Topics Covered in this Module

- What is CIM?
- Getting Started
- Types of Proposal Forms
- Approval Workflow Overview
What is CIM?

• Baylor’s Curriculum Inventory Management (CIM) System is part of an application called CourseLeaf. Baylor uses three CourseLeaf products: Catalog (CAT), Class Scheduling (CLSS), and CIM.

• Advantages of using CIM
  – Eliminates paper processes
  – Streamlines approval process with automated workflow
  – CAT and CIM integrate our academic catalogs with Banner
  – Provides real time status information
Getting Started

• **Web Browser Compatibility**
  – Mozilla Firefox, Google Chrome, Apple Safari, Microsoft Edge
  – *Because of the option to upload documents, CIM is best accessed on a laptop or desktop*

• **Proposals**- Any Baylor faculty member has access to log in and submit a request.
  – Course Proposal Login- [https://courseleaf.baylor.edu/courseadmin](https://courseleaf.baylor.edu/courseadmin)
  – Program Proposal Login- [https://courseleaf.baylor.edu/programadmin](https://courseleaf.baylor.edu/programadmin)
  – Miscellaneous Change Login- [https://courseleaf.baylor.edu/miscadmin](https://courseleaf.baylor.edu/miscadmin)

• **Approvals**- If you need to approve a course request, you may do so by clicking on the email you received or by going to the CourseLeaf approval page:
  – Courseleaf Approvals- [https://courseleaf.baylor.edu/approve](https://courseleaf.baylor.edu/approve)

• **Note**- The hyperlinks above will become active when software is launched
Proposal Forms

• Three types of proposal forms:
  – **Course Form**
  – **Program Form**
    Used for:
    • Accelerated UG-GR
    • Certificate
    • Concentration
    • Degree/School Core
    • Dual Degree
    • Joint Degree
    • Major
    • Minor
  – **Miscellaneous Form**
    Used for:
    • Prefix Change
    • Department Change
    • Department Name Change
    • New Department
    • New Off Campus Instructional Site
Approval Workflow

• CIM does not change current approval processes
• CIM *automates* the approval process and prompts approvers through email notifications
• Workflows vary by level and change type, but generally follow these steps:
For More Information

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