

CIM Checking Workflow Status

Go to **Course Inventory Management** (<https://nextcatalog.baylor.edu/courseadmin>). Enter the course prefix and number. Select **Search**.

The screenshot shows the 'Course Inventory Management' interface. At the top, there is a search bar with 'ANT 3331' entered and a 'Search' button. Below the search bar, there is a table with the following columns: Course Code, Title, Workflow, and Status. The table contains one row: ANT 3331, Human Osteology, AS Preliminary Review, and edited. The 'edited' status is highlighted in green.

Edited in the **Status** designates that a change has been proposed for the course. **Added** in the **Status** designates that a new course has been proposed. AS Preliminary Review denotes the step the course is currently being reviewed in the **Workflow Process**. If a course has **Edited** or **Added** for **Status** and nothing under **Workflow**, the person making the request has saved the changes but has not submitted it to the **Workflow Process**. **Deleted** means the course has been inactivated.

Banner in the **Workflow Process** is the step where CIM syncs with Banner.

This course is currently at the College of Arts & Sciences Preliminary Review step in the **Workflow Process**. Green font denotes the approval step has been completed. Brown font denotes the step in process. If you want to see faculty/staff responsible for the current step, click on the step **In Workflow**. This will open an email that has their names. The course proposal information will be listed below this box.

The screenshot shows the details for course ANT 3331: Human Osteology. It includes an 'Export to PDF' button, a 'Shred Proposal' button, and the date submitted: 10/16/23 8:20 am. The course is viewed as 'ANT 3331 : Human Osteology' and also listed as 'FORS 3331'. The last edit was on 10/16/23 10:09 am. Changes were proposed by Katie Binetti. Below this, there is a list of catalog pages referencing the course: Anthropology, Anthropology, and Anthropology (ANT). On the right, there is a list of steps in the workflow process: 1. ANT Review, 2. ANT Chair, 3. Technical Review, 4. AS Preliminary Review, 5. AS Dean, 6. UUCS Chair, 7. Provost, 8. Provost, 9. Banner.

Any removal from a course will be in red strikethrough font. Any addition will be in green font.

Long Title East Asian ~~Oriental~~ Views of Art

If you need to send an email to any step of the **Workflow Process**, click on the name. This will open a window in outlook with an email addressed to all of the members of this stage of the **Workflow Process**.

The screenshot shows an email composition window. The 'To' field is populated with 'Khoury, Dawn' and 'Sandra D. Groves'. The email is addressed to the '3. Technical Review' step of the workflow process. The list of steps in the workflow process is visible on the left: 1. MLC Review, 2. MLC Chair, 3. Technical Review, 4. AS Preliminary Review, 5. AS Dean, 6. UUCS Chair, 7. Provost, 8. Provost, 9. Banner.

If more than one (1) person is included in a step, they will all receive notification that an approval is pending review. Once one (1) person from that step approves the request, it will list that person in the **Approval Path** with the date and time. The others included in that step will not be able to access the proposal from the email notification because it has been approved. They must go to CIM and search the course.

Approval Path
 1. 10/04/23 8:39 pm
 Sarah Ritter
 (Sarah_Ritter):
 Approved for SWO
 Review
 2. 10/04/23 9:13 pm
 Melody Zuniga
 (Melody_Zuniga):
 Approved for SWO
 Chair

Once the **Workflow Process** is started, the status of the course in CIM will be **Edited** or **Added** until it completes the approval process. Once it is approved and synced with Banner, the status changes from **Edited** or **Added** to blank and the initiator receives an email notification.

Note: If workflow groups are changed, they cannot be retro-applied to an existing course change in the **Workflow Process**. Only courses submitted after the group change was made will be reflected.

To view approved changes that have been made to a course in CIM, click the **History** box and then search for the course. The **Status** will be history and date under the **Workflow** is the date the course was synced with Banner. The same course with no Workflow or status is the current course.

ANT 3331	<input type="button" value="Search"/>	<input type="checkbox"/> Archive	- OR -	<input type="button" value="Propose New Course"/>	<input type="text" value="Quick Searches..."/>
		<input checked="" type="checkbox"/> History			
Course Code	Title	Workflow	Status		
ANT 3331	Human Osteology				
ANT 3331	Human Osteology	11/09/23	history		

If you click on the “history” **Status** course, scroll down the page to see the approved changes, faculty/staff who approved each step with the date/time documented.