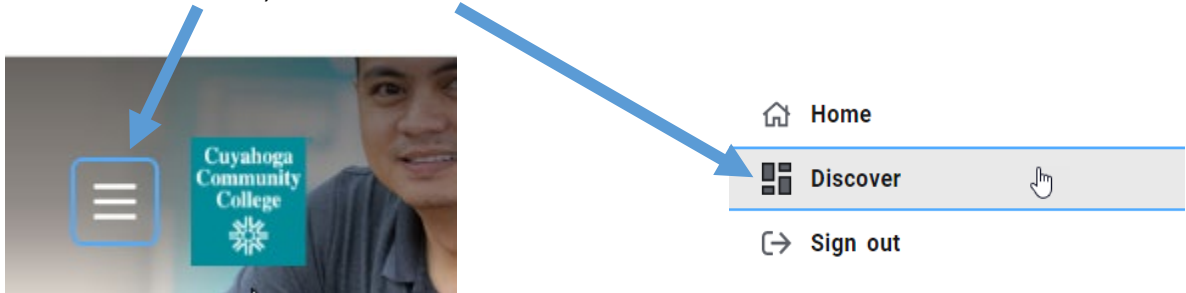


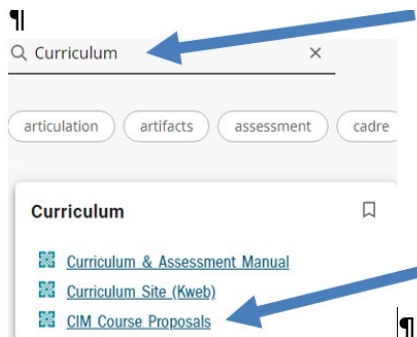
How to Propose a New Course in CIM

Step 1: Log into the CIM System

- Open the Firefox browser. This is the vendor-recommended browser.
- Log in to My Tri-C Space.
- From the Main Menu, click Discover



- Type *Curriculum* in the search bar
- Click on the **CIM Course Proposals** link




This will take you to the CIM landing page, seen below. Click the box that appears asking you to complete Log in.

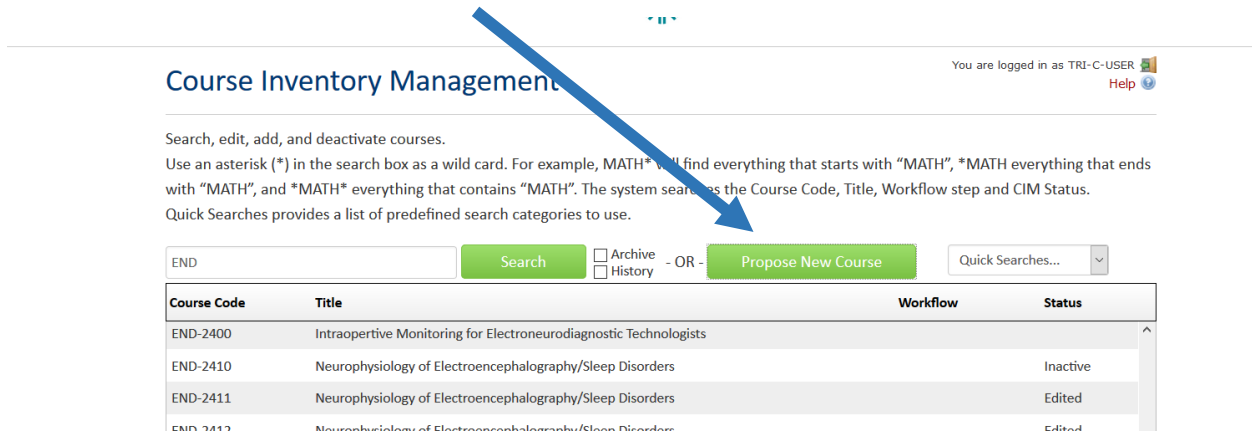
Use an asterisk (*) in the search box as a wild card. For example, MAIH* will find everything that starts with "MAIH", *MAIH everything that ends with "MATH", and *MATH* everything that contains "MATH". Quick Searches provides a list of predefined search categories.


Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.



Step 2: Click Propose New Course



Course Inventory Management You are logged in as TRI-C-USER  [Help](#)

Search, edit, add, and deactivate courses.
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 on the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

END Archive History - OR -

Course Code	Title	Workflow	Status
END-2400	Intraoperative Monitoring for Electroneurodiagnostic Technologists		
END-2410	Neurophysiology of Electroencephalography/Sleep Disorders		Inactive
END-2411	Neurophysiology of Electroencephalography/Sleep Disorders		Edited
END-2412	Neurophysiology of Electroencephalography/Sleep Disorders		Edited

Step 3: This will bring up the new course entry form. Please fill in the form fields as instructed below:

1. If you are proposing a brand new course, please skip to 2. If you would like to use an existing course to create your proposal, click on **Propose New from Existing Course**.

Course Inventory

New Course Proposal

Originator:

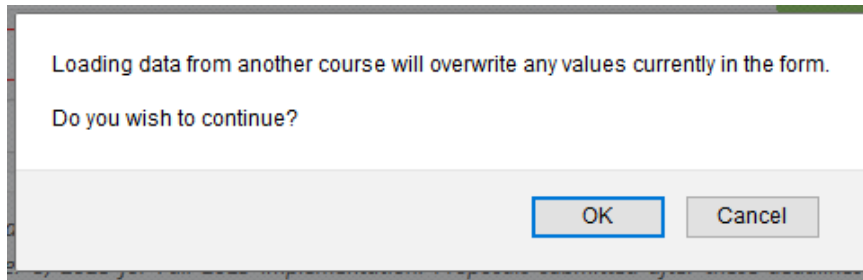
Board of Trustees:

New Courses and Major Revision Proposals must be submitted by September 17, 2018 for Fall 2019 implementation. Minor course revisions must be submitted by December 3, 2018 for Fall 2019 implementation. Proposals submitted after these deadlines will be reviewed for Fall 2020 implementation.

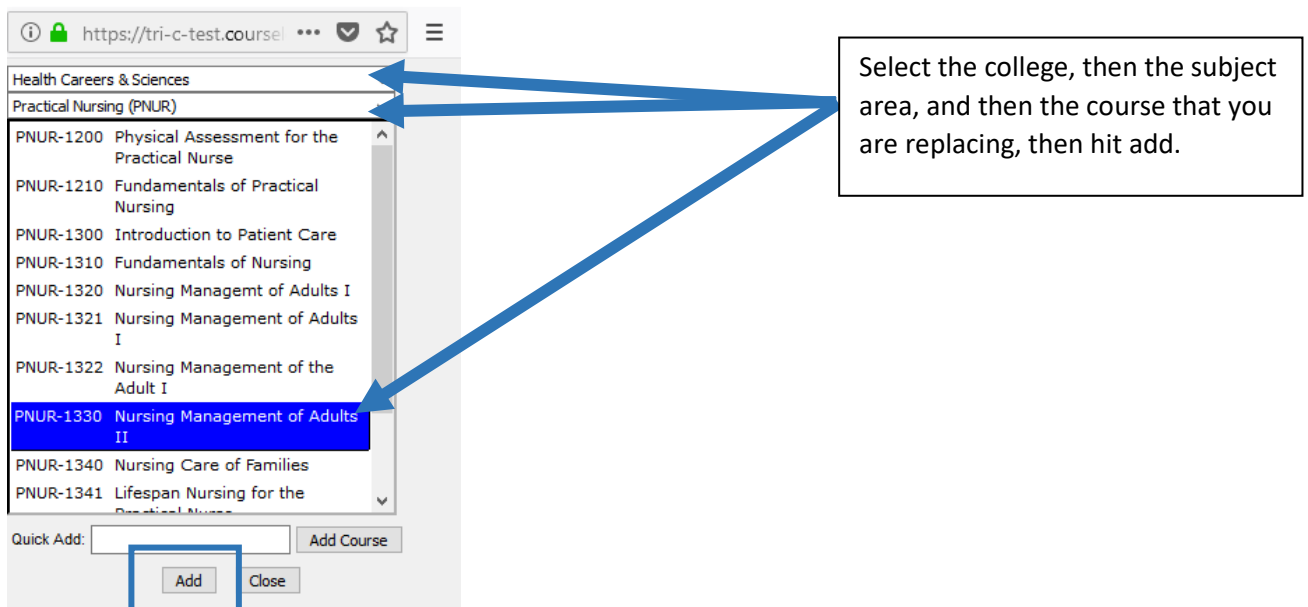
Academic Term:

Special topics are the only courses that can choose spring or summer.

The following message will pop up on your screen-click OK:



Select the course you would like to build from using the 'Select College' and 'Select Subject' drop down menus in the pop-up, then scroll to find the course number you are replacing. Then hit 'Add'.



Or enter the course subject and number into the 'Quick Add' field and hit 'Add Course'.

The screenshot shows a web browser window with the URL 'https://tri-c-test.coursel'. The page content includes a dropdown menu for 'Health Careers & Sciences' and another dropdown menu for 'Select Subject...'. Below these is a large empty rectangular area. At the bottom of this area is a 'Quick Add' field containing the text 'PNUR-1330' and an 'Add Course' button. Below the 'Quick Add' field are two buttons: 'Add' and 'Close'.

This will populate all of the old course information into a new course form, and you can add the new course number and edit information as needed.

2. Select the appropriate **Academic Term** from the drop down. Note: only special topics courses can be proposed to start in a Spring or Summer Term. Permanent courses must be proposed to start in the Fall term, to align with the start of the academic year – even if the course is planned to be scheduled to start in a spring or summer term.
3. Fill in the **Rationale**. Include an explanation of why the new course is needed (i.e. advisory committee recommendation, accreditation required, etc.). This is a required field.
4. **Student Transition** – complete information in this field if the new courses is replacing an existing course that is being deleted and/or removed from a specific program. This should explain how the transition from the old course to the new course will be handled for existing students who have taken or are currently enrolled in the old course.
5. **Grade Replacement** –only complete this field if the new course is replacing an existing course that is being deleted. If it is a one-to-one replacement and a grade in the new course will replace the grade in an old course, then click yes. If it is a one to many or many to one replacement, then click Combination Grade Repeat. A Grade Repeat Description field will open up if this is selected – please provide a description of the planned grade repeats for combination grade repeats. (i.e. BIO-233A+BIO-233B will be equivalent to BIO-2331 for grade repeat).



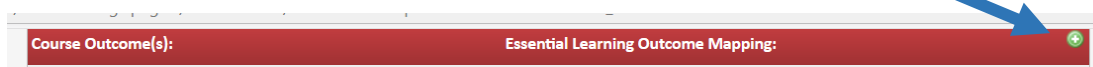
6. **Is this a special topics course?** – If yes, please follow the instructions in the help document “CIM Course Help – How to Propose a Special Topics Course”. If no, then select no.
7. **Is this a Modular Course?** – Please select yes for a modular course or no for a regular course.
8. **College** - Select the appropriate College/Division under which the new course will reside.
 - a. Business, Math, and Tech* (all Math courses are under this College)
 - b. Creative Arts
 - c. Engineering
 - d. Health Careers & Sciences** (all Natural Science courses are under this College)
 - e. Hospitality Management
 - f. Information Technology
 - g. Liberal Arts (all Social Sciences are under this College)
 - h. Nursing
 - i. Public Safety

*Note: The College field aligns with the available codes in our student information system (BANNER). BANNER only supports codes that exist college-wide. Areas that have different reporting lines at some campuses are noted above as to which code should be selected to align with BANNER course set ups.

9. Select the appropriate **Department** and **Subject Code** from the drop-down boxes.
10. Enter the desired **Course Number** (check with Curriculum Office on available numbers).
11. The **Title** field allows for 100 characters and is displayed in the course catalog and schedule.
12. The **Short Title** field is limited to 30 characters and will appear on the transcript.
13. The **Catalog Description** field appears in the College Catalog. This is limited to 100 words.
14. **Credit Hours:** Enter the desired number of credit hours, lecture, and lab hours.
 - a. **Lecture Hours:** 1 Lecture = 1 Credit hours and 50 minutes of instruction per hour.
 - b. **Lab Hours:** Lab hours calculate to credits as follows:
 - Two hours of lab = 1 credit, and requires one hour per week of homework (based on 15 week semester)
 - Three hours of lab = 1 credit and requires minimal lab homework per week.

- c. **Other Hours:** This field is to list the required hours for the following instructional modes: field experience, directed practice, practicum, co-op, and special strategies (i.e. music lessons). Only hours that equate to credit hours are included in this field. Other special “hours” like Field trips or Service Learning should be included in the course description.
- d. **Other Hours Detail:** List the description of the Other Hours. For example: 12 hours per week of Field Experience at assigned clinical site for 15 weeks.
15. Click any of the **Course Attributes** buttons that apply to your new course.
16. If this course will require any additional **Budget Considerations**, please enter them in the **Additional Cost / Additional Funding** boxes.
17. **Requisites:** Complete this field stating the prerequisite requirements as you want them to appear in the College Catalog and course schedule. Please follow standard language within prerequisites:
- Eligibility for ENG-1010 - The College now lists this as ENG-0990 Language Fundamentals I, or appropriate score on English Placement Test.
 - “or concurrent enrollment” - means a student can either enroll in the prerequisite course prior to taking the listed course or be co-enrolled in the two courses.
 - Concurrent enrollment in - requires a course be co-enrolled in both courses during the same semester (full term, not part-of term)
18. Entering **Learning Outcomes:**

- a. Click the + button next to open the Course Outcomes sub-form.



- b. Enter the Course Outcome in the **Course Outcome(s)** box. If it should be mapped to an **Essential Learning Outcome**, click the appropriate ELO box. (e.g. Critical/Creative Thinking)

Outcomes

Courses that map to an Essential Learning Outcomes (ELO) must have an assignment that can be used for assesment of the selected ELO. Please review the ELO Guides and Rubrics before mapping a course outcome to an ELO.

<http://www.tri-c.edu/administrative-departments/learning-outcomes-assessment/essential-learning-outcomes.html>

Course Outcome(s): Write compositions using appropriate rhetorical strategies that may include but are not limited to summary, analysis, report, reflection, narration, proposal, persuasion, and argumentation, with opportunities for response and revision.

Essential Learning Outcome Mapping:
 Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

- c. Scroll down and enter the objectives that are aligned with that outcome into the **Objective(s)** entry box. Click the Green **Save** button.

Objective(s):

1. Differentiate between primary and secondary sources.
 2. Recognize and define plagiarism in order to avoid any form of it in one's writing.
 3. Use digital environments to support writing tasks such as drafting, reviewing, revising, editing and sharing texts.
 4. Write a minimum of 5000 total words (roughly 20 pages of written work).
 Electronic or other projects of equivalent rigor and substance may be included, but the primary focus of the course must be the composing of formal written work, on which 70% of the final grade in the course must be based.
 5. Develop a thesis.
 6. Demonstrate competent written organization, logic, and development.

Save Cancel

- d. Repeat Steps a-c for each set of Outcomes, Objectives, and Essential Learning Outcomes.

19. Methods of Evaluation: Click the Outlining Tool from the editing toolbar. This will turn on the automatic outlining function. Enter the appropriate methods of evaluation.

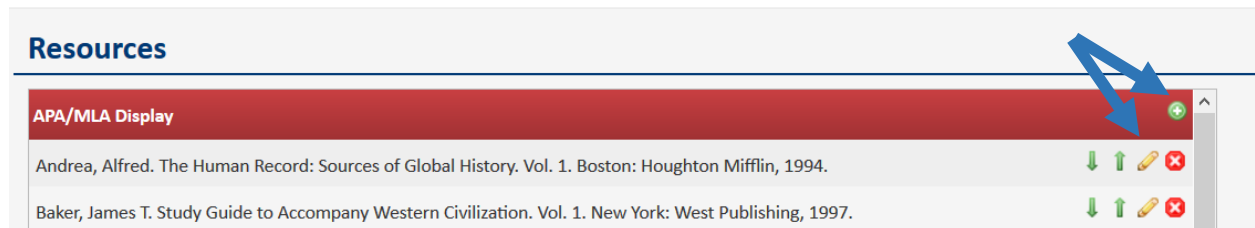
Methods of Evaluation:

1. Employer Evaluation Checklist
 2. Participation

20. **Course Content:** Click the **Numbered List** tool from the editing toolbar. Enter information for topical outline. Use the indent (tab) and outdent icons (shift-tab) as needed to format appropriately. Please note that the course content screen needs to include sufficient detail to ensure consistency of instruction. Each main topic should include at least 2 detail items.



19. **Resources:** To edit an existing resource, click the pencil icon next to the resource. To add a new resource, click the plus icon. This will bring up a form that can be filled out for a new resource, or edited. Note, for resources, websites can now be added in the URL field in the main resource section.



In the pop-up form, select appropriate Resource type (Textbook, periodical, etc.) and formatting method (MLA or APA) and fill out appropriate fields to create resource listing. Click Green Save button when done. The formatted resource listing displays in the last field on the form for your reference. Please note that all courses need to include 3-5 current resources (less than 5 years old). Resources are for faculty and should include more than the required textbook.

Resources

Resource Type

Citation Format APA MLA

Author

Title

Article/Selection Title

Edition

Date

City: Publisher

Year

Publication

Volume

Url

B I

Markel, Michael H. *Technical Communication*. 11th. Boston: Bedford/St. Martin's, 2015.

21. **Attach files** – use Upload file button to go out and select any supporting documentation you wish to attach.
22. After completing the form, click one of the following:
 - a. **Cancel** to not save any changes and return to the previous window



- b. **Save Changes** to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses
- c. **Save & Submit (Start Workflow)** to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the faculty counterparts vote step. All full-time faculty counterparts will be sent an automated email to notify them that the new course proposal is ready to be reviewed.