

CIM Courses How-To & Style Guide

Course Inventory Management (CIM) is the system used to update course at Ithaca College. Access to CIM is determined by the dean's offices of each individual school.

The following guide explains how to:

- Use CIM to create, update, and deactivate courses
- Follow the standard style and accessibility expectations of the Ithaca College catalog

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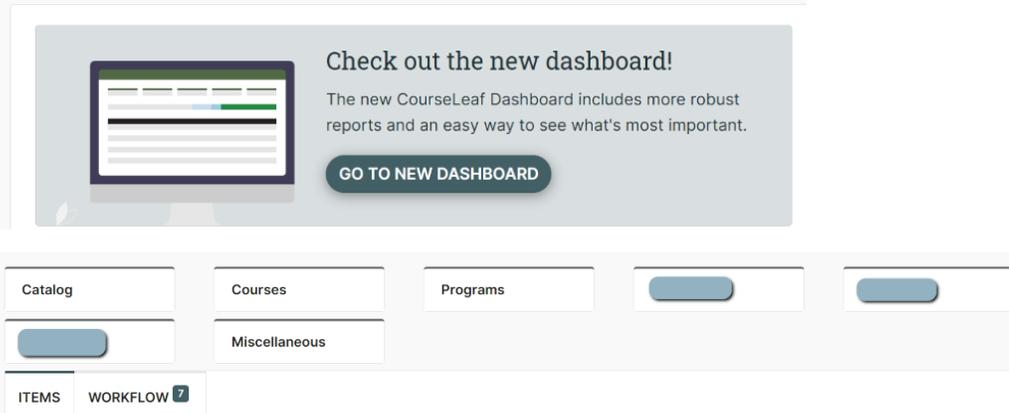
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Quick How-To

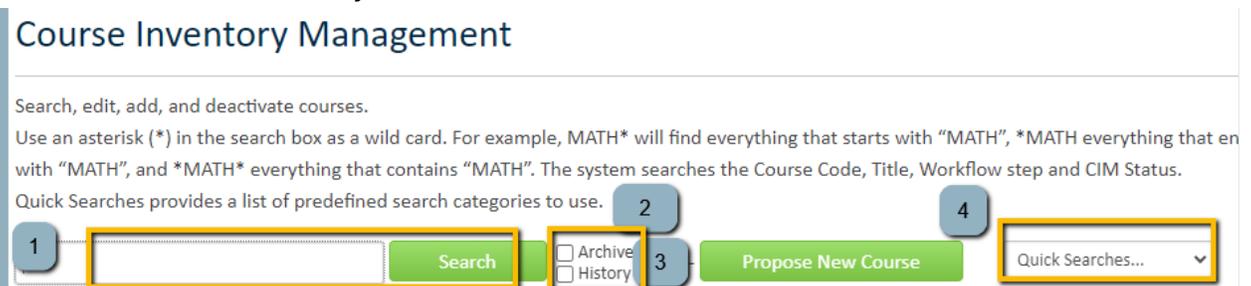
1. Visit [CIM Website](#)
2. Use your Ithaca College Netpass/password
 - If you are having trouble logging in, contact the Assistant Registrar for Curriculum Management
3. Make Changes
 - Remember to follow the below guidance
4. Proposers: When complete submit to Workflow
5. Approvers: Approve through Workflow

Logging in & Searching for Courses

- You can get to CIM in two different ways.
 - You can get there by going directly to the CIM site using <https://nextcatalog.ithaca.edu/courseadmin/>
 - Another way is to go to the Courseleaf console and click on “Courses”



1. There are four different ways to search for a course.



1. The first way is by searching by course number, course subject or both.
 - Example: MATH 10500.
 - If you are uncertain what the course number is, you can use the * or % to search for more general information.
 - MATH 10* OR MATH 10%
 - You can also use the * or % in the subject code.
2. Archive is used to search for courses that were deactivated or archived
3. History is used for searching the history of the changes a course went through and the dates of completion. Another way to see the history of the course is by searching the course in the Search box and going to the History box.

ENGL 20100 Archive - OR - History Quick Searches... ▾

Course Code	Title	Workflow	Status
ENGL 20100	Approaches to Literary Study		
ENGL 20100	Approaches to Literary Study	03/04/23	history
ENGL 20100	Approaches to Literary Study	11/03/23	history

[Preview Workflow](#)

Viewing: **ENGL 20100 : Approaches to Literary Study**
 Last approved: 11/03/23 12:31 pm
 Last edit: 10/13/23 2:08 pm

Catalog Pages [Department of Literatures in English](#)

History

1. Mar 4, 2023 by Dan Breen (dbreen)
2. Nov 3, 2023 by Chris Holmes (cholmes)

[Preview Workflow](#)

Viewing: **ENGL 20100 : Approaches to Literary Study**
 Last approved: 11/03/23 12:31 pm
 Last edit: 10/13/23 2:08 pm

Catalog Pages [Department of Literatures in English](#)
[English \(ENGL\)](#)

History

1. Mar 4, 2023 by Dan Breen (dbreen)
2. Nov 3, 2023 by Chris Holmes (cholmes)

4. Quick Searches is used for when you want to see all courses that are in one of the following states:

- Edited Courses
- Added Courses
- Inactive Courses
- Experimental Courses

Starting a New Proposal

What kind of proposal are you submitting? Is it a brand new course that doesn't exist? Is it a course that already exists but need a revision? Please follow the prompts below:

Starting a New Proposal: A Brand New course

- This is when the course number has never been used before. With this you will click on "Propose New Course" and follow the prompts. Make sure to fill in all boxes that are red! If you are all set with the proposal, proceed to the bottom and click "Start Workflow." If you are not ready, you can "Save Changes" and come back to it later. It will still be available for you to edit
- Do this to create a new experimental course OR a new course to be added to the published catalog.
 - To search an available course number, please consult with your Dean's office

Propose New Course

New Course Proposal

Academic level

Contact(s)

Name	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>

Experimental course? *Experimental courses do not go through the APC process.*

Effective term

Starting a New Proposal: Existing Course Needing a Revision

- This is when the course is already in the CIM inventory. If the course is already there, you can search for the course and click “Edit.” In this case, you will need to select the “Review Process.” Are you looking to make a change to the prerequisite listing, editing the course description, etc.? Be sure to select the appropriate review process.
- Use “Edit” also when you want to add an existing experimental course to the catalog, and you need to submit the course for APC approval. This would be a “Standard Course Revision.” Make sure you state that this course was offered experimentally, and you are now looking for it to become a permanent course and seeking APC approval in the rationale.
- If the revision you are proposing involves changing the course number, including changing level, you will first need to select “Propose New Course,” and then select “Propose New from Existing Course.” This will allow you to pull all the current course information in the proposal instead of starting from scratch. From this perspective of CIM/Banner, because the course number is different it is a new course, but in the rationale for the course, you will need to explain that it is actually a revision.
- Be sure to fill out all the red boxes!

Remember! Save often (save, not Save to workflow) to make sure you don't lose your work!

Workflow Selection

Workflow determines the *review process* for your proposal.

1. New Course Proposals
 - **New Course:** Proposals go through the full APC review process
 - **New Experimental Courses:** Select “Yes” the course will be reviewed by dean’s office only
2. Revised Course Proposals
 - See Appendix A for how to determine workflow. For expanded information on Review process, see the [APC Guide to Course Proposals](#).

Review Process

Standard course revision is used for significant changes in title, course description and prerequisites. Updating of syllabus and SLOs are required. Expedited course revision is used for minor corrections in descriptions or prerequisites. Exempt course revision is used for administrative changes such as semester offered, typos, and other small changes.

Is this a

<input type="checkbox"/> Standard course revision	<input type="checkbox"/> Expedited course revision
<input checked="" type="checkbox"/> Exempt: Administrative Change Only	<input type="checkbox"/> ICC Designation Only
<input type="checkbox"/> Instructional Method	

3.
 - Choose *ICC Designation Only* workflow if the only change you are making is to request an ICC designation. In this case, first complete required ICC paperwork (see the [ICC website](#) for further information about completing the forms or contact ICC at icc@ithaca.edu) Make sure to include the ICC paperwork as an attachment in the proposal.

Completing a New Proposal

The Basics

1. Academic Level
 - Undergraduate (courses numbered 1xxxx – 4xxxx)
 - Graduate (5xxxx – 8xxxx)
 - Graduate and Undergraduate: (5xxxx if also included in the UG catalog)
2. Contact(s)
 - Make sure this is updated before submitting to workflow
3. Effective Term
 - Cannot be backdated
4. Course Title
 - Used in Homer and Catalog
5. Short Title

- Used for transcripts
6. Subject Code
 - Ex: MATH or THEA
 7. Course Number
 - Course numbers cannot be reused
 - Must be 5 digits to be approved
 8. Department
 - Select the appropriate department for the subject
 9. School
 - Will auto-select after the department is selected

New Course Proposal Propose New from Existing Course

Academic level **1**

Contact(s) **2**

Name	Phone	E-mail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	+
✖			

Experimental course? **3** *Experimental courses do not go through the APC process.*

Effective term **4**

Course title **5**
100 characters remaining

Short title **6**
30 characters remaining

Subject code **7** Course Number **8**

Department **9** School **10**

Description, Restrictions, and Credits:

1. Course description
 - Included in Homer and catalog
 - Course descriptions can be one paragraph only
 - Do include when applicable:
 - Instructor permission restriction
 - Do not include:
 - Credits, Prerequisites, Frequency (F,S,Y,IRR)

Not sure if your course meet your school requirements?
Contact your Dean's office!

2. Prerequisites and Corequisites

- See following page

3. Restrictions

- Class standing, program, category of student
- Limitations
- Yes or No statements
 - Ex: NO Graduate
 - Ex: Theatre major only
- The restrictions will supplement a prerequisite. A prerequisite can never be OR with a restriction.

4. Credits

- Based on number of hours of instructional time plus supplemental time
- Range should be noted with “-“ and decimal points should be used
 - “1.0-3.0”

5. Credit Agreement

- Required field

Course description

1

Prerequisites are designed to ensure that every student in the course has the content or disciplinary knowledge and skills necessary for success in the course. Types of prerequisites include: specific course(s), placement score/course grade, or groups of courses (e.g., any ANTH course at level 2). Do not include: class standing, other restrictions, or permission of instructor.

Prerequisites are designed to ensure that every student in the course has the content or disciplinary knowledge and skills necessary for success in the course. Types of prerequisites include: specific course(s), placement score/course grade, or groups of courses (e.g., any ANTH course at level 2).

Prerequisites

2

Corequisites

Code	Title

A restriction is intended to limit which students can enroll in a course. Types of restrictions can include: program, class standing, and category of student.

Restrictions

3

Credits

4 *For variable credits, enter the low and high values, separated by a "-" character.*

Credits were determined using the standard of 45 hours of total contact (in and outside of class) per credit hour.

5 I agree

Requisites

1. Prerequisites

- Subject and Number only, no course titles
 - MATH 10400
 - Any 200-level ENGL course
- Use “and” “or” functions only
 - “;” for AND
 - “,” for OR

2. Corequisites

- Similar formatting to prerequisites
 - Exception” Classes only set up as AND
 - Co-requisites cannot be “OR”
 - EX: MATH 10400 AND PSYC 10300
 - NOT: MATH OR PSYC 10300
- If course can be a corequisites or prerequisite
 - Note courses that can be either a prerequisite or corequisites in Prerequisite and Corequisite

Prerequisites are designed to ensure that every student in the course has the content or disciplinary knowledge and skills necessary for success in the course. Types of prerequisites include: specific course(s), placement score/course grade, or groups of courses (e.g., any ANTH course at level 2). Do not include: class standing, other restrictions, or permission of instructor.

Prerequisites	<input type="text"/>		
Corequisites	Code	Title	

Repeatable, Cross-listed, and Mutually Exclusive

1. Repeatable vs. Non-Repeatable

- Non-Repeatable
 - The standard selection for courses
- Repeatable
 - Course can be repeated up to a certain number of credits
 - Requires additional rationale
- Please note repeatability in the course description
 - “Course is repeatable up to X credits.”

2. Cross-Listed

- Two courses that are equivalent with separate subject codes that are taught in the same time/place/day

- EX: GERO 22000/SOCI 22000
- Automatically replaces its cross-listed course in that requirement in major/minor requirements
- Cross-listed does NOT work for UG-GR crossed courses
 - Cross-listed only for UG-UG or GR-GR
- **NOT** Mutually Exclusive. Cross-listed courses must be taught and offered together

3. Mutually Exclusive

- Separate courses that are not necessarily identical, but a student cannot get credit for both
 - EX: MATH 10400 is mutually exclusive with MATH 10500, 10700, 10401
- Not cross-listed as the courses are not equivalents and cannot count in the place of one another in degrees without special permission

Repeatable course? Yes No **1**

Cross-listed or equivalent to **2** [Add...](#)
(cannot be both) ⓘ

Mutually exclusive courses ⓘ **3**

Code	Title

Designations/Attribute, Experimental, and Major Requirements

1. Designation/Attribute:

- LA vs NLA

Is this course Liberal Arts (LA) or Non-Liberal Arts (NLA)? LA NLA

Identify the program/discipline in which your course will be offered on the NYSED LA list and select it:

Select... 

As needed, please select from the pick-list, designations that would apply to the course for degree audit.

Course Designation for Degree Areas

Degree Area
Select...   

If your course is LA but doesn't fit one of the stated options in the dropdown, you must select, "Other"

Identify the program/discipline in which your course will be offered on the NYSED LA list and select it:

Other

As needed, please select from the pick-list, designations that would apply to the course for degree audit.

Course Designation
for Degree Areas

Degree Area

Select...



This course is in a field that falls outside of the traditional liberal arts and sciences, however this course should be designated as liberal arts. I agree.

Please select the one rationale that best describes your course:

- This course promotes broad inquiry and intellectual investigation and integrates ongoing reflection about the issues and problems investigated.
- This course stimulates engagement with aesthetic themes and issues, involves creative investigation, and integrates ongoing reflection about the issues and problems explored.
- This course requires critical engagement with theoretical or conceptual material.
- This course requires engagement with the breadth of disciplinary material, not simply applied skills.
- Other. Please enter a rationale for this course for a liberal arts (LA) designation.

Next, you must click “I agree” and select one of the 5 rationale options that best describes your course (see above).

- Major, Minor, Concentration:
 - Cannot be assigned without departmental approval
- ICC:
 - Can only be assigned through the ICC Workflow
 - Requires ICC documentation found under the “Attributes” section

2. Experimental

- If course is currently experimental, please note
- If updating Experimental course to APC approved, note semesters when course was taught experimentally
 - EX: This course was taught experimentally Spring, 2022, Fall 2022, and Spring 2023
 - NOTE: A course can only be taught experimentally **4 times**. After its fourth time, it must become APC approved or deactivated.

3. Major Requirements

- Are non-majors permitted?
 - Yes: note and move on
 - No: include major restriction in “Restriction” section at the top of the form, and provide additional rationale

Is this course Liberal Arts (LA) or Non-Liberal Arts (NLA)? **1** LA NLA

Identify the program/discipline in which your course will be offered on the NYSED LA list and select it:

As needed, please select from the pick-list, designations that would apply to the course for degree audit.

Course Designation for Degree Areas Degree Area

Has the course been offered on an experimental basis? **2** Yes No

Should this course be closed to non-majors? **3** Yes No

Teaching and Grading Method, Frequency, and Supporting Documentation

1. Instructional Method

- Standard is Regular Interaction
 - Additional options are based on course needs.
- You may select more than one option.
- If you select ASI or HYB, you are expected to provide additional rationale and syllabus information. Please consult the APC Guide for more information.

Instructional Method: Regular Interaction (RI) Supervised Group (SG) Individualized Study (IS)
 Advanced Supplemental Interaction (ASI) Hybrid (HYB) Online Synchronous (OLS)
 Online Asynchronous (OL)

- For more information, see the [Instructional Methods Guide](#)

2. Grading Method

- Standard (typical default)
 - If Standard: Audit and SDF must also be selected
- P/F (atypical default)
 - If P/F: Audit must also be selected
- The default option selected cannot be changed on the section level
 - Overall changes must be made on the course level

3. Frequency of Offering

- Select frequency based on basic expectations
 - Check with Department

4. Syllabus

- New and standard revision courses require syllabus information to be included. Proposers may attach a syllabus in this section by choosing “yes”

you would prefer to upload a separate syllabus document, and then attach the document.

- Alternatively, proposers have the option to complete the built-in syllabus outline. In this case, check “no.”
- If the course revisions being proposed do not require changes to syllabus information, these sections do not need to be modified.
- If you are selecting or adding multiple instructional methods, and one of the additional ones is either ASI or HYB (or both), you must include additional syllabus documentation for each of these types.
- If you have multiple syllabus attachments to upload, you can either upload multiple documents in the “Attach Syllabus” section as described above or, if you use the built-in syllabus outline for one of them, you can upload the additional one in the section under “Attach Supporting Documentation.”
- For more information about APC expectations, please see the APC Guide

Would you prefer to upload a separate syllabus document?

Yes No

Information

Attach syllabus

Attach Syllabus

Uploaded Files:

[ARTH 24200 4cr Syllabus Placing Race and Gender OConnell.pdf](#) Remove

Files To Be Uploaded:

Attach supporting documentation

Attach File(s)

Uploaded Files:

[DV_ARTH 24000 20202006.docx](#) Remove

[ARTH 24200 Placing Race and Gender Syllabus OConnell.pdf](#) Remove

[TP_ARTH 24200 20201006.docx](#) Remove

Files To Be Uploaded:

5. Academic Impact and Financial Impact

- To add a course to these tables, make sure to click on the green plus button.

This course will be a prerequisite for

Code	Title

This course will be a requirement for which program(s)

Course prerequisites offered by other departments

Code	Title

Courses to be deleted if this course is implemented

Code	Title

Does the content of this course overlap with any other course(s) currently being offered?

Yes No

- To discover what courses would be applicable for the above, go to your course up at the top left and you will be able to see where this course is referenced in the catalog, what programs this course is attached to, which courses it's attached to as a prerequisite and much more

Viewing: **MATH 11100 : Calculus I**

Last approved: 03/24/22 4:05 am

Last edit: 03/23/22 12:32 pm

Catalog Pages referencing this course	Accounting Business Minors Chemistry.(CHEM) Credit from External Sources Department of Chemistry
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- If the course you are proposing is a result of re-numbering and will replace an existing course, be sure to list the original course as a course to be deleted unless you plan to retain both versions as part of a teach-out plan. If you list the course in this section, the registrar will delete the course after the proposal is approved and the new course set up in Banner.
- For more information on how to complete the Financial Impact Section, please consult the APC Guide to Course Proposals.

