

Using CIM as a Committee Member

Overview

Curriculum committee members review proposals in preparation for their next meeting where they will act (approve, hold, rollback, reject) on the proposals. UCC/GCC committees specifically are sent an agenda with links to the specific proposals a few days ahead of the meeting. At or after the meeting, the committee chair records the committee's actions on behalf of the other members by approving or rolling back the proposal in the Approver page.

If the committee approves a proposal, it moves on to the next step in workflow for the next approval committee or individual to review or onto the Records office for final processing and implementation.

Important: Besides the below, the *UCC/GCC Guidelines for Reviewing CIM Proposals*, posted on the [UCC](#) and [GCC](#) website, was created by the committees and is intended to assist new & returning members for with reviewing the CIM forms.

Agenda Notifications

Committee members receive the agendas ahead of time listing the proposals that need reviewing. On the UCC & GCC agendas, links are included to take members directly to the proposal in CIM (requires a login). The Records and Registration office sends the agenda to the committee members a few days before the meeting. Other curriculum committees receive the agenda from their committee chair, but it may not include direct links. If links are not included, you may look up the proposal in CIM using the Course and Program links below.

Once in CIM, committee members may view the proposal(s) but are not able to edit.

Reviewing in CIM

If you clicked on a link from the UCC or GCC agenda, it should take you directly to the specific proposal after you have logged in using your UWL net ID and password. If you do not have the direct link to the proposal, you can login to the appropriate link below and search for the proposal.

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

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

Once a form has been selected from the search results, the details will display below as the **course preview** or **program preview**. Most new information will be in green and underlined, and the deleted items will be in **red**. The first fields at the top (e.g. justification, effective term) will not show markup because it is new information every time.

Please keep in mind the *UCC/GCC Guidelines for Reviewing CIM Proposals* when reviewing.

All UWL courses and programs can be viewed in CIM at any time by faculty and staff, along with proposals that are being edited or are at any step in workflow. We recommend bookmarking the links above for that purpose.

Searching in CIM

1. Search for one course or program at a time:

- a. **Courses:** On the course management screen, enter the individual course prefix/number and hit search. For additional ways to search, see the *Search for a Course* guide posted on the [UCC](#) and [GCC](#) webpages.

| Course Code | Title | Workflow | CIM Status | PS Status |
|-------------|------------------------------------|----------|------------|-----------|
| PHY 450 | Physics and Engineering Internship | | | A |

- b. **Programs:** 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*). For additional ways to search, see the *Search for a Program* guide posted on the [UCC](#) and [GCC](#) webpages.

| Program Code | Title | Workflow | CIM Status | Suspended or Deactivated |
|--------------|---|------------------------|------------|--------------------------|
| PHY.BA | Physics Major | | | |
| PHY.H | Physics Honors Program | Advisement Report R... | Edited | |
| PHY.M | Physics Minor | | | |
| PHYAPP.BS | Physics Major with Applied Physics Emphasis | | | |
| PHYAST.BA | Physics Major with Astronomy Emphasis | | | |
| PHYAST.M | Physics Minor with Astronomy Emphasis | | | |

2. See all proposals at a specific step in workflow

- a. Log into the appropriate course/program management page.
- b. Click **once** on the **Workflow** header at the main search page. This sorts the proposals by workflow status alphabetically from A to Z. However, proposals not in workflow (a blank status) are sorted at the top. Scroll down to the bottom to the proposals in workflow and find the workflow step. UCC and GCC members should look for the **UCC Chair** or **GCC Chair** step.
- c. Click **twice** to sort workflow alphabetically Z to A with the Z's sorted to the top. You may have to scroll down to find the proposals at the **relevant** step.
- d. **This sort order will usually be a different order than the agenda.**

Mac users may need to hover over the right side of the results window to find the scroll bar.

| Program Code | Title | Workflow | CIM Status | Suspended or Deactivated |
|-------------------|---|-----------|------------|--------------------------|
| SOE Gen Ed Rqmnts | Teacher Education: General Education and WI Statutory Requirements | UCC Chair | Edited | |
| CYC.M | Child and Youth Care Minor | UCC Chair | Edited | |
| SSHISED.BS | Broadfield Social Studies Education Major (grades 4-12): History Conce... | UCC Chair | Edited | |
| SSPOLED.BS | Broadfield Social Studies Education Major (grades 4-12): Political Scien... | UCC Chair | Edited | |

Forms In Workflow: Once a course is in workflow, the approval steps will appear. The completed steps will be in green. The current step will be in brown/orange. Steps not yet completed will be black. The Approval Path showing the times and names of approvers will be below.

Edit Course

[Preview Workflow](#)

History

1. Mar 27, 2015 by David Anderson (danderson4)
2. Mar 16, 2016 by Constance Arzigian (carzigian)
3. Mar 10, 2018 by Constance Arzigian (carzigian)

History

Once a proposal is fully approved (gone through all workflow steps), a history of the change becomes available in the course preview. Click any of the dates to view what was changed in that revision. The history in CIM has revisions from 2015 to the present. For changes prior to 2015, copies may be in your department's office or contact Records & Registration for assistance.

Logging out

Close all windows of your browser to log out, or you will be logged out after 30 minutes of inactivity.

In Workflow

1. PHYDEPT Chair
2. CSH Academic Services Director
3. CSH Dean or Associate Dean
4. Registrar
5. Prep UCC
6. UCC Chair
7. Records Office
8. Prerequisite Review
9. Advisement Report Review
10. PeopleSoft

Approval Path

Questions? Additional guides can be found on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>, or contact the Records and Registration's Curriculum Team at curriculum@uwlax.edu.