

# CURRICULUM INVENTORY MANAGEMENT (CIM)

## WHAT IS CIM?

A comprehensive software module which places the entire update process for Course and Program inventory into a web-based form which can be accessed from anywhere and on any device.

- Imports course information directly from Banner and pre-populates the form.
- Assigns workflow without human intervention.
- Identifies all impacted courses and programs based on the requested change.
- Tracks edits and comments.
- Generates custom PDFs and/or interactive agendas for committee meetings.
- Updates Banner and the catalog (CAT) once a proposal completes the assigned workflow.
- Sends notifications to designated users within workflow at various steps in the process.
- Retains historical archive.

## HOW WILL THE CURRICULUM PROCESS CHANGE?

- All course and program inventory changes must initiated and approved via CIM.
- Hard-copy/digital copies of the course and program approval forms will no longer be accepted by the Registrar's Office.
- Academic units will no longer need to manually make curricular edits to the catalog because the information will update directly based on proposals approved in CIM-Programs.

## FAQS

- *When will CIM be ready to use?*  
We are working towards having CIM-Courses and CIM-Programs ready for use before the start of the Fall 17 semester. All college catalog authors and the members of both Undergraduate and Graduate Council will be notified once CIM is live and ready to use.
- *How do I receive CIM training?*  
Once the system is live, biweekly training sessions will be offered via the Registrar's Office. Registrar staff will also be available to provide on-site training to individual departments/colleges.
- *Who will have access to view proposals or create a proposal in CIM?*  
Anyone with current CourseLeaf access (e.g. CLSS, CAT), including read-only access, will be able to view or create any proposal in CIM. All other individuals must register for CIM training (see preceding) in order to receive access.
- *Who will have access to approve or rollback (deny) proposals?*  
Only users associated with the specific workflow for a proposal have approve/rollback permissions.
- *How will my college's process change?*  
Both CIM-Courses and CIM-Programs are being built to accommodate the individual processes of each college.

## QUESTIONS?

Contact your college catalog POC (<http://registrar.gmu.edu/topics/catalog-authors/>) with all questions related to this document.

# CURRICULUM INVENTORY MANAGEMENT (CIM): AT A GLANCE

## ACCESSING THE SYSTEM

- CIM Courses and Programs will be accessible via a url which may be viewed from any web browser and any PC or mobile device.
- Users will be required to login with their Patriot ID and password to view or create proposals and to approve items in workflow.

## CIM DASHBOARD



### Course Inventory Management

1 [Help](#)

Search, edit, add, and deactivate courses.

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 Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use. 2

3

4

5

6

Course Code	Title	Workflow	Status
ECE 201	test test test test		edited
ECE 764	test		added
ENGL 415	Folk Arts and Folk Artists	Assoc Provost-Undergraduate	edited
ENGL 101	Composition	ENGL Chair	edited
HIST 700	New Course About History	HIST Chair	edited
HIST 710	Race in American Life and Thought and Mind	LA Associate Dean	edited
HIST 998	Doctoral Dissertation Proposal-TEST	Registrar-Degree Audit	edited

1. Help Guide for GMU users of the CIM form.
2. Users looking for an existing course can search by subject code, course number, or keywords associated with the course title. The results will display in the menu directly below the search field.
3. Opens up the form to create a proposal for a new course.
4. Course numbers and titles clearly display. Select a course in order to view its details or the current proposal (see next image).
5. 'Workflow' column displays which step the proposal is currently at for review. If the column is blank, it either means
  - a. the proposal has not yet been submitted.
  - b. no proposal has yet been created for the course.
6. 'Status' column indicates the type of change.
  - a. 'Added' indicates the course is a new proposal.
  - b. 'Edited' indicates the item previously existed and is now being modified.
  - c. If blank, the course is 'at rest' with now proposal currently outstanding.

## COURSE AND PROPOSAL DETAILS

### VIEW FOR A COURSE 'AT REST'

An 'at rest' course has no outstanding proposal currently attached to it.

The screenshot displays a course management interface. At the top, a list of courses is shown: ANTH 114 (Introduction to Cultural Anthropology), ANTH 120 (Unearthing the Past: Prehistory, Culture and Evolution), and ANTH 135 (Introduction to Biological Anthropology). The ANTH 114 course is selected and highlighted. Below the list, there are three buttons: 'Deactivate' (red), 'Edit Course' (green), and 'Preview Workflow' (yellow). The 'Deactivate' button is circled in red and labeled '2'. The 'Edit Course' button is circled in red and labeled '3'. The 'Preview Workflow' button is circled in yellow and labeled '4'. Below the buttons, the course details for ANTH 114 are displayed: 'Viewing: ANTH 114 : Introduction to Cultural Anthropology'. Below the course details, there is a section titled 'Catalog Pages referencing this course' which lists several links: 'Anthropology Minor', 'Anthropology, BA', 'Department of Sociology and Anthropology', 'Ethnomusicology Minor', and 'Linguistics Minor'. This section is circled in red and labeled '5'.

1. Select a course.
  - a. If the course is 'at rest' (there is no outstanding proposal cycling through workflow for that course), the course details will display. All data pulls directly from Banner.
  - b. If the course currently has a proposal cycling through workflow, you will see both the course details and the proposed changes clearly highlighted with red and green mark-up (see 'View for a Course w/ Proposal' on the following page).
2. Select to deactivate/inactivate/'delete' the course.
3. Select to open up the form enabling you to modify the course.
4. Select to see a detailed listing of all approving bodies involved in the governance of this course.
5. *Catalog Pages Referencing this course*: displays all programs and courses which reference the course you are viewing. Each item links directly to its catalog page so that users may easily view where the reference is contained. References may include:
  - a. programs which include this course within degree requirements
  - b. courses which are associated with this course via:
    - i. prerequisites
    - ii. corequisites
    - iii. equivalencies

## VIEW FOR A COURSE W/PROPOSAL

- OR -

Course Code	Title	Workflow	Status
ACCT 301	Financial Accounting and Managerial Decision Making – Bridge Test		edited
CEIE 240	TEST-TEST-TEST	CEIE Chair-Undergradua	edited
CLIM 111	Introduction to the Fundamentals of Atmospheric Science	Banner	edited
ECE 201	Test test test test		edited
ENGH 415	Folk Arts and Folk Artists	Assoc Provost-Undergra	edited
ENGL 101	Composition	ENGL Chair	edited
HIST 700	New Course About History	HIST Chair	edited

Date Submitted: 10/04/16 11:38 am <sup>2</sup>  
 Viewing: **CEIE 240 : TEST-TEST-TEST Hydraulics** <sup>3</sup>  
 Last edit: 10/04/16 11:38 am <sup>4</sup>  
 Changes proposed by: gmuadmin <sup>5</sup> <sup>6</sup>

Catalog Pages referencing this course:
 

- [Civil and Infrastructure Engineering, BS](#)
- [Environmental Engineering Minor](#)
- [Sid and Reva Dewberry Department of Civil, Environmental, and Infrastructure Engineering](#)
- [Systems Engineering, BS](#)

Is this a substantial or simple modification?

**In Workflow**

- CEIE Chair-Undergraduate
- VS Undergraduate Studies Committee Chair
- VS Associate Dean-Undergraduate
- Assoc Provost-Undergraduate
- Registrar-Catalog
- Banner

- Select a course.
  - If the course is 'at rest' (there are no outstanding proposals cycling through workflow for that course), the course details will display. All data pulls directly from Banner.
  - If the course currently has a proposal cycling through workflow, you will see both the course details and the proposed changes clearly highlighted with red and green mark-up.
- Date Submitted*: displays timestamp for when the proposal was submitted.
  - If a proposal has been 'saved' but not yet submitted this timestamp will not show (see #4 below).
- Viewing*: course number and title of the course you are viewing.
- Last edit*: displays timestamp for when the course proposal was last touched.
- Changes proposed by*: identifies the user name of the individual who initiated the course proposal.

Catalog Title: **TEST-TEST-TEST Hydraulics**  
 Banner Title: **TEST Hydraulics**  
 Will this be a "topic varies" course?  
 Is this a physical activity course? No  
 Credits: **6 3**

6. *Catalog Pages referencing this course*: displays all programs and courses which reference the course you are viewing. Each item links directly to its catalog page so that users may easily view where the reference is contained. References may include:
  - a. programs which include this course within degree requirements.
  - b. courses which are associated with this course via:
    - i. prerequisites
    - ii. corequisites
    - iii. equivalencies
7. *In Workflow*: once a proposal has been submitted, CIM automatically determines the workflow path based on the subject code and course number.
  - a. All required approving bodies are listed in sequential order.
  - b. Items in orange indicate who must currently approve the proposal.
  - c. Items in green (not shown) indicate who has already approved the proposal.
  - d. Normal text indicates approving bodies who still must review the course.
    - i. Note that *Registrar- Catalog* and *Banner* are **not** involved in the governance of the proposal.
      1. *Registrar-Catalog* reviews proposal for formatting and data quality.
      2. *Banner* indicates the point at which the Registrar's Office pushes the proposal to update Banner and auto-process your changes.

## COMPLETING A COURSE PROPOSAL

Choose the term for which you'd like this change to be effective. Fiscal Year terms should only be selected for non-credit bearing courses

Effective Term:  Select... ▼

Subject Code:  Select... ▼ Course Number:   4 characters remaining

Catalog Title:   100 characters remaining

Banner Title:   30 characters remaining

Will this be a "topic varies" course?  
 Yes  No

Is this a physical activity course?  
 Yes  No

Credits:

Schedule Type:   ▼

Justification:

- Fields on the form will vary to include drop-down menus, character-restricted text boxes, and radio buttons. Areas for uploading attachments (e.g. syllabus, supplemental materials) are also included.
- All fields have an associated 'help button' (the blue circled question mark).
  - Selecting this button will display a pop-up with associated prompts to explain what information is required in the field.
  - Some of these *Help* pop-ups will include links to documentation with more detailed information (to explain grading modes or associated policies, for example).
- Once the form is complete, users select one of the buttons (shown above) as follows:
  - *Cancel*: discards your changes.
  - *Save Changes*: saves your proposal but does NOT submit it for review through the workflow. Other users viewing the course will see that the proposal is in progress but has not yet been submitted.
  - *Start Workflow*: submits your proposal to workflow. Once this button is selected, you will be able to view your proposal and its progress through workflow, but you will no longer be able to make additional changes to the proposal.
    - Only users in the associated workflow may make changes to the proposal when it reaches them for review.

## APPROVALS IN CIM

Users are automatically emailed when an item is awaiting their review and approval. Users may navigate to the approval console (also used for CLSS and CAT approvals) either via

- [workingcatalog.gmu.edu/courseleaf/approve](http://workingcatalog.gmu.edu/courseleaf/approve)
- or by selecting the direct link they will receive in the notification email

The screenshot displays the 'Pages Pending Approval' interface. At the top, there are tabs for 'Page Info', 'Workflow Status', 'Attached Files', and 'Revision History'. A dropdown menu shows 'Your Role: LA Associate Dean'. Below this is a table with columns 'PAGE' and 'USER'. The first row shows '/courseadmin/10759: HIST 710: Race in American Life and Thought and Mind' under 'PAGE' and 'gmuadmin' under 'USER'. To the right, the 'Workflow Status' panel shows 'Completed' (gmuadmin, HIST Chair) and 'Pending' (LA Associate Dean, WritingIntensive-WAC Director, OSCAR Director, Sustainability Fellow, Assoc Provost-Graduate, Registrar-Catalog, Banner, Initiator fyi, Registrar-Degree Audit fyi). Below the table is a 'PAGE REVIEW' section with a 'Hide Changes' button and a 'View Changes By: All Changes' dropdown. At the bottom right, there are 'Edit', 'Rollback', and 'Approve' buttons. The George Mason University logo and 'Course Change Request' title are also visible.

1. Items awaiting the approval of your specified role (below) are listed here. Select an item, and the proposal details will show directly below the GMU logo in the image above.
2. *Your Role*: users are assigned an approval role in workflow. Some users may have more than one role. Select your role to see the items specifically awaiting your approval.
3. *Workflow Status*: allows you to view both the parties who have already approved the proposal, and the complete workflow the proposal must cycle through to be fully approved.
4. *View Changes By*: all changes are noted in red and green mark-up. You may view the proposal either with all changes from all parties combined OR you may select individual users to see which user made specific changes.
5. *Action Buttons*
  - a. *Edit*: allows you to open the proposal form and make your own changes.
  - b. *Rollback*: allows you to push the proposal back to a preceding step in the workflow.
  - c. *Approve*: moves the proposal to the next step in the workflow.

## QUESTIONS?

Contact your college catalog POC (<http://registrar.gmu.edu/topics/catalog-authors/>) with all questions related to this document.