

Records and Registration's CIM Guide for UCC/GCC Chairs and Members

Logging in

Faculty and staff can log into CIM using their user id and password to view proposals at any time. (Mozilla Firefox works best as a browser.) See **CIM: Logging In & Out**. Follow the below links to view the forms in the CIM course and program databases. You only have to login once for both links.

Courses: <https://uwlaxnextcat.courseleaf.com/courseadmin/>

Programs: <https://uwlaxnextcat.courseleaf.com/programadmin/>

Or go to the Records Curriculum Resources website and login there:

<http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>

The Process:

Proposals must be at the Registrar step in workflow by noon on the Wednesday prior to the meeting in order to be on the agenda. The Registrar sends the UCC/GCC agenda & minutes campus-wide on the Thursday prior to the meeting.

UCC meets every 2nd, 4th, and 5th Tuesday of the Fall and Spring terms, except for the first week of classes, finals, and spring break. GCC meets every 1st and 3rd Tuesday of the Fall and Spring terms except for the first week of classes, finals, and spring break.

Committee members view proposals through the CIM databases by clicking the links in the bi-weekly agenda or by logging into the databases linked above. Committee members review the proposals in preparation for the Tuesday meeting where they take action (approve, hold, reject) on the proposals. The individual committee Chairs record the committees' actions on behalf of the other members by going into CIM and approving or rolling back the proposal as appropriate.

A. The UCC/GCC Committee Chair

1. Email Notification

Each Chair has special access to approve CIM proposals in their “role” as the committee Chair. Roles are a specific step in workflow and are assigned to individuals responsible for processing and/or approving proposals. At the first meeting of the year, when a new chair is elected, the CIM administrators update the committee chair roles so the appropriate person will receive the email notifications.

In the electronic workflow process, an email is automatically sent to the UCC or GCC chair's UWL email account when a proposal is ready for committee review. The emails will look

similar to the one below and are sent by the Catalog & Curriculum Administration Team with the subject starting with "Action Required."

Action Required: CIM PROGRAM Review Request ANT.M: Anthropology Minor



Catalog & Curriculum Administration Team <courseleaf@notify.courseleaf.com>

to me ▾

Susan:

There is a pending program proposals awaiting your review: ANT.M: Anthropology Minor.

Please visit:

<https://uwlnextcat.courseleaf.com/courseleaf/approve/?role=Advisement%20Report%20Role>
to review the changes and provide your feedback.

This proposal needs your approval to move forward. Thus, your immediate action would be appreciated. Proposals must have Dean's office approval by noon of the Wednesday before the next curriculum meeting in order to be included on that meeting's agenda.

For questions regarding this email, please reply to curriculum@uwlax.edu or contact Victoria Rahn, [608-785-8577](tel:608-785-8577), or Sue Knudson, [608-785-8954](tel:608-785-8954).

Records and Registration Curriculum Team:

Chris Bakkum

Sue Knudson

Victoria Rahn

These emails notify the Chair that the proposal(s) will be on the next UCC/GCC agenda. An email is sent for each individual course and program change that is to be heard at the meeting. The Registrar approves proposals for the agenda on the Wednesday or Thursday prior to the UCC/GCC meeting. Be prepared for increased email activity on those days.

Within each "Action Required" email, there will be a link to the proposal in the **Approval Page** screen, but they are also included here below. The Approval Page is separate from the Course and Program Management databases and is only accessible by approvers. **Approvers in workflow must go to this specific page in order to approve or rollback proposals.** Login to the page using your UWL net ID and password.

UCC: [https://uwlnextcat.courseleaf.com/courseleaf/approve/?role=UCC Curriculum Committee Chair](https://uwlnextcat.courseleaf.com/courseleaf/approve/?role=UCC%20Curriculum%20Committee%20Chair)

GCC: [https://uwlnextcat.courseleaf.com/courseleaf/approve/?role=GCC Curriculum Committee Chair](https://uwlnextcat.courseleaf.com/courseleaf/approve/?role=GCC%20Curriculum%20Committee%20Chair)

2. **Approval Page Preview**

At the Approval Page, chairs will see all the course and program proposals ready for the meeting in the UCC (or GCC) Curriculum Committee Chair role. Courses and programs are alphabetized together (courses by prefix and course number, and programs by program code), but courses are listed in numeric order before programs.

The screenshot displays the COURSELEAF interface. At the top, a 'Pages Pending Approval' table lists proposals with columns for 'PAGE' and 'USER'. A callout '1' points to the 'Your Role: Faculty Senate Chair' dropdown. Below the table, a 'PAGE REVIEW' section shows details for a 'Program Change Request' at the University of Wisconsin-La Crosse. Callouts '2' and '3' point to the 'Hide Changes' and 'View Changes By' dropdowns, respectively. Callouts 'a', 'b', and 'c' point to the 'Edit', 'Rollback', and 'Approve' buttons. A 'Page Info' sidebar on the right shows details like 'Title: Ed. D. in Student Affairs Administration and Leadership' and 'Department: Student Affairs Administration'. A workflow diagram on the right shows steps: 1. SAADEPT Chair, 2. CLS College Academic Oversight Committee Chair, 3. CLS Assistant to the Dean.

1. **Your Role:** all course and program proposals at that role in workflow will be listed. To view a proposal, simply click on the proposal name.
2. **Hide Changes/Show Changes:** click on “Hide Changes” to see the proposal in a “clean,” unmarked state. All red/green marks will be removed, and the proposal will show as it would look after being approved. Click on “Show Changes” to see all of the changes again. Added information/requirements will be in **green**. Information being deleted will be in **red**.
3. **View Changes By:** this drop down mention gives the options to see who made what comments/revisions. All approvers who have made edits will be included in this list. Selecting an option in the drop down menu will filtered comments/revisions based on user. The default setting is to see all changes.
4. **Action Required:** after the committee hears the proposal, the Chair has three options:
 - a. **Edit:** use this feature to enter revisions made by the committee. A comment is required to explain the revisions and document any changes made on the floor. If a proposal is held for a second read, a comment stating that will be entered here. This duty is usually done by a member of the Records office during the meeting, to help keep track.
 - b. **Rollback:** use this feature if the committee did not approve the changes and requested the proposer to re-work the proposal. The chair can roll back a proposal to any point in the past workflow (i.e., the originator, the department chair, etc.). However, please remember when choosing to rollback, the proposal will go through all the workflow steps again from the returned point forward. A comment is required with the rollback option which will be included with the rollback email that is sent.
 - c. **Approve:** if the committee passes the proposal, the chair approves and sends the proposal to the next step. If the proposal is held for a second read, a comment should be added using the Edit feature. The proposal remains in the committee chair’s queue until the next meeting.

The Records and Registration office will document any revisions/comments on the proposal that happen during the meeting. After the meeting, the chair will electronically approve the proposals that were passed by the committee and should not approve proposals prior to the meeting.

B. UCC/GCC Committee Members

1. Email Notification

Committee members do not receive individual email notifications for each proposal. Instead, links to the CIM proposals will be provided in the agenda which is emailed the Thursday before the meeting by the Records and Registration office. Committee members can then review the pending proposals in preparation for the next meeting.

2. Reviewing proposals

Committee members review proposals in preparation for the meeting in a variety of ways:

- a) One proposal at a time using the UCC or GCC agenda: Agendas will link each proposal directly to the record in CIM. Members will need to log in to the browser window that pops up.
- b) One course (or program) proposal at a time using CIM:
 - i. **Courses:** login using either the Course link above or the Course Form link on the Records website. At the search page, enter the individual course prefix/number and hit search. See [CIM: Searching for a Course](#)
 - ii. **Programs:** login using either the Program link above or the Program Form link on the Records website. Search by specific program title or a part of the title. For partial title searches, be sure to use an asterisk (*) before and after the work (e.g. *physics*) See [CIM: Searching for a Course](#).
- c) See all proposals sitting at a certain step in workflow (see examples on next page):
 - i. Log into the appropriate database. Click **once** on the **Workflow** header at the main search page. This sorts the proposals by ascending workflow status. Clicking **twice** sorts by descending workflow and lists workflow items at the top. Scroll down to find where the UCC or GCC Curriculum Committee Chair is listed. (Mac users need to hover over the right side to find the scroll bar.)

Committee members can't edit the proposal(s) on their own, but they can add comments if desired. These comments will be recorded with the proposed change and be visible to everyone.

Remember: Courses and programs have separate management screens, and you will be asked to log into the system even if clicking on a link in the agenda. You only need to login to one database, and you'll be able to get into the other too.

Welcome to UW-L's curriculum inventory management (CIM) system. Use this tool to search edit, add, and deactivate courses.

The system can search by Course Code (the course prefix and/or catalog number) or by words in the Title. If searching by the title, use an asterisk (*) in the search box as a wildcard. For example, MATH* will find every course that starts with "MATH". *MATH will find every course title that ends with "MATH". *MATH* will find every course that has MATH included in the title. The Quick Searches function provides a list of predefined search categories to use.

If you have any questions, please contact the UW-L Curriculum Team at curriculum@uwlax.edu or call 785-8577.

Search - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	CIM Status	PS Status
BIO 106	Nature Study	UCC Curriculum Committee Deleted	A	
BIO 448	Aquatic Toxicology	UCC Curriculum Committee Deleted	A	
BIO 463	Aquatic Animal Health	UCC Curriculum Committee Deleted	A	
TSL 463	Teaching English to Speakers of Other Languages (TESOL) Methods	UCC Curriculum Committee Edited	A	
CS 270	Assembler Programming and Introduction to Computer Organization	UCC Curriculum Committee Edited	A	
CS 352	Computer Graphics and Scientific Visualization	UCC Curriculum Committee Deleted	A	
EFN 205	Understanding Human Differences (ES)	UCC Curriculum Committee Edited	A	

Welcome to UW-L's curriculum inventory management (CIM) system. Use this tool to search edit, add, and deactivate programs and policies.

The system can search by Program Code (the code used in WINGS, e.g., MTH.BA) or by words in the Title. If searching by the title, use an asterisk (*) in the search box as a wildcard. For example, MATH* will find every program that starts with "MATH". *MATH will find every program title that ends with "MATH". *MATH* will find every program that has MATH included in the title. The Quick Searches function provides a list of predefined search categories to use.

Multiple degree types: If the current major offers both a B.A. and a B.S., only one program code appears in the search but that code covers both degrees. The B.A. option is typically the code used. But both types are in the system and will be updated at the same time because they share the major's curriculum.

If you have any questions, please contact the UW-L Curriculum Team at curriculum@uwlax.edu or call 785-8577.

Search - OR - Propose New Program Quick Searches...

Program Code	Title	Workflow	Status
POL.M	Political Science Minor	UCC Curriculum Committee Edited	
PUB.M	Public Administration Minor	UCC Curriculum Committee Edited	
TSL.M	Teaching English to Speakers of Other Languages (TESOL) Minor	UCC Curriculum Committee Edited	
FREED.M	French Education Minor (MC-EA Certification)	UCC Curriculum Committee Edited	
FREEDA.M	French Education Minor (EAA Certification)	UCC Curriculum Committee Edited	
FRE.M	French Minor	UCC Curriculum Committee Edited	
GERBUS.BA	German Studies Major with Business Concentration	UCC Curriculum Committee Edited	

Note: Even when sorted, the CIM system will list the proposals in an order that differs from how the agenda will be ordered (by date received). Also, CIM only sorts one way at a time, so if you sort by title alphabetically, it won't sort by Workflow, and *visa versa*.

Logging out

Close all windows of the browser. There is no official logoff button.

For more CIM tips and training materials, see the Curriculum Guidelines 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.