

CIM User Management Guide for Programs and Courses

Contents

CIM User Management Guide for Programs and Courses	1
Overview	1
URL's for easy access	3
Submitting a Program Proposal	3
Using the Page Body Editor.....	6
Course List	6
Saving or Submitting a Program Proposal	9
Program Revision	10
Course Inventory Management.....	11
How to Propose a New Course	13
Approving Program Proposals	15
Contact Information.....	16

Overview

CIM Program Management is CMTN's electronic program/course proposal and review software. All existing academic programs and courses are housed in this platform and must be edited using this software. Once submitted, program and course proposals are routed through our system to the appropriate chain of process for approval.

Faculty and staff will use their CMTN (computer login) username and password to login to the system.

If you are looking to view any proposals course or program in workflow please visit following links.

Search the program code example, BADM, UC, and so on and search and you will find the program proposal.

For any Course proposals, please search with course code example, HCAS 101, or PSYC 101 and so on.

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.

Please copy and paste these links in your browser)

nextcatalogue.coastmountaincollege.ca/programadmin/

CIM Course Management is located at:

nextcatalogue.coastmountaincollege.ca/courseadmin/



Course Inventory Management

Help

Search, edit, add, and discontinue courses.

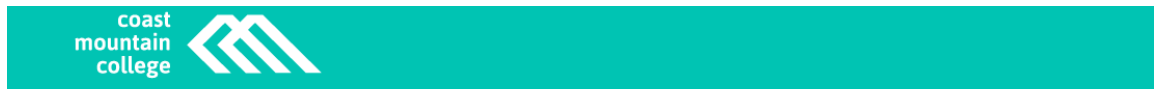
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search Archive History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status	Suspended
HCAS 101	Health Care Assistant: Intro to Practice		edited	
HCAS 102	Health 2: Lifestyles and Choices		edited	
HCAS 103	Health 1: Interpersonal Communications		edited	
HCAS 104	Health & Healing: Concepts for Practice		edited	
HCAS 105	Healing 1: Caring for Individuals Experi		edited	
HCAS 106	Healing 2: Cognitive or mental challenges		edited	
HCAS 107	Health 2: Personal Care & Assistance		edited	

Export to PDF



Program Management

Help

Search, edit, add, and discontinue programs.

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 Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search History - OR - Propose New Program Quick Searches...

Program Code	Program Name	Workflow	Status	Suspended
BADM	Business Administration Certificate	sdowns	edited	
B2ACCT	Business Administration Diploma - Accounting Concentration	sdowns	edited	
B2MGMT	Business Administration Diploma - General Management	sdowns	edited	
B2HRCS	Business Administration Diploma - Human Resources Concentration	sdowns	edited	
PDDBA	Post-Degree Business Diploma	sdowns	edited	
UC	University Studies Associate of Arts Degree	cwhite	edited	

Export to PDF

Export to Word

URL's for easy access

CIM Program Management is located at: (Please copy and paste these links in your browser)

nextcatalogue.coastmountaincollege.ca/programadmin/

CIM Course Management is located at:

nextcatalogue.coastmountaincollege.ca/courseadmin/

CIM Console

nextcatalogue.coastmountaincollege.ca/courseleaf/

Proposal Approval

nextcatalogue.coastmountaincollege.ca/courseleaf/approve/

Submitting a Program Proposal

To propose a new program, click on the green “Propose New Program” button at the top of the Program Management page.

coast mountain college

Program Management Help

Search, edit, add, and discontinue programs.
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 Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

History - OR -

Program Code	Program Name	Workflow	Status	Suspended
	Criminology Program			
ACED	Applied Coastal Ecology (ACE) Diploma			
ACEPD	Applied Coastal Ecology (ACE) Post-Degree			
AIRMT	Aircraft Maintenance Technician Diploma			
B2ACCT	Business Administration Diploma - Accounting Concentration			
B2GMGT	Business Administration Diploma - General Management			
B2HRCS	Business Administration Diploma - Human Resources Concentration			

Once you press ‘Propose a New Program, a new window will pop up with the Program Proposal form.


All fields outlined in red are required.


Help bubbles are provided for every line item to help guide you fill in the correct information.


Program Management

New Program Proposal


Propose New from Existing Program


Program Name 


Credential Type 


Cluster 


First Offering Hazelton Kitimat


Campus  Masset Prince Rupert
 Smithers Terrace

Program Duration Minimum 

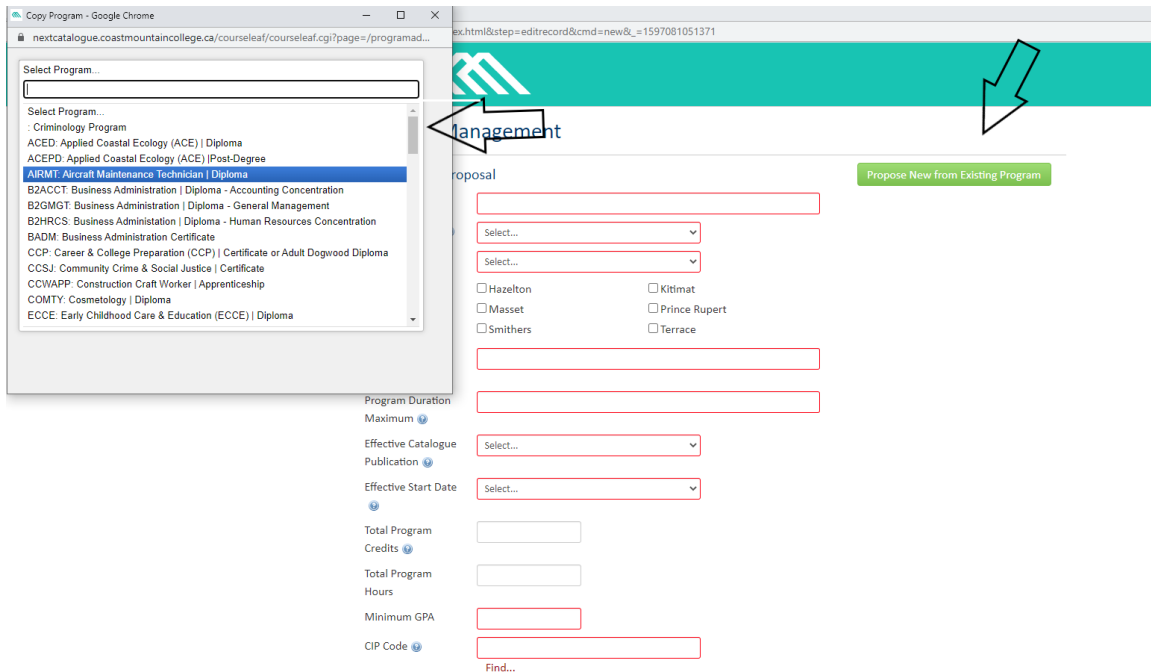
Program Duration Maximum 

Effective Catalogue Publication 

Effective Start Date 



If you are proposing a program similar to an existing program, or a dual or co-terminal degree involving an existing program, you should click on the green “Propose New from Existing Program” button at the top-right of the program form. Select the program form you wish to copy and click “Copy Program.”

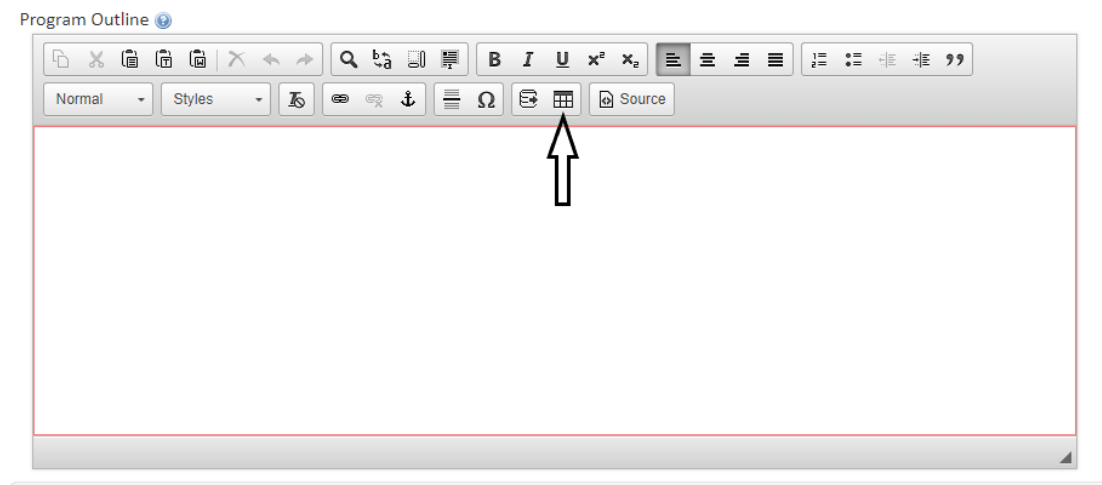


The screenshot shows the 'New Program Proposal' form with a 'Select Program...' dropdown menu open. The dropdown menu lists various programs, including 'Criminology Program', 'ACED: Applied Coastal Ecology (ACE) | Diploma', 'AIRMT: Aircraft Maintenance Technician | Diploma', and 'B2ACCT: Business Administration | Diploma - Accounting Concentration'. A green arrow points to the 'Propose New from Existing Program' button at the top-right of the form. The form fields are highlighted with red boxes, and the 'Find...' button is visible at the bottom.

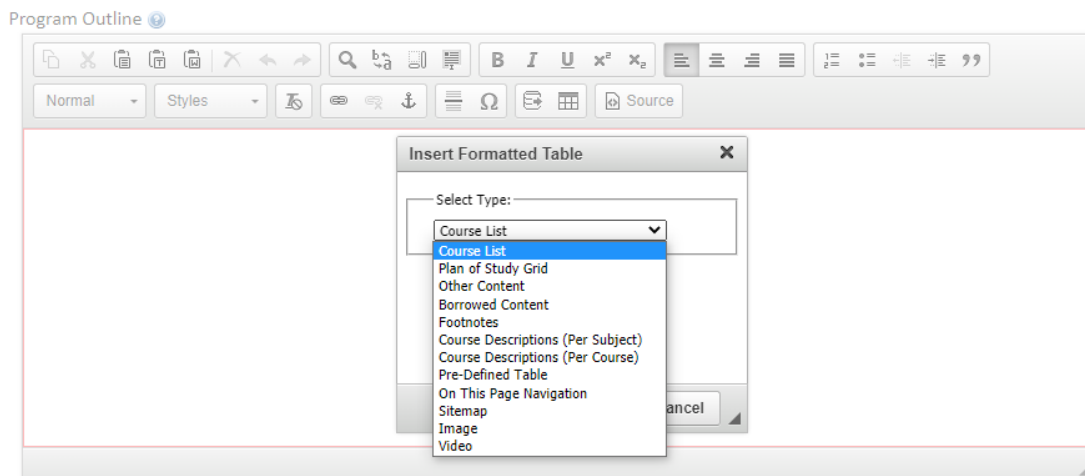
This will allow you to pre-populate the form with the data from an existing program and make only the needed modifications.

Using the Page Body Editor

There are several portions of the program proposal form that will require that you enter information into a page body editor. While plain text may be entered into the page body editor, you may find it useful to insert a formatted table for a course list for program outline. To add a formatted table, click on the “Insert/Edit Formatted Table” icon on the page body editor toolbar:



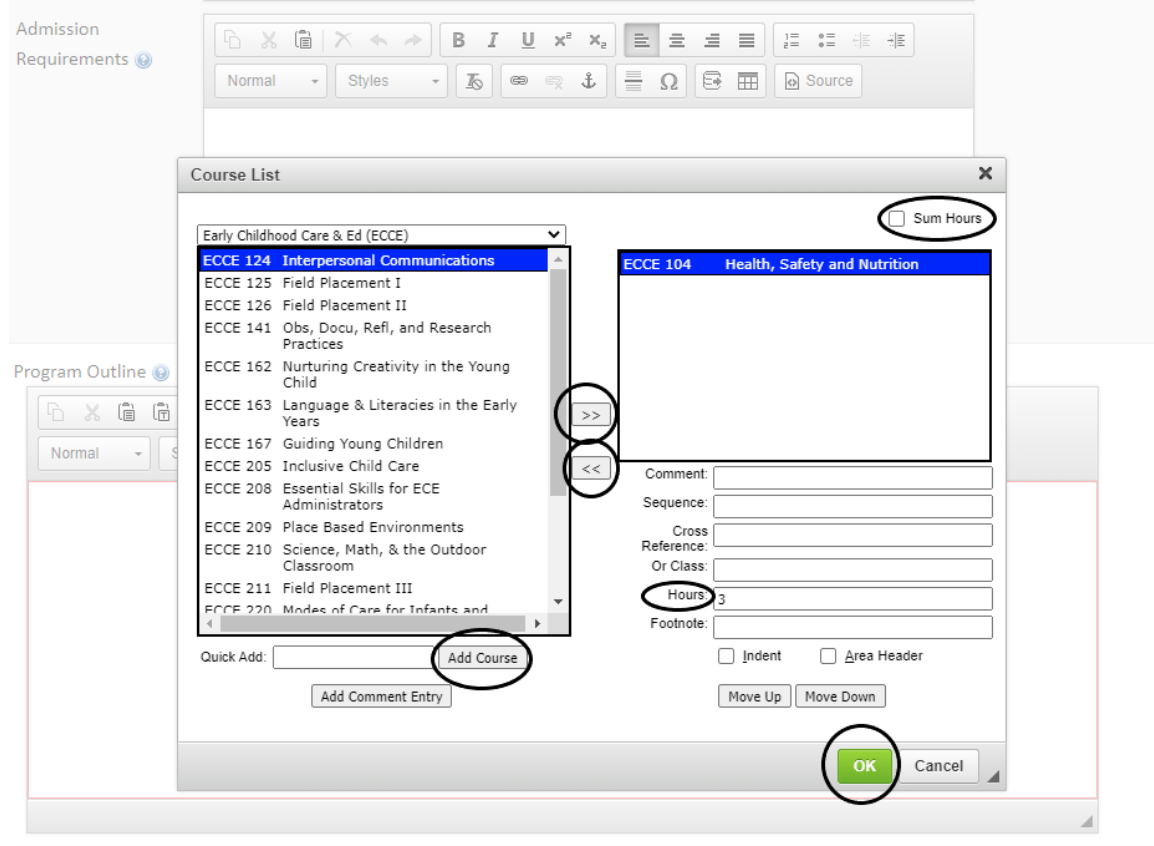
Choose the desired table from the drop-down menu and click “OK.” The Course List table should be used to provide a list of courses required in program outline, while the Plan of Study Grid should be used for a semester-by-semester sample curriculum



Course List

A course list is a formatted table option that is generally used to display degree requirements. Below is a diagram of how to add courses to your course list table.

In order to add a course, you can browse for a course by college and academic unit, click on the course, and click on the right arrow to add it to your list:



- If you already know your course number, you may instead type the course directly in the Quick Add field and click "Add Course"
- If you would like the course list to automatically total your program credit hours, check the "Sum Hours"
- When your course list is complete, click "OK".

1. Comment - A comment will be displayed in parentheses after the course title.
2. Sequence - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
3. Cross Reference- A cross reference course describes a course that is the same course content offered under different course numbers
 - a. For instance, if credit is given at both the undergraduate and graduate level.
 - b. Another example is a course that is offered by different departments for credit.
4. Hours - The hours field is automatically populated with the credit hours assigned to the course in your student information system. You can change these as necessary.

5. Or Class - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
6. Footnote - Only the footnote symbol is entered in the course list, then add a Footnote table (p. 24) after the course list in the Page Body.
7. Indent - The item will be indented to the right, the credit hours will be suppressed from displaying, and credit hours will be suppressed from adding to your Total Credits. You may also use the hotkey Alt+I to select this check box.
 - a. For example, a Comment Entry of "Select one of the following:" may proceed a list of indented courses. This allows users to see all of the
8. options, without adding the credit hours of each course to the Total Credits.
9. Area Header - The item will be styled as a header within the table. You may also use the hotkey Alt+A to select this check box.
 - a. This option is typically used to logically group courses within a Course List.
 - b. For example, grouping "Elective Courses" separately from "Required Courses".

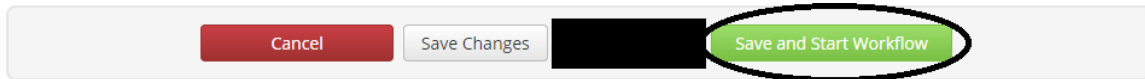
**Note:* Multiple course codes may be added in the Sequence, Cross Reference or Or Class fields, separated by a comma. To include an ampersand (&) in an Or Class, include the ampersand. For instance, to display ACCT 101 OR ACCT 102 & ACCT 103, put ACCT 102 & ACCT 103 in the Or field of the ACCT 101 course.

Saving or Submitting a Program Proposal

If you need to finish a program proposal later, you can click on the gray “Save Changes” button at the bottom of the program form.



You will be able to access your saved draft later on the main Program Management page. If you have completed your program proposal, you may click on the green “Save and Start Workflow” button:



This will submit your program to the first level approver for review, usually your department/Cluster chair.

Program Revision

To edit an existing program, click on the program within the program index and click on the green “Edit Program” button on the upper-right of the program summary.

Program Management

[Help](#)

Search, edit, add, and discontinue programs.

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

<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Program"/>	<input type="text" value="Quick Searches..."/>	<input type="button" value="v"/>
Program Code	Program Name	Workflow	Status	Suspended		
	Criminology Program					
ACED	Applied Coastal Ecology (ACE) Diploma					
ACEPD	Applied Coastal Ecology (ACE) Post-Degree					
AIRMT	Aircraft Maintenance Technician Diploma					
B2ACCT	Business Administration Diploma - Accounting Concentration					
B2GMGT	Business Administration Diploma - General Management					
B2HRES	Business Administration Diploma - Human Resources Concentration					

-
-
-
-

[Preview Workflow](#)

Viewing: **ACED : Applied Coastal Ecology (ACE) | Diploma**

Last edit: 07/15/20 1:05 pm

Catalog Pages Using [Applied Coastal Ecology \(ACE\)](#)
this Program

Proposal Type

Program Name Applied Coastal Ecology (ACE) | Diploma

Note: You may only edit programs that are “at-rest” and are not already in an approval queue. The program revision form will populate with the latest approved version of the program. You will need to enter the appropriate changes and the intended effective term.

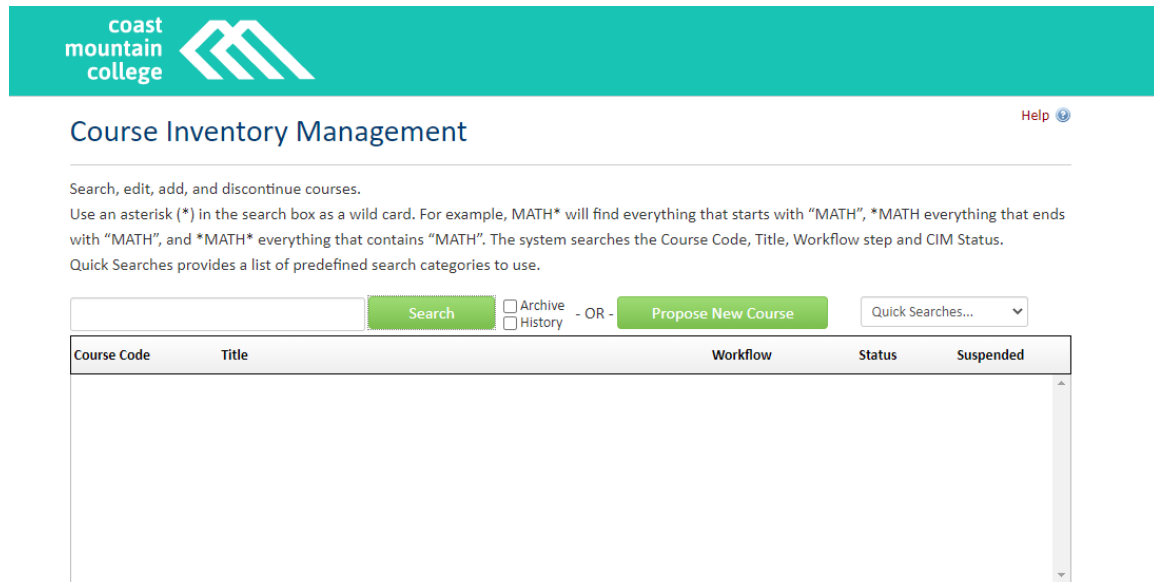
If you need to finish a program proposal later, you can click on the gray “Save Changes” button at the bottom of the program form. You will be able to access your saved draft later on the main Program Management page.

If you have completed your program proposal, you may click on the green “Save and Start Workflow” button.

Course Inventory Management

CIM Course Management is located at:

nextcatalogue.coastmountaincollege.ca/courseadmin/



coast mountain college

Course Inventory Management Help

Search, edit, add, and discontinue 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.

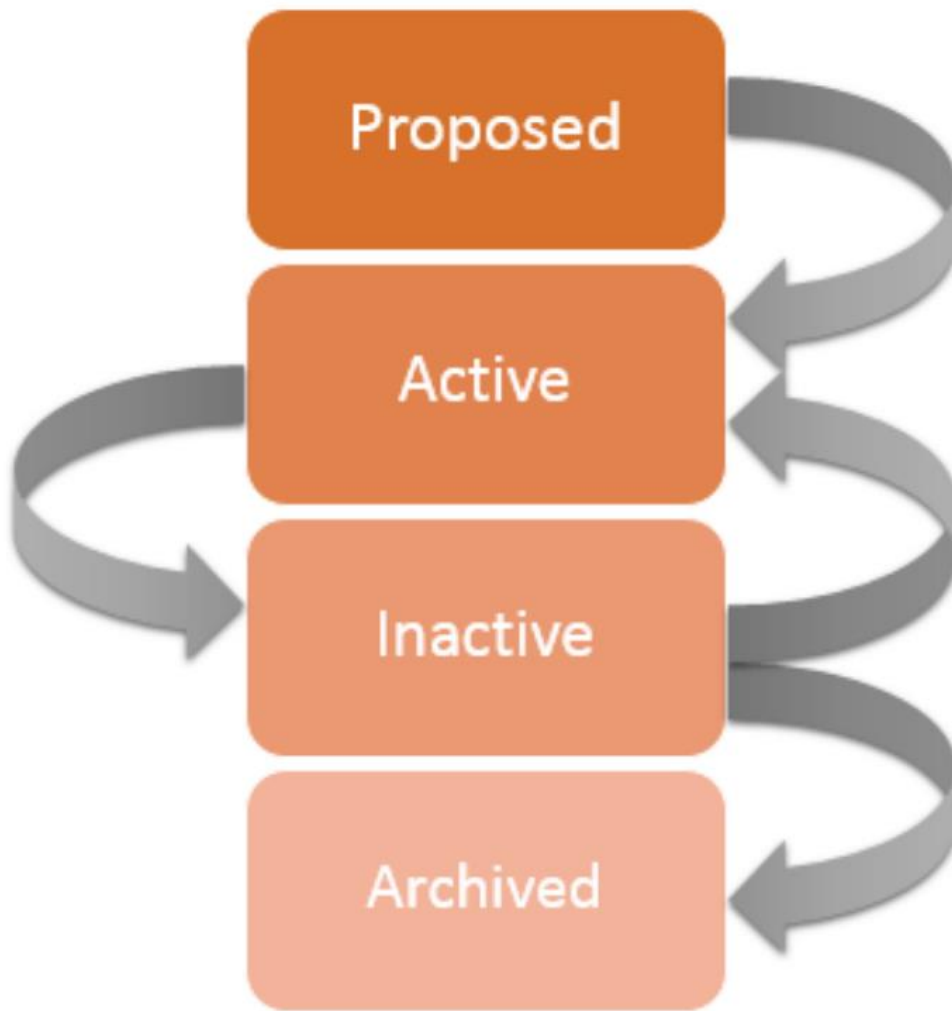
Archive History - OR -

Course Code	Title	Workflow	Status	Suspended
-------------	-------	----------	--------	-----------

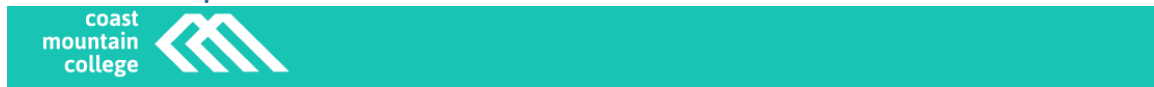
The following statuses may appear (Note: The following status names may be different in your implementation, such as Modified rather than Edited):

- **Added** — This status indicates that a New Course Proposal has been initiated for this course. Search for added courses to find course proposals that were saved but not submitted.
- **Edited** — This status indicates that a course that previously existed in the Student Information System has been edited.
- **Deactivated** — This status indicates that a course has been proposed to be made inactive or is currently inactive in the Student Information System.
- **Blank** — This indicates that the course exists in the Student Information System, but it is not in any CIM proposal process at this time. It is at rest.

Course Code Lifecycle A Course Code (typically the subject code and course number) can be in one of four stages. It can be New, Active, Inactive, or Archived. 42 CourseLeaf Curriculum (CIM)



How to Propose a New Course



Course Inventory Management

[Help](#)

Search, edit, add, and discontinue 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.

The screenshot shows the Course Inventory Management interface. At the top, there is a search bar with a "Search" button, a checkbox for "Archive History", and a "Propose New Course" button. A lightning bolt icon points to the "Propose New Course" button. To the right of the search bar is a "Quick Searches..." dropdown menu. Below the search bar is a table with the following columns: Course Code, Title, Workflow, Status, and Suspended. The table currently displays "No Results Found."

1. Click Propose New Course
2. Complete the form by filling in required information
3. 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 next person in the workflow.

The next user in workflow will be sent an automated email to notify the user the new course proposal is ready to be reviewed, edited, approved, or rejected.



Course Inventory

New Course Proposal

Propose New from Existing Course

Subject	<input type="text" value="Select..."/>	Course Number	<input type="text"/>				
Department	<input type="text" value="Select Department..."/>						
Parent Programs	<table><thead><tr><th>Program</th><th></th></tr></thead><tbody><tr><td><input type="text" value="Select..."/></td><td><input type="button" value="X"/></td></tr></tbody></table>			Program		<input type="text" value="Select..."/>	<input type="button" value="X"/>
Program							
<input type="text" value="Select..."/>	<input type="button" value="X"/>						
Cluster	<input type="text" value="Select..."/>						
Effective Term	<input type="text" value="Select..."/>						
Course Title	<input type="text"/> 40 characters remaining						
Transcript Title	<input type="text"/> 30 characters remaining						

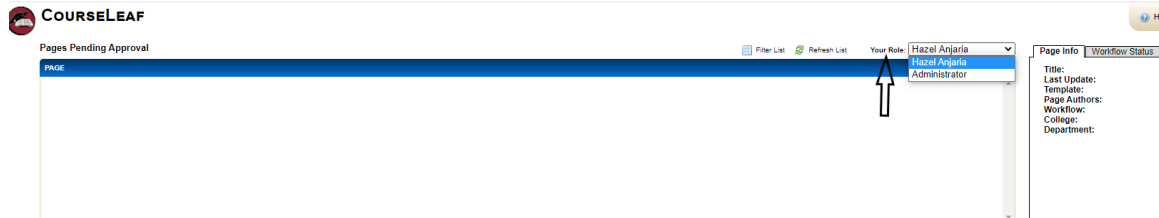
Level of Study

CIP Code
[Find...](#)

Total Lecture Hours	<input type="text"/>	Credits	<input type="text"/>
Total Lab Hours	<input type="text"/>		
Total Practicum Hours	<input type="text"/>		
Other	<input type="text"/>		
Total Course Hours	<input type="text"/>		

Approving Program Proposals

Individuals with an approval role in CIM Program Management will be sent an automated email notification when a new program proposal is ready to be reviewed, edited, approved, or rejected. The email will include a link to the program approval website: nextcatalogue.coastmountaincollege.ca/courseleaf/approve/



Please change the approval page setting to your queue by using the drop down menu for “Your Role”

Click on the appropriate program proposal. The proposal will populate in the blue window below titled “Page Review”: Example below

Program Proposal → **Program Change Request**

Shred Proposal

Date Submitted: 07/07/17 3:34 pm

Viewing: **BS-COM-JS : Bachelor of Science in Communication: Journalism of Science**

Last approved: 06/19/17 11:58 am

Last edit: 07/07/17 3:34 pm

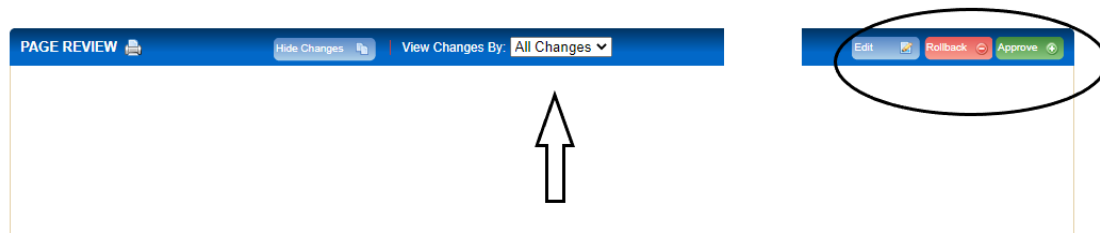
Changes proposed by: orze

Add Comment

In Workflow

1. HUMA Chair
2. Academic Affairs
3. HS Dean
4. Undergraduate Studies Committee Chair

You may view changes to a proposal all at once, or filter by each user who has edited the proposal. To change the view, click on the drop-down menu next to “View Changes By”:



You will see three buttons on the top-right of the Page Review window

1. The blue “Edit” button will allow you to edit the submitted proposal.

Clicking on this option will allow you to enter the proposal form and make changes. You then may submit the proposal to workflow, and the updated proposal will be sent to the next approval step.

2. The red “Rollback” button will send the proposal back to a previous step in the workflow.

You will need to identify to which approval step you wish to return the proposal (i.e. proposer, department, Undergraduate Studies Committee). You will also need to supply comments on why the proposal is being returned.

A screenshot of a 'Rollback Page' dialog box. The title bar says 'Rollback Page'. Below the title, there is a label 'Rollback to:' followed by a dropdown menu. The dropdown menu is open, showing 'Hazel Anjaria' as the selected option. Below the dropdown is a large text area with the label 'Comment/Reason:'. At the bottom of the dialog box, there are two buttons: 'Rollback' and 'Cancel'.

3. The green “Approve” button will record your approval and move the proposal to the next step in the workflow.

Contact Information

If you have any questions about CourseLeaf CIM Program & Course Management, please contact Adrienne Zacher Davidson or Emily Suderman.