Summer, Fall, Spring)

Permitted to register for more than one section (i.e., internship, Co-Op)

Repeatable for credit (i.e., dissertation hours)

Prerequisites

Prerequisites can only consist of a course or a test score that is required to be successfully completed before entry into a course.

- In CIM, list all prerequisites (courses and test scores) in the order they should be applied. Review the issue of the logic – ANDs and ORs must be grouped appropriately. (i.e., COURSE 1 AND COURSE 2 OR COURSE 3 vs. (COURSE 1 AND COURSE 2) OR COURSE 3 vs. COURSE 1 AND (COURSE 2 OR COURSE 3))
- Indicate a specific grade to be achieved for each prerequisite course. If not, the system defaults to a D- for undergraduate courses and to a C for graduate courses unless otherwise indicated.

Prerequisite Examples:

ACCT 3120 with a minimum grade of C or ACCT 5120 with a minimum grade of C and ACCT 3210 with a minimum grade of C

CRIM 6000 with a minimum grade of D- and CRIM 6200 with a minimum grade of D- and CRIM 6400 with a minimum grade of D-

Corequisites

Corequisite is a course required to be taken simultaneously with another. The co-req should be noted on both courses.

Example of Corequisite

BIOL 5040 Advanced Microbiology Laboratory

Corequisites: BIOL 5030 Advanced Microbiology

Registration Restrictions

- Registration Restriction is a restriction to a course which prevents students from registering for the course unless they meet the restriction.
- Registration restrictions can be to include or exclude students by degree, major, program, college, student attribute, cohort, class (FR, SO, JR, SR) and level.
- We are unable to provide restrictions based on high school grades (i.e., Grade B in high school chemistry).
- Use departmental or instructor approval for any restrictions not encoded in Banner, for example completion of so many credit hours toward program or completion of an outside program/certificate.

Syllabus – does the syllabus match what is on the proposal

For both new courses and course modifications, the proposal and its attached syllabus should reflect the same information:

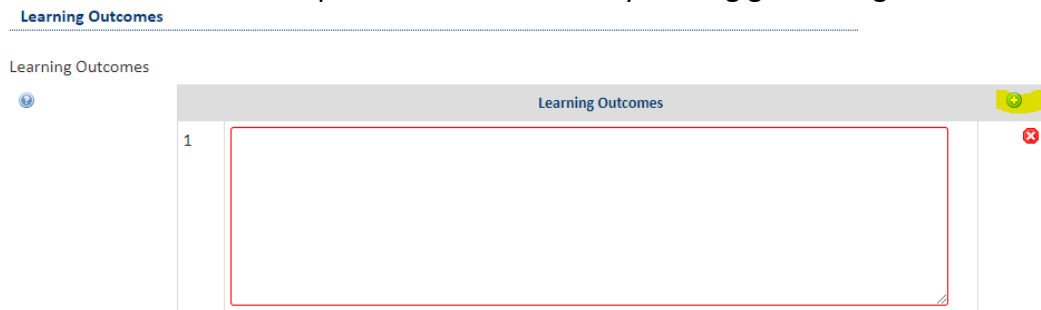
- Course title
- Subject Code and number
- Catalog description
- Credit hours
- Prerequisites/Corequisites
- Learning Outcomes
- Course Schedule on syllabus

Syllabus template and resources may be found at this link

<https://www.utoledo.edu/offices/provost/utc/syllabus/>

Learning Outcomes – listed in individual rows

Review for clear and effective Student Learning Outcomes. If a co-listed course, there should be an SLOs for both academic levels (undergraduate and graduate). Individual learning outcomes should be entered into separate rows. Add row by clicking green + sign



Course Learning Outcomes Tips:

- Measurable and clearly articulated SLOs
- Assignments listed in the syllabus that seem to reasonably align with the SLOs
- Differentiation between expectations for students at different levels taking cross-listed courses
- For a sequenced course, if the SLOs in the second course align with and extend from the identified previous course's SLOs
- Student Learning Outcomes Resources are found at the link below and include:
<https://www.utoledo.edu/aapr/assessment/resources.html>
 - How to write and effective SLO
 - **Self-Check:** How do I know if a SLO is well-written?
 - **Examples:** Upon successful completion of this course, students will be able to...
 - Highlights **common issue** with SLO
 - Curriculum Mapping

State Authorization (for courses that may require students to engage in out-of-state education experiential learning experiences)


Instructional method (face-to-face, online, etc.) Check all that apply.

Offered internationally (this does not apply to online courses)

CIP code

The Classification of Instructional Programs (CIP) is a code system of instructional programs that facilitates the organization, collection, and reporting of fields of study and programs. See <https://nces.ed.gov/ipeds/cipcode/> to identify the appropriate CIP code

CIM offers curriculum reviewer/approvers

- Ability to make corrections before approving
- Ability to roll a proposal back to a previous level for edits. If rolled back, prior levels will need to reapprove
- Ability to make edits at any workflow step
- View all courses (active and inactive) in CIM Course and identify the status of a proposal
- Email an inquiry to an approval level when course is stalled at a specific workflow step
- The ability to view all courses in one location and how they are connected to the catalog via the ecosystem.
- Help bubbles to help guide you in using the forms: 
- CIM (University's curriculum tracking system) and CAT (University catalog system) work with each other. What is entered in the CIM system will sync with Banner and will be seen by students in the University Catalog.
- UToledo CIM help documents and FAQ may be found at <https://www.utoledo.edu/offices/provost/curriculumtracking/>
- For questions or help on navigating CIM, contact Cathy Zimmer, Director of Academic and Curricular Initiatives in the Office of the Provost at cathy.zimmer@utoledo.edu or 419-530-3202.

Timeline Considerations

Submit your course/program modification in a timely manner: (1) Course and program proposals, both new proposals and modifications will be for the following academic year and will need full faculty governance approvals before updates will be reflected in the catalog aligned with the effective term. (2) Course proposals should be submitted well before registration opens for the next term, allowing time for full faculty governance review and approvals. If students are registered for a course that is under modification (i.e., submitted in the spring term, for fall term changes), offices must take additional actions, and students will have to deregister and reregister.

Fall/Spring registration typically begins mid-March and Summer registration typically opens in early February.

FYI: Catalog course description contains the following:

- Subject Code and number
- Title
- Credit hours
- Catalog description
- Prerequisite(s)/Corequisite(s)
- Terms Offered

WHAT STUDENTS SEE in the University Catalog:

ACCT 4250 Taxation of Business Entities

3 credit hours

This course covers the taxation of corporations, their shareholders, and other business entities. Topics include formation of business entities, taxation of income, and tax treatment of distributions.

Prerequisites: ACCT 3120 with a minimum grade of C and ACCT 3210 with a minimum grade of C

Term Offered: Spring, Summer, Fall

For Programs with New Courses

- Course proposals should be entered into CIM first.
- Once the new course is entered in CIM, it will appear in CIM course picker for use on the program form.

Finding Proposals in CIM

- 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.
- Add the course subject code and number (i.e., BIOL 3030)

[Help](#)

Course Inventory Management

Search, edit, add, and inactivate 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.

Archive
 History
 - OR -

Course Code	Title	Workflow	Status
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- Click on word "workflow" and courses will sort workflow roles in alpha order. Example:

[Help](#)

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 - OR -

Course Code	Title	Workflow	Status
SOC 6280	Applied Social Research Methods	GR SOC Curriculu...	edited
PSY 6720	Social Cognitton	Graduate Council...	added
PHYS 8040	Physics and Astronomy Professional Development Seminar	Graduate Council...	added
ATTR 6120	Evaluation and Management of Peripheral Joint Injuries	Graduate Council...	edited
ATTR 6150	Foundations of Athletic Training Practice	Graduate Council ...	edited
ATTR 6220	Evaluation and Management of Head and Spine Injuries	Graduate Council	edited

Inactivating a Course or Program (Suspension of Admissions into a Program)

Course and program inactivation takes place through CIM.

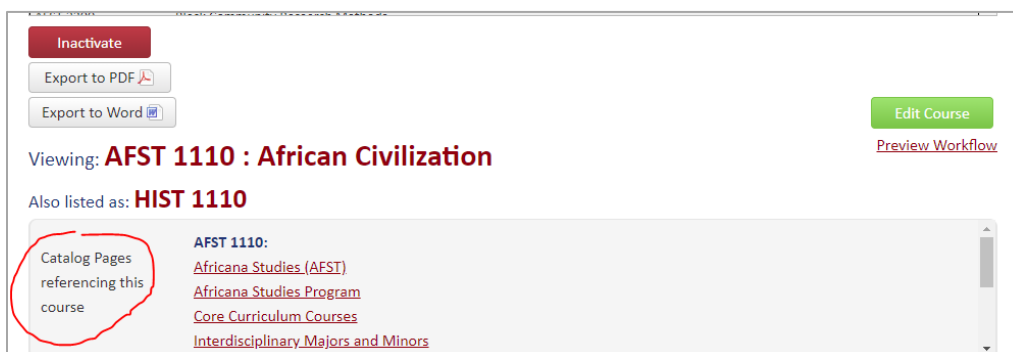


When inactivating a course consider the following:

- Is this course you are inactivating a pre-requisite to another course? If so, a course modification of the other course will also be needed.
- Is the course a required or an elective of a major? If so, a program modification will also be needed.

CIM Eco-system

The CIM Ecosystem shows courses, programs and catalog pages that are related to the course being viewed, and catalog pages that house the program being reviewed. The ecosystem is the first box in the Proposal Preview section of CIM. The entries in the ecosystem are links that will open that page in the university catalog.

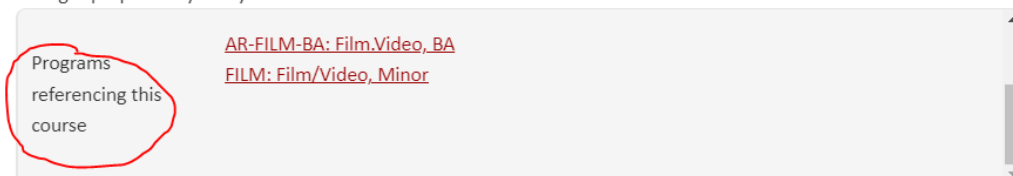


Viewing: **FILM 4220 : Media Studies**

Last approved: 02/18/22 4:55 am

Last edit: 10/18/22 5:15 pm

Changes proposed by: hhey



Common Review Oversight/Errors:

- Syllabus and CIM proposal do not match. Or not all syllabus content is in the syllabus, based off syllabus templet <https://www.utoledo.edu/offices/provost/utc/syllabus/>
- Consult other departments involved with course before modifications.
- Forgetting to submit a program modification if a course modification changes credit hours, requires a prerequisite not currently required by the program, or inactivating a course that is in a program

NOTE: Program proposals and modifications should not include course edits. Individual courses must be modified separately. Separate CIM course proposal must be submitted.

What Should Not be Approved:

- Proposal with comment such as “See attached”, “no changes.” We are populating the system and will take some time, so if there is no content, we need faculty proposer to add new content.
- Change of course number. Course numbers have a history and cannot be reused. The course should be inactivated, and a new course proposed with new course number.
- Changing subject code. The course should be inactivated, and a new course proposed with other subject code.
- Inaccurately submitted proposal should be returned and corrected before moving forward.
- Course proposal without an updated syllabus attached. Modifications should include the syllabus showing the changes that are requested.

CIM HELP

<https://www.utoledo.edu/offices/provost/curriculumtracking/>

For CIM Training and Questions Contact:

Cathy Zimmer

Director of Academic and Curricular Initiatives

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419.530.3202 | cathy.zimmer@utoledo.edu