

ILLINOIS TECH

CIM Program Management
User Guide

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Overview

CIM Program Management is Illinois Tech’s electronic program proposal and review software. All existing academic programs are housed in this platform, and must be edited using the software. Once submitted, program proposals are routed through university governance for approval.

CIM Program Management is located at: bulletinnext.iit.edu/programadmin.

Faculty and staff will use their MyIIT username and password to login to the system.

Once you log into CIM Program Management, you will see an index containing all existing programs and submitted program proposals. Programs with no data in the “Form Submitted” or “Workflow Status” columns are approved programs that are “at rest.” Program proposals will have a type of Form Submitted (Add/Revision/Elimination) and a Workflow Status (stage in governance process).

Submitting a Program Proposal

New Program

To propose a new program, click on the green “Propose New Program” button at the top of the Program Management page.

PROGRAM MANAGEMENT You are logged in as sparisea Help

Search, edit, add, and eliminate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

History - OFF

Program Code	Program Name	Form Submitted	Workflow Status
	Mathematics and Science Education Secondary Science or Mathematics Teaching		
	Certificate in Materials Chemistry		
AESC	Minor in Aerospace Science		
AF	Minor in Air Force Aerospace Studies		
AI	Minor in Artificial Intelligence		
AMAT	Minor in Applied Mathematics		
AMEC	Minor in Applied Mechanics		

The program proposal form is a dynamic form that will populate questions based off of the chosen academic level, program type, and degree type. All fields outlined in red are required.

New Program Proposal

Propose New from Existing Program

Undergraduate Studies Committee program proposal presentation deadline: February 13, 2018

Graduate Studies Committee program proposal presentation deadline: February 8, 2018

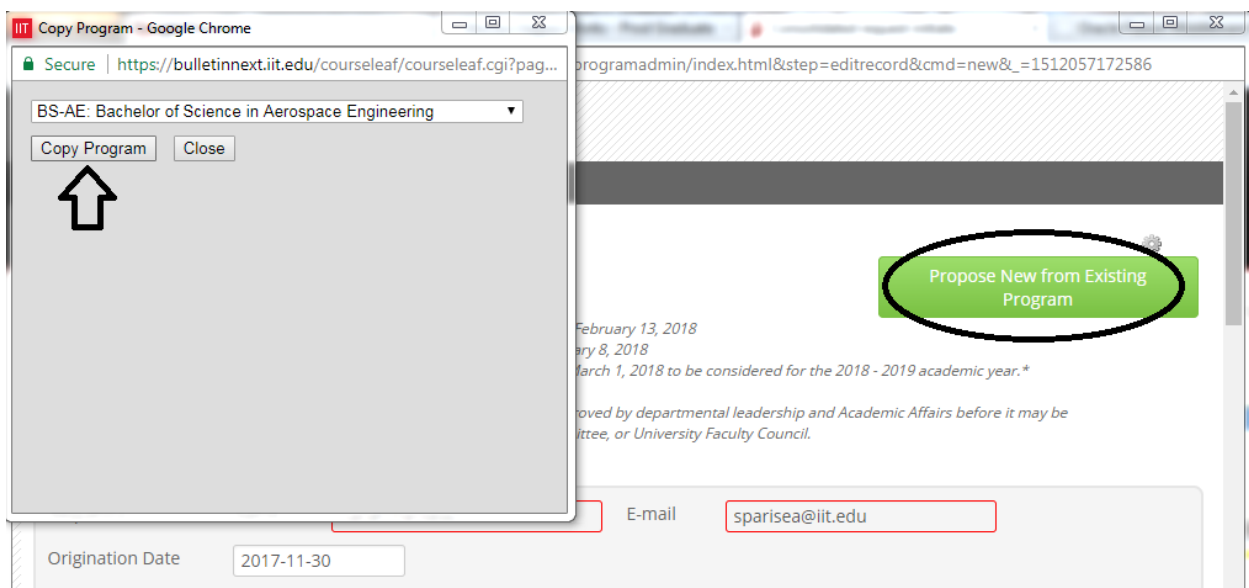
*All program proposals must be received by the University Faculty Council by March 1, 2018 to be considered for the 2018 - 2019 academic year.**

**Please note that a submitted program proposal form must be reviewed/approved by departmental leadership and Academic Affairs before it may be presented to the Undergraduate Studies Committee, Graduate Studies Committee, or University Faculty Council.*

All fields that are outlined in red are required fields.

Requestor Name	<input type="text" value="Sarah Pariseau"/>	E-mail	<input type="text" value="sparisea@iit.edu"/>
Origination Date	<input type="text" value="2017-11-30"/>		
Is this an interdisciplinary program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<small>Note: An interdisciplinary program is defined as a program that is not administered by an academic department(s), but is administered by the larger college administrative unit. Co-terminal or dual degree programs are NOT considered interdisciplinary programs in this sense.</small>			
Academic Unit	<input type="text" value="Select..."/>	College	<input type="text" value="Select College..."/>
Program Title	<input type="text"/>		
Effective Academic Year	<input type="text" value="Select..."/>	Effective Term	<input type="text" value="Select Effective..."/>
Academic Level	<input type="text" value="Select..."/>		
Program Type	<input type="text" value="Select Program Type..."/>		
Degree Type	<input type="text" value="Select Degree Type..."/>		

If you are proposing a program similar to an existing program, or a dual or co-terminal degree involving an existing program, you should click on the green “Propose New from Existing Program” button at the top-right of the program form. Select the program form you wish to copy, and click “Copy Program.”



This will allow you to pre-populate the form with the data from an existing program and make only the needed modifications.

Program Revision

To edit an existing program, click on the program within the program index and click on the green “Edit Program” button on the upper-right of the program summary.

Program Code	Program Name	Form Submitted	Workflow Status
MAS-CS-1	Master of Computer Science		
MAS-CYF	Master of Cyber Forensics and Security		
MAS-DSC	Master of Data Science		
MAS-ECE	Master of Electrical and Computer Engineering		
MAS-ECE-EEE	Master of Electrical and Computer Engineering with Specialization in Energy/Envir		
MAS-ELEM	Master of Electricity Markets		
MAS-EMPD-PRDD	Master of Engineering Management, Product Design and Development Track		

Eliminate Program Edit Program

Viewing: **MAS-CYF : Master of Cyber Forensics and Security**
 Last approved: 11/02/17 1:52 pm
 Last edit: 11/02/17 1:51 pm

Catalog Pages
 Using this Program
[Master of Cyber Forensics and Security](#)

History
 1. Nov 2, 2017 by Sarah Pariseau (sparisea)

Note: You may only edit programs that are “at-rest” and are not already in an approval queue.

The program revision form will populate with the latest approved version of the program. You will need to enter the appropriate changes and the intended effective term.

Editing: MAS-CYF: Master of Cyber Forensics and Security

*Undergraduate Studies Committee program proposal presentation deadline: February 13, 2018
 Graduate Studies Committee program proposal presentation deadline: February 8, 2018
 All program proposals must be received by the University Faculty Council by March 1, 2018 to be considered for the 2018 - 2019 academic year.**

**Please note that a submitted program proposal form must be reviewed/approved by departmental leadership and Academic Affairs before it may be presented to the Undergraduate Studies Committee, Graduate Studies Committee, or University Faculty Council.*

All fields that are outlined in red are required fields.

Requestor Name: Sarah Pariseau E-mail: sparisea@iit.edu

Origination Date: 2017-11-30

Is this an interdisciplinary program? Yes No

Note: An interdisciplinary program is defined as a program that is not administered by an academic department(s), but is administered by the larger college administrative unit. Co-terminal or dual degree programs are NOT considered interdisciplinary programs in this sense.

Academic Unit: Information Technology & Mgmt College: Stuart School of Business

Program Title: Master of Cyber Forensics and Security

Effective Academic Year: Select... Effective Term: Select Effective Term

Program Elimination

To eliminate/deactivate an existing program, click on the program within the program index and click on the red “Eliminate Program” button on the upper-left of the program summary.

Program Code	Program Name	Form Submitted	Workflow Status
MAS-CS-1	Master of Computer Science		
MAS-CYF	Master of Cyber Forensics and Security		
MAS-DSC	Master of Data Science		
MAS-ECE	Master of Electrical and Computer Engineering		
MAS-ECE-EEE	Master of Electrical and Computer Engineering with Specialization in Energy/Envir		
MAS-ELEM	Master of Electricity Markets		
MAS-EMPD-PPDP	Master of Engineering Management, Product Design and Development Track		

Eliminate Program **Edit Program**

Viewing: **MAS-CYF : Master of Cyber Forensics and Security** [Preview Workflow](#)

Last approved: 11/02/17 1:52 pm

Last edit: 11/02/17 1:51 pm

Catalog Pages

Using this Program

[Master of Cyber Forensics and Security](#)

History

1. Nov 2, 2017 by Sarah Pariseau (sparisea)

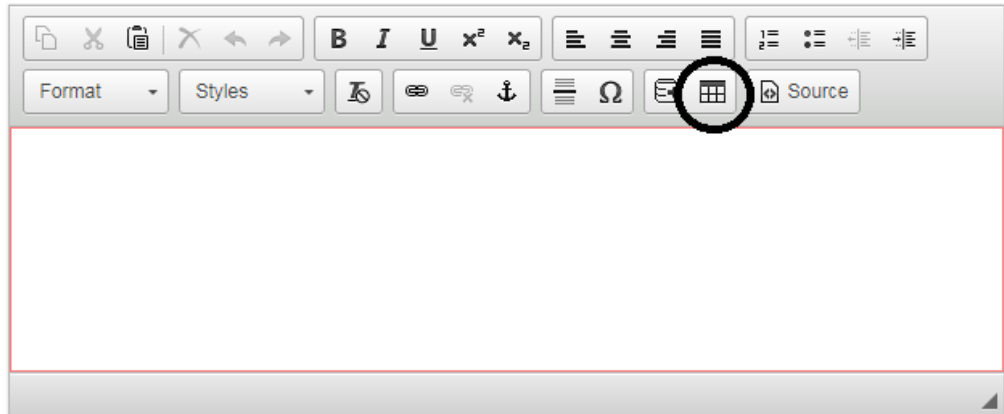
The program elimination form requires only the proposed program end term and elimination justification.

The screenshot shows a web browser window titled "Delete Record - Google Chrome" with the URL https://bulletinnext.iit.edu/courseleaf/courseleaf.cgi?page=/programadmin/56/index.html&step=deleterecord&id=56&_=1512058114603. The page header features the Illinois Institute of Technology logo. The main heading is "Program Elimination Proposal". Below this, it states "Eliminating: MAS-CYF: Master of Cyber Forensics and Security". There is a dropdown menu for "End Term" with "Select..." as the current selection. A large text area is provided for "Justification for this request". At the bottom of the form, there are three buttons: "Cancel" (red), "Admin Save" (blue), and "Start Workflow" (green).

Using the Page Body Editor

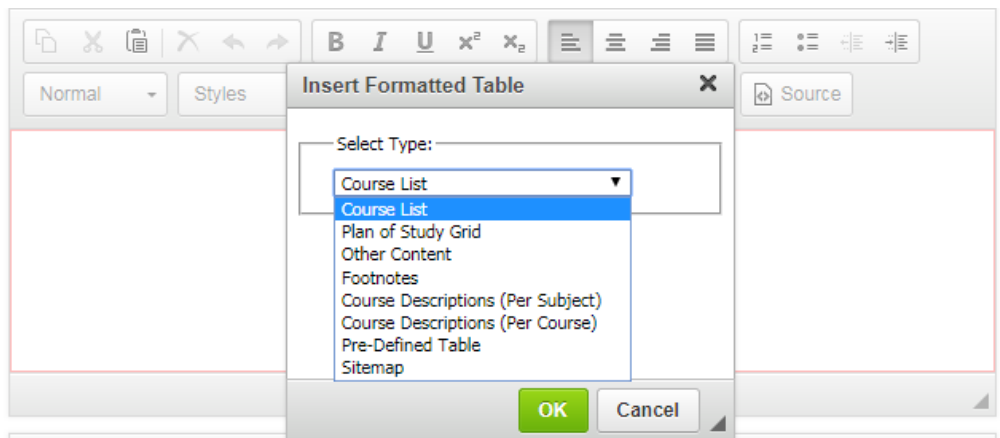
There are several portions of the program proposal form that will require that you enter information into a page body editor. While plain text may be entered into the page body editor, you may find it useful to insert a formatted table for a course list or program of study grid. To add a formatted table, click on the “Insert/Edit Formatted Table” icon on the page body editor toolbar:

List Core Course Requirements

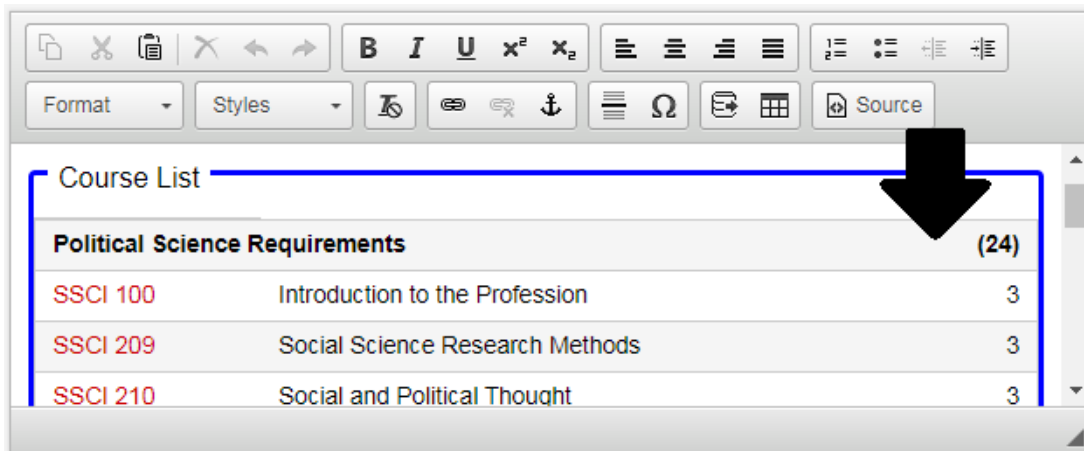


Choose the desired table from the drop-down menu and click “OK.” The Course List table should be used to provide a list of course requirements, while the Plan of Study Grid should be used for a semester-by-semester sample curriculum.

List Core Course Requirements



Existing formatted tables will be displayed in the page body editor with a blue border around the content. To edit the contents of this table, simply double click within the blue border.



Course List

A course list is a formatted table option that is generally used to display degree requirements. Below is a diagram of the different features of the course list table.

Course List Fields

The fields within the course list table allow editors to assign specific information to individual courses.

1. **Comment** - A comment will be displayed in parentheses after the course title

2. **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other

3. **Cross Reference**- A cross reference course describes a course that is the same course content offered under different course numbers

- For instance, if credit is given at both the undergraduate and graduate level
- Another example is a course that is offered by different departments for credit

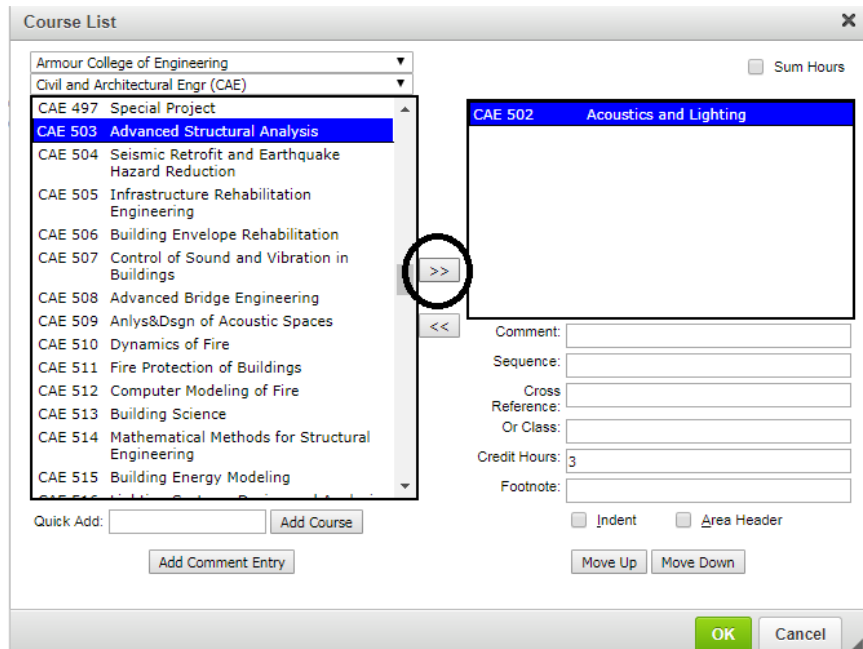
4. **Hours** - The hours field is automatically populated with the credit hours assigned to the course in your student information system

- You can change these as necessary

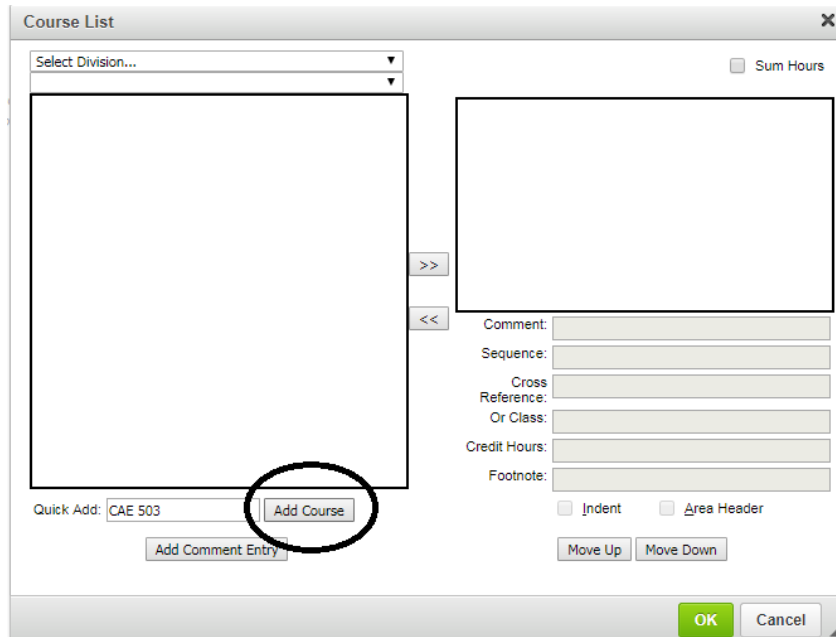
5. **Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement

6. **Footnote** - Only the footnote symbol is entered in the course list, then add a Footnote table (p. 24) after the course list in the Page Body

In order to add a course, you can browse for a course by college and academic unit, click on the course, and click on the right arrow to add it to your list:

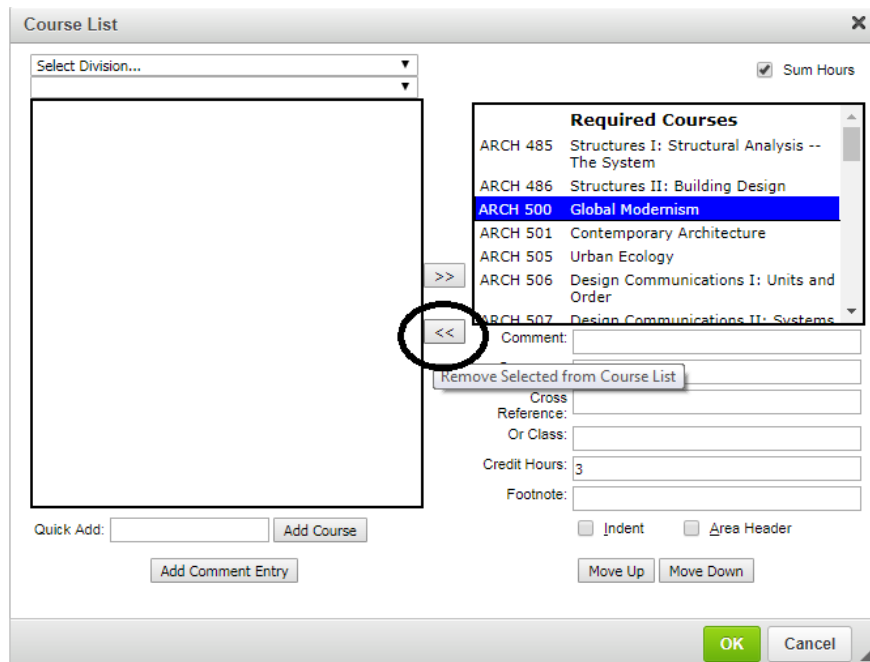


If you already know your course number, you may instead type the course directly in the Quick Add field and click "Add Course":



You may reorder your courses by using the "Move Up" and "Move Down" buttons underneath the course list window.

To remove a course from the course list, click on the course and click on the left arrow:



If you would like the course list to automatically total your program credit hours, check the “Sum Hours” box on the course list window.

When your course list is complete, click “OK”.

Plan of Study Grid

A plan of study grid is a formatted table option that is generally used to display a semester-by-semester sample curriculum. Below is a diagram of the different features of the plan of study grid.

Plan Grid Fields

Plan of Study Grid fields allow editors the ability to better describe individual courses. Select a course in the right list to edit the fields for the selected course.

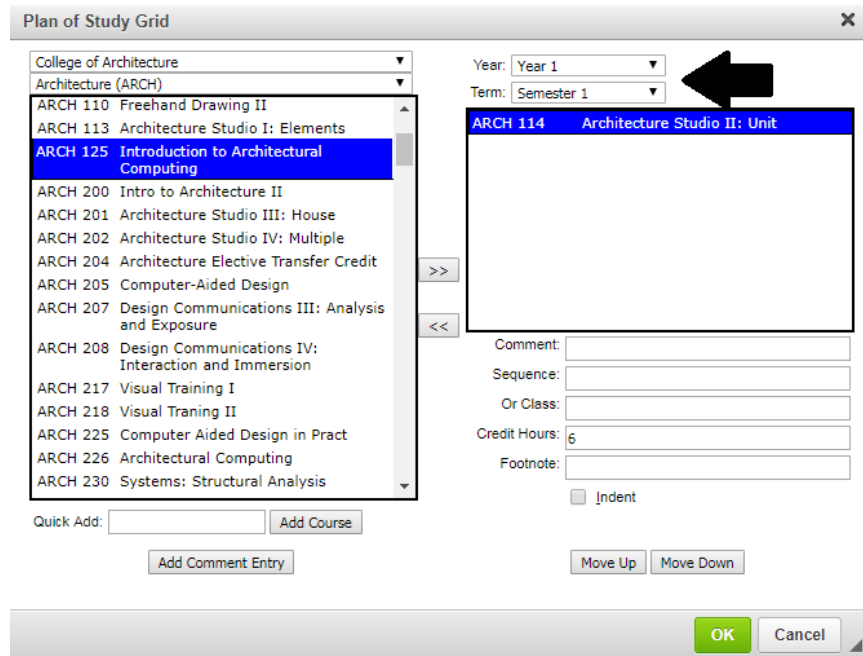
Labels for the numbered callouts in the screenshot:

- 1. Comment
- 2. Sequence
- 3. Cross Reference
- 4. Hours
- 5. Or Class
- 6. Footnote

HIST 101	History of Western Civilization	3
HIST 102	United States History (See Instructor) ¹	3
	and HIST 111 ² and The American Military ³	3
HIST 103	The 20th Century	3
HIST 104 / 113 ⁴	World History	3
HIST 105	European History * ⁵	3
	or HIST 112 ⁶ Modern Britain	
HIST 106	Asian History	3
Select from following:		3
⁷ HIST 107	African American History	
HIST 108	Technology and Civilization	
HIST 109	History of Science	
Total		30

- Comment** - A comment will be displayed in parentheses after the course title
- Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other
- Cross Reference** - A cross reference course describes a course that is the same course content offered under different course numbers
 - For instance, if credit is given at both the undergraduate and graduate level
 - Another example is a course that is offered by different departments for credit
- Hours** - The hours field is automatically populated with the credit hours assigned to the course in your student information system
 - You can change these as necessary
- Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement
- Footnote** - Only the footnote symbol is entered in the course list, then add a Footnote table (p. 24) after the course list in the Page Body

The Plan of Study grid works mostly like the Course List table outlined above. One difference is that the Plan of Study grid is arranged by term, and you can change the terms by using drop down menus on the right side of the Plan of Study grid window:



Once your Plan of Study grid is complete, click on "OK". The table will automatically sum your sample curriculum requirements, as below:

SEMESTER 1		CREDIT HOURS	SEMESTER 2		CREDIT HOURS
YEAR 4		18			15
MATH 400		3	I PRO Elective II		3
Minor Elective		3	Applied Mathematics Elective ³		3
Applied Mathematics Elective ³		3	Applied Mathematics Elective ³		3
Social Sciences Elective (300+)		3	Humanities Elective (300+)		3
Free Elective		3	Free Elective		3
		15			15
Total Credit Hours: 128					

Footnotes

If you choose to add a note to your course list or program grid, you should indicate the appropriate footnote number within the formatted table:

The screenshot displays the 'Plan of Study Grid' interface. At the top, a table lists courses for Year 1, Semester 1 and Semester 2, with columns for course names and credit hours. A large black arrow points from the 'Science Elective¹' entry in the table to the 'Science Elective' option in the course selection dialog below. The dialog includes fields for 'Year' (Year 1), 'Term' (Semester 2), and a list of course options. The 'Science Elective' option is selected and highlighted in blue. Below the list, there are input fields for 'Comment' (Science Elective), 'Sequence', 'Or Class', 'Credit Hours' (3), and 'Footnote' (1). There is also an 'Indent' checkbox and 'Move Up'/'Move Down' buttons. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

SEMESTER 1	CREDIT HOURS	SEMESTER 2	CREDIT HOURS
ECE 100	3	MATH 152	5
MATH 151	5	PHYS 123	4
CHEM 122	3	CS 116	2
CS 115	2	Social Sciences Elective	3
Humanities 200-level Course	3	Science Elective ¹	3

Plan of Study Grid

Armour College of Engineering
Select Subject...

Year: Year 1
Term: Semester 2

- MATH 152 Calculus II
- PHYS 123 General Physics I: Mechanics
- CS 116 Object-Oriented Programming II
- Social Sciences Elective
- Science Elective**

Comment: Science Elective
Sequence:
Or Class:
Credit Hours: 3
Footnote: 1

Indent

Quick Add: Add Course

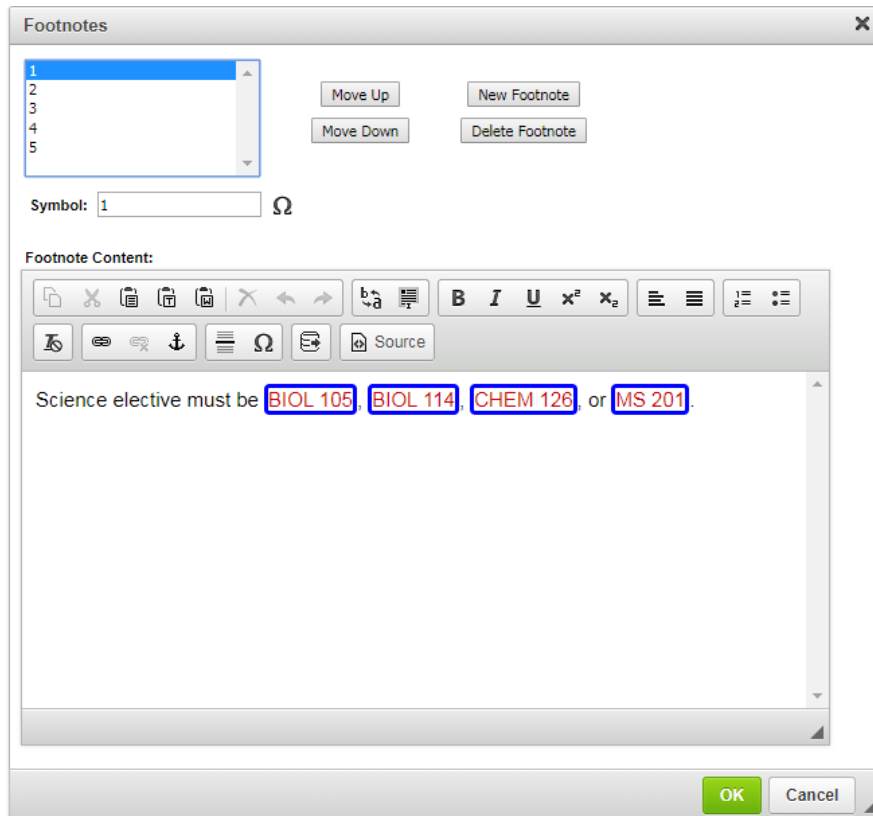
Add Comment Entry

Move Up Move Down

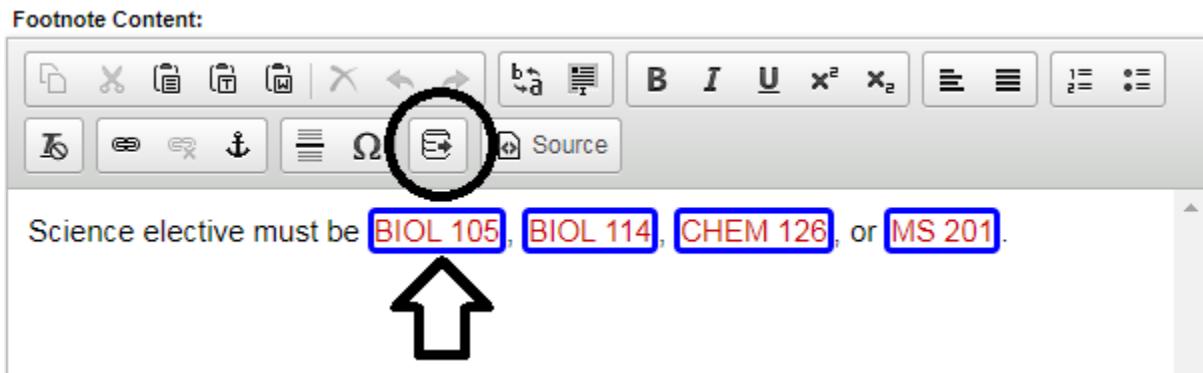
OK Cancel

After you have completed your formatted table, you will need to add a field for your footnote content below your formatted table within the page body editor. You may access the footnotes table by clicking on the "Insert/Edit Formatted Table" table icon and choosing "Footnotes."

You will need to add a number for each footnote and enter the appropriate content in the page body editor.




If you wish to link a course to its bulletin entry, you may do so by clicking on the “Insert/Edit Database Field” icon.



Click “OK” when you are finished.

Specializations

Specializations may be added to your program by using the specializations sub-form. When you indicate in the form's program requirements section that a specialization is either required or optional, the specializations sub-form will be populated at the end of the program form.

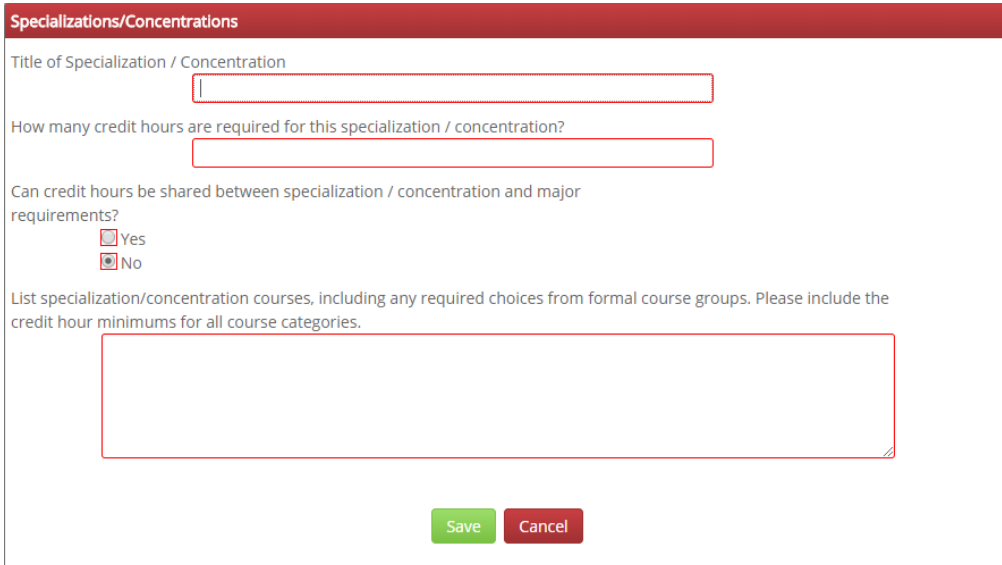
Click on the  icon to add each specialization/concentration. A pop-up screen will appear in which information for each individual specialization/concentration may be entered.

Specializations/Concentrations



The screenshot shows the top portion of a red-bordered pop-up window. The header bar is dark red and contains the text "Title of Specialization / Concentration", "To which degree does this specialization / ...", and "How many credit hours are required for t...". A small green plus icon is visible in the top right corner of the header.

Click on the green plus sign icon to add a specialization.



The screenshot shows the main content area of the "Specializations/Concentrations" pop-up form. It features a dark red header with the title "Specializations/Concentrations". Below the header, there are several input fields and a list area:

- "Title of Specialization / Concentration" with a text input field.
- "How many credit hours are required for this specialization / concentration?" with a text input field.
- "Can credit hours be shared between specialization / concentration and major requirements?" with two radio buttons: "Yes" (unchecked) and "No" (checked).
- "List specialization/concentration courses, including any required choices from formal course groups. Please include the credit hour minimums for all course categories." with a large text area.
- At the bottom, there are two buttons: "Save" (green) and "Cancel" (dark red).

Click "Save" once you have completed the sub-form. You will need to complete this form for each of your program's specializations.

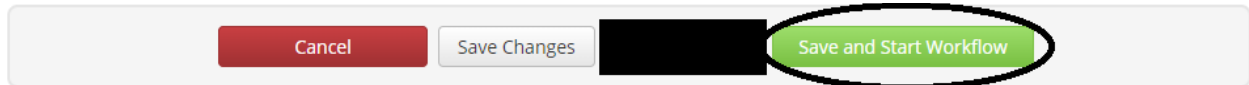
Saving or Submitting a Program Proposal

If you need to finish a program proposal later, you can click on the gray “Save Changes” button at the bottom of the program form.



You will be able to access your saved draft later on the main Program Management page.

If you have completed your program proposal, you may click on the green “Save and Start Workflow” button:



This will submit your program to the first level approver for review, usually your department chair.

Approving Program Proposals

Individuals with an approval role in CIM Program Management will be sent an automated email notification when a new program proposal is ready to be reviewed, edited, approved, or rejected. The email will include a link to the program approval website: bulletinnext.iit.edu/courseleaf/approve

COURSELEAF

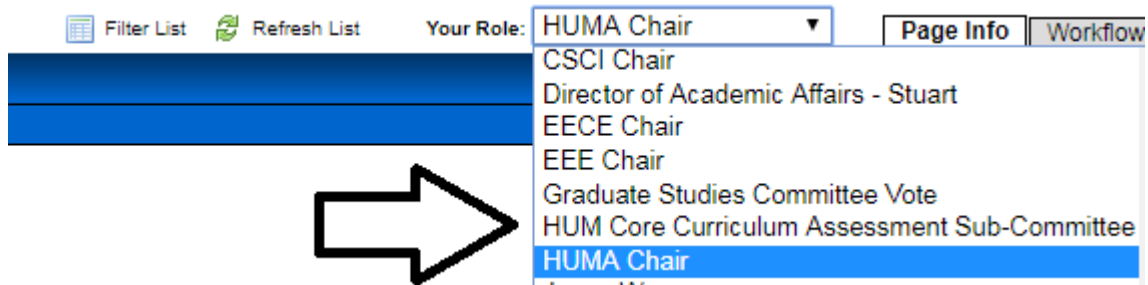
Pages Pending Approval

Filter List Refresh List Your Role: Hollis Pryor-Harris



PAGE	USER
------	------

Please change the approval page setting to your queue by using the drop down menu for “Your Role”:



Filter List Refresh List Your Role: HUMA Chair Page Info Workflow

- CSCI Chair
- Director of Academic Affairs - Stuart
- EECE Chair
- EEE Chair
- Graduate Studies Committee Vote
- HUM Core Curriculum Assessment Sub-Committee
- HUMA Chair

Click on the appropriate program proposal. The proposal will populate in the blue window below titled “Page Review”:

Pages Pending Approval

Filter List Refresh List Your Role: HUMA Chair



PAGE	USER
/programadmin/7: BS-COM-JS: Bachelor of Science in Communication: Journalism of Science	Carole Orze



Program Proposal  **Program Change Request**

Shred Proposal

Date Submitted: 07/07/17 3:34 pm

Viewing: **BS-COM-JS : Bachelor of Science in Communication: Journalism of Science**

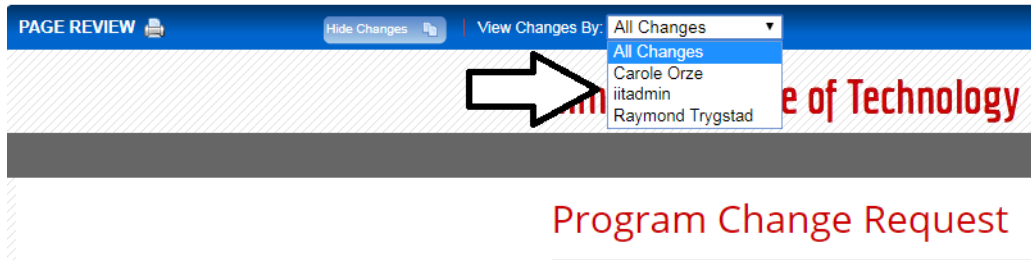
Last approved: 06/19/17 11:58 am
Last edit: 07/07/17 3:34 pm
Changes proposed by: orze

Add Comment

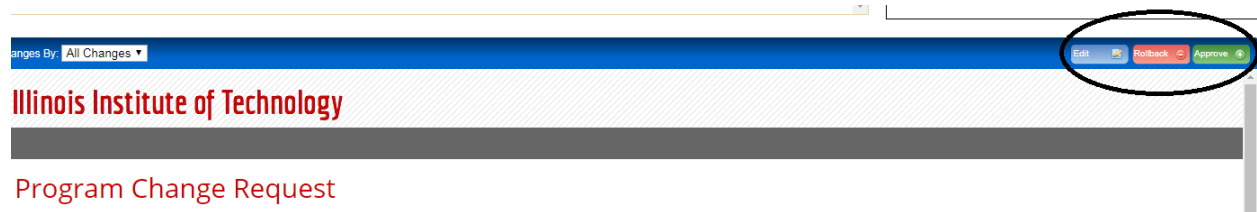
In Workflow

1. HUMA Chair
2. Academic Affairs
3. HS Dean
4. Undergraduate Studies Committee Chair

You may view changes to a proposal all at once, or filter by each user who has edited the proposal. To change the view, click on the drop down menu next to “View Changes By”:



You will see three buttons on the top-right of the Page Review window:



- 1. The blue “Edit” button will allow you to edit the submitted proposal.**
Clicking on this option will allow you to enter the proposal form and make changes. You then may submit the proposal to workflow, and the updated proposal will be sent to the next approval step.
- 2. The red “Rollback” button will send the proposal back to a previous step in the workflow.**
You will need to identify to which approval step you wish to return the proposal (i.e. proposer, department, Undergraduate Studies Committee). You will also need to supply comments on why the proposal is being returned.

A screenshot of a 'Rollback Page' dialog box. It has a title bar 'Rollback Page'. Inside, there is a 'Rollback to:' label followed by a dropdown menu showing 'Carole Orze'. Below that is a 'Comment/Reason:' label followed by a large text area. At the bottom, there are two buttons: 'Rollback' and 'Cancel'.

- 3. The green “Approve” button will record your approval and move the proposal to the next step in the workflow.**

Voting

If you have an approval role in CIM Program Management as part of a governance committee, you may be required to enter your vote on a proposed program.

When a proposal requires an electronic vote, you will be sent a notification via email. You will access the approval website as outlined above. Instead of choosing to Edit, Rollback, or Approve the proposal, you will need to enter your vote.

Sample Voting Screen

All of the look and feel options can be customized to reflect the naming conventions and voting practices of your institution.

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 option
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 (Admin only unless specified)
11. Percentage of voters that must cast a vote in order for that vote to be successful
12. Percentage of yes votes that are required for the vote to pass

The image shows a sample voting interface with the following elements:

- 1** Vote Required for Approval
- 2** Do you accept these proposed changes?
- 3** Yes (checked)
- 4** No
- 5** Abstention
- 6** Label for Abstain voting option
- 7** Comment box containing "I like voting."
- 8** Comments label
- 9** Save button
- 10** Full Voting Results table

Full Voting Results	
User	Vote
leepfrog	Yes
I like voting.	
test	No

The chair of your governance committee has the ability to open a proposal for voting and to forward a confirmed vote.

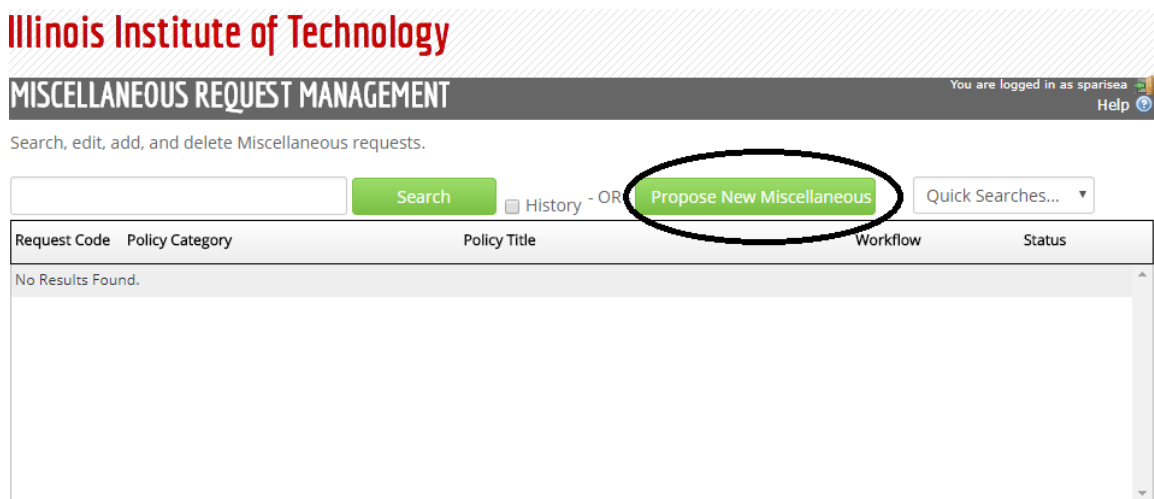
Submitting an Academic Policy Proposal

Academic policy proposals are managed through CIM Miscellaneous Request Management. This web form is structured much like CIM Program Management, but the form and workflow are much simpler.

CIM Miscellaneous Request Management is located at: bulletinnext.iit.edu/miscadmin.

As in CIM Program Management, faculty and staff will use their MyIIT username and password to login to the system. Once you login to CIM Miscellaneous Request Management, you will see an index containing academic policy proposals. Proposals with no data in the “Workflow” or “Status” columns are approved policies that are “at rest.” Active policy proposals will have data in the columns for Status (Add/Revision/Elimination) and Workflow (stage in governance process).

NOTE: Academic policies in place before Spring 2018 have not been migrated to the Miscellaneous Request Management platform.



To submit a new academic policy proposal, click on the green “Propose New Miscellaneous” button at the top of the screen.

You will need to choose the academic level for your policy proposal (Undergraduate or Graduate) and a policy category.

Miscellaneous Request

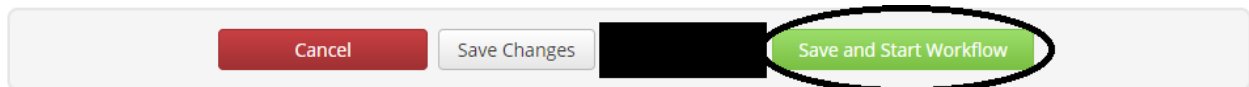
You should articulate the policy proposal in the text box. You may instead choose to attach a file to the electronic request.

If you need to finish a program proposal later, you can click on the gray “Save Changes” button at the bottom of the program form.



You will be able to access your saved draft later on the main Miscellaneous Request Management page.

If you have completed your policy proposal, you may click on the green “Save and Start Workflow” button:



This will submit your policy proposal to the first level approver for review, usually the Undergraduate or Graduate Studies Committee.

Contact Information

If you have any questions about CourseLeaf CIM Program Management or Miscellaneous Request Management, please contact:

Ayesha Qamer, MBA
CourseLeaf Administrator
aqamer@iit.edu
312.567.3100