

CIM Curriculum Inventory Management

October 2018

ConnectCarolina User Conference



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Agenda

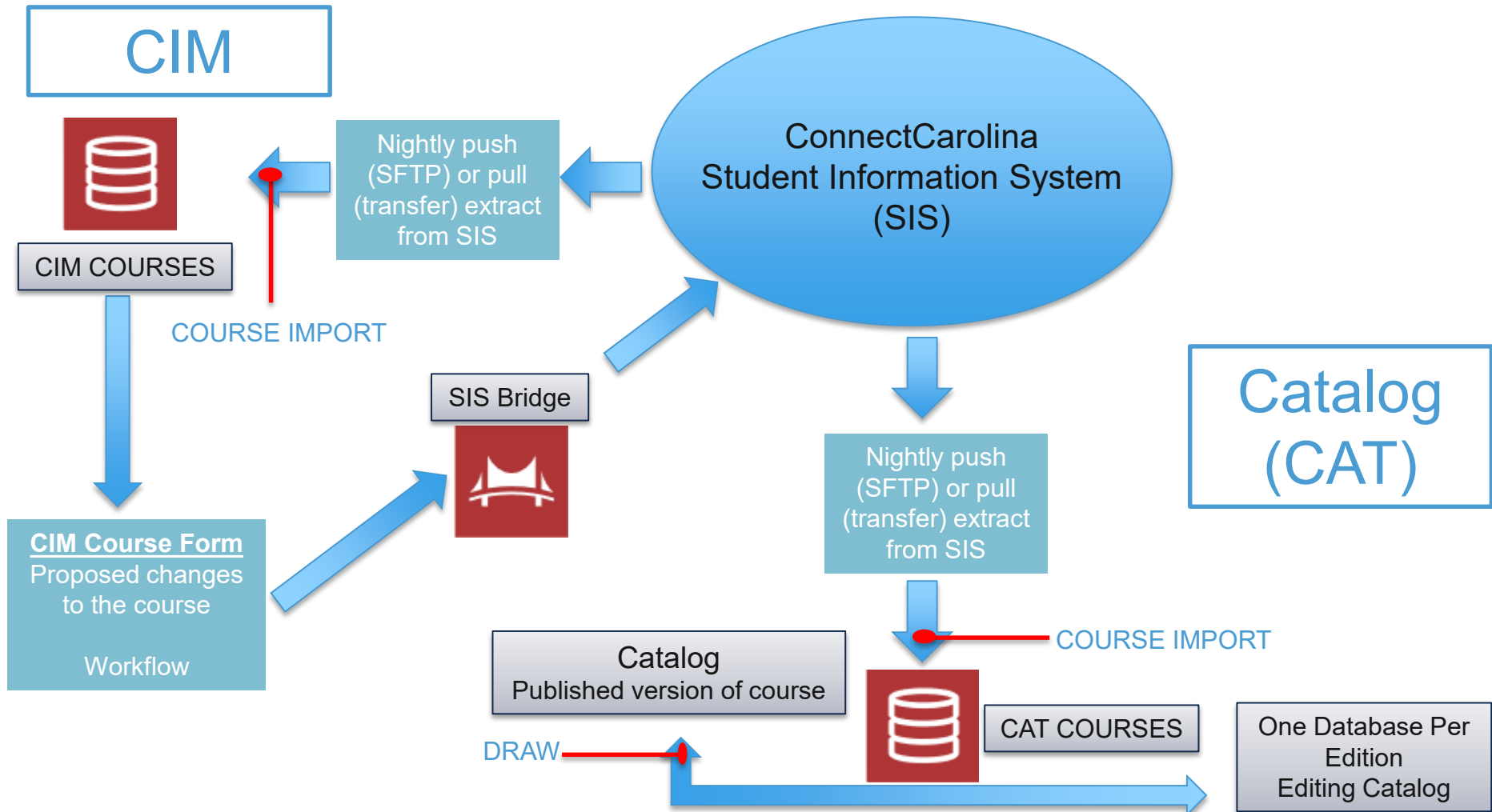
- Background/Overview
- New Features in CIM
- Future Features in CIM
- Questions

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)

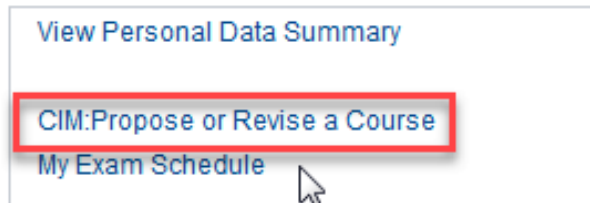


New Features

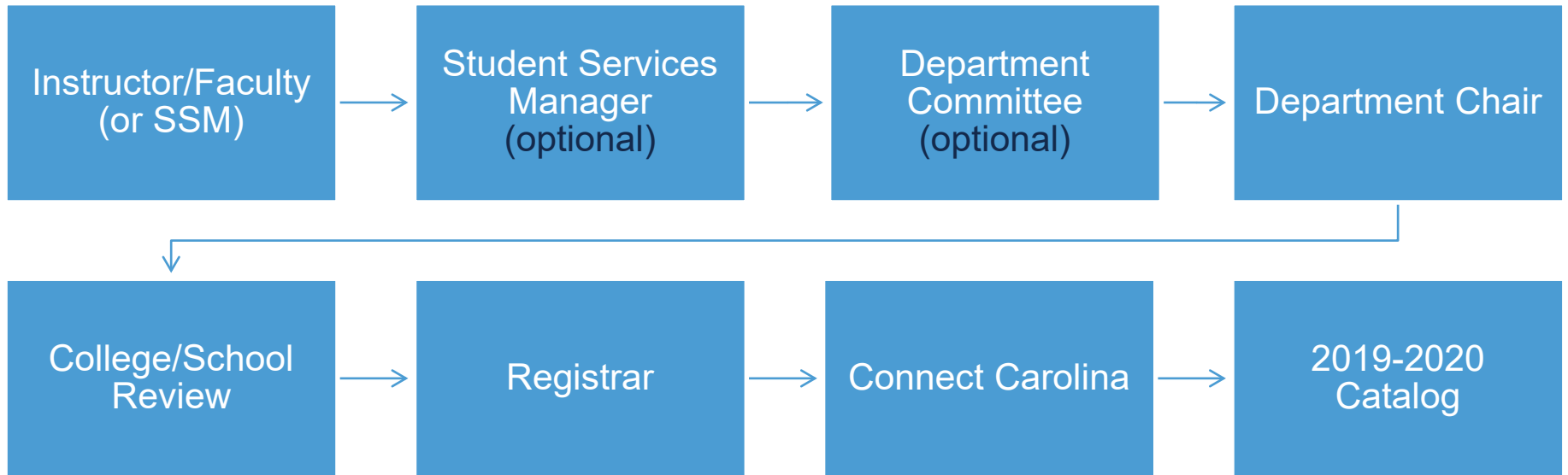
New Features: Faculty Access in ConnectCarolina

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.



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@mail.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 \(PHYS\)](#)

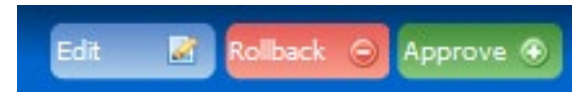
[Physics Major, B.A.](#)

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

3. Rollback action is captured in approval path.

Approval Path

- 09/25/18 12:58 pm
Lea Alexander (genez): Rollback to Initiator
- 09/25/18 2:46 pm
Lea Alexander (genez): Approved for CLAS CIM SSM
- 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	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
Comments	

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

Reviewer	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!
Comments	

New Features: CIM Agenda Report

Create an agenda for your curriculum committee meeting.

Step 1

COURSELEAF Help

CIM Agenda Report

Approval Role: ANTH CIM Chair

Output Format: HTML PDF Excel

Run Report

Step 2

CIM Report Oct 12, 2018 8:47 am

Course Changes Pending Approval from ANTH CIM Chair

Code	Field	Old Value	New Value
ANTH 71		ADDED	
ANTH 235		ADDED	
ANTH 355	Course Code	ANTH 567	ANTH 355
	allcodes	ANTH 567	ANTH 355
	Course Number	567	355
	Course Title	Urban Anthropology	Life, Society and Work in the Globalized City
	Transcript Title	URBAN ANTHROPOLOGY	LIFE SOCIETY WORK GLOBAL CITY
	Course Description	Comparative study of the political economy and cultural politics of populations in spaces and landscapes in cities in America and Third World undergoing globalization, economic restructuring, and transnational immigration.	Contemporary cities are undergoing major transformations due to globalization, economic restructuring, political conflict and transnational migration. This course is a comparative study of the structures of power, everyday life, and social inequalities in globalized cities in North America, Asia, and Europe.

Tips and Tricks

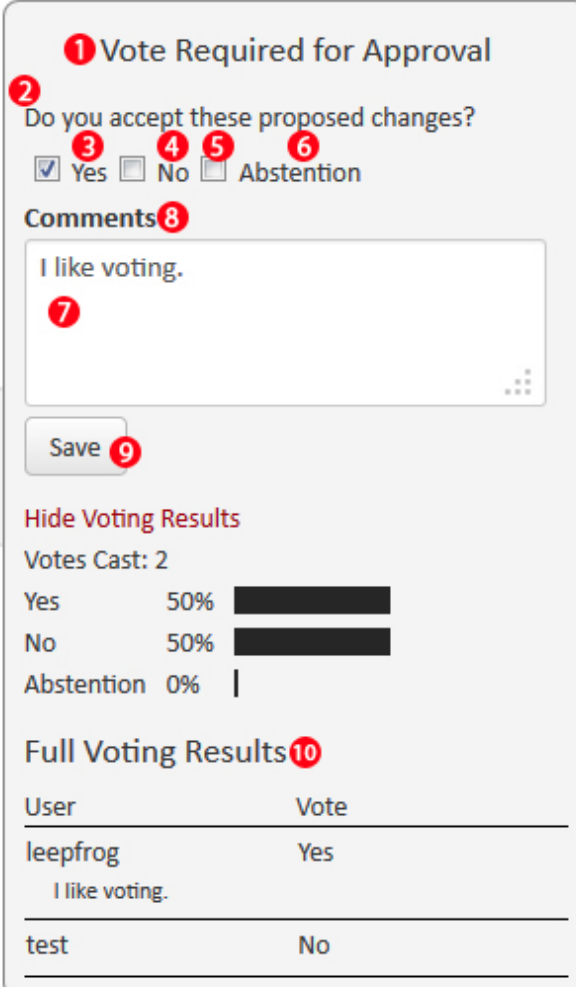
- Multiple people can share the same role
- What to do when you make a mistake
- Departments define their internal processes

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.



The image shows a sample voting screen with various elements numbered 1 through 10. The screen is titled "Vote Required for Approval" (1). Below the title is a prompt "Do you accept these proposed changes?" (2). There are three radio button options: "Yes" (3), "No" (4), and "Abstention" (6). The "Yes" option is selected. Below the options is a "Comments" section (8) with a text input field containing "I like voting." (7) and a "Save" button (9). Below the comments is a "Hide Voting Results" section. Underneath, it shows "Votes Cast: 2" and a bar chart with three categories: "Yes" (50%), "No" (50%), and "Abstention" (0%). Below the bar chart is a "Full Voting Results" section (10) with a table showing user names and their votes.

User	Vote
leepfrog	Yes
I like voting.	
test	No

Future Features: Voting Rules

Some examples of voting rules include:

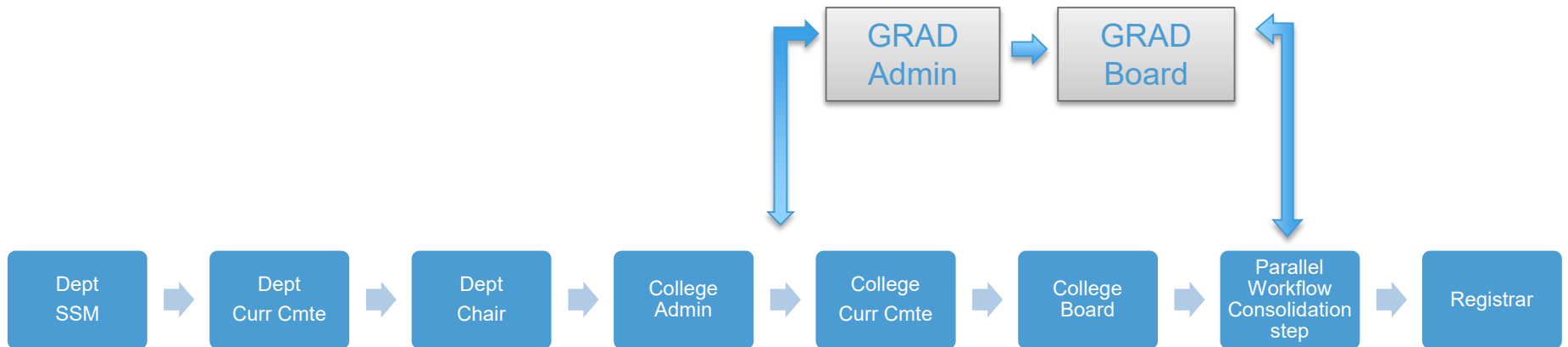
- **Quorum:** How many people out of all of the people listed in the voting role must vote?
- **Percent Yes:** How many people out of the quorum must vote yes?
- **Voting Period:** How many days should the vote be open?

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



Future Features: Parallel Workflow

- 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.

Approve

In Workflow

1. MATH Chair
2. 62 Dean
3. Graduate Council Chair
4. Faculty Senate Chair
5. Librarian
6. UCC/MATH
-MATH Curriculum Committee
-Undergraduate Curriculum Committee

Future Features: Program Form

Program Management

New Program Proposal

College:

Department:

Title:

Program Requirements and Description

Format - Styles - [Rich Text Editor]

Program Management

Editing: **BIOL BA**

College:

Department:

Title:

Program Requirements and Description

Format - Styles - [Rich Text Editor]

Course List		
UNIVERSITY REQUIREMENTS		31
LYPU 101	Course LYPU 101 Not Found	
GEC Requirements: credits may vary depending on overlap		
COLLEGE REQUIREMENTS		12
Foreign Language		
DEPARTMENTAL REQUIREMENTS		
Core Biology Courses (must be taken in the following sequence)		16
BIOL 115	Principles of Biology	
BIOL 117	Introductory Physiology	
BIOL 219	The Living Cell	
BIOL 221	Ecology And Evolution	

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

Charlotte Stowe

Curriculum Lead

919-962-9838

curriculum@unc.edu

Nick Sientop

Curriculum Director

919-962-5819

nick_sientop@unc.edu



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL