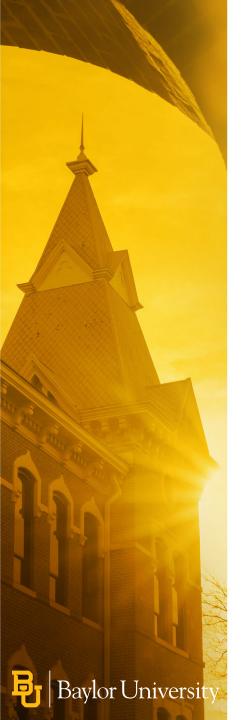
#### CIM User Guide: Getting Started





## **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- <u>https://courseleaf.baylor.edu/courseadmin</u>
  - Program Proposal Login- <u>https://courseleaf.baylor.edu/programadmin</u>
  - Miscellaneous Change Login- <u>https://courseleaf.baylor.edu/miscadmin</u>
- **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- <u>https://courseleaf.baylor.edu/approve</u>

## **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

**Baylor** Universit

- Miscellaneous Form
  Used for:
  - Prefix Change
  - Department Change
  - Department Name Change
  - New Department
  - New Off Campus Instructional Site

#### Baylor University

#### Program Management

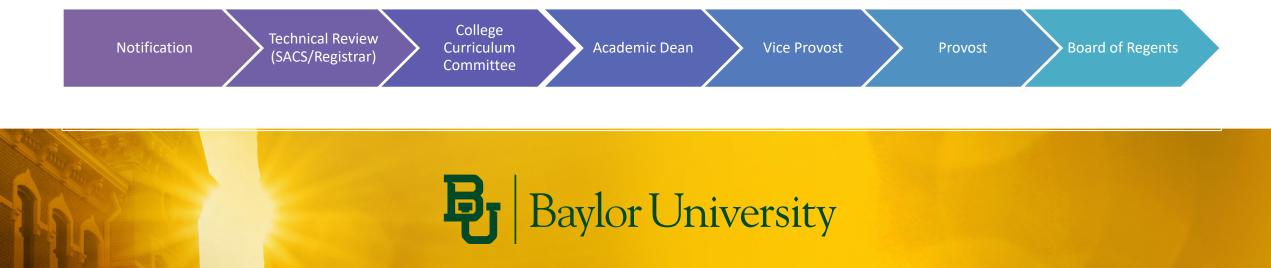
lew Program Proposal			
Contact Person			
⊌ Name	Email	Phone	٢

#### **Program Information**

Program Type 😡	Select	~
Program Level	Select	~
Academic Unit	Select	~
Department	Select Department	~
Effective Catalog Edition	Select	~
Effective Implementation Term	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
  - <u>https://registrar.web.baylor.edu/courses-catalogs/cim-curriculum-management-resources-facultystaff</u>

