

**October 21st, 2025**

# **CIM Courses Training**

**Sam Henderson, Office of the University Registrar**

# What is CIM?



- **CIM stands for Curriculum Inventory Management, where all University course and program information is stored and edited**
- **Three parts to CIM: Course Management, Program Management, Misc Admin**
  - **We will focus on Courses today**
  - **Previous Back to Basics and Programs/Misc Admin trainings on Registrar's 'Training' webpage soon**

## Today, we will go through the following:

- **How to propose a new course**
  - **Workflow/Timeline expectations**
- **How to edit a course**
  - **Reactivations/Inactivations**
- **When to make a new course vs edit an existing course**
- **Upcoming policy changes and updates**

# Proposing New Courses



- **Navigate to Course Management and sign in**
  - <https://next.catalog.ku.edu/courseadmin/>
- **Hit Propose New Course**

The screenshot shows the 'Course Inventory Management' page for The University of Kansas. At the top left is the KU logo. The page title is 'Course Inventory Management' with a 'Help' link. Below the title is a search instruction: 'Search, edit, add, and inactivate courses. 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 Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.' Below this is a search bar, a 'Search' button, checkboxes for 'Archive' and 'History', a '- OR -' separator, a 'Propose New Course' button (circled in red), and a 'Quick Searches...' dropdown menu. Below the search area is a table with columns: Course Code, Title, Workflow, and Status. The table contains several rows of course information.

Course Code	Title	Workflow	Status
AAAS 311	Black Culture in Social Media	UCCC CIM Support	Added
AAAS 329	Black Youth in Film and Television	CUSA Committee	Added
AAAS 361	Voice, Research, & the Black Community	UCCC CIM Support	Added
ADS 755	Navigating the Creative and Legal Landscape		Added
AE 212	Basic Engineering Thermodynamics		Added
AE 260	Statics and Dynamics		Added

*If you don't have access but should, please reach out to [catalogeditor@ku.edu](mailto:catalogeditor@ku.edu)*

- From there, you fill out the form

**New Course Proposal** Propose New from Existing Course

Academic Career: Select...  
Subject Code: Select Subject Code | Course Number: [ ]

**Academic Unit**

Department: Select Department...  
School/College: Select School/College...  
Campus:  Lawrence (includes Edwards) (KULC)  Kansas City (includes Wichita and Salina) (KUMC) (KUGC)  Everspring Online  Jayhawk Flex (CBE) (FLEX)

Title: [ ]  
Transcript Title: [ ]  
30 characters remaining

Effective Term: Select...

Catalog Description: [ ]  
1500 characters remaining

Prerequisites: [ ]  
*Please list all requirements that a student must have to enroll in this course. Start with any courses that must be completed before enrollment and then follow them with any co-requisite courses, which require co-enrollment. If there are no requirements, please leave this box empty.*

**Cross Listed** Add...

Credits: [ ]  
Course Type: Select Course Type...  
Associated Components:  Laboratory - Associated with a main component  Discussion - Mandatory discussion associated with a main component

Typically Offered: Select...  
Grading Basis: Select Grading Basis...  
Repeatable for Credit:  Yes  No

Will this course fulfill any requirement for any degree, major, minor, certificate, or concentration? For example, this includes counting as a choice among a list of courses, or as a part of major or minor electives.  
 Yes  No

Rationale for Course Proposal: [ ]  
1000 characters remaining

Supporting Documents: Attach Documents | Uploaded Files: [ ] | Files To Be Uploaded: [ ]

Buttons: Cancel Save Changes Admin Save Submit

- Include course info, anticipated pre-reqs, grading basis, etc.

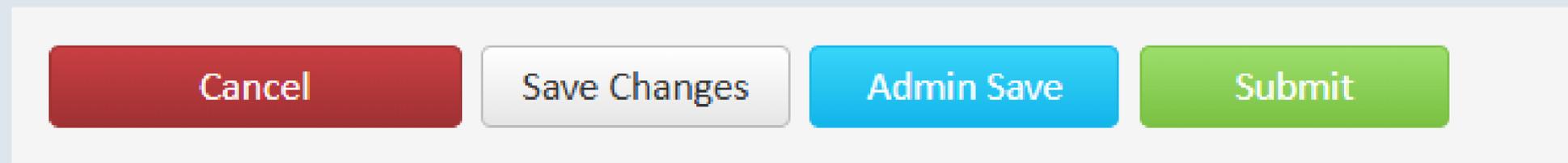
# Things to look out for

- **Be sure to attach supporting documentation**
  - **Typically a syllabus and/or details about assignments**
- **If the course is intended as any of the following:**
  - **An online course**
  - **Core 34**
  - **Capstone**

**Then extra steps of approval might be needed.**

## Once the form is complete

- Hit 'Submit' to send to workflow
  - Workflow is fancy term for the steps of approval
  - Once in workflow, you should be able to see the steps
- If not ready to send to workflow yet, you can 'Save Changes'
  - This saves your progress to come back to later



## Once the form is complete cont'd

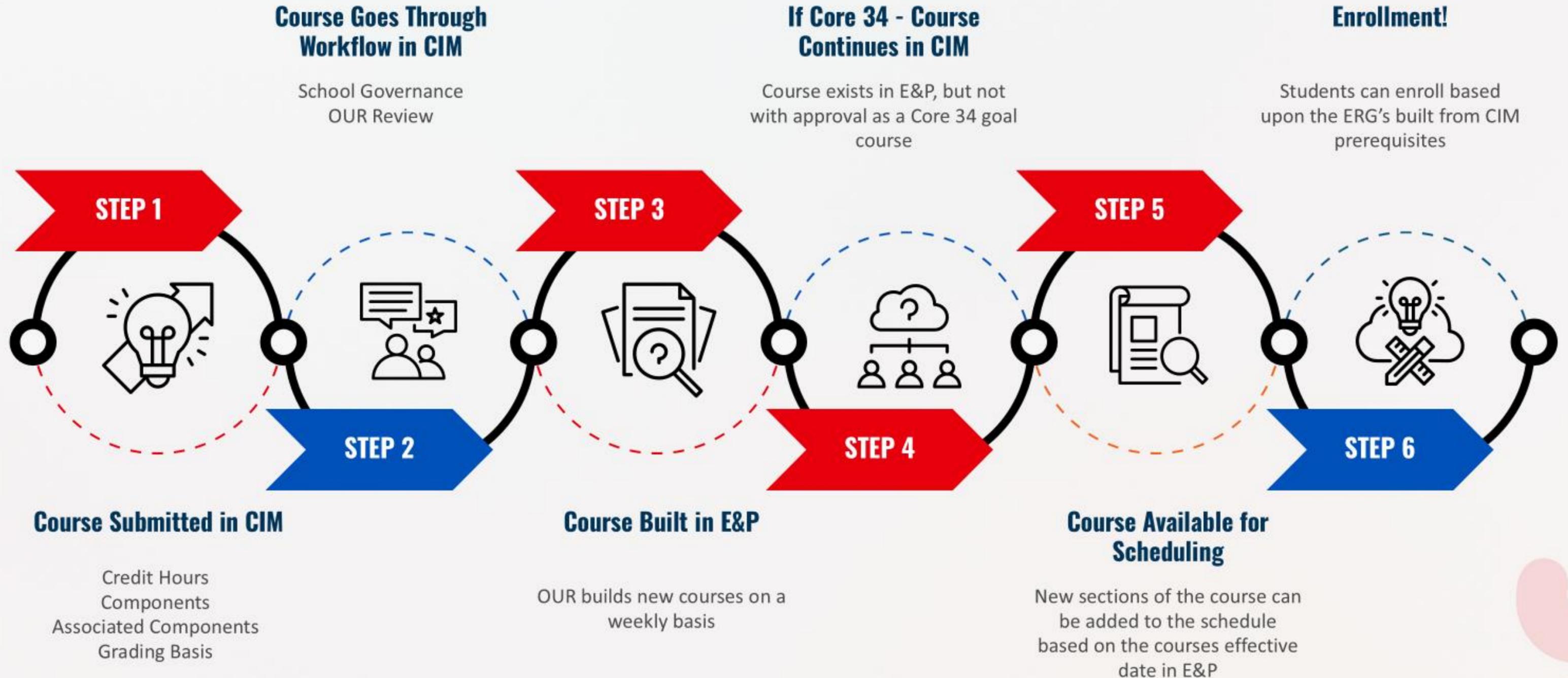
- Workflow example ->
- New courses are required to go through workflow for creation
- If course is in workflow or edited but edits are no longer needed:
  - You can request Registrar 'shred' the proposal

### In Workflow

1. CLAS  
Undergraduate  
Program and  
Course Coordinator
2. CUSA  
Subcommittee
3. CUSA Committee
4. CAC
5. CLAS Final Approval
6. Registrar
7. PeopleSoft
8. UCCC CIM Support
9. UCCC Preliminary  
Vote
10. UCCC Voting  
Outcome
11. Registrar
12. PeopleSoft

	<b>New Course Through CIM Workflow</b>	<b>New Courses Added to Schedule</b>	<b>Effective Term</b>
Spring	September 15	October 15	Spring – cannot be required course
Summer	March 1	April 1	Fall / Next Catalog Year
Fall	March 1	April 1	Fall / Next Catalog Year

# New Course Creation



# Editing Courses



- On Course Management, search for the course to edit
- Click on Course and hit 'Edit Course'

The screenshot shows the KU Course Inventory Management interface. At the top is the KU logo and a 'Help' link. Below the title 'Course Inventory Management' is a search and action area with a search box, a 'Search' button, checkboxes for 'Archive' and 'History', a '- OR -' separator, a 'Propose New Course' button, and a 'Quick Searches...' dropdown. A table lists several courses with columns for Course Code, Title, Workflow, and Status. The course 'ADS 755 : Navigating the Creative and Legal Landscape' is highlighted. Below the table are buttons for 'Export to PDF', 'Export to Word', and 'Shred Proposal'. A 'New Course Proposal' section is visible, with an 'Edit Course' button circled in red and a 'Preview Workflow' link below it. The current view is for 'ADS 755 : Navigating the Creative and Legal Landscape', showing the last edit date as 06/03/24 8:20 pm and a list of catalog pages referencing the course.

Course Code	Title	Workflow	Status
AAAS 311	Black Culture in Social Media	UCCC Preliminary Vote	Added
AAAS 329	Black Youth in Film and Television	CAC	Added
AAAS 361	Voice, Research, & the Black Community	UCCC Preliminary Vote	Added
ADS 755	Navigating the Creative and Legal Landscape		Added
AE 212	Basic Engineering Thermodynamics		Added
AE 260	Statics and Dynamics		Added

- From there, you edit the form as needed

## Minor vs. Substantive Changes

- Changes to courses are defined as either 'minor' or 'substantive'
- 'Substantive' means the original course proposal no longer reflects same scope. 'Minor' keeps same original course integrity
- Some 'minor' changes can be made mid-year, some have to wait for next catalog cycle
- 'Substantive' changes require a new course to be made.

**New required courses have to wait for next catalog cycle, new elective courses can sometimes be made mid-year**

Type of Request	Substantive vs Minor	Action	Effective Term
Course Number Update	Substantive	New course needed	Required course: Next Catalog Year Elective: Term Deadline
Credit Hour Change	Substantive	New course needed	Required course: Next Catalog Year Elective: Term Deadline
Course Title Change	Minor	Update existing course	Next Catalog Year
More/Less Restrictive Pre-req	Minor	Update existing course	More: Next Catalog Year Less: Term Deadline
Grading Basis	Minor	Update existing course	Term Deadline
Adding/Removing Core 34	Minor	Update existing course	Next Catalog Year
Course Components	Minor	Update existing course	Term Deadline

## Things to look out for

- New courses can only be created for Spring/Summer after Fall term has already started if not a required course for a degree
  - \* If course is intended to be a program requirement, you must wait for following catalog year to require it*
- If updating or changing a course that is listed on the catalog requirements, be sure to update the Program on CIM!

## Reactivating a Course

- To reactivate a course, hit the reactivate button on the course's page
  - In the rationale, state when the course will be taught and who will be teaching it

Export to PDF 

Reactivate

Export to Word 

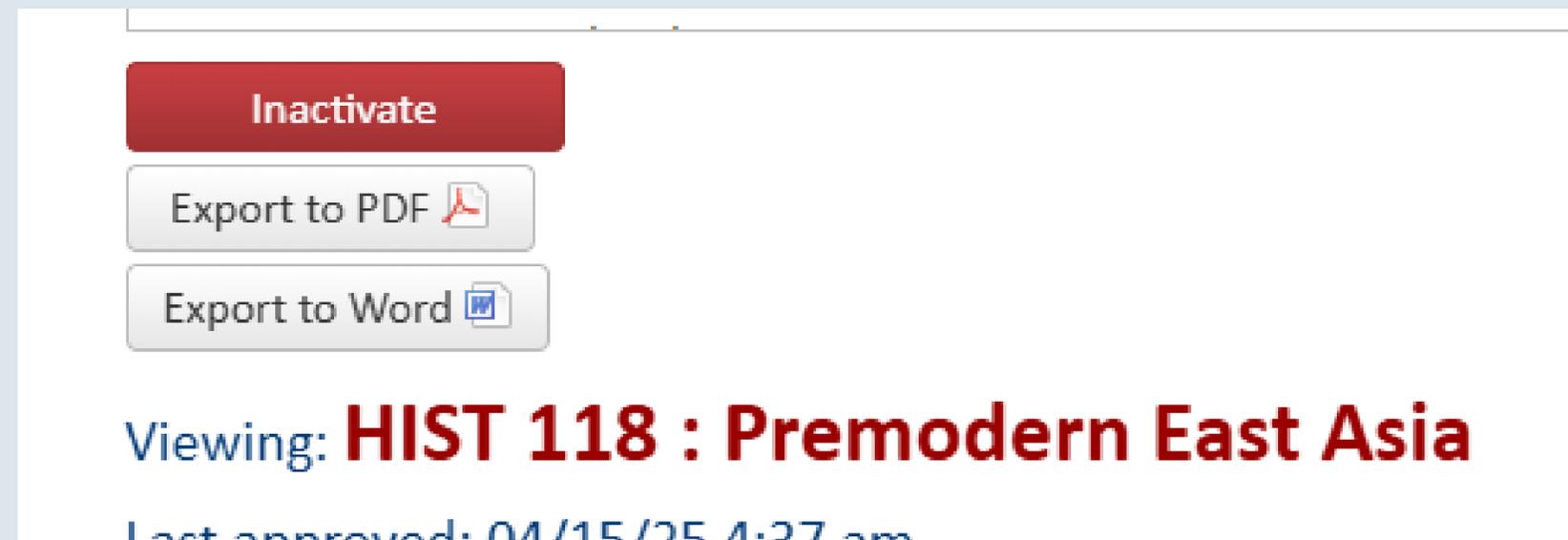
A deleted record cannot be edited

**Course Inactivation Proposal**

## Inactivating a Course

- To inactivate a course, hit the inactivate button on the course's page

**\* Things get complicated if course is crosslisted, so please reach out to us if dealing with a crosslisted course**



# Approving Workflow Steps



# What happens when you get these emails?

 General Catalog Update <ku@notify.courseleaf.com>  
To: ● Henderson, Sam

Sam:

There are pending course change proposals awaiting your review, including LDST 499: Special Topics in Leadership Studies: \_\_\_\_.

Please visit:  
<https://next.catalog.ku.edu/courseleaf/approve/?role=Registrar>  
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email (catalogeditor@ku.edu) or contact your school level administrator.

**That means there is something in your workflow queue!**

## Steps to approving

- Click on the link in the email
- After reviewing page, you have three options:



- Edit is for any changes to make before moving to next step
- Rollback is to move back to prior step
- Approve is to move forward to next step

## Things to know

- In many cases, several people are receiving the same email you are and can approve without you having a chance to look
  - \* **Be sure to coordinate with your team on this so there's no confusion**
- **Rollbacks: Email the person in the step that the workflow is on to send it back to you if needed**
  - \* **If rolled back to initiator, the course is no longer in workflow**
- **If you run into any issues, please reach out to us!**

# COURSE POLICY CHANGES AND UPDATES



# FRACTIONAL, VARIABLE, AND ZERO CREDIT HOUR COURSES

01



## What?

Update or remove all zero, variable, and fractional credit hour courses from the catalog and curriculum.

02



## Why?

- Updated policies on expected interaction per credit hour
- Updated policies requiring credits to be in whole integers

03



## When?

- List of courses not aligning with new policy will be sent to Schools this fall
- 2027-2028 catalog is the final goal for course and curriculum adjustment

# EMBEDDED LABS

01



## What?

Courses will soon no longer be allowed to have embedded labs (i.e. a course having a LEC and LBN under the same course number)

02



## Why?

- Transfer credit issues
- Tuition and fees issues
- Uniformizing procedures across all Schools/Departments

03



## When?

- List of courses not aligning with new policy will be sent to Schools this Fall
- Start process for 2027-28 catalog



# Questions?



# Thank you!

Contact:

[catalogeditor@ku.edu](mailto:catalogeditor@ku.edu)  
[samhenderson@ku.edu](mailto:samhenderson@ku.edu)

