

CIM User Guide: Entering a Program Proposal





Topics Covered in this Module

- Using the Search Function
- Proposing a New Academic Program
- Editing an Existing Program
- Inactivating an Existing Program

Using the Search Function


Program Management

Help 

Search, edit, add, and inactivate 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.

1 2 History - OR - 3 

Number of Program	Program Name	Workflow	Status
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1. You can search for past or present programs using the search box
2. Checking the "History" box will include past proposals that have gone through the curriculum approval cycle
3. The "Quick Searches" box allows the user to pull up lists of all edited programs, added programs, and inactivated programs

Proposing a New Academic Program (1)


Program Management

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History - OR - 

Number of Program	Program Name	Workflow	Status
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- The “Propose New Program” button can be used to create a new:
 - Accelerated undergraduate/graduate program
 - Certificate (embedded or standalone)
 - Concentration
 - Degree/School Core Curriculum
 - Dual Degree (two different degrees from Baylor at the graduate level)
 - Joint Degree (Baylor + another academic partner)
 - Major (primary and secondary)
 - Minor

Proposing a New Academic Program (2)

- A fillable form will appear in a new window
- All fields outlined in red are required
- You cannot submit until all required fields are completed
- Save progress by clicking SAVE CHANGES at the bottom of form

Program Management

New Program Proposal

Propose New from Existing Program

Contact Person

Name	Email	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Program Information

Program Type	<input type="text" value="Select..."/>
Program Level	<input type="text" value="Select..."/>
Academic Unit	<input type="text" value="Select..."/>

Proposing a New Program from an Existing Program

- This button will allow the user to pre-populate some of the form fields with information from another similar program
- A pop-up window will appear of available programs to copy
- If you use this option, be sure to change the necessary fields to customize the proposal for your new program

Program Management

New Program Proposal

Propose New from Existing Program

Contact Person



Name

Email

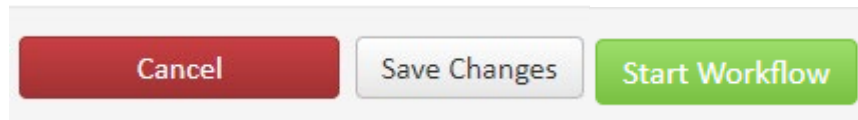
Phone



Program Information


Completing the Proposal

- **Cancel** – this deletes your work and cancels the proposal
- **Save Changes** – this allows the user to save changes and come back to the proposal later. This will not move the proposal forward and it will not be considered until the workflow is started
- **Start Workflow** – this option submits the proposal to the workflow for necessary approvals



Entering the Workflow

- As soon as the proposal is submitted to workflow, the pop-up window will close, and the following will appear on the Program Management page, which shows where the proposal is in the workflow

Export to PDF 

New Program Proposal

Shred Proposal

Date Submitted: 09/14/23 11:15 am

Viewing: **695 : Biology and Medical Humanities Minor**

Last edit: 09/14/23 11:15 am

Changes proposed by: baylor-admin

Contact Person

Name	Email	Phone
test	test	test

Program Information

Program Type	Minor
Program Level	Undergraduate
Academic Unit	College of Arts & Sciences
Department	Biology
Effective Catalog Edition	2023-2024

Add Comment

In Workflow

- 1. Technical Review Esigs**
 - Technical Review (SACS)
 - Technical Review (Program)
 - Technical Review (CAT Registrar)
 - Technical Review (Degree Audit)
2. Technical Review (CAT) AS
3. AS Curriculum Committee
4. AS Dean
5. Undergraduate Curriculum Committee
6. Vice Provost

Editing an Existing Program

- Locate the program to be edited by using the search box
- Click the green “Edit Program” button



Inactivate

Export to PDF

Viewing: **21 : Art History (BA)**

Last approved: 08/04/23 12:45 pm

Last edit: 08/04/23 12:45 pm

Catalog Pages Using this Program

[Art History, B.A.](#)

Edit Program

[Preview Workflow](#)

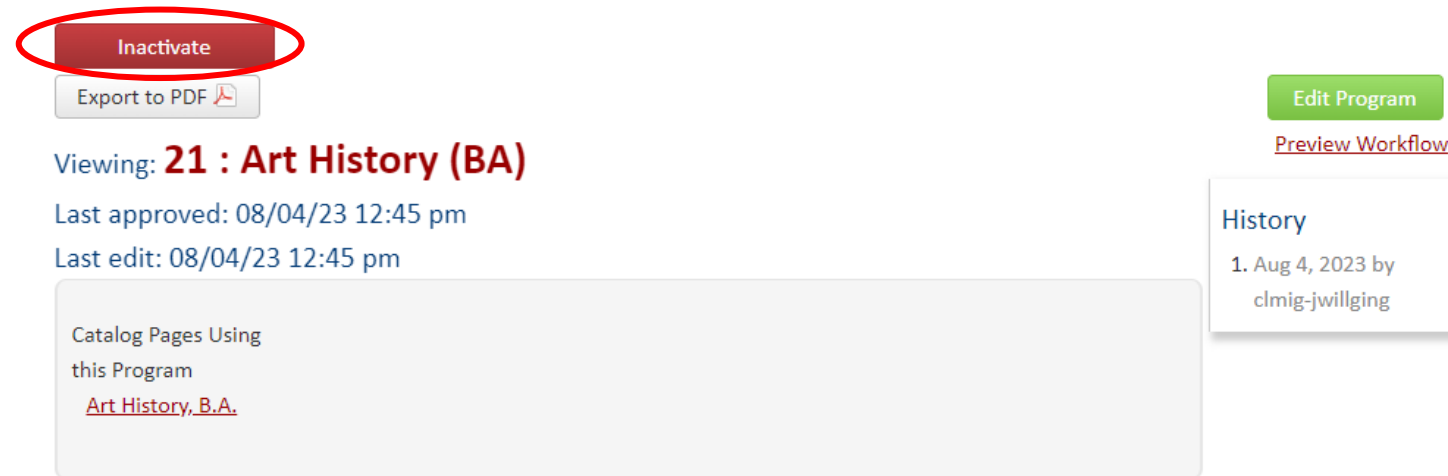
History

1. Aug 4, 2023 by clmig-jwillging

- A pop-up window will appear with the program details in a fillable form. Boxes outlined in red are required.

Inactivating an Existing Program

- Locate the program to be inactivated by using the search box
- Click the red “Inactivate Program” button



The screenshot displays a program management interface. At the top left, there is a red button labeled "Inactivate" which is circled in red. Below it is a grey button labeled "Export to PDF" with a PDF icon. To the right of the "Inactivate" button is a green button labeled "Edit Program" and a red link labeled "Preview Workflow". The main content area shows the program name "21 : Art History (BA)" in red, followed by "Last approved: 08/04/23 12:45 pm" and "Last edit: 08/04/23 12:45 pm". Below this is a section titled "Catalog Pages Using this Program" with a link to "Art History, B.A.". On the right side, there is a "History" section with a single entry: "1. Aug 4, 2023 by clmig-jwillging".

- The following fields are required:
 - Indicate final catalog year
 - Describe the anticipated student impact
 - Explain the rationale/justification for the request to inactivate

For More Information

- Check out the CIM Resources for Faculty and Staff
 - <https://registrar.web.baylor.edu/courses-catalogs/cim-curriculum-management-resources-facultystaff>