

# Using CIM as a Department Chair

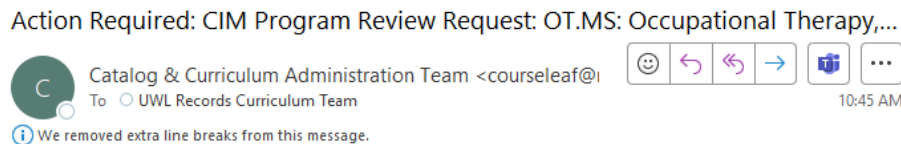
The Department Chair is the first step in workflow after the proposer submits. The chair must review before the college curriculum committee or the college dean's office can review. Depending on the department, the chair may need to wait until the department's curriculum committee reviews before signing off on the proposal.

Each department chair is assigned a specific role in CIM. Roles are used as specific steps in the workflow and control access to the Approver Page. Once a course or program form is submitted into the electronic workflow, only approvers may edit, approve, or rollback the proposal.

If you are a new chair and are not able to access the approver page (see further down), contact the Records and Registration Office at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu). The Records Office must update access whenever a chair changes.

## Department Chair email notifications

An email is automatically sent to the chair's email for each course and program that is submitted to workflow for that department. An example email is shown below. The emails come from the Catalog & Curriculum Administration Team with the subject starting with **Action Required**. This signals that the proposal is ready for the department or department chair review. Using the link in the email, the chair is taken to the Approver Page in CIM and may approve or rollback the proposal.



Caution: \*External Email: Use caution responding, opening attachments, or clicking on links.\*

Hi curriculum:

There is a pending program proposal awaiting your review:  
OT.MS: Occupational Therapy, MS.

Please visit:  
<https://uwlnextcat.courseleaf.com/courseleaf/approve/?role=Registrar>  
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.

To help you plan, you may wish to check the "Preview Workflow" link on each proposal, located on the right hand side of the preview screen in CIM. This will show how many steps this proposal will need to go through before reaching the Dean's Office.

For questions regarding this email, please reply to [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu) or contact Amy Servais, 608-785-8954, or Jennifer Novak, 608-785-5046.

Records and Registration Curriculum Team:  
Jennifer Novak  
Amy Servais  
Leanne Vigue

**FYI notifications:** Chairs also receive various FYI notifications at different points in the process for course and program proposals. The email will have **FYI** in the subject. No action is required by the chair, and the chair cannot edit the proposal; but you may be interested in seeing what has been changed. Department ADAs also receive these emails. These notifications either:

- Alert related departments about active proposals submitted by another department. This notification goes out after the proposal is approved at the department level.
- Or notify the department that the department's proposal has been approved by UCC or GCC. Please note that this notification does not mean the proposal has been processed by Records yet, only that UCC or GCC has approved.

### **The Approval Page**

Each **Action Required** email will include a link to the proposal in the **Approver Page**. Only those with the correct role can edit or take action on a proposal once its in workflow, and such changes must be done from the Approver Page.

If the email doesn't contain the link or can't be found, navigate to this page:

<https://uwlnextcat.courseleaf.com/courseleaf/approve/>. This page is also linked on the [CIM Approver](#) webpage.

**Tip:** bookmark the above link so that you don't need an "Action Required" email to get in.

On the Approve Pages screen, navigate to your specific role name in the drop-down menu. You will not be able to edit or approve proposals at other approver roles. Courses and programs are alphabetized together (courses by prefix and course number, and programs by program code), but courses are listed before programs.

***Important:*** *To make the UCC or GCC agenda on time, a proposal must be at the Registrar's step by noon the Wednesday prior to the committee meeting.*

**Navigating the Approver Page:**

- Your Role:** All course and program proposals at your approver step are listed under your role name. Select the proposal in the list, and the details will appear below.
- Hide Changes/Show Changes:** Click on **Hide Changes** to see the proposal without the red/green markup that can sometimes be confusing. You can see how the proposal will look if all the changes are approved. Click on **Show Changes** to turn on the red/green changes again. Added information/requirements will be in green and underlined. Information being deleted will be in **red**.
- View Changes By:** Allows you to see who made what comments/revisions. All approvers who have made edits will be included in this list. Selecting an individual name in the drop-down menu will filter comments/revisions based on user. The default setting is to see all changes.

**Action Required:** *after the committee hears the proposal, the Chair has three options:*

- Edit:** To edit/make changes yourself or to input a change requested by the department's curriculum committee. You may also rollback the form to the proposer to edit instead. A comment is required to explain the revisions and document any changes made once it is in

workflow. The comment field appears in the edit window at the bottom of the form, or you may use the Add Comment (G) button instead.

**E. Rollback:** To request the proposer to re-work the proposal or if declining to approve, select Rollback.

- a. A comment must be added when rolling back, and should be added in the popup window that comes up when rollback is selected. Make sure the proposer's name is selected, enter your comment, and click Rollback.
- b. The proposer will receive an email that includes the comment. Please use the comment to say why the proposal is being sent back or instruct the proposer to contact the department chair for more information.
- c. The proposer will have to re-submit to your step after they have made further changes, if they decide to continue with the proposal.

**F. Approve:** Approve to send the proposal on to the next step in workflow.

**G. Add Comment:** any comment added will be visible to everyone reviewing and saved on the form as part of the approval history.

*Please note: if the chair does not select Approve or Rollback, the proposal will remain at their step indefinitely.*

**COURSELEAF**

Pages Pending Approval

Your Role: PHDEPT Chair

PAGE	USER
/courseadmin/5568: CHE 210: Foundations of Health Education	Sarah Pember
/courseadmin/1440: CHE 320: The U.S. Health Care System	Keely Rees
/courseadmin/1456: CHE 325: Violence and Injury Prevention	Sarah Pember
/courseadmin/1444: CHE 345: Issues in Mental and Emotional Health	Sarah Pember
/courseadmin/5508: CHE 400: Health Policy, Advocacy, and Community Orgar	Keely Rees
/courseadmin/1449: CHE 412: Women's Health Issues	Keely Rees
/courseadmin/5507: CHE 430: Grant Writing and Resource Management	Keely Rees
/courseadmin/1453: CHE 471: Health Education Responsibilities, Competenc	Sarah Pember
/courseadmin/1448: CHE 473: Health Aspects of Aging	Sarah Pember

Page Info

Title: CHE 210: Foundations of Health Education  
 Last Update: Dec 16, 2024 10:16am  
 Template: cim  
 Page Authors: any  
 Workflow:  
 College: SAH  
 Department: Public Health and Community Health Education

Hide Changes | View Changes By: All Changes

Edit | Rollback | Approve

UNIVERSITY OF WISCONSIN LA CROSSE **UW**

### Course Change Request

Print Proposal | Export to PDF | Export to Word

Date Submitted: 11/08/24 1:48 pm

Viewing: **CHE HED 210 : Foundations of Health Education**

Add Comment

In Workflow  
1. PHDEPT Chair

## Using CIM

If you clicked on a link from the Action Required, it should take you directly to the specific proposal after you log in. If you do not have the direct link, 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.

UWL faculty and staff can review course and program forms at any time without being an official approver. Besides working with curriculum changes, some uses for CIM are:

- View the department's active courses and courses that have been inactivated in the last 10 years
- Assist new faculty in understanding how the course they are teaching was set up and its SLOs
- Track the changes other departments are currently making.

Note: if a course or program is in workflow, only approvers who haven't approved yet or administrators may make changes.

## Searching in CIM

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

- 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 [CIM Courses](#) help page.

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

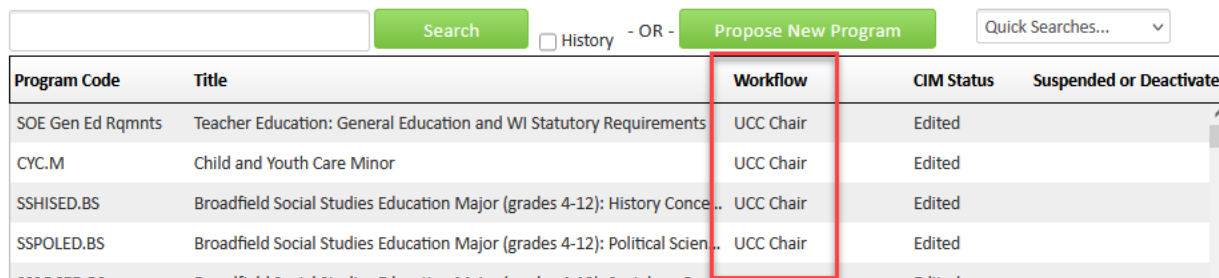
- Programs:** Search by specific program title or a part of the title. For partial title searches, be sure to use an asterisk (\*) before and after the work (e.g. \*physics\*). For additional ways to search, see the *Search for a Program* guide posted on [CIM Programs](#) help page.

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			

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](mailto:curriculum@uwlax.edu).