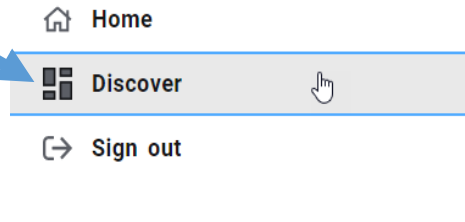
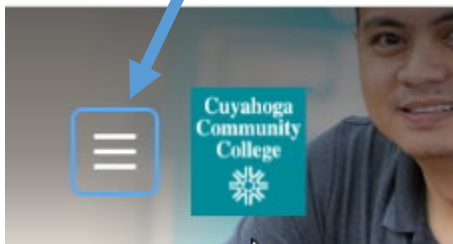




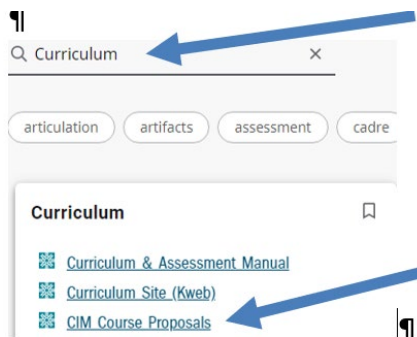
How to Revise an Existing Course in CIM

Step 1: Log into the CIM System

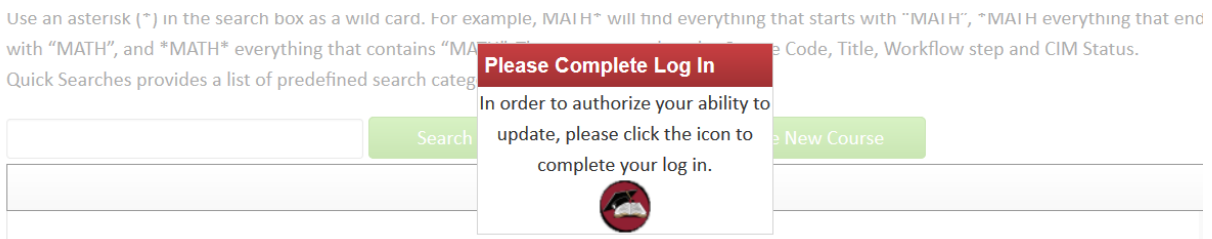
- Open the Firefox browser. This is the vendor-recommended browser.
- Log in to My Tri-C Space.
- From the Main Menu, click Discover



- 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.





Step 2: Search for the course:

1. From the Course CIM landing page, enter the Subject code and course number of course to be revised (i.e. ENG-1010) in the search box of the course and click the green **Search button**.

Course Inventory Management

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 the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

HIST-1020 Archive History - OR - Quick Searches... ▾

Course Code	Title	Workflow	Status
HIST-1020	History of Civilization II		

You can also do a search with just the subject area (i.e. HIST) to pull up a listing of all courses for that subject.

2. Check the **Status** of the course you wish to view. If the course has a status of **"Edited"**, this indicates the course is already in the process of being updated by another faculty member. If this is the case, scroll down to see the name of the faculty member who is already working on the course and contact them directly to collaborate on updating the course.

HIST Archive History - OR - Quick Searches... ▾

Course Code	Title	Workflow	Status
HIST-1010	History of Civilization I		
HIST-101H	Honors History of Civilization I		
HIST-1020	History of Civilization II		Edited
HIST-102H	Honors History of Civilization II		
HIST-1510	United States History to 1877		
HIST-151H	Honors United States History to 1877		

Changes saved but not submitted

-
-
-
-
-
-

[Preview Workflow](#)

Viewing: **HIST-1020 : History of Civilization II**

Last approved: 07/14/18 4:32 am

Last edit: 07/19/18 9:59 am

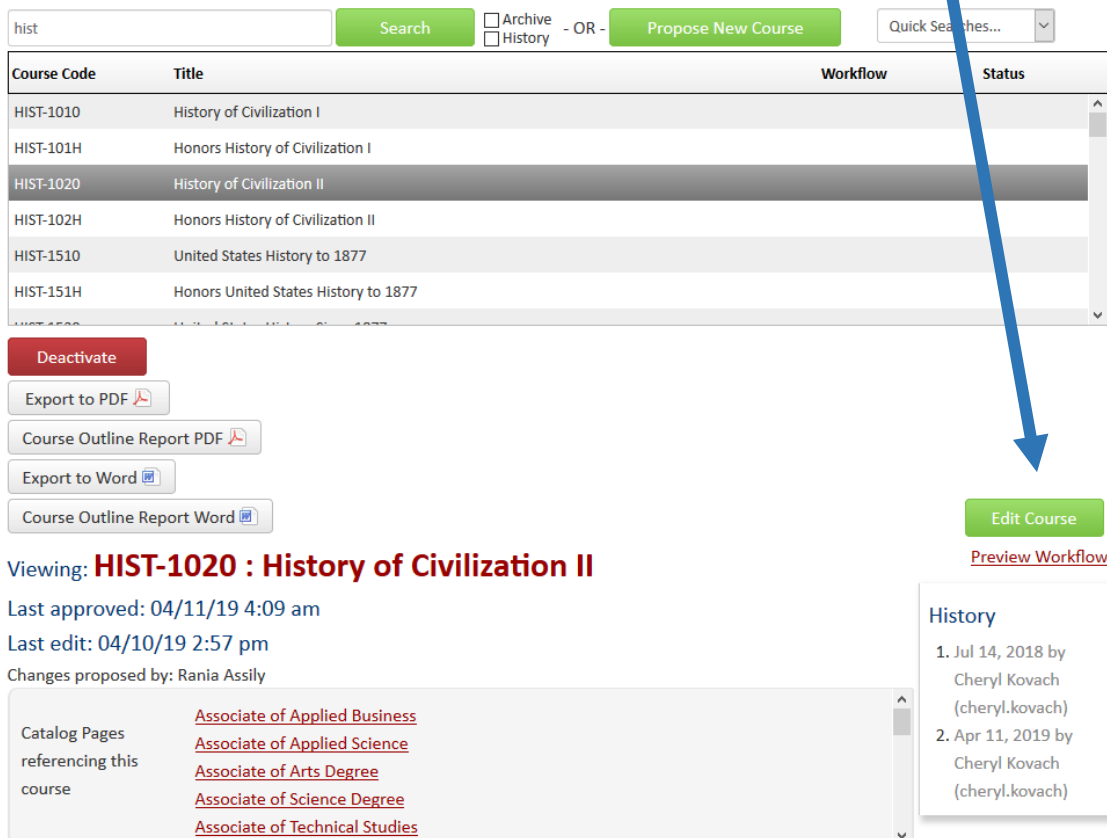
Changes proposed by: Rania Assily

History

1. Jul 14, 2018 by Cheryl Kovach (Cheryl.Kovach)

Step 3: Edit the Course

1. If the Status is blank, then scroll down and click the green **Edit course** button to create a new proposal and begin editing the course. A new window will open with the Edit Course Form.



Search: hist [Search] [Archive] [History] - OR - [Propose New Course] [Quick Searches...]

Course Code	Title	Workflow	Status
HIST-1010	History of Civilization I		
HIST-101H	Honors History of Civilization I		
HIST-1020	History of Civilization II		
HIST-102H	Honors History of Civilization II		
HIST-1510	United States History to 1877		
HIST-151H	Honors United States History to 1877		

[Deactivate](#)
[Export to PDF](#)
[Course Outline Report PDF](#)
[Export to Word](#)
[Course Outline Report Word](#)

Viewing: **HIST-1020 : History of Civilization II**

Last approved: 04/11/19 4:09 am
 Last edit: 04/10/19 2:57 pm
 Changes proposed by: Rania Assily

Catalog Pages referencing this course:

- [Associate of Applied Business](#)
- [Associate of Applied Science](#)
- [Associate of Arts Degree](#)
- [Associate of Science Degree](#)
- [Associate of Technical Studies](#)

[Edit Course](#) [Preview Workflow](#)

History

1. Jul 14, 2018 by Cheryl Kovach (cheryl.kovach)
2. Apr 11, 2019 by Cheryl Kovach (cheryl.kovach)

2. Select the appropriate **Revision type** (Moderate or High Impact Revision).
 - **High Impact Revisions** include changes to: Title, Subject Code, Course Number, Credit Hours, and Prerequisites.
 - **Moderate Impact Revisions** include changes to: Course Description, Essential Learning Outcome Mapping, Outcomes, Objectives, Course Content, Methods of Evaluation, and Resources.
3. Select the appropriate **Academic Term** in which you would like the revisions to go into effect. Note, High Impact Revisions can only go into effect for a Fall term. If you are proposing for a future term, and it isn't available in the drop-down box, contact the Curriculum Office at X4797 to have the term added. If the deadline has passed for the desired term, you will have to select the next available term for your proposal.



Office of Curriculum
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For help, call X0235, X4794,
or X4892

4. Complete the following fields as appropriate:

Rationale. Provide a rationale explaining why the proposed change is needed. This is a required field and must be completed for all proposals.

Student Transition: Provide an explanation about plans for transitioning students to the new curriculum. This field should be completed for all High Impact Revisions.

Grade replacement: Changes to the course title, level, credit hours, or subject code require a new course number. In this case, please refer to the help document titled “CIM Course Help-How to Change a Course Number”, and then fill out the grade replacement field on the new course form. This field should indicate if the grade repeat should be applied for students who take the curriculum under the new course number assigned due to the change to one of these requirements.

- Grade Replacement Yes
 No
 Combination Grade Repeat
 Not Applicable

If the Grade Repeat is a one-to-one repeat (i.e. BADM-2161=BADM-2160), then click Yes. If the Grade Repeat is a combination grade repeat (i.e. DMS-1340 + DMS-1350 = DMS-1351), click the Combination Grade repeat checkbox. An additional field will appear on field where you can list the specifics of the combination.

5. Edit the following fields as appropriate:

College, Department, Subject Code: These fields should only be edited if one is proposing to change the subject code for the course, and will require a change in course number. Please refer to the help document titled “CIM Course Help-How to Change a Course Number”.

Course Number: If you are changing the course number, you will have to deactivate the current course number and complete a new course proposal under the new course number. For instructions, please refer to the help document titled “CIM Course Help-How to Change a Course Number”. Course should be renumbered by one digit, i.e. 1010 changes to 1011.

Title: This is the title that will appear in the course catalog and course schedule. This field is limited to 100 characters.

Short Title: This is the abbreviated title that appears on student transcripts. Changes to this field require that a new number be assigned to the course. Please refer to the help document titled “CIM Course Help-How to Change a Course Number” for help completing that process.



Catalog Description: This field appears in the College Catalog. It is limited to 100 words.

Credit Hours: An edit to this field requires a new course number. Please refer to the help document titled “CIM Course Help-How to Change a Course Number”.

- **Lecture Hours:** 1 Lecture = 1 Credit hours and 50 minutes of instruction per hour.
- **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.
- **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.
- **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.

Cross-listed course: If this is a cross-listed course, or you are proposing to cross-list this course, click the “add button” and select the appropriate course to cross-list with)

Enter Course Code

Select Subject Code ... TBD

College

Select College ...

Department

Select Department ...

OK Cancel

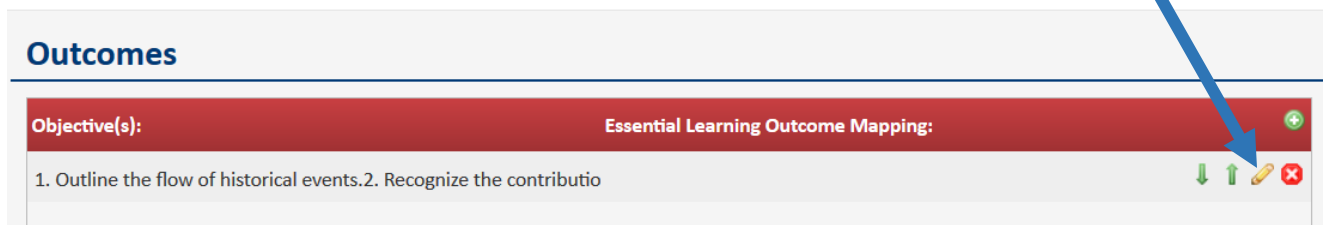
Standard and Honors: If a new honors course is being proposed to accompany the revision proposal of a standard course, populate the Honors course in this field.



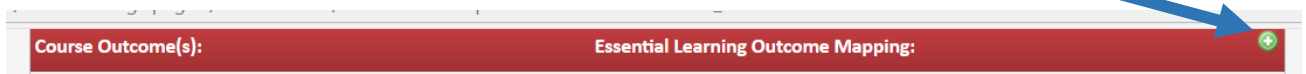
Requisites: Complete this field stating the prerequisite requirements as you want them to appear in the College Catalog and course schedule. Note: follow standard language within prerequisites:

- 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)

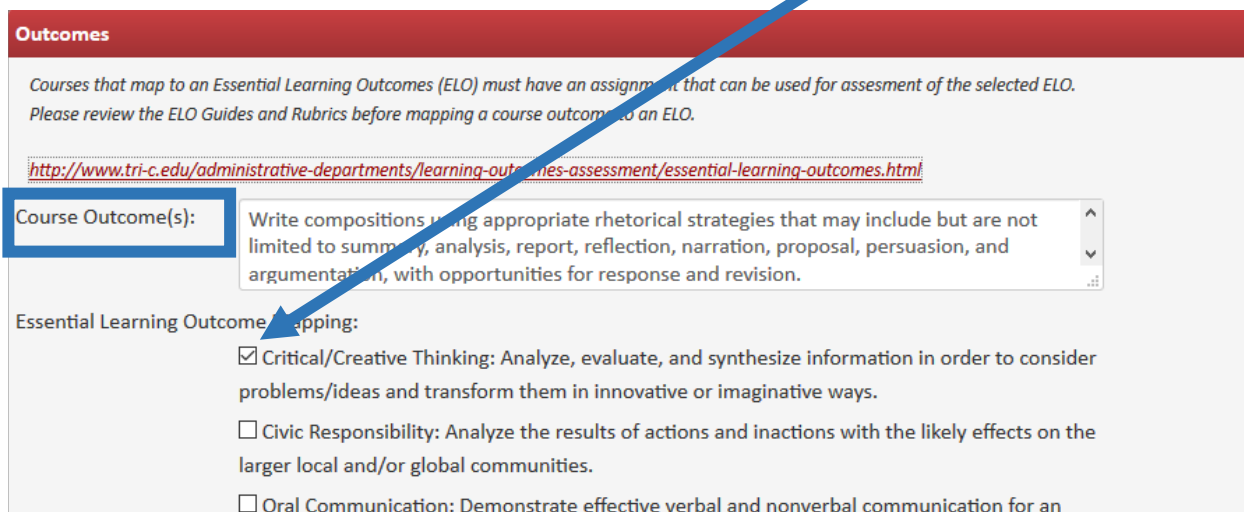
Editing Outcomes, ELO Mapping, and Objectives: To edit an existing outcome, its mapping to an ELO, or any of its supporting objectives, click on the pencil icon next to the existing outcome. This will open up the editing form for Outcomes, ELO Mapping, and Supporting Objectives.



Adding new Outcomes, ELO Mapping, and Objectives: Click the + button next to open the Course Outcomes sub-form.



- Once the form is open, edit or 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. (i.e. Critical Thinking)



- Scroll down and enter or edit the objectives that are aligned with that outcome into the **Objective(s)** entry box. Click the Green Save button. All of the objectives that align with a specific outcome should reside in the sub-form with that outcome. Multiple objectives get entered into one field. Use the **Numbered List** icon on the formatting toolbar to automatically number the objectives.

The screenshot shows a text entry box labeled "Objective(s):" with a blue border. Inside the box is a rich text editor toolbar with icons for copy, paste, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, decrease indent, and increase indent. Below the toolbar are dropdown menus for "Format" and "Styles", and icons for link, unlink, anchor, table, and source. The text area contains a numbered list of six objectives:

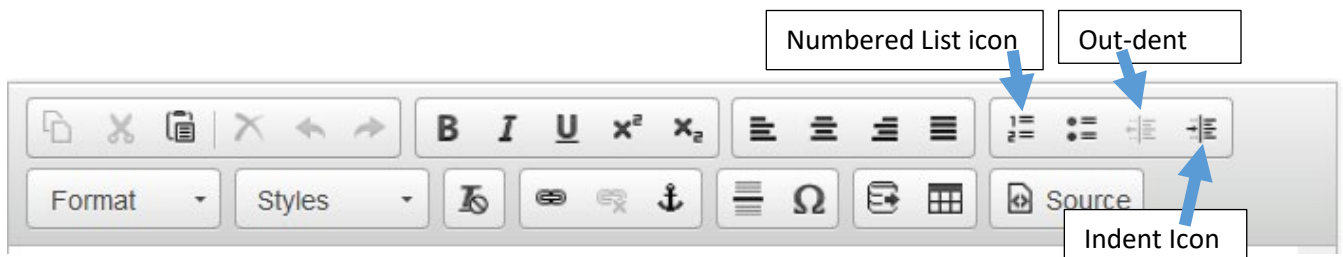
1. Differentiate between primary and secondary sources.
2. Recognize and define plagiarism in order to avoid any form of it in one's writing.
3. Use digital environments to support writing tasks such as drafting, reviewing, revising, editing and sharing texts.
4. Write a minimum of 5000 total words (roughly 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.

At the bottom of the box are two buttons: a green "Save" button and a red "Cancel" button.

- Repeat the steps above for each set of Outcomes, ELO Mapping, and Objectives.

Methods of Evaluation: Use the **Numbered List** icon on the formatting toolbar to automatically number the Methods of Evaluation.

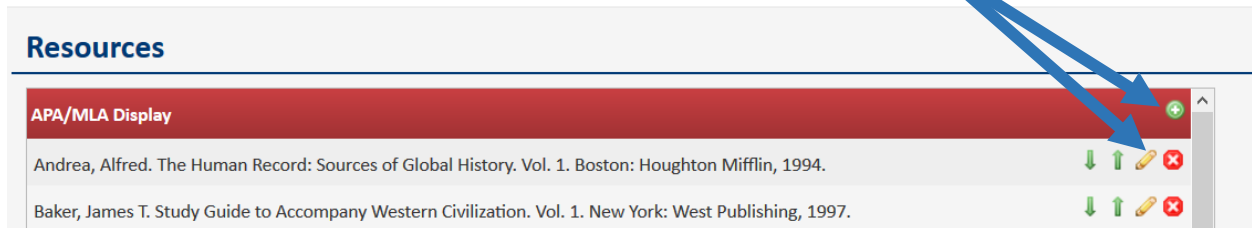
Course Content: Use the **Numbered List** icon on the formatting toolbar to automatically number the Course Content. You can use the **Tab** key or the **indent** icon to indent lines to the next level. **Shift-tab** or the **out-dent** icon will take the outline back to the previous level (or you can use the out dent and indent icons on the toolbar).





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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.



Resources Other: This section can be used for any resources that do not fit well into the main resources section, such as journals or periodical generally, websites generally, films, TV shows, etc. In courses that have not been edited in CIM, Resources Other contains all data moved over from the Additional resources section of CurricUNET.

Attachments: Click upload file button, navigate to where the desired file is located and select. Click the Open Button. This will attach the file. Repeat to upload multiple files.

Step Four: Save or submit your proposed changes

After completing the form, click one of the following:

- **Cancel** to not save any changes and return to the previous window
- **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" or "Edited" and may be edited at a later time by searching for the course.
- **Start Workflow** to save and submit all changes and push the proposal to the faculty counterparts voting stage. 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.