Course Leaf Curriculum Management (CIM)

August 22, 2017
Barbara Hegel and Colleen McKenna

Accessing CIM
- Links are available on the Undergraduate Curriculum Committee (UGCC) Web site: http://www.uas.alaska.edu/curriculum

Who to Contact

<table>
<thead>
<tr>
<th>Questions/Issues</th>
<th>Who to contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which form to use</td>
<td>Your department’s Curriculum Committee Representative (see UGCC Web site for a list of undergrad reps)</td>
</tr>
<tr>
<td>How to fill out forms</td>
<td></td>
</tr>
<tr>
<td>What various form fields mean</td>
<td></td>
</tr>
<tr>
<td>General help filling out forms</td>
<td></td>
</tr>
<tr>
<td>Functionality questions and troubleshooting</td>
<td>Barbara Hegel or Colleen McKenna</td>
</tr>
<tr>
<td>Access to CIM (if you are unable to log in)</td>
<td>Barbara Hegel</td>
</tr>
</tbody>
</table>

Undergraduate Proposal Deadlines
- October 1
  - for consideration for the 2018-19 catalog
  - approved proposals become active in summer 2018
- March 1
  - for consideration for the 2019-20 catalog
  - approved proposals become active in summer 2019
- Deadlines are also posted on UGCC Web site
Two Main Types of Proposals

- Program
  - New Programs
  - Edit Existing Programs
- Course
  - New Course
  - Edit Existing Courses

Proposing a New Program...

Program Proposal Form

- Boxes with a red outline indicate required fields
- Arrows indicate a drop down list of options
- For campus you can select one, two or all three.

Large Text Areas

- Areas designed for larger amounts of text allow you to copy-paste text from MS Word into the area.
- Avoid pasting in highly formatted text, such as tables (use toolbar within the text area for more complex formatting).
- Blue circles with ? are help bubbles.
Entering Program Outcomes

- Enter one program outcome (and its assessment) per text box
- Use the green (+) to add boxes
- Use the red (x) to delete boxes

Sample:

<table>
<thead>
<tr>
<th>Program Outcome</th>
<th>Outcome Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Attaching Files

- Bottom of form has links to upload attachments, such as PAR form or supplemental files.
- Link to a blank BOR PAR form is in the help bubble
- Adobe Flash 10 required to upload files

Saving for Later / Starting the Workflow

Options at bottom of screen allow you to:
- Cancel everything you’ve done in this work session
- Save Changes so you can continue working on it later
- Start Workflow to pass it along to the next person (or group) in the review process

Editing an Existing Program

- Similar to proposing a new program, but you have to find the existing program first
- Use the Program Proposals (CIM) link to access the Program Admin area
Searching for an Existing Program

- Search function allows you to use a wildcard (*) to locate key words, departments, titles etc.
- Click on the name of the program you want to edit, and click "Edit Program"
- Form prepopulated with existing data

Adding a New Course

- CIM form functionalities, searching, etc. are similar to adding a new program – this section will focus on the differences
- Use the Course Proposals (CIM) link to access the Course Admin area

Adding a New Course

- Proposer’s name and contact info goes at the top
- The category you choose determines the workflow and fields that will display
- Category C option is not available when entering a new course, as new courses cannot be category C
- Remember to use the help bubbles if you're not sure how to complete a field

Other Course Fields

- Some text boxes have character limits
Student Learning Outcomes
- Like program outcomes, each student learning outcome must be entered into its own text box
- Use the green plus sign to add text boxes for additional SLOs

Grading Criteria and Course Topics
- Use the green plus signs to add additional rows for grading criteria and course topics
- In course topics, all hours must be filled in, even if it's a zero (Ex. If no lab, enter 0 lab hours)

Attachments
- Course syllabus must be attached to a new course proposal (although CIM is not yet requiring it). New courses will not be reviewed without a syllabus.

Viewing or Editing an Existing Course
- To View or Edit a course, find it first, as with a program
- Then click the course title in the list
Viewing a Course

- From there, you can browse through the course information (see the next few slides)
- Note: if the course wasn't originally submitted in CIM, certain fields will not be populated, such as SLOs

Viewing WRTG S110: Introduction to College Writing

Course Change Log

Viewing a Course (continued)

<table>
<thead>
<tr>
<th>Long Title</th>
<th>Introduction to College Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviated Title</td>
<td>Intro to College Writing</td>
</tr>
<tr>
<td>Rationale for Proposal</td>
<td>This change is mandated by the Board of Regents in order to achieve state-wide alignment in GER and PreGER composition courses across the entire UIA system in the following categories: (1) course profile, (2) course number, (3) course title, (4) course description, and (5) course student learning outcomes. WRTG S110 is equivalent to ENGL S113 (both 4 credits). Therefore, for the purpose of course requirements, students who have taken ENGL S110 will be considered to have taken WRTG S110.</td>
</tr>
<tr>
<td>Catalog Course</td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Prepares students for WRTG S111. Emphasizes composition of essays for academic writing. Includes critical reading, analysis, and integration of sources to enhance students’ writing. Practice in revising and editing to improve clarity, coherence, and purpose.</td>
</tr>
<tr>
<td></td>
<td>Instruction Types</td>
</tr>
<tr>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>Credits</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Default Grade Mode</td>
<td>Letter Grades with Plus/Minus</td>
</tr>
<tr>
<td>Delivery Modes</td>
<td>Face to Face web meeting</td>
</tr>
<tr>
<td>Academic or Technical Prerequisite(s)</td>
<td>WRTG 0990 or ENGL 0992 (C 2.00 or better) or placement test.</td>
</tr>
<tr>
<td>Is the Course Crosslisted?</td>
<td>No</td>
</tr>
</tbody>
</table>

Competency Learning Outcomes

Upon successful completion of this course, students will be able to:

- Critically interpret and evaluate their own and others’ texts.
- Apply appropriate reading processes to assigned readings and individual research for use in basic academic essays.
- Write clear and coherent academic essays shaped by effective writing processes and appropriately supported by tests to achieve specific purposes.

List Grading Criteria

- Participation
- Quizzes
- Homework Assignments
- Journal Entries
- Essays

Activity

Percentage of Final Grade

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>20</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>15</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>10</td>
</tr>
<tr>
<td>Essays</td>
<td>40</td>
</tr>
</tbody>
</table>

Specify Course Content By Topic

- Essay Brainstorming and Drafting
- Essay Peer Review
- Writing Exercises
- Essay Samples
- Grammar and Mechanics

Specify by Topic

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Other Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay Brainstorming and Drafting</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Essay Peer Review</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Writing Exercises</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Essay Samples</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grammar and Mechanics</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Viewing a Course (continued)

If this is a General Education Course? Yes
- Assessment
- Syllabus
- Supporting Documentation
- Additional Information
Editing an Existing Course

- Find the existing course
- Click the course title in the list
- Click "Course Change Proposal"

Course opens with existing data pre-populated
- Enter the proposer's name and the correct category

After Editing is Complete

- Click Start Workflow to pass it along to the next person (or group) in the review process
- An email will be sent to the next reviewer
- Any reviewer can return the proposal using the "Rollback" feature (comments must be added)
Viewing Changes (for Approvers)

- Deleted text will show in red strikethrough font
- Added text will show in green bold font

Workflow

- This shows the workflow is in progress as the Humanities Chair has it in their queue.
- The chair can return the proposal asking for clarification or additional information.
- The workflow indicates where a proposal is.

Reviewer Comments

- Comments will show at the bottom as "Rollbacks"

Contacts

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Colleen McKenna, UGCC Chair
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