CIM Programs
Program Migration

Programs of Study Tables are moving from Academic Catalog to CIM Programs

In Academic Catalog

In CIM Programs

Text is not migrated

Tables are migrated

CIM Program edits appear in the administrative view of the Academic Catalog: nextcourses.Illinois.edu/courseadmin/ as soon as it is edited in CIM Programs. They will not appear in the public view until they are approved.
Propose New Program

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

Click on Propose New Program to open the electronic form in a new window.

A new major requires that the degree has been proposed/saved. Enter the corresponding degree (BS, MS etc.).

The Official Program Name is REQUIRED. If it is not entered before saving – the record title will be blank. Official Program Name format is listed on next page.

A new concentration requires that a major has been proposed/saved. Choose the corresponding program (Degree + Major) for a concentration. A concentration can be connected to more than one program.

Description of proposal is entered here.
Propose New Program- Official Program Name

The Official Program Name for a new proposal is entered in the Title field of the Search box when the new program is saved. Standardized Formatting is used for ease in searching.

**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:** Name of Concentration – CONC, Major or Degree or Level (major dependent concentration or floating)
- Examples: (Family Studies – CONC, Human Development and Family Studies: BS) OR (Computational Science and Engineering – CONC, GR)

**Minor:** Name – Minor, Level
- Examples: (Natural Resource Conservation – 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)
Maneuvering in the CIM

Red outline: the field is required.

Boxes will expand

Drop down boxes used to pick from a list.

Radio Buttons: Choice is **required**. Defaults to most common answer.

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

CIP Code is a look-up field. Use the Find... to choose the correct code. Not required for every program type.

Attach File

No red box = not required

More than one file can be uploaded/attached
Program Status and Workflow

Sort by clicking on the headers. Find where programs are at in workflow.

Edited = In workflow, not fully approved.

Deactivated = Proposal in phase down.

Added = New Proposal.

Blank = Program is approved, not in workflow, available for editing.

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

New Proposal
Changes saved but not submitted
Edit Program: Find program in the CIM and click on the Edit Program button.

**10KS0281LLM : LLM:Law -UIUC**

**Deactivate Program**

Last approved: 11/28/17 12:36 pm
Last edit: 11/28/17 12:36 pm
Proposal Type

**Changes saved but not submitted**

Viewing: **10KS0281LLM : LLM:Law -UIUC**

Last approved: 11/28/17 12:36 pm
Last edit: 07/16/18 11:29 am
Proposal Type

- This proposal is
- Major (ex. Special Education)

Proposal Title: Change coursework for the Master of Laws

Is this program: No

**Banner/Codebook**

- BS: Test Degree

**Program Code:**

35 characters remaining

- Green indicates an edit.
- Red strike-through is created when text is removed.
- Greyed boxes indicate admin fields not editable.

At the end of the form: Choose Save Changes – to view work and red/green mark-up OR Start Workflow to start the approval process. Cancel will remove any work since last saved.
Deactivating or Shredding

Deactivate Program
Available when Program status at rest (blank)
Puts program in PHASE DOWN

Deactivate a Program
Requires catalog term for phase down and justification.

Help! Changed our minds SHRED!

Shred Proposal
Contact fms-catalog@illinois.edu to Shred a program.
Not available to Users.
Only available for unapproved programs.
Once the program has gone through the entire approval process it will be considered “at rest” in the CIM and will be available for edit again. Status in Search bar is Blank, History will be viewable.

The History of the program will be accessible in the CIM. If you click on the date/name area in the history, you will see the red/green mark-up of the prior changes.
**Ecosystem**

**The Ecosystem**: The relationships between courses, programs, and other systems that are displayed as links in the record section of the CIM courses and CIM programs.

---

**In CIM Courses**

**MATH 220 : Calculus**

- Aerospace Engineering
- Agr & Consumer Economics (ACE)
- Agricultural Education
- Agricultural and Biological Engineering Concentration
- Agricultural Engineering
- Agricultural and Biological Engineering
- Agricultural and Biological Engineering
- Agricultural and Consumer Economics
- For the Degree of Bachelor of Arts in Liberal Arts and Sciences
- Major in Econometrics and Quantitative Economics

**Other courses referencing this course**

- BIOL 441 : ECOLOGY LAB
- BIOL 442 : CONSERVATION BIOLOGY
- As A Banner Prerequisite:
  - BIOL 441 : ECOLOGY LAB
  - BIOL 444 : FIELD ECOLOGY

---

**In CIM Programs**

**10KN0094BS : Bachelor of Science in Early Childhood Education**

- Last approved: 11/28/17 11:56 am
- Last edit: 11/28/17 11:56 am

**Catalog Pages**

- Using this
- Program
  - Early Childhood Education

---

The Ecosystem appears in the grey box under the title of the course or the program in the CIM.
CIM Program Management View

Available to All Users

URL: https://nextcourses.illinois.edu/programadmin/

Approval Queue

Approvers Only

URL: https://nextcourses.illinois.edu/courseleaf/approve/
All Users can see Program Management 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

1. View Program highlight record in Program List to see below

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


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
**Starting and Viewing Workflow**

<table>
<thead>
<tr>
<th>Workflow Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added</td>
<td>Added</td>
</tr>
<tr>
<td>Added</td>
<td>Added</td>
</tr>
<tr>
<td>Added</td>
<td>Added</td>
</tr>
</tbody>
</table>

**Save Changes:** If you are waiting for more information, you can save your work and come back to it. Keep track of these. To find saved programs, use the column headers to sort.

Use **Save Changes** to **Preview Workflow** before starting workflow.

These action buttons are at the end of the OPEN/LIVE program form in both Propose New Program and Edit Program.

**Orange** indicates the current workflow approval step. **Green** indicates completed steps.

**Cancel:** If you use this, you will lose all of your work.

**See who submitted the program to workflow along with date/time.**

**Click on any step in workflow to generate an email to those assigned to that step.**

The **Approval Path** has specific details of the approval.

---

**1098: Cinema Studies**

- **Date Submitted:** 07/10/18 4:03 pm
- **Last edited:** 11/28/17 11:52 am
- **Proposal Key:** 15

**Proposal Type:**
- **Program Manager:**
- **1436 Head:**
- **KT Courses Committee Chair:**
- **Secretary:**
- **Committee Chair:**
- **KT Dean:**
- **University Librarian:**
- **Grad_College:**
- **Provost:**
- **Senate:**
- **Senate EPC Chair:**
- **Board of Trustees:**
- **IHBL:**
- **Catalog Editor:**

**Proposal Title:**
- **We want to add another course to the graduate minor - Cinema Studies**

**Migration Update:**
- **Is this program an online version of an existing program:** Yes

**Approval Path:**
- **07/10/18 4:08 pm Test Account (uke): Approved for Program**
One Approval Queue for both CIM Programs and CIM Courses.

URL: https://nextcourses.illinois.edu/courseleaf/approve/

Click on (highlight) program to view below

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

Rollback: with detailed and explicit comments for the program record.

Email contains link to specific approval role. Emails are sent depending on settings for the role.

Edit: Approvers can edit the proposal. Use edits for typos or consensus changes.

Approve: Moves the proposal on to next level approval step.
CIM Program Workflow Overview

Program Initiator

Program Initiator is not in workflow.

Departmental Program Reviewer

Departmental Program Reviewer
Not Required – available to every department
Gives College a First look at new program.

University Program Reviewer

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

Department

University

Provost Office

University Program Reviewer

Departmental Program Reviewer

College

Grad College

School

Program Initiator

Not Required – available to every department
Gives College a First look at new program.

University Program Reviewer

Provost Office

Program Initiator

Departmental Program Reviewer

University Program Reviewer

Department}

16
Workflow Roles

**Users:**
- All CourseLeaf users can access Program Management View of CIM Programs (and Course Management View of CIM Courses)
- Can make comments in Program Management View

**Reviewers:**
- Have User Access Plus:
  - No Action required
  - Will receive email notifications when program is completely approved
  - Can receive emails for a specific role in workflow

**Approvers:**
- Reviewer Access Plus:
  - **Action Required**
  - Access to Approval Queue
  - **Understands** Rollback, Edit, Approve
  - **Required** at Department/Unit Head and College/Grad College level
  - At least one person in Approver Role receives an email.

**Department Program Reviewers:**
- Approver Access Plus
- Access to new programs before departmental review
- Not a required role
A New or Revised change to Subjects, Departments and Colleges still requires a memo be sent to Kathy Martensen 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 to make the change and bypass workflow.