

COURSES & CURRICULA NEWSLETTER

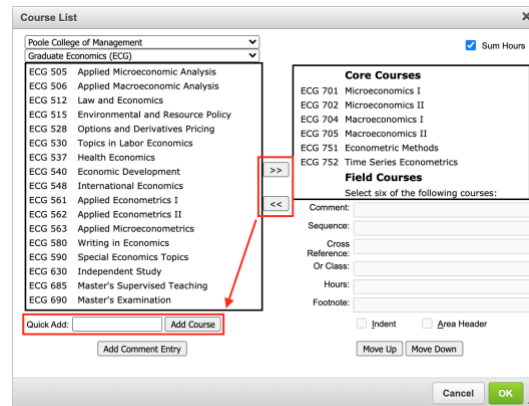
CURRICULUM INVENTORY MANAGEMENT FOR PROGRAMS (CIM PROGRAMS)

TRAINING SESSIONS

We would like to thank everyone who joined us for the CIM for Programs Undergraduate, Graduate, and Approver sessions hosted by LeapFrog. There is also still space in the shared training session offered by the NCSU Admin Team on **Tuesday, September 14, 2021** at 9:30 am.

QUICK TIPS

QUICK ADD



In addition to the arrow functions in the course-picker that Shuva demonstrated during trainings, you can also use the “Quick Add” field in the lower left side of the course picker to add your course.

APPROVER SCREEN ROLES

Your Role: **GR Initial Review** ▼

If you don't see a role in the “Your Role” dropdown menu, it means that the role does not have an action to review.



CIM PROGRAMS TRAINING RECORDINGS

Undergraduate Sessions

Tuesday 9:30 AM

Wednesday 1:30 PM

Graduate Sessions

Tuesday 1:30 PM

Monday, 10:00 AM

Approvers Session

Wednesday 4:00 PM

NCSU COURSES & CURRICULA ADMIN TEAM

UNDERGRADUATE

Li Marcus
Director

Lexi Hergeth Huggins
University Program Associate

GRADUATE

Kayla Anima
Coordinator of Courses & Curricula

NCSU CATALOG

Jessica Bronchick
Assistant Registrar for Communication



PROCESS QUESTIONS

Are you able to work on course proposals in CIM and program proposals in CIM Programs at the same time?

Yes – the function of bundling course and program actions is available in CIM. As soon as you save a proposal for a course in CIM Courses, it becomes available for use in CIM Programs. This way, the need for curricula to only include approved courses can continue together in the same system. However, there may be some restrictions, for example, a program may be held up at certain roles if corresponding course proposal(s) in progress are pending edits by their initiator(s).

Can courses from other departments/colleges be added to the plan requirements in CIM Programs?

Yes – just as with paper forms, proposers can also add courses from another department or college to a CIM Programs proposal. In these instances, please conduct consultations with the other department(s) / college(s) that courses are taken from and document the contact(s) and consultation summary(ies) under the “Statement on Other Departments Likely to be Affected”. There is also a space to add any documentation attachments if necessary.

What if an incorrect approver is listed for a particular role?

For graduate roles (GR in the name), email grad-curriculum@ncsu.edu. For undergraduate roles (UG in the name), email courses-curricula@ncsu.edu or use the [Undergraduate CIM Role Change Form](#). Make sure you indicate in the email which specific role you need updated and the Unity ID of the new approver who needs to be listed in that role.

QUICK TIPS (CONT'D)

COLOR MARK-UP



Changes will appear in green & bold for added content or red & strike-through for deleted content. You can track which users made the changes by scrolling to their name in the “View Changes By:” dropdown menu.

APPROVERS IN WORKFLOW

In Workflow

1. **GR Initial Review**
2. **14BME GR Director of Curriculum**
3. COE CC Coordinator GR
4. COE CC Chair GR
5. COE Dean GR

The green & bold text indicate roles that have approved the proposal.

The yellow/orange & bold text, or the bottom-most bolded text, indicates the current role that holds the proposal in its queue.

The light grey text indicates the upcoming roles in the workflow.

As each role approves the proposal, more steps will appear green. Each role is acts as a “mailto” link that, when selected, will automatically open an email draft addressed to the approver of that role.



CIM & CAT RESOURCES

GRADUATE

- [Graduate Curriculum Development Website](#)
- [Graduate Program Actions](#)
- [Graduate Course Actions](#)
- [NCSU Graduate Catalog \(CAT\) Updates](#)

UNDERGRADUATE

- [OUCCAS Website](#)
- [OUCCAS Process Map](#)
- [CIM Programs & CAT Webpage](#)
- [Tips & Tricks Sheet](#)
- [Reminders & Services](#)

COURSE INVENTORY MANAGEMENT FOR COURSES (CIM COURSES)

UNDERGRADUATE COURSE DEADLINES

The Office of Undergraduate Courses, Curricula, and Academic Standards published the course proposal deadlines for the UCCC and CUE agenda approvals. Please visit the [OUCCAS Process Maps Website](#) for those updates.

NC STATE CATALOG (CAT)

PUBLISHING UPDATES 2021-2022 & 2022-2023

There was a delay in the publishing of the Fall 2021-Spring 2022 NC State Catalog. Therefore, we will not be opening the pages for editing until Monday, September 6, 2021.

Thank you to everyone who sent us constructive feedback on the CAT page updating process. For the next cycle of the catalog, we are going to split the editing deadlines apart so that every page is up-to-date and ready for the next publishing cycle prior to the last week of instruction. The first deadline, to push all catalog pages in the “next” environment through the workflow, is on Monday, December 13, 2021.

GRADUATE PAGE ACCESS UPDATES

Due to the approval processes involved in updating degree and/or plan requirements, program access to editing plan and subplan pages has been revoked. For all programs who wish to update the degree and/or plan requirements in the Graduate Catalog, you may initiate these changes through CIM Programs. Please contact the [Graduate School](#) if you have any questions or concerns regarding this.

Access to pages in the Undergraduate Catalog will remain the same.



UPCOMING DEADLINES & EVENTS

CIM COURSES & PROGRAMS

Tuesday, September 14, 2021

Blended CIM Programs training session

Wednesday, September 15, 2021

Major & new graduate course proposal deadline to the “ABGS Coordinator” role for Spring 2022 effective term

CUE & UCCC 2021-2022

See the [UCCC Process Maps Website](#)

NCSU GRADUATE CATALOG

Monday, September 6, 2021

NCSU 2021-2022 Catalog open for edits

Monday, December 13, 2021

Deadline for all NCSU 2021-2022 Catalog pages to be resubmitted to the workflow