CIM Programs
CIM Program Views

CIM Program Interface
Available to All Users
URL: https://nextcourses.illinois.edu/programadmin/

Approval Queue
Approver Roles Only
URL: https://nextcourses.illinois.edu/courseleaf/approve/
All Users can see Program Interface View to:

1. View Programs & Program List
2. Search Programs
3. Propose Programs
4. See Workflow Status
5. Edit Programs
6. Preview Workflow
7. View History
8. Program Ecosystem
9. Deactivate Programs

2. Search Programs
- Enter search terms in BOX
- Use asterisks

3. Propose New Program
Opens form in a new window.

4. Workflow Status

5. Edit Program

6. Preview Workflow

7. View History

8. Program Ecosystem
Links to Catalog Pages with this program.

9. Deactivate Program

Program Management
Search, edit, add, and deactivate 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.

Program List

- 10KS0071MAS : MAS:Accountancy - UIUC
- Last approved: 11/28/17 11:26 am
- Last edit: 11/28/17 11:26 am

History
1. Nov 28, 2017 by Test Account (uiuc)
2. Nov 28, 2017 by Test Account (uiuc)
Program Search and Status

**Status Definitions**
- Edited = not fully approved
- Deactivated = Proposal in Phase Down or Eliminated
- Added = New Proposal
- Blank = Program is approved, not in workflow, & available for editing

**Search**
- Use asterisks **before** and **after** search terms
- Example: *Math* or *Cinema*
- Use most unique word in Program Title
- Use Key *
- Use a combination of searching and sorting

**Sort** by clicking on the table headers

**Step in Workflow**

**Search Special Case** – Find a saved program that has not been submitted. Sort on Status.
- Status = Active, No title or program code

**Where is my Program?**

Program Reviewer
Comments

New Proposal
Changes saved but not submitted

* Find the Program Key
Bottom right corner of a SAVED proposal –for Quick Access
Maneuvering in the CIM

**Red outline:** the field is required.

**Upload/attach files when required**

**Radio Buttons:** Default to most common answer.

**Use the green **+** to add more lines for multiple choices. Red **x** removes the row.**

**Boxes expand**

**Drop down boxes for choices list.**

**Help Buttons**
Further explanations here.
Click on Propose New Program to open the form in a new window.

Choose proposal type first. The fields are interactive and based on the proposal type.

Next Enter The Official Program Name – SAVE (find the key)
If it is not entered before saving – the record title will be blank.
Official Program Name format is listed on next page.

Return to form (Edit) and Fill in All fields with Red Outlines
Save as often as you like

Sponsor Name: Contact for questions and rollback
College Contact: Dean or College CourseLeaf Admin
College Budget Officer: Tuition Rates
Stakeholders: Other interested people/editors
### Official Program Name Formatting Schema

**Degree:** Degree abbreviation: Name  
Examples: (BS: Bachelor of Science) OR (MANSC: Master of Animal Sciences)

**Major:** Name, Degree abbreviation  
Examples: (African American Studies, BA) OR (Educational Psychology, PhD)

**Concentration:** Major: Concentration, Degree or Level (major dependent concentration or floating)  
Examples: (Food Science & Human Nutrition: Human Nutrition, MS) OR (Medieval Studies - Floating)

**Minor:** Name – Minor, Level  
Examples: (Landscape Studies Minor, UG) OR (Gender Relations in International Development Minor, GR)

**Joint Program:** JP: (Program Name or Degree abbreviation) and (Program Name or Degree abbreviation)  
Examples: (JP: MBA and MARCH) OR (JP: Library and Information Science, MS and History, MA) OR (JP – Aerospace Engineering, BS and Aerospace Engineering, MS)

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The Official Program Name is found in the Title field of the Search box after saving.

### Program Name Standardized Formatting across all CourseLeaf platforms

Ease in searching and Academic Catalog URL organization  
DMI or Office of the Registrar will update before final approval

Contact fms-catalog for help!
Click on **Propose New Program** to open the form in a new window.

**Choose proposal type first.** The fields are interactive and based on the proposal type.

**Next Enter The Official Program Name – SAVE** (find the key) If it is not entered before saving – the record title will be blank. **Official Program Name format is listed on next page.**

Return to form (Edit) and Fill in All fields with Red Outlines Save as often as you like

**Sponsor Name:** Contact for questions and rollback

**College Contact:** Dean or College CourseLeaf Admin

**College Budget Officer:** Tuition Rates

**Stakeholders:** Other interested people/editors
Edit Program: Find program in the CIM and click on the Edit Program button.

Proposal Type: Defaults to Revision

Red boxes indicate Required fields.

Greyed out boxes not editable - admin only

After saving look for red/green markup indicating edits since last revision

Edit Markup
- Green indicates an edit new wording
- Red strike-through is created when text is removed
- Blue Line at edge of table indicates an edit

Save Changes: Save Often
Start Workflow
Cancel: Deletes edits since the last save.
Create PDF

Generate PDF directly in the CIM or From the Browser Menu

In the CIM use the Export to PDF or Export to Word Buttons

Use the Print Button from Browser Menu
Choose Adobe PDF from the Print Menu
**Inter-departmental Administration:** Not indicative of an interdisciplinary program with many courses from different units.

Does the program include other courses/subjects impacted by the creation/revision of this program?

**CIP Code:** Used by USDE for tracking and reporting fields of study. Determined by the unit. The Find... button takes you to the NCES site to browse categories. Consider STEM fields.

**Related Programs:** will editing this program effect other programs? Check the Ecosystem box for clues – if you are changing a major there are not always related changes to a concentration.

Is this program part of a joint program? That record also needs updated.

**What tuition rate do you expect to charge for this program?** e.g. Undergraduate Base Tuition or Engineering Differential or Social Work Online (no dollar amounts necessary)

**Library Resources**

Did your proposal impact the University Library's resources, collections, and services? If necessary please consult with the appropriate disciplinary specialist within the University Library.

**Library Resources**

If no additional library resources are needed, note: “Library collections, resources and services are sufficient to support this program”
PhaseDown/Elimination or Shredding

**Contact fms-catalog@Illinois.edu to Shred a program.**
Not available to Users.
Only available for unapproved programs.

**Edit Program:** Use Edit Program to open form

**Proposal Type:** Choose Phase Down/Elimination

**Program Justification & Effective Catalog Term:** Describe phase down plans.

- **Are there students in the program?**
  - If yes then Effective Catalog term then no longer admitting record will be in the Academic Catalog.
  - If no then the program will be removed from the Academic Catalog in the Effective Catalog term.

**Help! Changed our minds SHRED!**

**Shred Proposal:** Proposals can be electronically deleted at any step in workflow.
Contact fms-catalog@Illinois.edu
**The Ecosystem**: The relationships between courses, programs, and catalog pages displayed as links in the record section of the CIM courses and CIM programs and pencils on catalog pages.

1. **Viewing: 10KL0002BS : Animal Sciences, BS**
2. **Last approved: 12/16/18 2:42 pm**
3. **Last edit: 12/16/18 2:42 pm**

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- **Animal Sciences**: Companion & Equine Science, BS
- **Animal Sciences**: Companion Animal Science, BS
- **Animal Sciences**: Food Animal Production & Management, BS
- **Animal Sciences**: Science, Pre-Veterinary & Medical, BS

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- **The Ecosystem appears in the grey box under the title of the program**
- **These are links to Next Catalog**

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- **Open the Edit Toolbar in the Next Catalog to see the programs of study on the catalog page.**
- **Only page owners can view the Toolbar in Next Catalog**

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- **This Grey boxes on the Catalog page links to each program**
- **This Concentration has 2 programs listed on the Catalog page**
- **The pencils are links to each individual program in CIM-P**
Preview Workflow Reveals the program workflow on saving before starting workflow

Preview Workflow Shows the Roles and Members for each step in the pending workflow

Workflow Steps show both Review Steps Approval Steps FYI = Review no FYI = Approval

Workflow Steps change when Inter-departmental Administration Units are added.

Does this program have inter-departmental administration?

Interdisciplinary Colleges and Departments (list other colleges/departments which are involved other than the sponsor chose above)
URL: https://nextcourses.illinois.edu/courseleaf/approve/

The link in the Approval Needed email opens to the specific role that needs attention.

Click on (highlight) program in Pages Pending Approval to view below.

Roles are listed here. Use drop down to find specific role.

Program Change Request

10KS0071MAS : MAS:Accountancy -UIUC

The link in the Approval Needed email opens to the specific role that needs attention.

Page Review Area has same review properties as the User Interface:
Red/Green Markup reveals changes
New Proposals will not have red/green markup
College/Department determines review process – use of Comment button etc.

Approve: Moves the proposal on to next level approval step.

Rollback: Choose the person/role
Comments: concise but detailed become part of the program record.

Edit: Approvers can edit the proposal. Use edits for typos or consensus changes.
CIM Program Workflow Overview

1. **Program Initiator**
   - Program Initiator is not in workflow.

2. **Departmental Program Reviewer**
   - Departmental Program Reviewer
   - Not Required – available to every department
   - Gives College a first look at new program.

3. **University Program Reviewer**
   - University Program Reviewer is Provost Office/Office of the Registrar
   - To provide help with approval steps necessary.

4. **University**
   - School
   - Provost Office
     - Senate
     - Board of Trustees
     - IBHE

5. **College**
   - Grad College

6. **Codebook**
   - Campus Review Notifications
   - Workflow Review Notifications

7. **Department**
   - Departmental Program Reviewer
   - University Program Reviewer

8. **Grad College**
   - Departmental Program Reviewer
   - University Program Reviewer
## Workflow Roles

<table>
<thead>
<tr>
<th>Users:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All CourseLeaf users can access Program Management View of CIM Programs (and Course Management View of CIM Courses)</td>
</tr>
<tr>
<td>• Can make comments in Program Management View</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have User Access Plus:</td>
</tr>
<tr>
<td>• No Action required</td>
</tr>
<tr>
<td>• Will receive email notifications when program is completely approved</td>
</tr>
<tr>
<td>• Can receive emails for a specific role in workflow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reviewer Access Plus:</td>
</tr>
<tr>
<td>• <strong>Action Required</strong></td>
</tr>
<tr>
<td>• Access to Approval Queue</td>
</tr>
<tr>
<td>• <strong>Understands</strong> Rollback, Edit, Approve</td>
</tr>
<tr>
<td>• <strong>Required</strong> at Department/Unit Head and College/Grad College level</td>
</tr>
<tr>
<td>• At least one person in Approver Role receives an email.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Program Reviewers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Approver Access Plus</td>
</tr>
<tr>
<td>• Access to new programs before departmental review</td>
</tr>
<tr>
<td>• Not a required role</td>
</tr>
</tbody>
</table>
### General Questions:
Start in the Office of the Registrar [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu)

### Policy Questions:
The Provost Office advises on policy and approvals [kmartens@illinois.edu](mailto:kmartens@illinois.edu).

### New Subject, Department or College Change:
A New or Revised change to Subjects, Departments and Colleges still requires a memo be sent to Kathy Martensen [kmartens@illinois.edu](mailto:kmartens@illinois.edu). Upon approval the Office of the Registrar will create the new record in the Academic Catalog, CIM and Course Explorer.

### Spelling Errors:
Small changes like a spelling error do not need to go through workflow. Contact Office of the Registrar at [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu) to make the change and bypass workflow.