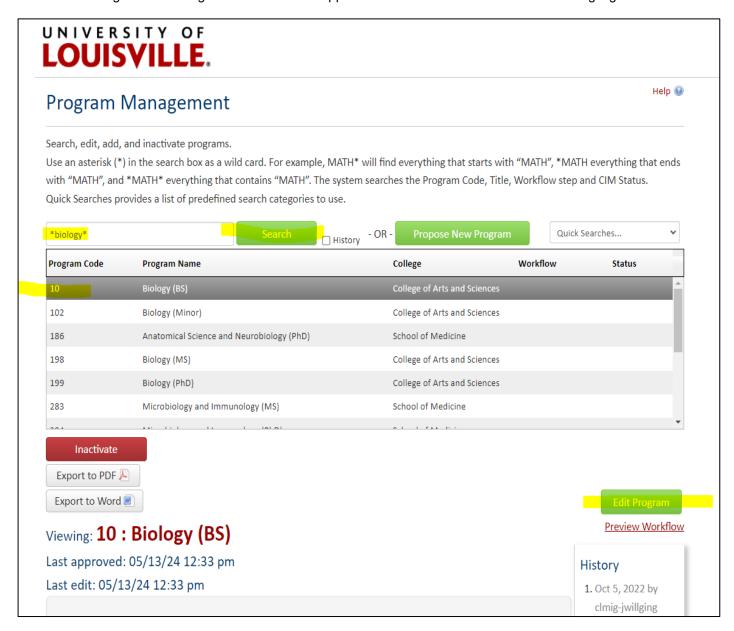
### Course Inventory Management (CIM) How-To Guide

# HOW TO PROPOSE A NEW TRACK, CONCENTRATION, OR SPECIALIZATION IN CIM PROGRAMS

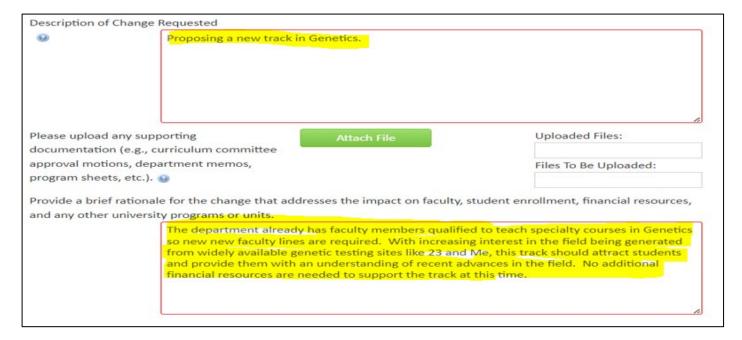
#### Step 1. Find the program record in CIM and select "Edit Program".

To do this, login to <u>CIM Programs</u> using your UofL Single Sign On credentials (uLink userID and password). Once you have logged in, select a word that you know is in the program title (for example, "biology") and search for that term using the asterisk (wildcard) on either side of the word (\*biology\*). This will bring up every program record with that word in the title, then select the specific program you would like to edit from the list below (in this example, Biology BS) and click on the green Edit Program button that will appear below the search box once a row is highlighted.



#### Step 2. Proceed through the form to begin filling out required fields on the form.

Proceed through the form and answer all required questions (noted with a red outline around the response field). It is especially important to select the appropriate proposed start term and effective catalog edition. In the description of and reason for change field, be sure to indicate that you are proposing a new track (or concentration or specialization) and provide your reasoning, then explain in the field below what impact the new track will have (if any) on faculty, student enrollment, and finances. These fields are important for workflow reviewers and program advisors to be able to see a quick at-a-glance summary of the changes. Sample answers are provided below.



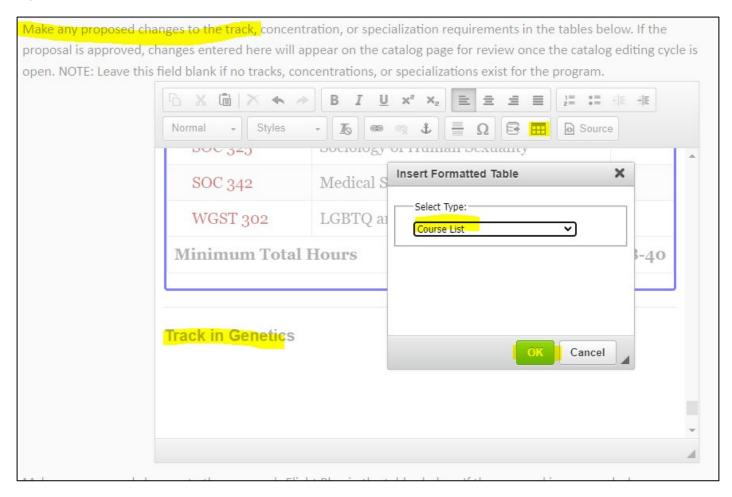
#### Step 3. Indicate the name of the new track/concentration/specialization.

After answering other required fields on the form, proceed down to the "Are you" field that provides checkboxes to indicate the types of changes you are making to the program record. After checking the third box to indicate that you are proposing a new track, concentration, or specialization, select "New track, concentration, or specialization" from the type drop down menu, then enter the name of the new proposed track, concentration, or specialization on the right.

Are you:			
•	Reviewing catalog content only for catalog editing cycle, making no changes to admission or curriculum?		
	Editing an existing program, including changes to an existing minor, major, track, concentration, specialization and/or certificate?		
	Proposing a new track, concentration, or specialization within the program?		
	□ Suspending/closing an existing track, concentration, specialization, or accelerated or dual option? □ Proposing a new accelerated bachelor-master or 3+3 law option with another existing UofL program? (Please note that these proposals must be submitted by editing the undergraduate program record and you MUST attach documentation of approval from representatives of both degree programs in the agreement unless housed in the same academic unit and department.)		
	☐ Proposing a new dual degree option with another existing UofL degree or certificate program? (Please note that proposals for dual programs should be submitted on both program records and will NOT be approved until without documentation of approval within the workflow on both program records.)		
New minor, track, concentration, or specialization			
	Туре	Name	<b>③</b>
	New track, concentral V		

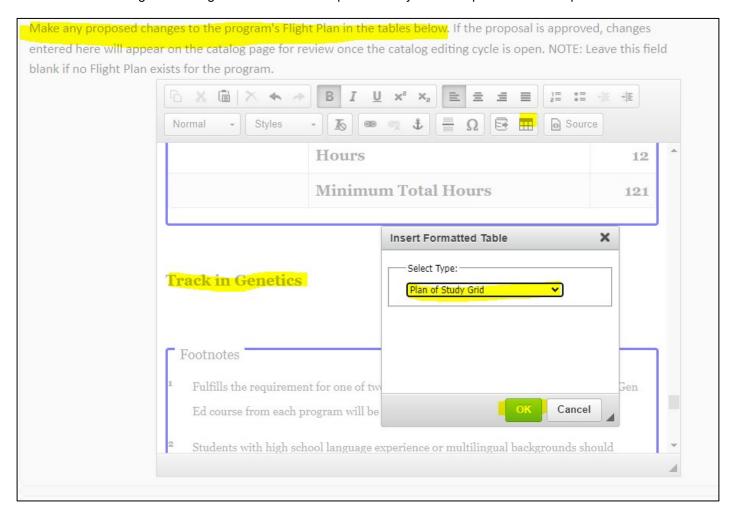
## Step 4. Add the new track, concentration, or specialization's required courses to the appropriate field where the new option will display in the catalog.

Find the field with the label that starts with "Make any proposed changes to the track..." (this is the field directly below where the program requirements display in the catalog format). In that field, scroll down below the information for any existing tracks, concentrations, or specializations within the program. Then begin editing by adding the label with the name of the new track. Click enter to go to a new line, then insert a table to add the track requirements using the course list editor feature in CIM. To insert the table once your cursor is where you would like the new course table to appear, click on the icon in the editing bar that looks like a table, select "Course List" from the drop down menu, then click the green OK button. Detailed instructions for adding and editing a new course list table are provided in a separate How-To Guide.



### Step 5. Add the new flight plan for the new proposed track option (undergraduate tracks only; proceed to the next step if you are proposing a new concentration or specialization for a graduate program).

Find the field with the label that starts with "Make any proposed changes to the program's Flight Plan..." (this is the field directly below where the track requirements display in the catalog format). In that field, scroll down below the information for the existing flight plans within the program. Then begin editing by adding the label with the name of the new track. After that, you will insert a table to add the flight plan for the new track using the course list editor feature in CIM. Put your cursor where you would like the new course table to appear, then click on the icon in the editing bar that looks like a table, select "Plan of Study Grid" from the drop down menu, then click the green OK button. Detailed instructions for adding and editing a new course list or plan of study table are provided on a separate How-To Guide.



#### Step 6. Finish your edits and start workflow.

When you are done adding the requirements for the new track, concentration, or specialization, and you have completed all other required fields (including adding the new flight plan for undergraduate programs), scroll to the very bottom of the form. If you need to come back later to finish working on these or other changes, click the grey Save Changes button. Otherwise, click on the green Start Workflow button to submit your proposed changes for review. Once you have started the workflow, you can return to the main CIM Programs site to search for the proposal's status by referring to the instructions in Step 1 of this guide. Once the proposal is in workflow, the workflow status will appear in the place of the green Edit Program button referenced in Step 1.

