ILLINOIS INSTITUTE OF TECHNOLOGY

CIM Program Management User Guide

January 2018

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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.

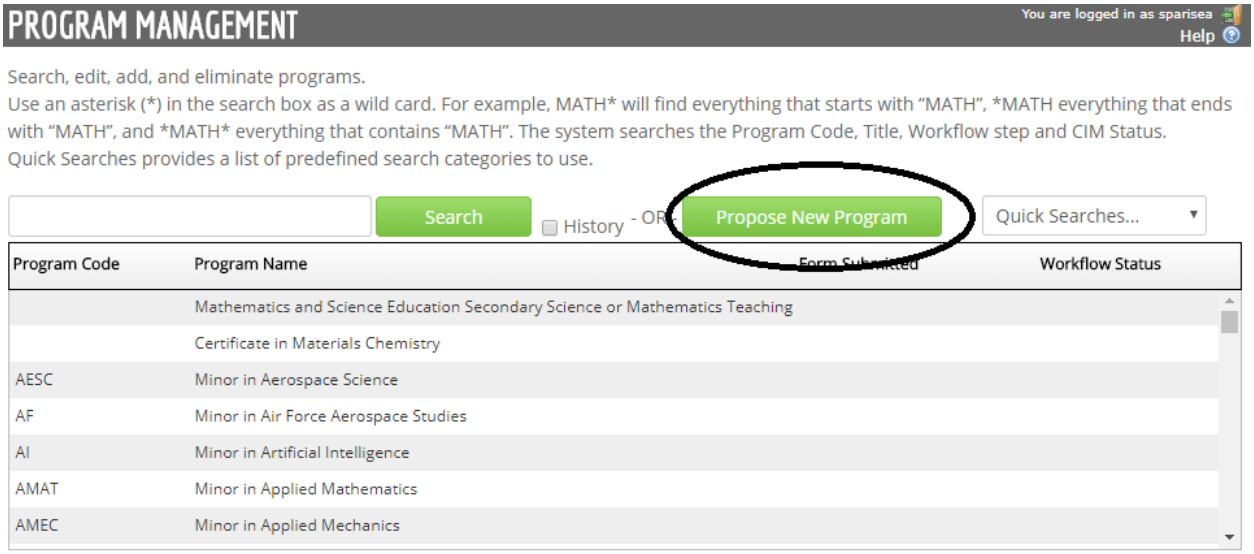
Faculty and staff will use their MyIIT username and password to login to the system.

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).

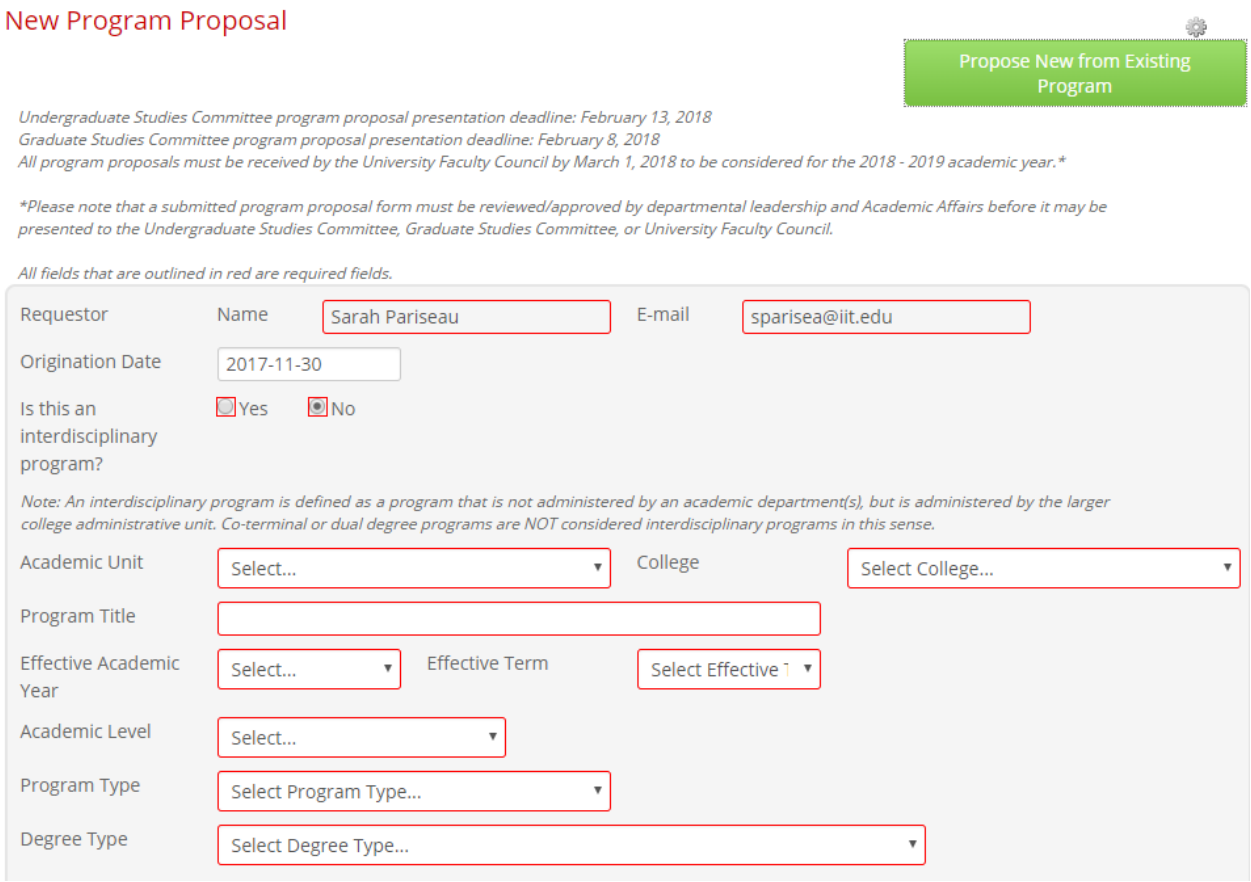
Submitting a Program Proposal

New Program

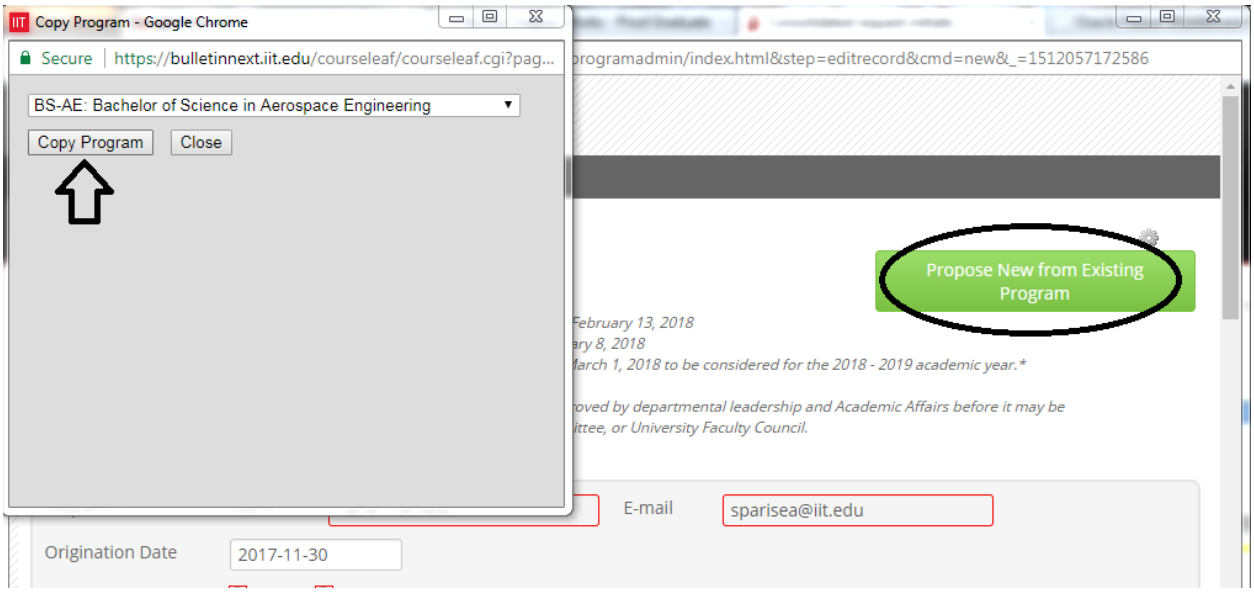
To propose a new program, click on the green "Propose New Program" button at the top of the Program Management page.



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.



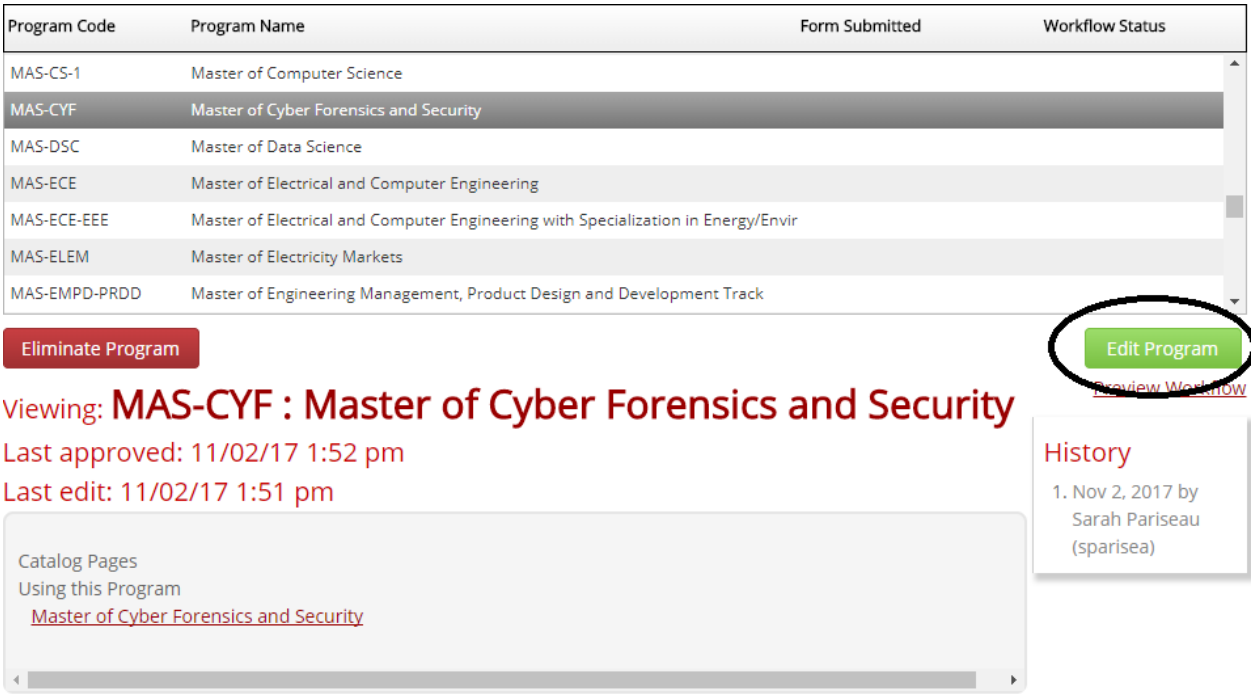
If you are proposing a program similar to an existing program, or a dual or co-terminal degree involving an existing program, you should click on the green "Propose New from Existing Program" button at the top-right of the program form. Select the program form you wish to copy, and click "Copy Program."



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

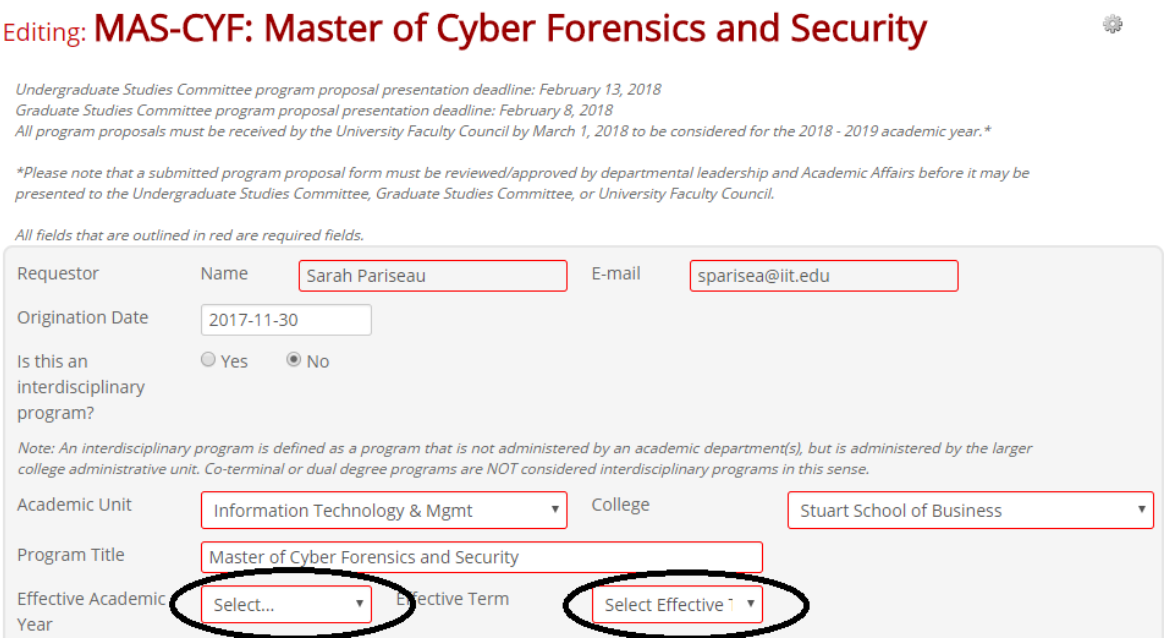
Program Revision

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.



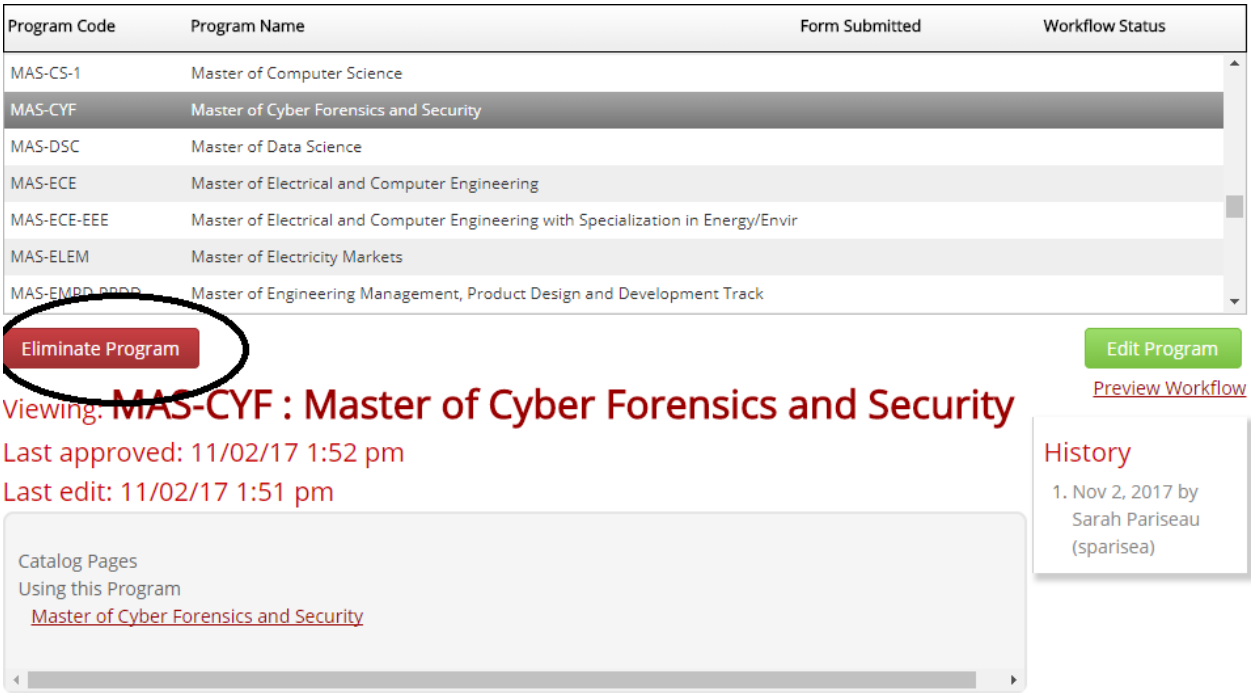
Note: You may only edit programs that are "at-rest" and are not already in an approval queue.

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.



Program Elimination

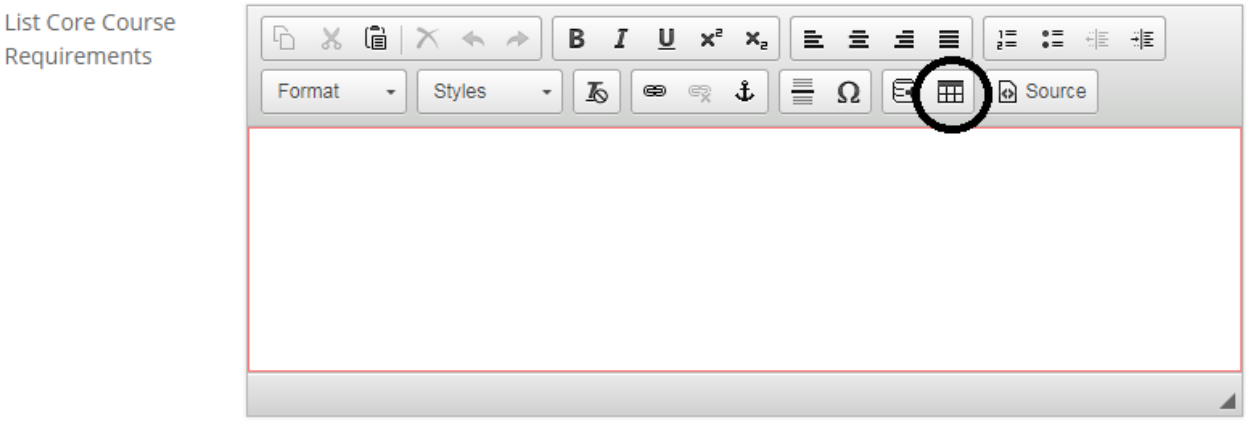
To eliminate/deactivate an existing program, click on the program within the program index and click on the red “Eliminate Program” button on the upper-left of the program summary.



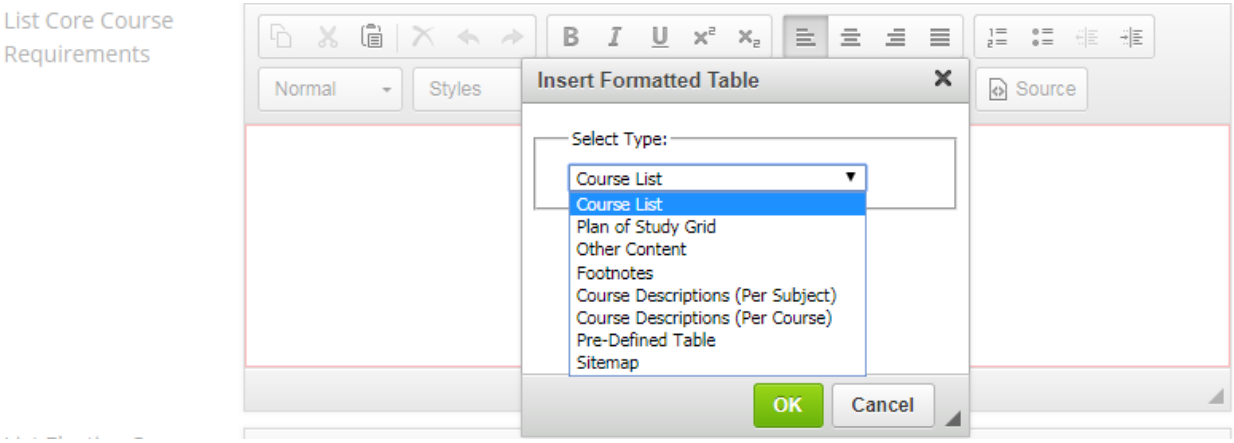
The program elimination form requires only the proposed program end term and elimination justification.

Using the Page Body Editor

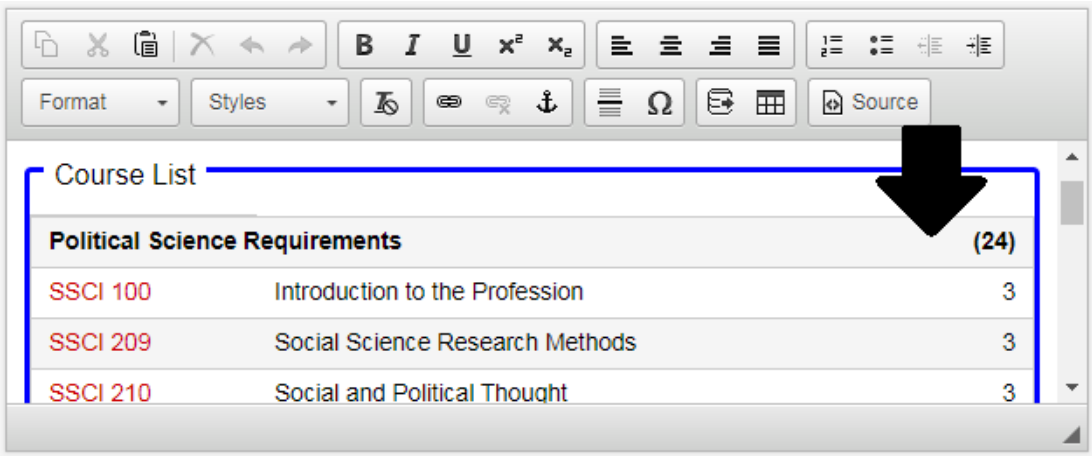
There are several portions of the program proposal form that will require that you enter information into a page body editor. While plain text may be entered into the page body editor, you may find it useful to insert a formatted table for a course list or program of study grid. To add a formatted table,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



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.



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.

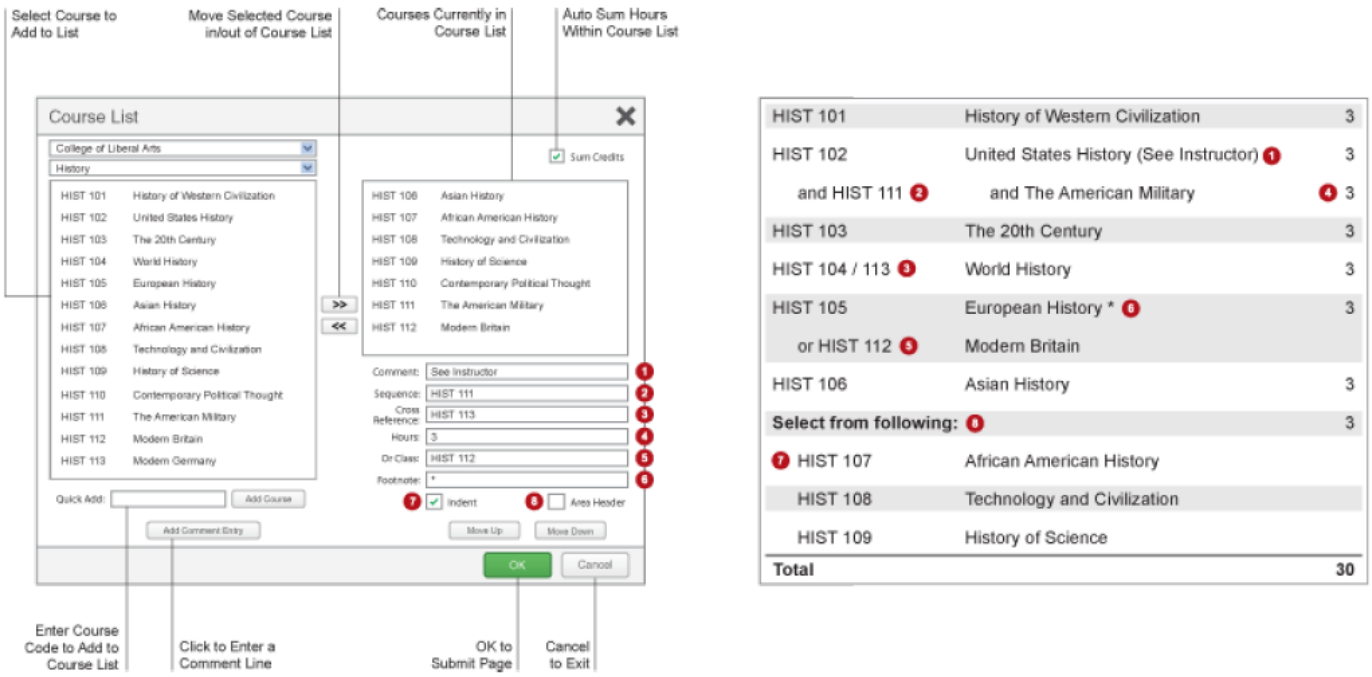


Course List

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.

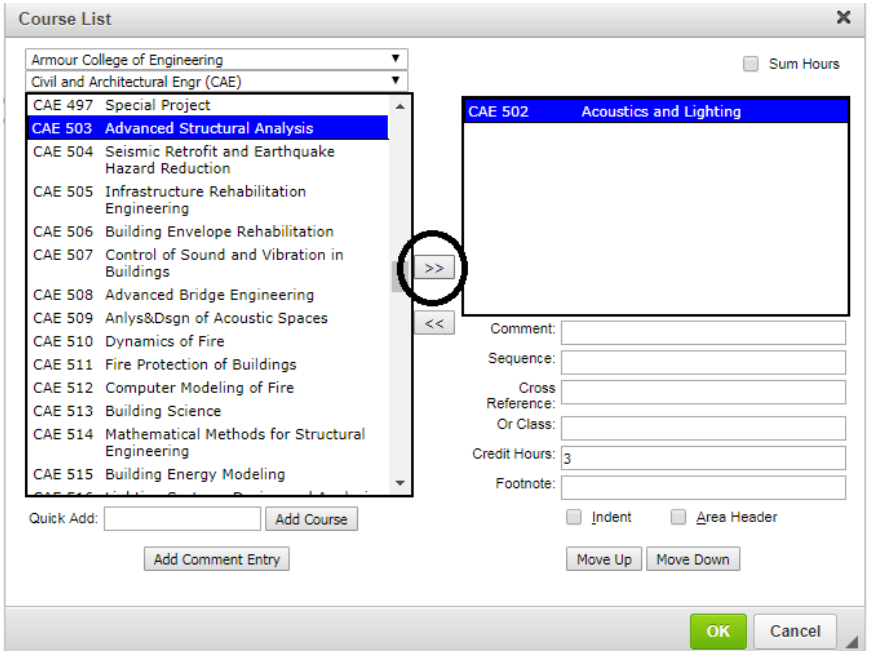
Course List Fields

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

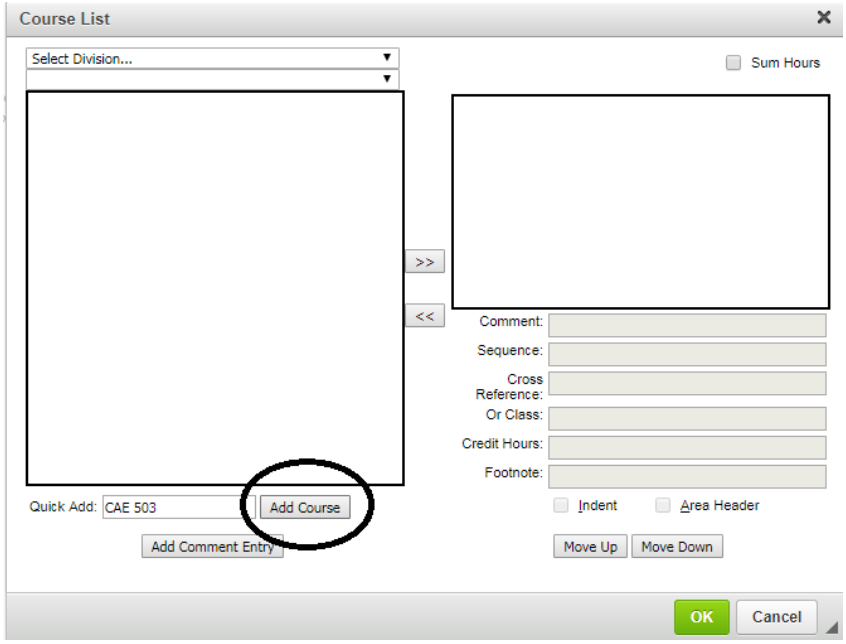


1. **Comment** - A comment will be displayed in parentheses after the course title
2. **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other
3. **Cross Reference**- A cross reference course describes a course 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:

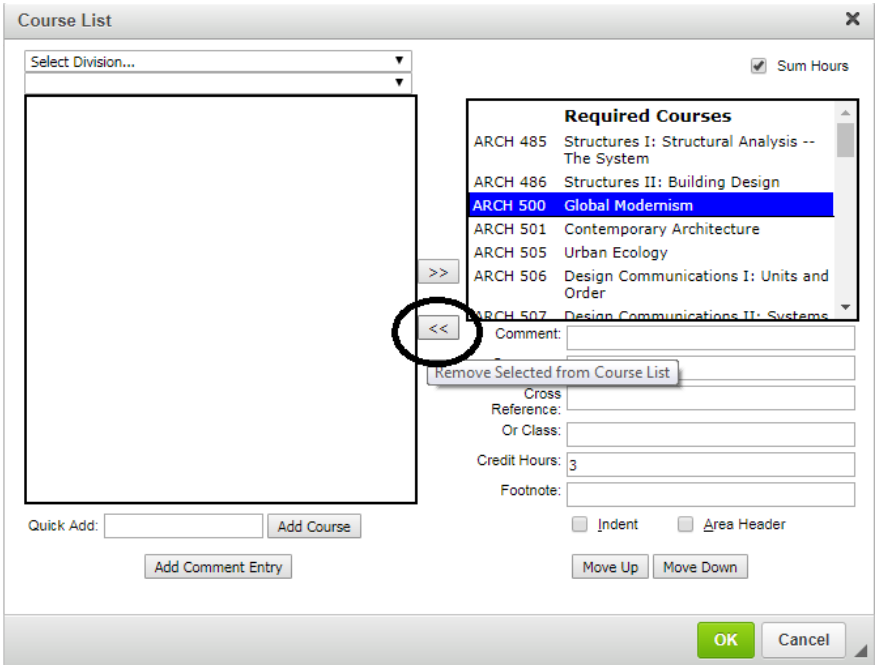


If you already know your course number, you may instead type the course directly in the Quick Add field and click “Add Course”:



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

To <u>remove</u> 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.

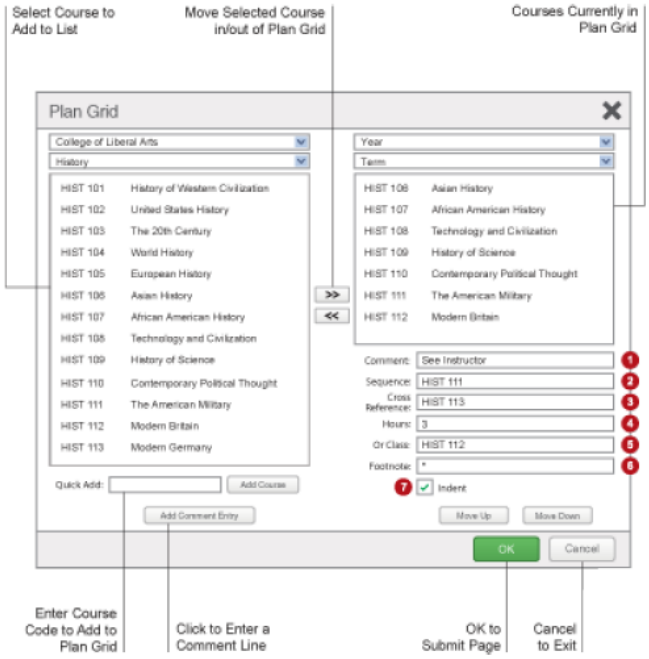
When your course list is complete, click “OK”.

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

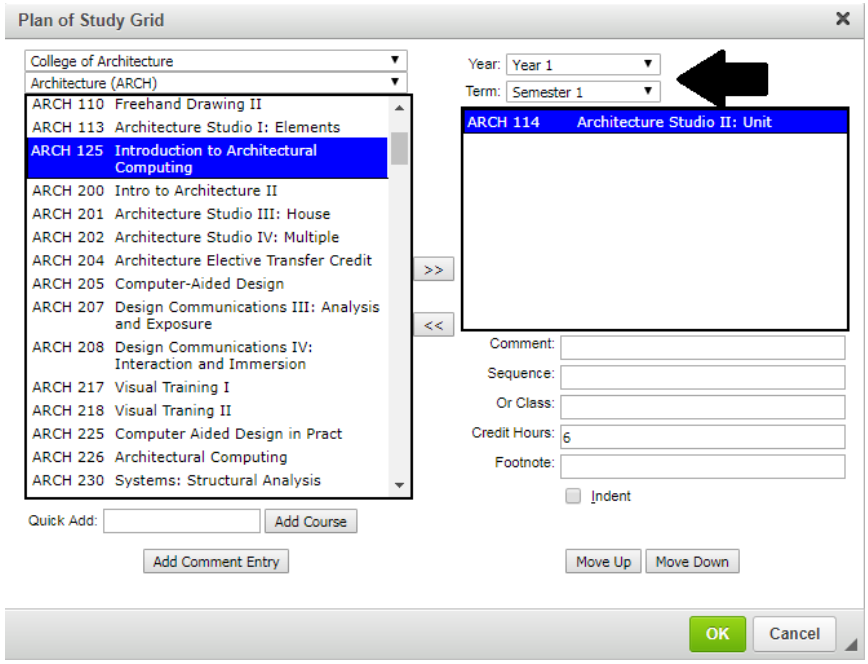
Plan of Study Grid fields allow editors the ability to better describe individual courses. Select a course in the right list to edit the fields for the selected course.



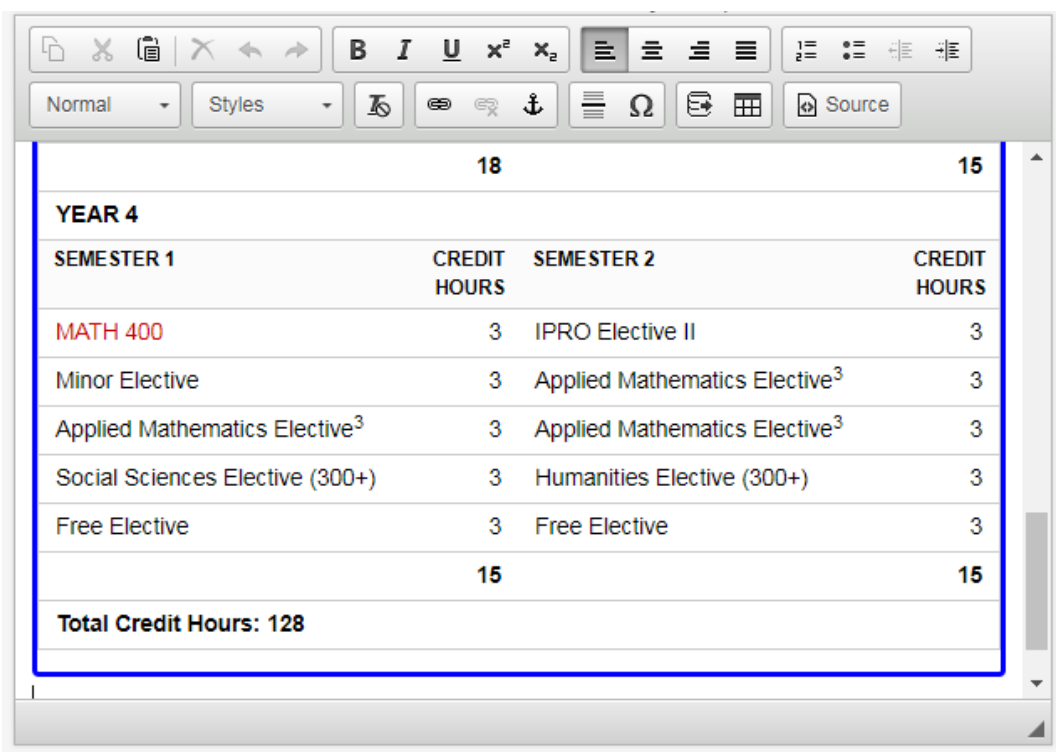
HIST 101	History of Western Civilization	3
HIST 102	United States History (See Instructor) 1	3
and HIST 111 2	and The American Military 4	3
HIST 103	The 20th Century	3
HIST 104 / 113 3	World History	3
HIST 105	European History * 6	3
or HIST 112 5	Modern Britain	
HIST 106	Asian History	3
Select from following: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

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

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:



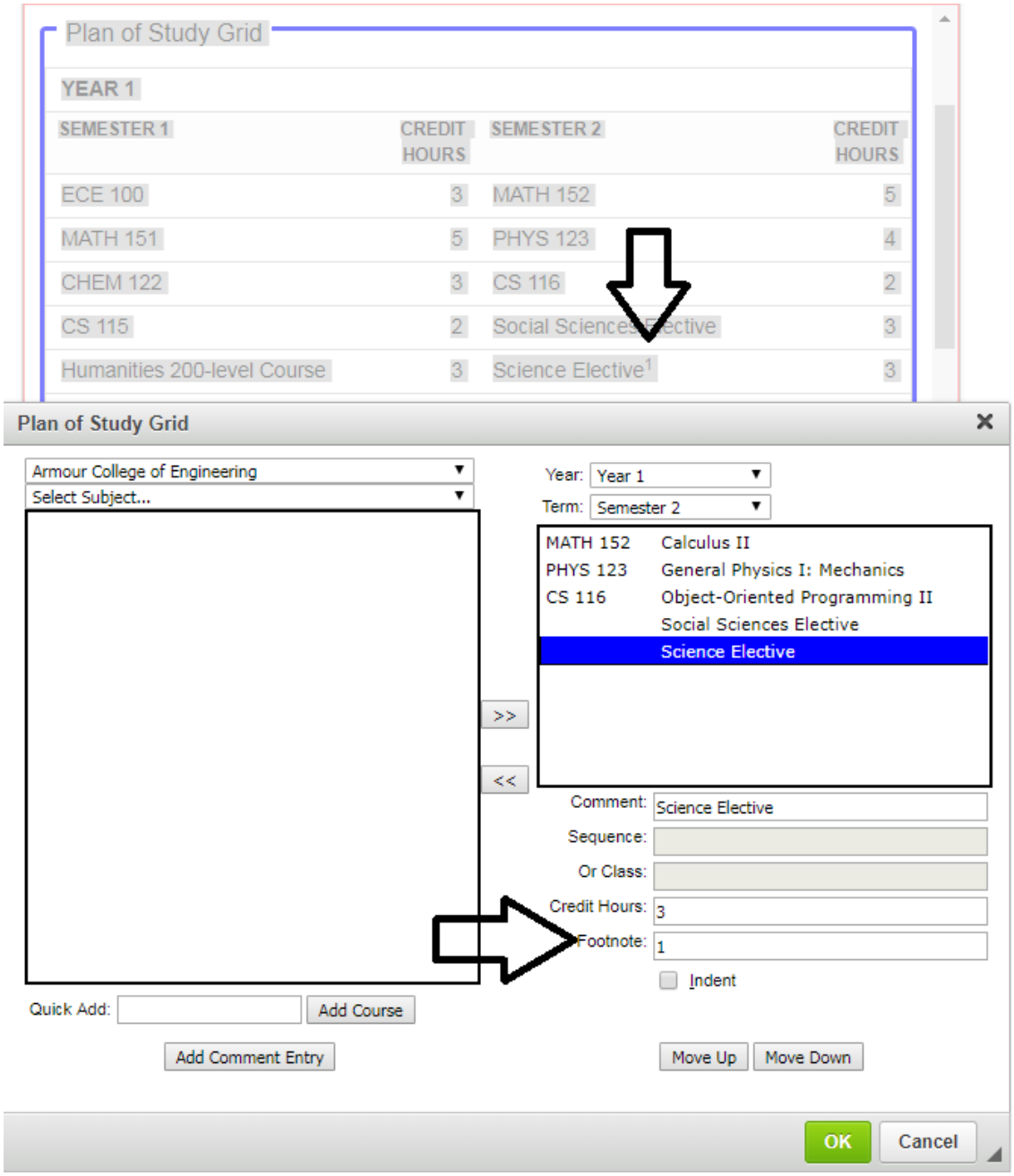
Once your Plan of Study grid is complete, click on "OK". The table will automatically sum your sample curriculum requirements, as below:



	18		**15**
YEAR 4			
SEMESTER 1	**CREDIT HOURS**	**SEMESTER 2**	**CREDIT HOURS**
MATH 400	3	IPRO 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			

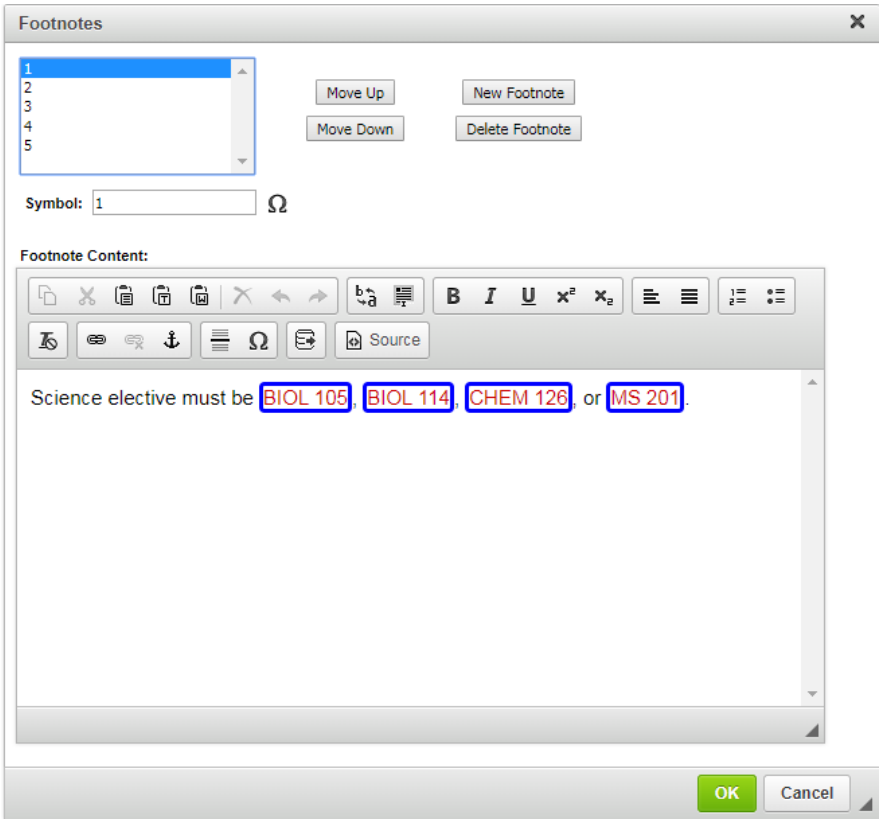
Footnotes

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:

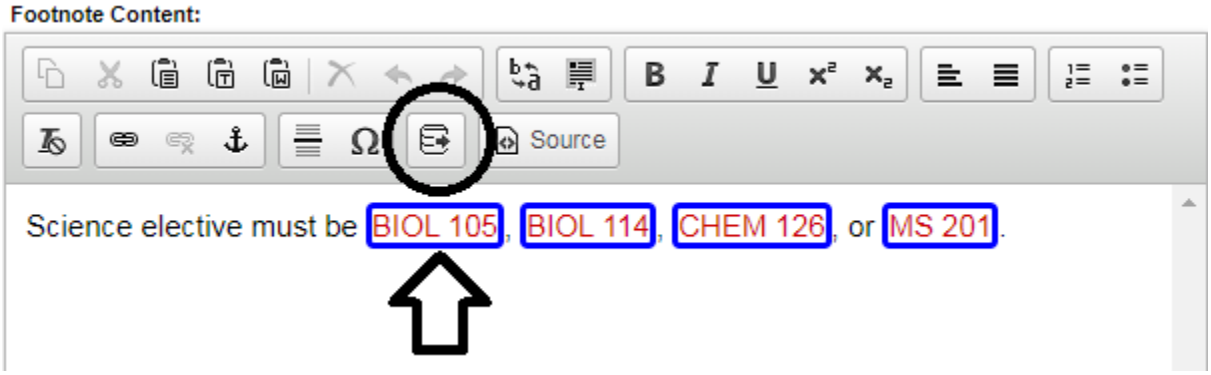


After you have completed your formatted table, you will need to add a field for your footnote content below your formatted table within the page body editor. You may access the footnotes table by clicking on the “Insert/Edit Formatted Table” table icon and choosing “Footnotes.”

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



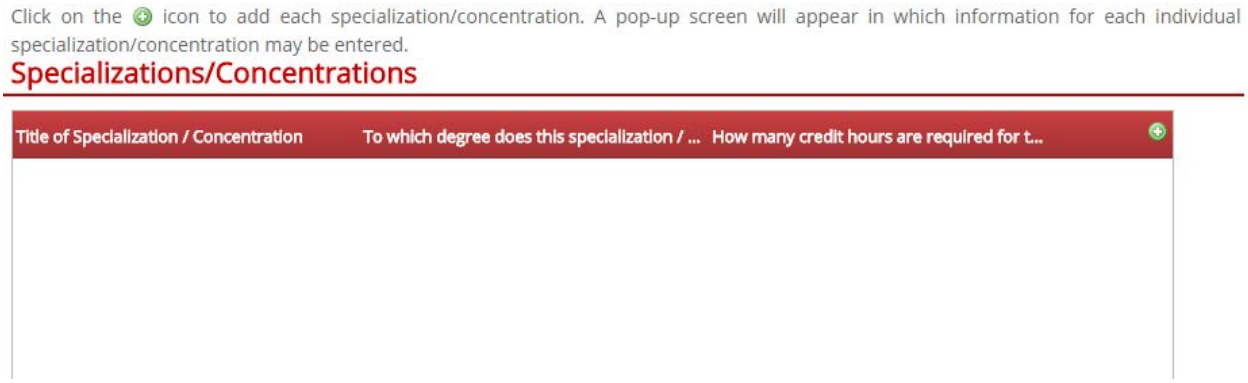
If you wish to link a course to its bulletin entry, you may do so by clicking on the "Insert/Edit Database Field" icon.



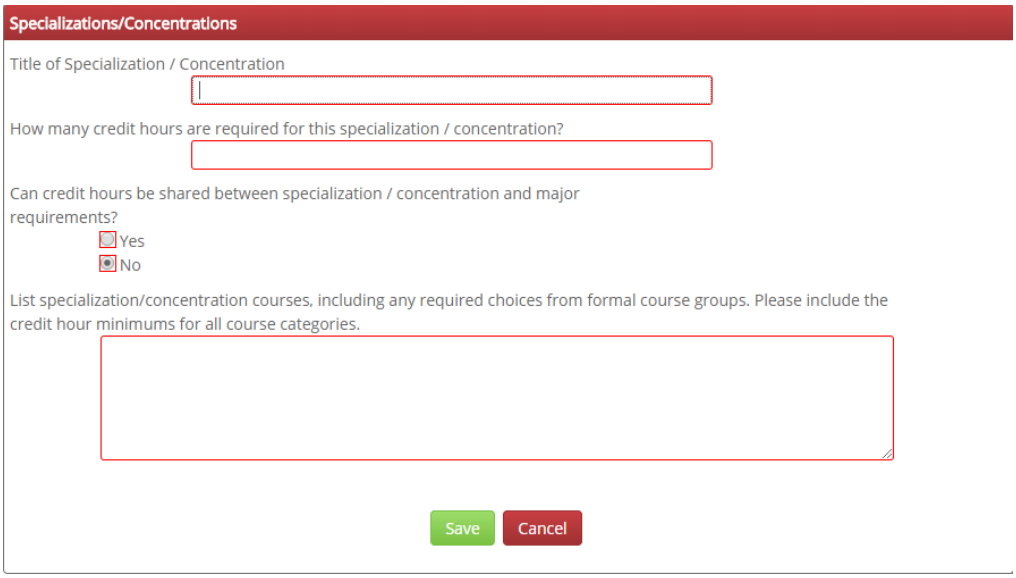
Click "OK" when you are finished.

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 green plus sign icon to add a specialization.



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.

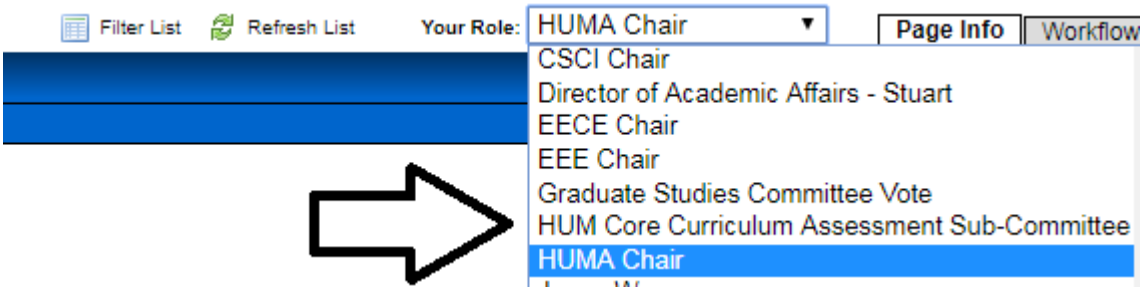
If you have completed your program proposal, you may click on the green “Save and Start Workflow” button:

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

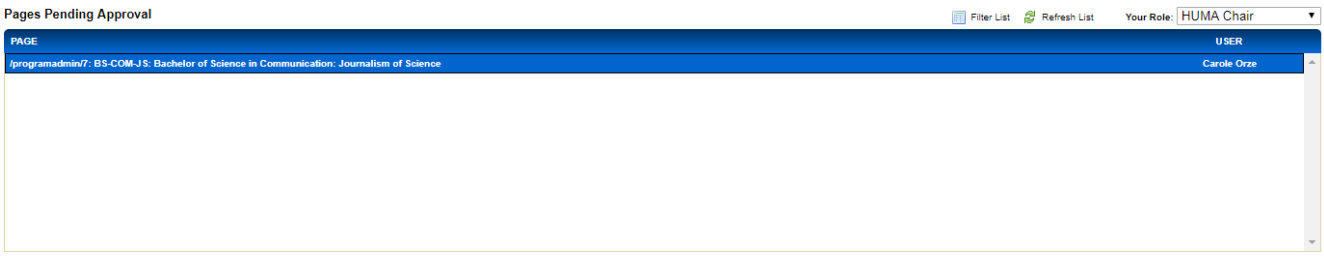
Approving Program Proposals

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

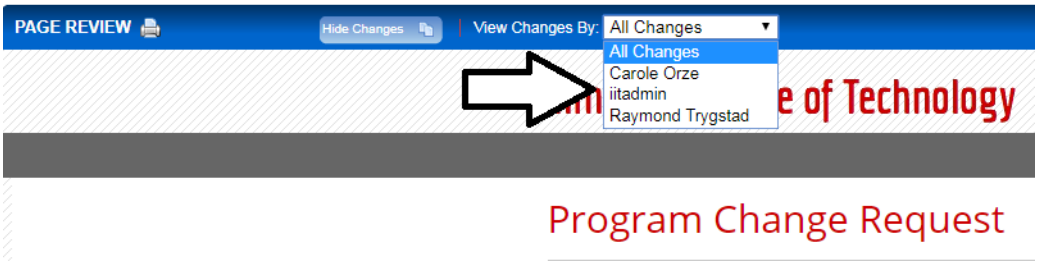
Please change the approval page setting to your queue by using the drop down menu for "Your Role":



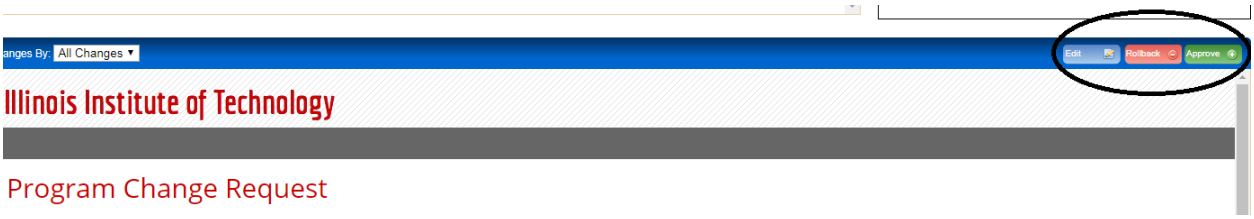
Click on the appropriate program proposal. The proposal will populate in the blue window below titled "Page Review":



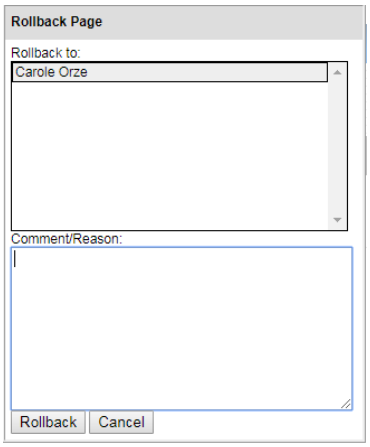
You may view changes to a proposal all at once, or filter by each user who has edited the proposal. To change the view, click on the drop down menu next to “View Changes By”:



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.



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

Voting

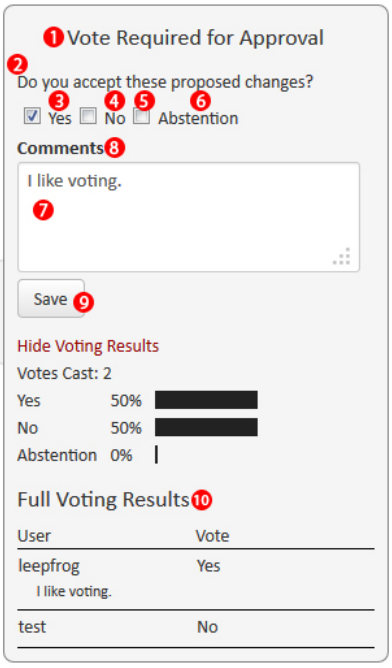
If you have an approval role in CIM Program Management as part of a governance committee, you may be required to enter your vote on a proposed program.

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

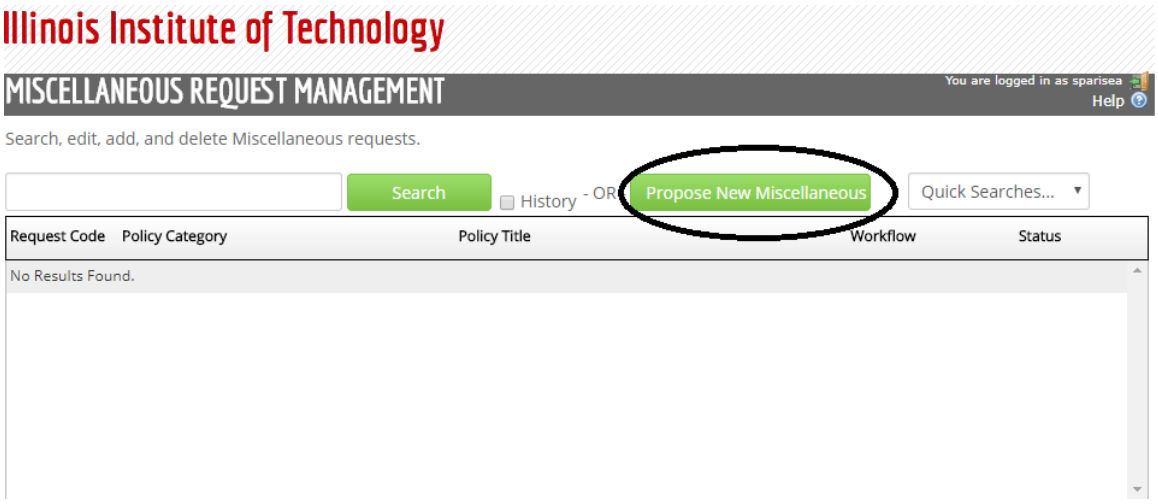
Submitting an Academic Policy Proposal

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.

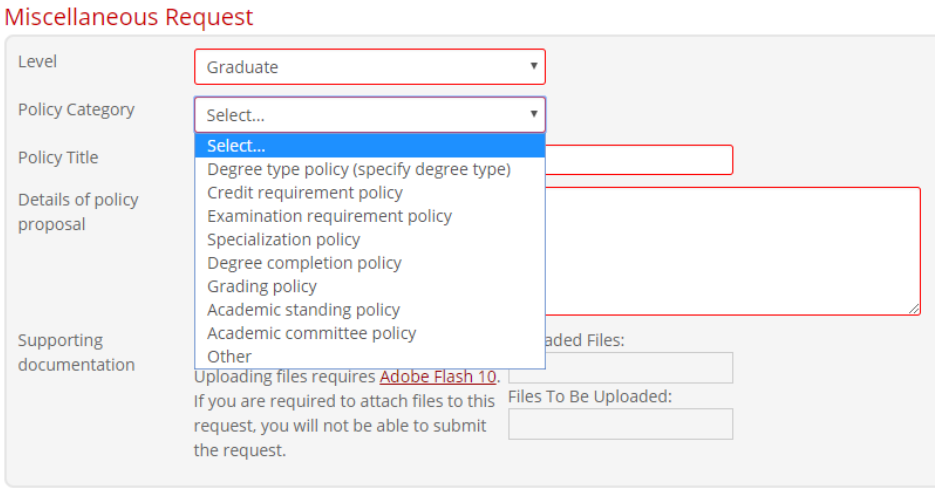
As in CIM Program Management, faculty and staff will use their MyIIT username and password to login to the system. Once you login to CIM Miscellaneous Request Management, you will see an index containing academic policy proposals. Proposals with no data in the "Workflow" or "Status" columns are approved 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.

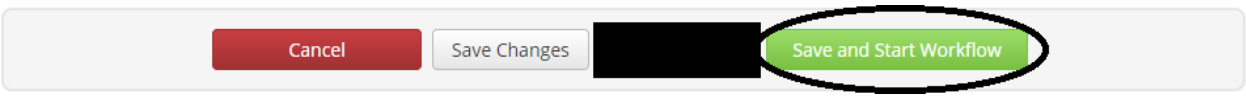


You should articulate the policy proposal in the text box. You may instead choose to attach a file to the electronic request.

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:

Sarah Pariseau
Academic Curricula Manager
sparisea@iit.edu
312.567.3036