

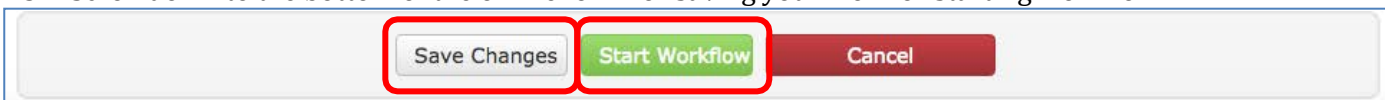
## General Overview

To propose a new curriculum or to revise an existing curriculum, departments must complete the online curriculum proposal form through the CIM Programs system: <https://nextcourses.illinois.edu/programadmin>. Please note that only certain individuals within each department have access to complete an online proposal. Please contact your College Office for access to the CIM Programs or for guidance in submitting a proposal.

## Curriculum Revision Proposal (Edit)

For a curriculum revision proposal, departments need to complete the following steps.

1. In the search box, type in the name of the program and click "Search." Users can also use the scroll bar on the side and scroll down the list of programs in the system. Contact [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu) if you can't find your program.
2. Click on the name of the program to highlight the proposal, the proposal appears below the search box.
3. Click the "Edit Program" button at the bottom of the search box to make the requested edits to the program.
4. Complete the sections that need updated and submit for approval. Users can use the guide under "New Proposals" to understand how to complete the necessary fields in the form.
5. Scroll down to the bottom of the online form for saving your work or starting workflow



6. Use Save Changes to save work often.
7. Use the Edit Program button to revise your work.
8. Use the Start Workflow button at the bottom of the page when all changes have been made to start the review-approval process.

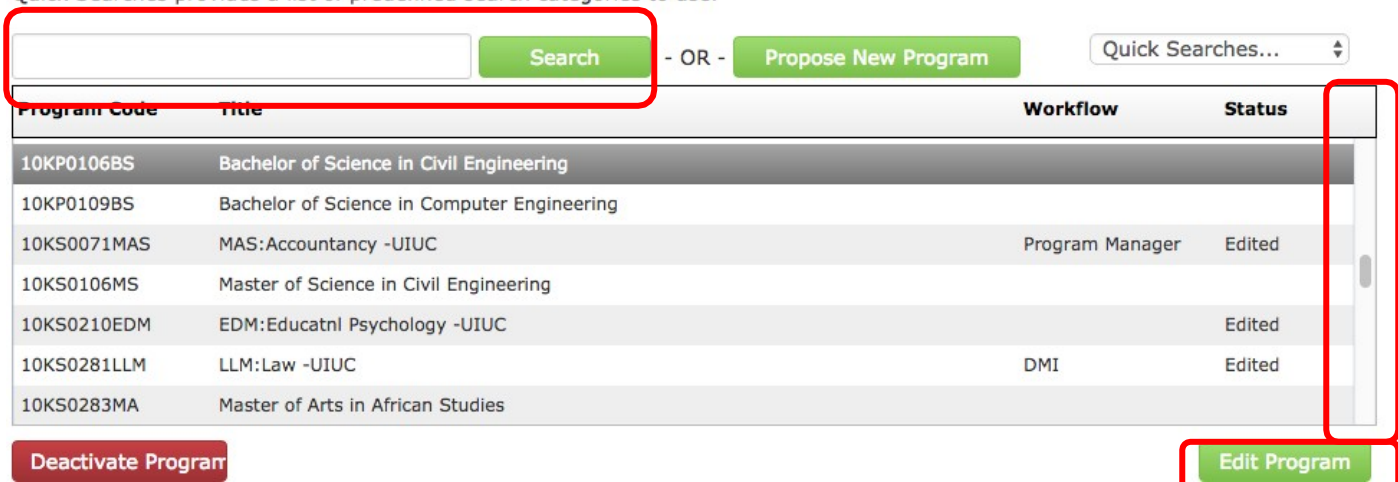
## Program Management

Help 

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.

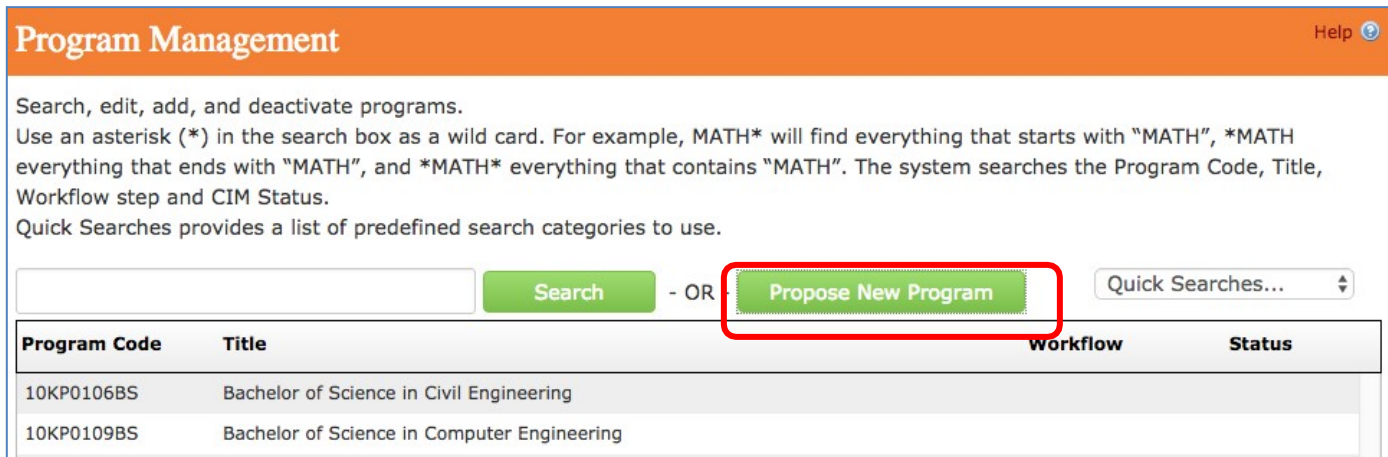
Quick Searches provides a list of predefined search categories to use.



Program Code	Title	Workflow	Status
10KP0106BS	Bachelor of Science in Civil Engineering		
10KP0109BS	Bachelor of Science in Computer Engineering		
10KS0071MAS	MAS:Accountancy -UIUC	Program Manager	Edited
10KS0106MS	Master of Science in Civil Engineering		
10KS0210EDM	EDM:Educatnl Psychology -UIUC		Edited
10KS0281LLM	LLM:Law -UIUC	DMI	Edited
10KS0283MA	Master of Arts in African Studies		

## New Curriculum Proposal

For a new curriculum proposal, click the “Propose New Program” button as shown in the picture below. It is important to scroll down to the bottom of the form to click “Save” often while completing the form. In addition, first enter in the “Official Program Name” and then click “Save.” This allows users to easily find the proposal when logging back into the system to finish a proposal. The form is interactive based on the type of program chosen; not all of the questions outlined below will appear for each program.



The screenshot shows the 'Program Management' interface. At the top, there is a search bar and a 'Search' button. To the right of the search bar is a 'Propose New Program' button, which is highlighted with a red box. Below the search bar is a table with columns for 'Program Code', 'Title', 'Workflow', and 'Status'. The table contains two rows of data:

Program Code	Title	Workflow	Status
10KP0106BS	Bachelor of Science in Civil Engineering		
10KP0109BS	Bachelor of Science in Computer Engineering		

## Proposal Type

**Type of Proposal.** Check the appropriate box - concentration, degree, joint program, major, or minor. Most proposals will either be a concentration, joint program, major, or minor.

- *The form is interactive, different questions will open depending on the type of program chosen.*

**Proposal Title.** Short description of the proposal.

- *Examples: Establish a Graduate Concentration in Aerospace Systems Engineering within the Master of Engineering in Engineering Degree in the College of Engineering.*

**Official Program Name.** Use one of the following formats and update the title highlighted in bold:

**Degree:** Name, Degree Abbreviation

*Examples: (BS Bachelor of Science) OR (MANSC Master of Animal Sciences) OR (MBA Master of Business Administration)*

**Major:** Name, Degree abbreviation

*Examples: (African American Studies, BA) OR (Educational Psychology, PhD) OR (Library and Information Science, CAS)*

**Concentration:** Name of Concentration (major dependent concentration or floating)

*major-dependent concentration examples: (Human Development & Family Studies: Family Studies, BS) OR (Finance: Data Analytics in Finance, MS)*

*floating concentration examples: (Computational Science and Engineering-floating)*

**Minor:** Name – Minor, Level

*Examples: (Natural Resource Conservation Minor, UG) OR (African American Studies Minor, GR)*

**Joint Program:** JP – (Program Name or Degree abbreviation) and (Program Name or Degree abbreviation)

*Examples: (JP: Business Administration, MBA. and Architecture, MARCH) OR (JP: Library and Information Science, MS and History, MA) OR (JP: Aerospace Engineering, BS and Aerospace Engineering, MS)*

**Corresponding Degree.** (For Majors Only) Select type of degree from drop down box; e.g. Bachelor’s, Master of Science, Master of Engineering, or Doctor of Philosophy. *If you are proposing a degree and a major at the same time, fill out the proposal for the degree first and contact [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu) so that the degree will show up in this list.*

## For ADMIN Only

**Banner/Codebook Name**

**Program Code**

**Major Code**

**Minor Code**

**Conc Code**

**Degree Code**

**EPC Control Number**

**Senate Approval Date**

**Senate Conference Date**

**BOT Approval Date**

**IBHE Approval Date**

**Effective Date**

## Proposal Type cont'd

**Effective Term.** Enter the starting term for the program, which means when the department can start to officially market the program. Please note that it takes about a year for a curriculum revision, concentration, or a joint degree to be approved. It can take two years for a brand new major to be approved. New pages must be in the Academic Catalog by September of the academic year of that catalog.

**Sponsor College.** Select College.

**Sponsor Department.** Select Department name from drop down box.

**Sponsor Name & Email**

**College Contact & Email**

**Interdisciplinary Program.** If Yes: Choose the additional college(s) and department(s) that will manage the new program. *Do you need to add additional interdisciplinary relationship?* Choose yes to add another college/department.

**Corresponding Programs** (For Concentration or Joint Program Only). If the department is proposing a concentration, then the major(s) must be selected from the dropdown box. When the primary program for a joint program is listed above, then the secondary program(s) to be joined must be chosen here.

**Is this minor?** (For Minors Only) Choose type of minor.

**Academic Level.** Undergraduate, Graduate or Professional. Two choices are possible for Joint Programs.

**Concentration specific questions** (For Concentration Only)

- Will you admit to concentration? Yes or No
- Is the concentration required for graduation - Yes or No
- Additional concentration notes (estimated enrollment, advising plans, etc.)

**CIP Code.** Enter the CIP code, search is available. For information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/>

- Concentration does not require a CIP code even though the box is red, this is a system bug.

## Program Description and Justification Section

**Program Justification.** The department must articulate why it is important to implement this new program. If needed, a department can attach any charts, graphs, or additional supporting documentation.

- If proposing a minor, please include how the proposed minor requires some depth in the subject, but not as extensive as the major.

**Certification and Accreditation.** If unsure, consult with your College Office.

- Is this a teacher certification program? Yes / No
- Will specialized accreditation be sought for this program? Yes / No If yes, describe the plans for seeking specialized accreditation.

### Institutional Context Section (*Only required if proposing a new Major or Degree*)

**University of Illinois at Urbana-Champaign Section.** This question from the IBHE curriculum proposal.

- Describe the historical and university context of the program's development. Include a short summary of any existing program(s) upon which this program will be built.

In this section, departments need to address the type of student the program will serve, the educational benefit to the student, and how this will help the students to achieve their career goals. Below is an example of language used in a previous IBHE Engineering proposal.

*Since its establishment in 2010, the Bioengineering Graduate Program has focused its effort on post-undergraduate education upon students who seek careers in research and in academia through attainment of the Ph.D. Historically, the MS degree in Bioengineering has been a way-point for students who are on the way to earning a Ph.D., and a termination point for students who do not pass the Ph.D. qualifying exam, or who drop out of the program for another reason.*

*The MEng degree in Bioengineering is intended to serve a completely different set of students from those who have interest in a Ph.D., by addressing the educational priorities of students who seek a career in Industry. Discussions with human resource managers and engineering managers within large companies who recruit BS students in Bioengineering have expressed a desire for students to acquire not only greater technical depth, but also to develop the leadership and fundamental business skills. The MEng in Bioengineering program is designed to serve the needs of students who seek careers that combine engineering with product/team/project management in the rapidly growing fields of biomedical imaging, computational genomics, and general bioengineering.*

**University of Illinois Section.** Briefly describe how this program will support the University's mission, focus, and/or current priorities. Include specific objectives and measurable outcomes that demonstrate the program's consistency with and centrality to that mission.

**University of Illinois Section.** This question is part of the IBHE proposal.

Select the appropriate goal(s) for the program and then an example in the text box how the new program supports these goals. Choose all that apply.

### Admission Requirements Section (For Majors and Joint Programs Only)

**Desired Admissions Term.** Estimate the best term for admissions to this new major or joint program. It may be changed during the process depending on the approval date.

**Admissions requirements.** Describe the particulars of the admissions rerequirements.

**Academic Functions.** Explain the process of admissions and student advising for this program.

### Enrollment Section

**Enrollment.** Complete each section under enrollment and delivery method.

### Enrollment (For Minors Only)

**Minors Enrollment.** Complete each question and describe how the unit will monitor the minor.

**Delivery Method.** Indicate the type of Delivery Method. If a department selects either *online and face-to-face* OR *online only*, then a brief description is required. Here is an example of standard language to use.

*The program will be delivered on-campus and online. In the online format, students will have a wide range of courses to select from to complete the coursework requirements. The department will work with the College Office to facilitate the delivery of the online courses to the students.*

*The department will also use the shared resources within this office as well as staff in the Graduate Programs Office in the department to provide the necessary advising and student services to the online students.*

## Budget Section

**Budget.** If there is additional budget required to deliver the program, please provide a short explanation and attached a proposed budget for the program, which outlines all the program expenses and revenue captured by tuition returned to the department.

## Resource Implications

**Facilities.** On Yes – Departments must articulate the program needs for a new or improved facility and the costs associated.

**Technology.** On Yes - Departments must articulate the program needs for additional technology and the costs associated.

**Non-Technical Resources.** Departments must articulate the program needs for additional supplies, services or equipment and the costs associated.

## Resources Section

**Faculty Resources.** Departments must articulate how the new program will impact faculty teaching loads and class sizes. If department is planning to hire new faculty to support program, please articulate hiring plans and how costs will be covered. In addition, departments need to address student advising and career advisement/placement.

**Library Resources.** If there is no impact on Library Resources, please enter the following statement:

*There is no impact on library resources.*

If library resources are required, please outline them carefully here.

The proposal is automatically routed to the Library, their staff will validate this statement. If there are any concerns, someone from the Library staff will contact the department.

**Instructional Resources.** Read carefully through each question to ensure the answer should be “No”. If the answer is “Yes,” a brief explanation will be required.

- Will there be any reduction in other course offerings, programs or concentrations by your department as a result of this new program/proposed change? Yes / No If yes, please explain.
- Does this new program/proposed change result in the replacement of another program? Yes / No If yes, please explain.
- Does the program include any required or recommended subjects that are offered by other departments? Yes / No If yes, please explain.
  - **If any required or recommended subjects are offered by other departments.** Use the Plus Sign to add courses from other departments that will be affected by this new program and attach letters of support from the other department. **The program proposal will automatically be routed to those departments.**
  - If the required or recommended subjects is a long generalized list of courses within another department, attach the letters from the other departments and opt out of listing the individual courses.

## Financial Resources Section

- Departments must give a brief overview of how the program will be financially supported.
- Departments must answer each question in this section.
- If program is self-supporting status or requesting self-supporting status, there is a form that must be uploaded and attached to the proposal. Contact the Graduate College and/or your College Office for the form and assistance with how to respond to the questions on the form.

## Market Demand Section (Only required if proposing a new Major or Degree)

- What market indicators are driving this proposal? If similar programs exist in the state, describe how this program offers a unique opportunity for students.
- What type of employment outlook should these graduates expect? Explain how the program will meet the needs of regional and state employers, including any state agencies, industries, research centers, or other educational institutions that expressly encourage the program's development.
- What resources will be provided to assist students with job placement?

## Program Regulations Section

- This section is not applicable to many programs; if that is the case, not applicable can be entered here. If the program requires that students complete a certification exam or obtain a license to practice within the field, then provide an explanation on how the curriculum meets the certification/licensure requirements.

## Program of Study Section

- **Program of Study.** Attach a Word or PDF document that outlines the program's curriculum and other requirements. Include any specific program administration. Check with your College Office about the format for this document.
- **Catalog Page Text.** This is not official content but will help to build the catalog pages once the program has been approved. This text is editable in the catalog.
- **Statement for Program of Study Catalog.** This section is reserved for the Program of Study table that will appear in the catalog. In most cases the College Office will build this table based on the attached Program of Study document.

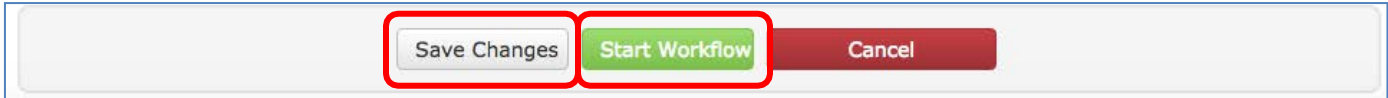
## DMI Documentation Section (for Administration Only)

- The DMI Documentation for the final approval will be attached by DMI once the program is in Codebook and Banner.

[See Important Tips on Next Page](#)

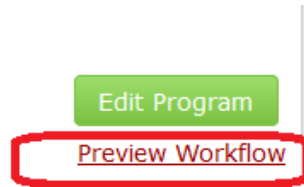


## IMPORTANT TIPS: Save Changes, Preview Workflow, Workflow Diagram



- Click “**Save Changes**” often when working on a proposal. Use Edit Program button to continue working.
- After Saving view the Proposed workflow by clicking the Preview Workflow button at the top of the page.

## New Proposal Changes saved but not submitted



- When proposal is complete and all supporting documentation is attached, click “**Start Workflow**”.

## CIM Program Detailed Workflow

