CIM Term Quick Guide for Users

CIM Term overarching structure

Records: all records within CIM Term are based on unique combination of course and instructor.

Proposals for Writing Intensive (W) courses for a term: records from old proposal system were brought over into CIM Term for approvals back through January 2013. Those records should be used as base proposal for submitting updated proposal for future term.

Proposals for Honors (H) courses for a term: effective Spring 2017, any H course to be taught for term must have term specific approval. Proposals are submitted through CIM Term. Initially, any H proposal must be submitted as new proposal to create record in CIM Term. Those records should then be used as base proposal for submitting updated proposal for future term.

Data: official course data is pulled from myZou and CIM Courses, such as title, description, requisites, credit hours and cross-listings.

Accessing CIM Term https://nextcatalog.missouri.edu/termadmin

Browsers: use mozilla firefox or google chrome, do not use internet explorer or safari.

Technology: use desk top computer, not notebooks/tablets as they restrict functionality

Log in: use MU assigned userid/password, anyone with these credentials can access CIM Term.

Propose New [Propose New]

Use to start brand new proposal for course which a) this instructor has never taught or b) no record exists yet in CIM Term for this course/instructor combination. Click button. When window finishes loading, use drop down to find and choose course. Once selected, blank proposal form opens.

Propose Update [Propose Update]

Use to update existing proposal where either a) new proposal was previously started and saved but not submitted, or b) proposal needs to be started for new, upcoming term for course/instructor combination that is already in CIM Term.

Inventory and Searching

Initial load of home page presents inventory of all in-progress proposals: those started but not yet submitted, and those submitted working their way through approval process. If searching for current or previous proposal or group of proposals, use one of search options:

Quick Search: drop down box on right, just above inventory box. Choose value best matching proposals you wish to view in inventory. Options by proposal status (edited or added), type (W or H), or workflow approval step (i.e. CWP Board, Honors Director, etc)   [Quick Searches... ▾]

Search box: text box on left, just above inventory box. Type in portion or all of record name. Use * as wild card. Remember record name is combination of curriculum designator + catalog number + instructor's userid.   [Search]

<u>Proposal Form</u>

Wait for form to finish loading, and it will auto fill userid in Proposer Information.

Fields with red box are required. Blue help bubbles provide additional information and guidance. Hyperlinks will open new window in front of your CIM Term form (your proposal has not been closed).

Update Proposal form contains most data from previous submission.

Form has built in field logic (i.e. rules for acceptable answers, display of questions below dependent on answers above).

Text from word or similar text document can be copied and pasted into CIM Term form. Special characters do not convert well, so double check text after it has been pasted.
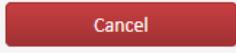
Save Changes vs Save and Submit vs Cancel

> Save Changes – saves but does not submit for approval, allows reentry later via Propose Update button for further updates.
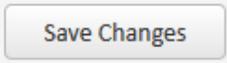
> Save and Submit – saves and submits to first step of workflow, limiting access to only individual or group in current workflow step.

> Cancel – closes without saving anything from this session.

Shred by Admin - for proposals started and saved that need to be discontinued or deleted, contact OUR at muregistrarcatalog@missouri.edu.

Red/green markup used to show changes from prior proposal to latest.

<u>Workflow</u>

Auto assigned based on proposal type and content.

Includes administrative steps such as OUR initial and final review to insure processes are working as needed, validation of form completion, and tracking of data entry into myZou.

Includes academic review steps such as CWP Subcommittee and Board approval and/or Honors Council approval to insure academic integrity for courses offered.

Includes final notification of approval to all instructors listed on proposal.

Workflow operates in linear fashion.

Workflow steps display on course summary (although FYI steps do not appear).

Steps colored to show progress of approval (green if completed, yellow if current, gray if yet to be completed).

Notifications sent via MU assigned email address.

Links within email notifications to approval queue for quick access to proposal content and to take required action. When accessing queue, remember to wait for it to finish loading.

<u>Contacts - Questions, Issues, Assistance Needed</u>

Campus Writing Program: muascwp@missouri.edu
Honors College: mizzouhonors@missouri.edu
Office of University Registrar: muregistrarcatalog@missouri.edu