

# CIM User Guide: Getting Started





# 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>
  - Program Proposal Login- <https://courseleaf.baylor.edu/programadmin>
  - Miscellaneous Change Login- <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>

# 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



## Program Management

### New Program Proposal

#### 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..."/>
Department	<input type="text" value="Select Department..."/>
Effective Catalog Edition	<input type="text" value="Select..."/>
Effective Implementation Term	<input type="text" value="Select Effective Implementation Term..."/>



# 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>