Members of the Undergraduate Curriculum Committee (UCC) and the Graduate Curriculum Committee (GCC) review hundreds of proposals each academic year. Departmental representatives often spend a significant amount of time in UCC/GCC meetings addressing committee members' concerns. Many of those concerns are not a result of the intent of the proposal, but rather the way in which the CIM forms were completed. UCC/GCC members have prepared this document to assist faculty, department chairs, program directors, and graduate directors with completion of the CIM forms, with the intention that many of these common concerns will be addressed before the proposals are added to the UCC or GCC agenda.

Preparing and submitting CIM forms:
Guidelines for faculty and department/program administrators

Take advantage of the resources available to you.

- **User guides:** Each CIM form has an associated user guide, which will take you step-by-step through the form. ***These guides are especially useful if this is your first time using CIM to create, revise, or deactivate a course or program or if you use CIM infrequently.***

  Guides for course forms:

  - https://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/cim-courses/

  Guides for program forms:

  - https://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/cim-programs/

- **In-form help text:** Help text is available in each form for most fields. Look for text in italics or a blue question mark under the field name. (Click the blue question mark to access a pop-up window.)

- **Campus contacts:**

  Records & Registration *(for most CIM-related questions):*

  - https://www.uwlax.edu/records/our-people/ or curriculum@uwlax.edu

  Associate Vice Chancellor of Academic Affairs *(for new program development):*

  - https://www.uwlax.edu/academic-affairs/resources/new-program/

Know your audience.

- **Justification:** Most forms require you to provide a justification. Your proposal will ultimately be read by an interdisciplinary committee of reviewers from across the Colleges and Schools. Write your justification with this audience in mind. *(For new/revised programs, the field is called "Additional Information".)* For course/program revisions and course deactivations, you are welcome to use any of the following options and revise/augment as needed:
  - More accurate reflection of how the course is currently taught E Keeping up-to-date with current disciplinary trends

- Course content being addressed in another course
- Addition of new electives
- Removal of existing electives
- Change to accreditation/certification/licensure requirements E Response to APR recommendations
- Faculty turnover
- Catalog clean-up

- **Catalog/transcript content:** The content in some CIM fields gets published in the catalog and/or on student transcripts. The language in these fields must be carefully proofread and targeted to an audience of <u>current</u> and <u>potential</u> students and must make sense to typical reviewers of transcripts, e.g., graduate schools, employers, grant agencies. The following fields contain catalog/transcript content:

<u>New and revised program forms</u>

- "Program or Policy Requirement and Description"
- "Title"

<u>New and revised course forms</u>

- "Course Title"
- "Course Description"
- "Prerequisite(s)"
- "Abbreviated Course Title"

Student Learning Outcomes (SLOs) on the new and revised course forms

- **"Course Objectives and/or Learning Outcomes:"** The minimum requirement for this field is the SLO language that you will include on your syllabus, as required by the University's approved syllabus template. You should also consult a guide for writing SLOs, e.g.,:
  - http://www.learningoutcomesassessment.org/TWO%20SLOS.pdf

- **Revised courses:** When revising a course, don't forget to update the SLOs. Proposals often get sent back, because revisions to a course description, for example, aren't reflected in the SLOs.

Guidelines specific to undergraduate courses and programs

- **"Course is Typically Offered:"** Your selection for this field may affect your ability to use textbook rental. For more information, contact Textbook Rental:
  - https://www.uwlax.edu/textbook-rental/resources-for-faculty--staff/general-information/

Guidelines specific to slash courses

- **"Provide information on how this will be accomplished in the course:"** It is not sufficient to simply say "graduate students will have more work"; you must be more specific than that. However, you want to allow flexibility for this requirement to be satisfied by different instructors with different pedagogical philosophies. Rather than provide the one and only way

that it will be accomplished, provide an example of a way or ways in which it could be accomplished.

Guidelines specific to graduate courses and programs

- **"Program or Policy Requirement and Description:"** In addition to course requirements, graduate programs should, whenever applicable, also include admission, comprehensive exam, and thesis requirements.

Other considerations

- **Hidden prerequisites:** When listing course requirements in the "Program or Policy Requirement and Description" field, you must account for any "hidden" prerequisites, minimally in a footnote. For example, if a student must take a specific General Education course in order to take a course required for her major, that fact must be stated clearly on the program form.

- **"Component Hrs/Wk:"** This field affects classroom/lab scheduling and should be checked carefully before submitting. Contact Records & Registration with questions:
    - https://www.uwlax.edu/records/our-people/ or
    - curriculum@uwlax.edu

Approved by UCC 4-30-19 and GCC 5-7-19