# CIM: Process for Changing Existing General Education Courses

Helpful Information

- CIM is UWL's online **C**urriculum **I**nventory **M**anagement system.
- A single CIM form is used for both the Undergraduate Curriculum Committee (UCC) and the General Education Committee (GEC).
- Throughout the online CIM form, you can click or hover over help bubbles (❓) to display additional information.
- A field with a red box around it is a required field.
- You may copy and paste text from another document, such as Microsoft Word, for fields that require a written answer. Note that some formatting may be lost.
- A majority of the information for existing courses is pre-populated in the edit form.
- ***Certain changes to existing General Education courses require approval by the GEC, and in some cases, departmental representation in front of GEC will be requested. This set of instructions indicates when these requirements are needed.***
- Course deletions must be approved by GEC. Departmental representation at a GEC meeting is not required.

1. Log into the CIM system through "Course Form" using your UWL ID and password.
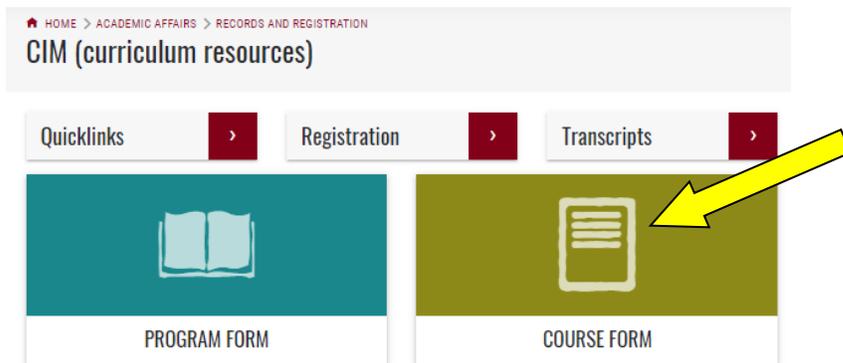
2. Search for the course that you wish to change. Use the course prefix, followed by a space, and then the 3 digit course number (e.g., ENG 204). To search by title, type in the exact title or use an asterisk (*) around a partial word or title (e.g., *English*).

3. Click on the course you wish to edit. A preview of that course appears below the search results. If this is the course you want to edit, select the green **Edit Course** button to open up the course form.

4. <u>COURSE ORGANIZATION</u>

A majority of the fields in this section will be pre-populated. Check all fields for accuracy and make changes where needed.

a. College/School, Department/Program, and **Course Prefix**
- Changes to these fields require no action from GEC. They will be treated as an informational item on the GEC agenda.

b. Course Level
- GEC must approve changing a course to a different level. Departmental representation at a GEC meeting will be required.

c. Course Number
- New numbers are assigned by the Records and Registration Office. Call the office (606-785-8577) to check availability of a number and enter it only if the number has been approved.

d. Credits
- GEC must approve changes to the number of credits. Departmental representation at a GEC meeting will be required.

e. Cross-listed
- If **No**, proceed to the next question.
- If **Yes**, provide the cross-listed course details by clicking on the green plus sign that pops up ⊕.
  - ➤ A separate CIM form must be completed for all cross-listed courses by all other departments involved. For more information, see <u>CIM: CROSS-LISTED COURSES – A QUICK GUIDE</u>.
    - i. If the cross-listed course is an **existing course**, enter the course into the **Quick Add** feature and **Add Course**,

or click on ⊕. Select the department, highlight the correct course, and click on **Add Selected**. Use the red **X** to remove a course. This can be done multiple times if the course is cross-listed with multiple departments.

  ii. If the cross-listed course is a **new course**, use the Quick Add feature to enter the course prefix and number. Use the 3 character prefix, followed by a space, and then the 3 digit course number, e.g., BIO 222), and click **Add Course**.

- Changes to cross listed courses will be treated as an information item on the GEC agenda.

5. <u>**COURSE DETAILS**</u>

Course Details

Effective Term: ⓘ

Spring 2019 ▾

The effective term is NOT the next term when the course will be offered. The effective term indicates when the change should be recorded in PeopleSoft and the catalog, which may need to be earlier than when the course is next offered. More detailed information is in the help bubble.

Type of Course: ⓘ

◉ Undergraduate

Is this a general education course?

☑ Yes   ☐ No

Are you seeking approval to include this course in the General Education Program?

ⓘ   ☐ Yes   ☐ No

Course Title:
(To appear in catalog)

College Writing

Abbreviated Course Title: ⓘ
(To appear on student transcript)

College Writing   15 characters remaining

Course Description:
(To appear in catalog) ⓘ

This course in composition addresses writing as a symbolic action that writers participate in for multiple purposes, with diverse audiences, and in various genres. It emphasizes writing as a thinking process through the learning and practice of rhetorical strategies for inquiry, persuasion, and collaboration in

a. **Effective Term**
- The form defaults to the last term the course was updated. Change this term to the date you want to revisions to take place. Changes to existing courses will be implemented in PeopleSoft (WINGS) at the start of the term chosen here. The department can use its own discretion as to when it wants to offer the course.

b. **Type of Course**
- For a GEN ED course, this should already be filled to indicate an undergraduate course.

c. **Is this a General Education Course?**
- **Yes** should already be selected.

d. **Are you seeking approval to include this course in the General Education Program?**
- **Yes** should already be selected. If not, select **Yes** to reveal the *General Education Program Information* section further down the form.

e. **Course Title**
- Changes to course titles will be treated as an information item on the GEC agenda.

f. **Abbreviated Course Title**
- The 30 character description will appear on the student's transcripts.

g. **Course Description**
- Changes to the course description will be shown in red and green font to facilitate approval by others as need in the Workflow process. Do not include prerequisites, restrictions, or when the course is offered in this field.
- GEC must approve changes to the course description. Departmental representation at a GEC meeting will be required.

h. **Prerequisites**
- Carefully following the following formatting requirements:
    i. Include departmental prefixes prior to every course listed (e.g., BIO 103, PHL 100, PSY 100).
    ii. Use a <u>comma</u> to separate within a group that is required (e.g., ESS 321, ESS 322, ESS 325).
    iii. Use a <u>semi-colon</u> to separate groups (e.g., junior standing; CS 120; grade of "C" or better in MTH 150).
    iv. Use an <u>or</u> to separate each course when listing a choice of courses as a prerequisite (e.g., BIO 103 or BIO 105 or MIC 100).
- GEC must approve changes to prerequisites. Departmental representation at a GEC meeting will be required.

6. **COURSE STRUCTURE**

a. **Component Hrs/Wk**
- Select ⊕ to add multiple Component Types. Select **X** to remove a type. The majority of courses are lecture and/or lab components. Online courses fall under the lecture component category.
    i. When determining hours of the component per week, note that UWL considers 1 credit = 1 hour a week for 14 weeks. For labs, UWL considers 1 credit = 2-3 hours a week for 14 weeks.

b. **Length of Course**
- Must UWL courses are **Full Semester** (14 weeks). For shorter courses, select either **½ Semester** (7 weeks) or **Other**.

c. **Grade Pattern**
- This field should be filled. Make changes as necessary.

d. **Repeatable for Credit**
- **No** means students cannot earn credit twice for that course. If you want students to be able to earn credit more than once, select **Yes** and complete one of the boxes that appear below.
    i. Maximum Credits: Enter the total number of credits that a student can earn in the course.
    ii. Maximum Times: Enter the total number of times a student can take the course for credit.

e. **Mode of Instruction**
- GEC approval is required for changes to mode of instruction. Departmental representation at a GEC meeting will be required.

f. **Course is Typically Offered**
- Field should be filled. Make changes as necessary.

g. **Override from Instructor or Department Required in Order to Register**
- Field should be filled. Make changes as necessary.

7. **GENERAL EDUCATION PROGRAM INFORMATION**

   This section of the form includes many help bubbles 🕜 and links to documents that the GEC created. They provide additional information to help complete the required fields.

   a. **Course Level**
      - Choose the level of student that is most appropriate for this course.
      - GEC approval is required for changes to course level. Departmental representation at a GEC meeting will be required.

   b. **Projected Enrollment**
      - Include both the total enrollment expected for the course as a while and the number of sections you estimate the course will have in one semester.

   c. **Category Placement**
      - Check the appropriate category you propose for the course – either **Skills Component** or **Liberal Studies Component**. Only one selection can be made.
      - GEC approval is required for changes to category placement. Departmental representation at a GEC meeting will be required.

   d. **Rationale for Why Course Fits the General Education Program Category.**
      - Explain how/why the course fits into the chosen category.
      - Changes to this category will be treated as a GEC consent agenda item; departmental representation is not required. However, GEC reserves the right to elevate this item to an actionable item that will require GEC approval if the committee has questions for the department.

   e. **Promotion of General Education Program**
      - Explain how you will share the value of the class *as part of the General Education program* with your students. Although this may seem obvious to you, you should still clearly explain your approach for members of GEC who may be less familiar with how you will accomplish this in your course.
      - Changes to this category will be treated as a GEC consent agenda item; departmental representation is not required. However, GEC reserves the right to elevate this item to an actionable item that will require GEC approval if the committee has questions for the department.

   f. **Student Learning Outcomes (SLOs)**
      - Check all that apply and then complete the explanation of **how/why the outcome is appropriate**. Include the outcome goals that this course addresses.
      - Changes to the SLOs or the explanation of appropriateness will be treated as GEC consent agenda items. However, GEC reserves the right to elevate this item to an actionable item that will require GEC approval if the committee has questions for the department. Departmental representation at a GEC meeting may be requested.

   g. **Assessment**
      - In the first column, list the same GE SLO(s) selected in the checkboxes above. In the second column, list one or several course-specific SLOs that align with that GE SLO, followed by specific examples of course activities and assessment methods that re linked to the listed course learning outcome(s). Click on 🕜 form more information.
      - Changes to assessment will be treated as GEC consent agenda items. However, GEC reserves the right to elevate this item to an actionable item that will require GEC approval if the committee has questions for the department. Departmental representation at a GEC meeting may be requested.

   h. **Is This Course Taught by One Instructor or Several?**
      - If **Several** is selected, a text box will appear asking how you will ensure all sections address the same outcome(s).
      - Changes to number of instructors will be treated as GEC consent agenda items. However, GEC reserves the right to elevate this item to an actionable item that will require GEC approval if the committee has questions for the department. Departmental representation at a GEC meeting may be requested.

8. COURSE CONSULTATION

Course is compatible with departmental assessment plan:

☐ Yes ☐ No ☐ N/A

Consultation with library about required resources:

☐ Yes ☐ No ☐ N/A

Consultation with information technology:

☐ Yes ☐ No ☐ N/A

Which other academic departments have you consulted with about possible course duplication and/or prereguisite impact?

Department(s) Consulted	⊕
None ▾	❌

Justification for change:

a. **Departmental assessment plan/library and IT consultation**
   - This information is used by other offices later in the approval process.

b. **Other academic departments consulted with**
   - Select all departments consulted. Use ⊕ to add multiple departments; use **X** to delete a row. The selected departments will be notified via e-mail that this course is being brought forward through governance.

c. **Justification for change**
   - Explain why the course is being changed.

9. ADVISEMENT REPORT DATA

Course is a *requirement* in a program (major/minor/emphasis/etc):

☐ Yes ☐ No

Course is an *elective* in a program *within* the department (major/minor/emphasis/etc):

☐ Yes ☐ No

Responses to these are not required for course revisions. The course will remain where it is in the advisement report (AR) unless otherwise noted in this section. If **Yes** is selected for either answer, complete the field that opens with details about who and where in the programs the course should be included. The Records and Registration office uses this information to update the AR.
   - **Course is a *REQUIREMENT* in a program:** If **Yes** is chosen but it was not a program requirement before, a revised program form must be submitted in order to include the course as a program requirement. See CIM: REVISING PROGRAMS/POLICIES. You must **specify the required category** in which the course should be included and if the **course applies to students** in all catalogs or the next catalog only.
   - **Course is an *ELECTIVE* in a program:** If **Yes** is chosen, list every major, minor, program, emphasis, and/or concentration in which the course can be used. Specify to which section in the plan this course should be applied to. Indicate if the course applies to students in all catalogs or the next catalog only.

10. TEACHER EDUCATION

Is this a Teacher Education Course?

a. **Is this a Teacher Education Couse?**
  - If this is not a teacher education course, check No and proceed to the next question.
  - If Yes, include the following:
    i. **Teacher education enhancement:** Describe how the course enhances/responds to teacher education and its requirements.
    ii. **Departments consulted with:** Select all departments consulted. Use ⊕ to add multiple departments; use **X** to delete a row. If your changes impact other teacher education programs, you <u>must</u> consult with them or your proposal will not proceed through the Workflow process. All selected departments will be notified via email that this course is being brought forward through governance.
    iii. **Programs consulted with:** List all the Teacher Education Programs (e.g., Social Studies Education Broad Field Major; Biology Education Major) this course affects.

11. COURSE LEARNING OUTCOMES AND CONTENT OUTLINE (formerly known as the LX 139)
  - The five boxes required in this field must be completed prior to submitting to Workflow. This section of the form includes many help bubbles ❓ to help you understand what is expected in each box.
  - Note: If the course is a slash course that is **taught at the undergraduate and graduate level, a statement must be included in the course description so that students are aware of the differences.** Select one of the statements provided (see below) and add it to the end of the course description.

12. ADDITIONAL INFORMATION
If there is additional information that you need to provide for this course, select yes and an additional text box will open.

13. TAKE ACTION ON YOUR CHANGES

After completing the form, select one of the following:
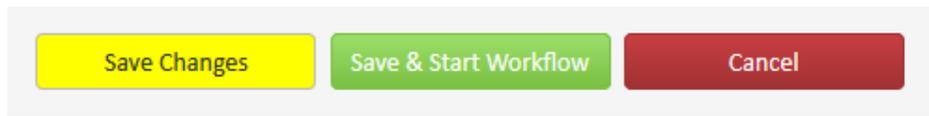
a. **Save Changes** if you want to save your work and return to it at a later time. This does not submit the proposed changes to Workflow and will allow you to save without filling in all the required fields.

b. **Save and Start Workflow** will save and submit your changes for approval. All required fields must be completed before the proposal can be submitted. This selection will also notify the next person in the approval process. The next user will receive an automated email explaining that they can now review, edit, approve, or reject the proposal.

c. **Cancel** if you do not want to save any changes to your form. You will lose all your work and will be returned to the previous screen. The form will not be submitted to Workflow.

Start Over: Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to delete/shred a course revision that has been save but NOT submitted to Workflow.

History: Once a proposal has moved through all the Workflow steps and has been approved, a History of the change becomes available in the course preview. Click on any of the dated links to view the approved changes. The history includes revisions and any attached documentation, and will only appear after a course has been updated/approved using CIM.

Logging Out: Close all windows and instances of your browser in order to log out.