CIM Curriculum Inventory Management

October 2018

THE UNIVERSITY
of NORTH CAROLINA
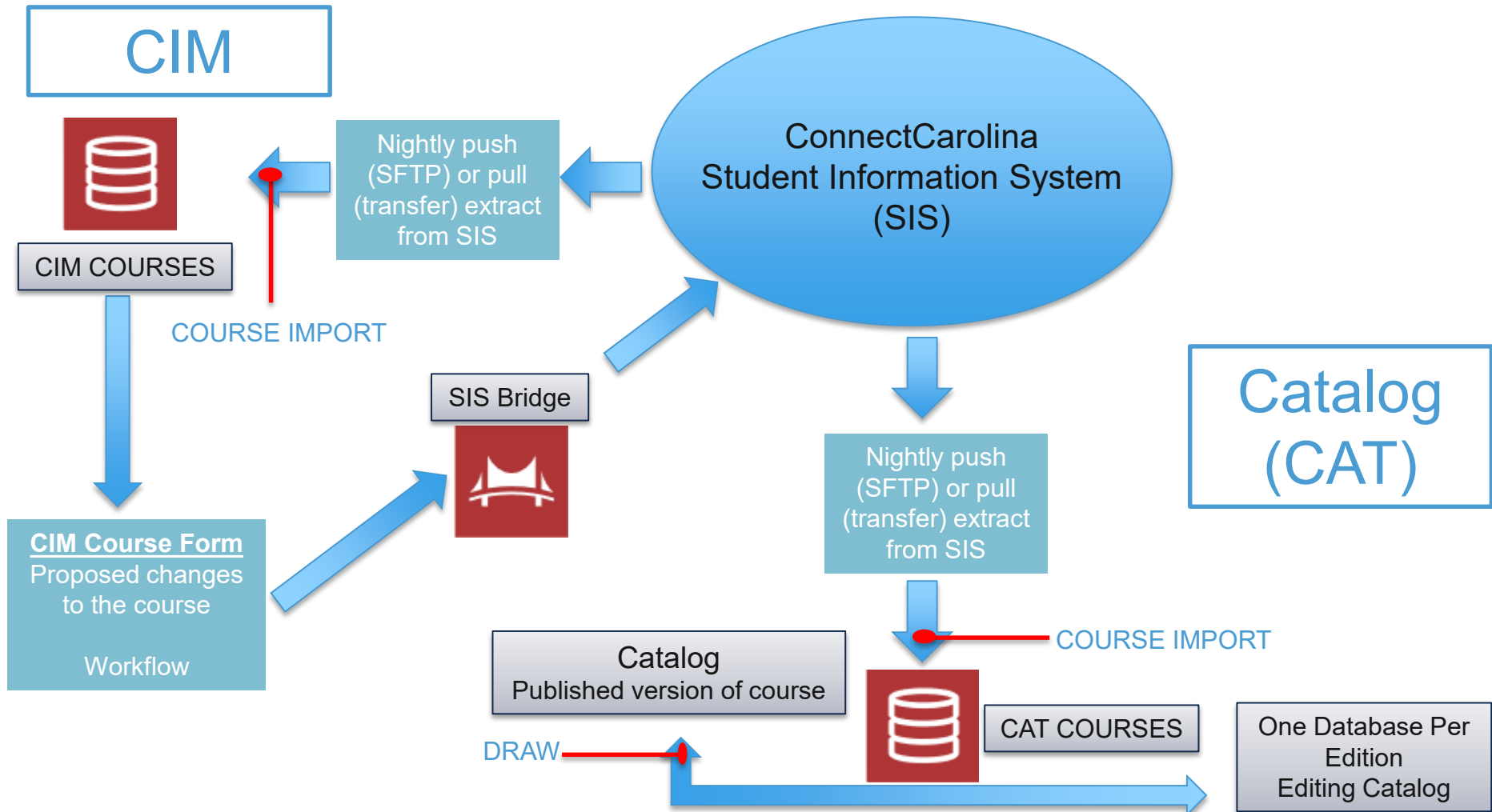*at* CHAPEL HILL

Agenda

- Background/Overview

- New Features in CIM

- Future Features in CIM

- Questions

Course Inventory Management (CIM)

CourseLeaf Curriculum Information Management (CIM) takes the entire curriculum process online, integrates, and builds on the CourseLeaf Catalog software (CAT) to provide a comprehensive Curriculum and Catalog product.

CIM Course Approval is tightly integrated with the University Catalog and Connect Carolina.
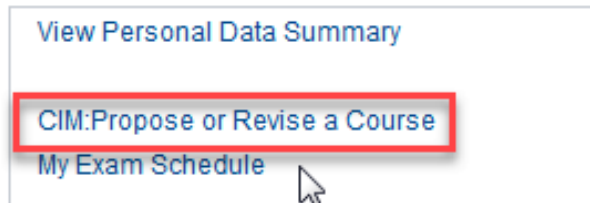
Course Inventory Management (CIM)

CIM

ConnectCarolina
Student Information System
(SIS)

Nightly push (SFTP) or pull (transfer) extract from SIS

CIM COURSES

COURSE IMPORT

CIM Course Form
Proposed changes to the course

Workflow

SIS Bridge

Catalog
(CAT)

Nightly push (SFTP) or pull (transfer) extract from SIS

COURSE IMPORT

Catalog
Published version of course

CAT COURSES

DRAW

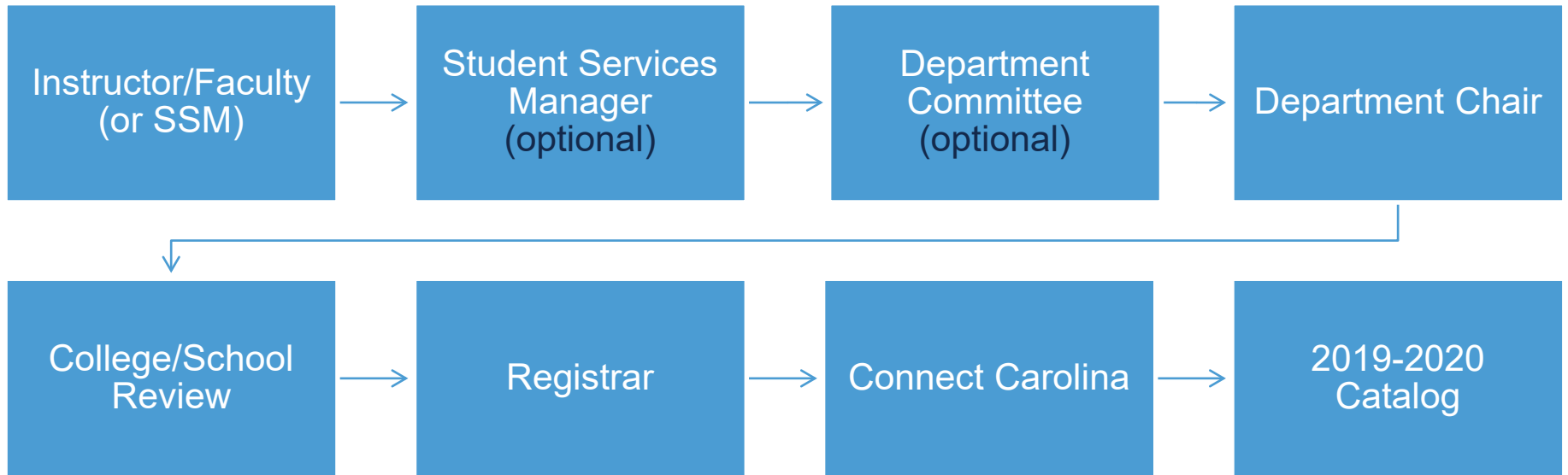One Database Per Edition
Editing Catalog

New Features

New Features: Faculty Access in ConnectCarolina

Faculty

1. Log into ConnectCarolina

2. Navigate to "**My Schedule**" in your **Faculty Center**.

3. Click on the link CIM: Propose or Revise a Course.

View Personal Data Summary

CIM:Propose or Revise a Course
My Exam Schedule

New Features: Responsive Workflow

New Features: Clear Workflow Steps & Approval Path

Date Submitted: 09/26/18 9:58 am

Viewing: **ENGL 680 : Film Theory**

Last edit: 09/27/18 12:29 pm

Changes proposed by: jlarson

Catalog Pages referencing this course

Department of English and Comparative Literature
Department of English and Comparative Literature (GRAD)
ENGLISH (ENGL)
English and Comparative Literature Major, B.A.
Global Cinema Minor

Are you submitting this request on behalf of someone else?

No

Contact

Name	User ID	Email
Jennifer Larson	jlarson	jlarson@email.unc.edu

Level of Change

Academic Career   Undergraduate

Course Prefix   ENGL - ENGLISH   Course Number   680

Department   English and Comparative Literature

College   College of Arts & Sciences

In Workflow

1. **ECL CIM SSM**
2. **ECL CIM Curr Cmte**
3. **ECL CIM Chair**
4. **CIM CAS Admin**
5. CIM CAS Curr Cmte
6. CIM CAS Board
7. CIM Registrar
8. PeopleSoft

Approval Path

1. 09/27/18 12:29 pm Tony Royle, Jr. (troyle): Approved for ECL CIM SSM
2. 10/10/18 4:42 pm Jennifer Larson (jlarson): Approved for ECL CIM Curr Cmte
3. 10/10/18 8:43 pm Mary Floyd-Wilson (floydwil): Approved for ECL CIM Chair

New Features: Ecosystem

Viewing: **CHEM 261 : Introduction to Organic Chemistry I**

Also listed as: CHEM 261H

Neuroscience Major, B.S.

Nutrition Major, B.S.P.H.

PHYSICS (PHYS)

Physics Major, B.A.
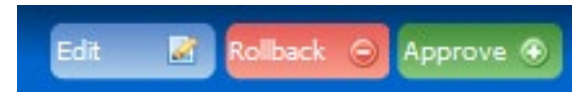
New Features: Red/Green Markup

Course Title	Intermediate Greek I
Transcript Title	INTERMEDIATE GREEK I
Course Description	Review of fundamentals; reading **primarily** in selected **prose** ~~classical~~ texts, such as Xenophon, Plato, **Lysias,** ~~Euripides,~~ or others.
Effective Term	Fall 2019
Credit Hours	3

New Features: Rollbacks & Comments

1. In Workflow/Approval, select **Rollback**, provide reason.

2. Email & link is sent to the user(s). Reason is listed as a comment on CIM form.

Reviewer Comments	**Lea Alexander (genez) (09/25/18 12:58 pm):** Rollback: Change course number to 482.

3. Rollback action is captured in approval path.

Approval Path

1. 09/25/18 12:58 pm Lea Alexander (genez): Rollback to Initiator
2. 09/25/18 2:46 pm Lea Alexander (genez): Approved for CLAS CIM SSM
3. 09/25/18 3:03 pm James Rives (jbrives): Approved for CLAS CIM Chair

New Features: Renumbering

Viewing: **EDUC 111** ~~131~~ : Career Exploration

Also listed as: ~~EDUC 131~~

Formerly known as: **EDUC 131** (or if cross-listed - deactivated courses associated with this course)

New Features: Field Validation

Course Title ⓐ
`Market Failures`
85 characters remaining

Transcript Title ⓐ
`MARKET FAILURES`
15 characters remaining

Course Description
ⓐ
`This course is a continuation of ECON 410. While ECON410 dealt with basic price theory and market "successes," this course will mainly cover market failures. In particular, we will`
1 words remaining

New Features: Pair and Sequence Information

Paired courses are those for which a student may earn credit for only one of the courses in the pair/group. Use the green add button to list courses paired with this one.

Code	Title		
SPAN 100	Elementary Spanish Review		❌
SPAN 101	Elementary Spanish I		❌
SPAN 401	Beginning Accelerated Spanish		❌

Sequenced courses must be taken in a specific order. Use the green add button to list such courses related to this one.

New Features: Justifications

Provide a justification that distinguishes this course from others in your unit.	There is not an existing play course in the school of education. This course is an important course for the study of child development

General Education Requirements

Undergraduate courses may carry general education requirements if they meet certain *criteria*.

Writing requirement	10 pages of writing, excluding essays from in cl ▾
Foundations requirement. ❓	Select... ▾
Approaches requirement ❓	Literary Analysis ▾
Justification ❓	The course asks students to read and write at length literary texts drawn from more than two thousand years of history; it thus provides them with essential training in how to understand and interpret literature in wide range of historical, social, and political contexts.

New Features: Reviewer and Rollback Comments

Add a comment about the proposal. Comments appear at the bottom of the proposal.

Reviewer Comments	**Nick Siedentop (siedento) (10/11/18 9:52 am):** The Course Committee approved the proposal/syllabus, with the following feedback: • The goals and objectives are a bit vague and abstract – could be much more concrete such as mental health • Awarding 5 points (5% of total grade) to meet with the instructor during office hours seems high. • There does not appear to

When a proposal is rolled back, comments appear in the email to the rollback person and appear at the bottom of the proposal.

Reviewer Comments	**Ben Haven (bhaven) (09/12/18 12:22 pm):** Rollback: Dear Jennifer or Mary,We notice that the final is a portfolio of work submitted on the day of the final, which would be a nontraditional final. Would you please change the status of the final and give permission as chair or chair's designate for a nontraditional final? Thanks!

New Features: CIM Agenda Report

Create an agenda for your curriculum committee meeting.
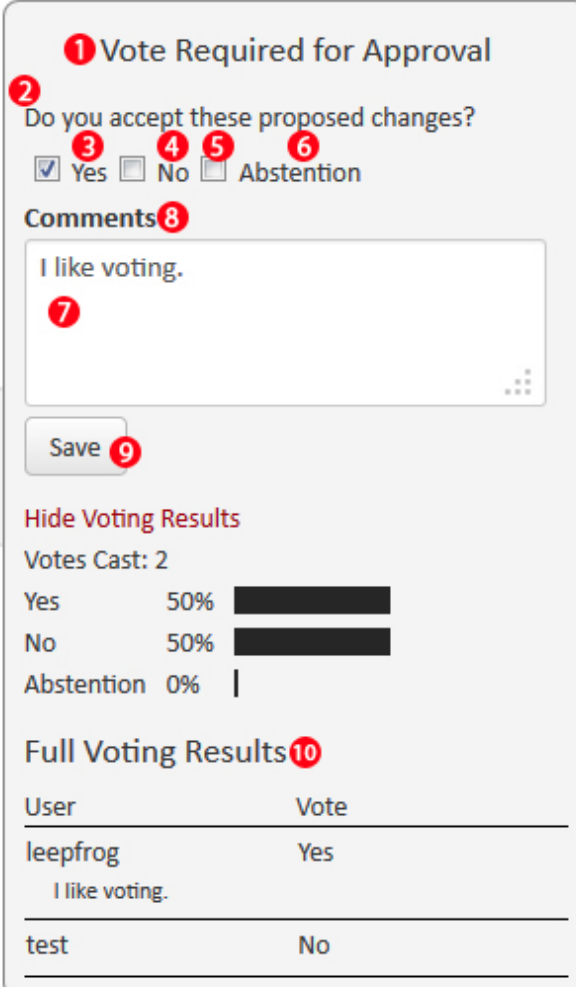
Step 1

Step 2

Tips and Tricks

- Multiple people can share the same role

- What to do when you make a mistake

- Departments define their internal processes

Future Features

Future Features: Sample Voting Screen

All of the look and feel options can be customized for UNC-Chapel Hill.

1. Header label for the voting box
2. Prompt for the vote
3. Label for Yes voting option
4. Label for no voting option
5. If voters can abstain from voting
6. Label for Abstain voting options
7. If voters can leave a comment with their vote
8. Label for the Comments box
9. Label for the Save button
10. Full voting results
11. % of voters that must cast a vote in order for that vote
12. % of yes votes that are required for the vote to pass.

Future Features: Voting Rules
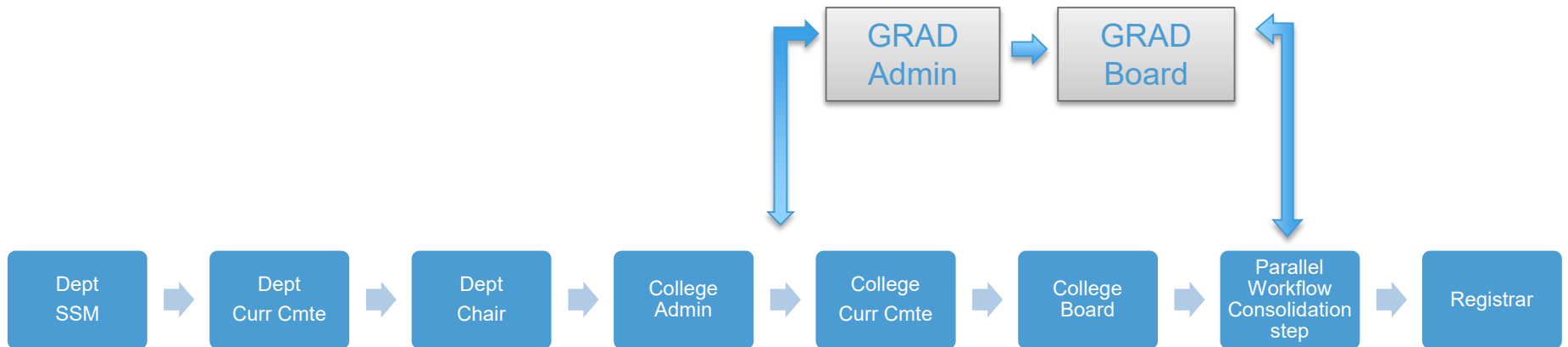
Some examples of voting rules include:

- **Quorum**: How many people out of all of the people listed in the voting role must vote?

- **Percent Yes**: How many people out of the quorum must vote yes?

- **Voting Period**: How many days should the vote be open?

Future Features: Voting and Workflow

How it works:

- When a form reaches a voting step in workflow, it sends a vote email to each member in the role (e.g., HIST Curr Cmte)

- Members are directed to the form to cast their vote.

- A vote succeeds when the voting rules are met and any time voting period has passed.

- Once a vote is considered successful, the proposal is automatically approved past the voting step.

Future Features: Parallel Workflow

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- The approver(s) receive a link to a Proposal Preview screen; they click the Approve button to register the signature. No further action is needed.

- The approval can happen at any time after the proposal is submitted to workflow.

- The proposal will continue through workflow until a further step when the signature is checked at the Parallel Workflow Consolidation step.

Future Features: Program Form

Resources

- **General CIM Information**: https://registrar.unc.edu/courses/curriculum-inventory-management-cim/

- **UNC's CIM Users' Guide**: https://registrar.unc.edu/files/2018/08/CIM-Users-Guide-July-2018.pdf

- **Courseleaf's Users' Guide**: https://registrar.unc.edu/files/2018/08/CL-User-Guide-for-CAT-and-CIM.pdf

Questions?

Contacts – General Questions

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