

# CIM: Adding a new course to the General Education Program

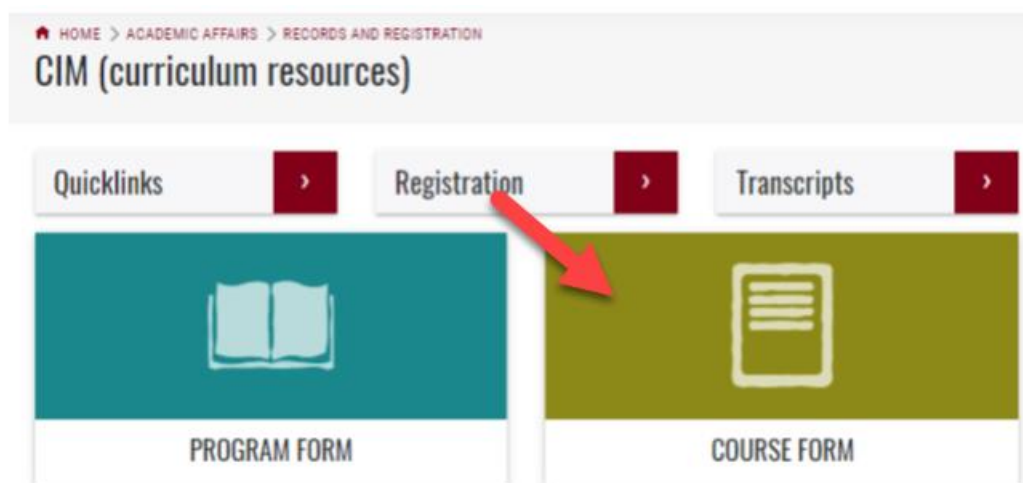
## *Brand New Courses & Existing Courses New to Gen Ed*

### Helpful Information

- CIM is UWL's online Curriculum Inventory Management 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.
- *The course form is a dynamic form, so depending on how you answer, a question may be hidden and/or other questions may be revealed.*

### Logging In

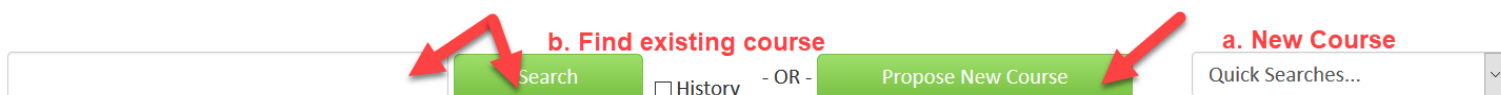
Log into the CIM system through the "Course Form" using your UWL ID and password.



### The Form

These directions only address the Gen Ed portions of the form. For details on how to complete the rest of the form, reference [CIM: Creating a New Course](#) or [CIM Guide: Revising an Existing Course](#).

1. Once you are on the Course Management screen, select the correct form for what you are trying to do.
  - a. If creating a new course, click on **Propose New Course**. A new window will open up.
  - b. Or if proposing to add an existing course to the Gen Ed Program, **search for the existing course** in the search bar. Type the course prefix, followed by a space, and the 3 digit number. Press Enter or Search. Select the desired course by clicking on it once. A preview of that course appears below the search results. If this is the course you want, select the green **Edit Course** button. This opens the course form in a new window.



2. Start filling in the form. Refer to the [CIM: Creating a New Course](#) or [CIM Guide: Revising an Existing Course](#) for specific details.
3. In the **Course Details** section of the form, there is a “**Are you seeking approval to include this course in the General Education Program**” question. Select **Yes**. This reveals the General Education Program Information section farther down the form.

**Course Details**

Effective Term:

New courses will be created in the term in which they are approved

Type of Course:  Undergraduate


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

Yes  No

4. Continue to complete the sections of the form until you get to the General Education Program Information section.
5. **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**
    - a. Choose the level of student that is most appropriate for this course.
    - b. GEC approval is required for changes to course level. Departmental representation at a GEC meeting will be required.
  - b. **Projected Enrollment**
    - a. Include both the total enrollment expected for the course as a whole and the number of sections you estimate the course will have in one semester.
  - c. **Category Placement**
    - a. Check the appropriate category you propose for the course – either **Skills Component** or **Liberal Studies Component**. Only one selection can be made.
    - b. 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.**
    - a. Explain how/why the course fits into the chosen category.
    - b. 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**
    - a. 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.
    - b. 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)**
    - a. Check all that apply and then complete the explanation of **how/why the outcome is appropriate**. Include the outcome goals that this course addresses.
    - b. 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**

- a. 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  for more information.
- b. 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?**

- a. If **Several** is selected, a text box will appear asking how you will ensure all sections address the same outcome(s).
- b. 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.

6. Complete the rest of the form.

7. After completing the form, select one of the following:

- a. **Save Changes** if you want to save your work and come back to the form at a later time. This save does NOT submit the proposed changes to workflow and will allow you to save without filling out all of the required fields.
- b. **Save & Start Workflow** to save and submit all changes for approval. ALL required fields must be filled out before the proposal can be submitted. When you hit this button, the form saves and notifies the next person in the approval process. The next user in the approval process received an automated email explaining that they can now review, edit, approve, or reject the course proposal.
- c. **Cancel** if you don't want to save any data in your form and return to the previous screen. You will lose all of your work. Form will not be submitted to workflow.


**Approval process** - Undergraduate Curriculum Committee and General Education Committee

1. **New courses:** UCC must first approve the new course. It will then be forwarded to the Gen Ed Committee via workflow.
2. **Existing Courses:** If the only edit is to make the course a Gen Ed course (and fill out the Gen Ed fields), the workflow bypasses UCC and goes straight to the Gen Ed Committee since the course is already approved by UCC. However, if there are other changes being made to an existing course, UCC must approve first. All changes to courses that are already Gen Ed require GEC approval.
3. **An overview of the Gen Ed Committee process** is as follows:
  - a. The Chair of the General Education Committee schedules a "first reading" of the proposal by the General Education Committee, for the earliest possible meeting. GEC members will review the proposal within CIM, including any attachments.
  - b. The Chair of the General Education Committee will contact the proposer(s) and invite them to be present at the first meeting to provide an overview of the proposal and to answer questions.
  - c. The Chair of the General Education Committee notifies all department chairs and program directors.
  - d. The General Education Committee reviews the proposal as it pertains to the General Education Student Learning Outcomes. The proposal may or may not be approved after the first reading. Revisions may be requested. When the proposer(s) are ready to present their revisions, the scheduling, presentation, and review process described above would be repeated for a second reading.

- e. If/when the General Education Committee approves the proposal, the Chair of the General Education Committee will approve the proposal in CIM. Records and Registration will then add the course to the university curriculum.
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**If you need to start over:** Contact the curriculum administrators in the Records and Registration office ([curriculum@uwlax.edu](mailto:curriculum@uwlax.edu)) to delete/shred a new course proposal or course revision that has been saved but NOT submitted to workflow.

**For tips on how to edit:**

- Click on the “Help” button ( **Help**  ) at the top right corner of the Course Management screen.
- Or refer to the other CIM Guides on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>.
- Or contact the curriculum administrators in the Records and Registration office at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).