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CIM Courses Training

Sam Henderson, Office of the University Registrar

The UNIVERSITY of KANSAS

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**

If you don't have access but should, please reach out to catalogeditor@ku.edu

- **From there, you fill out the form**

- **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 <u>required</u> 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

	New Course Through CIM Workflow	New Courses Added to Schedule	Effective Term
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

Course Goes Through Workflow in CIM

School Governance
OUR Review

If Core 34 - Course Continues in CIM

Course exists in E&P, but not with approval as a Core 34 goal course

Enrollment!

Students can enroll based upon the ERG's built from CIM prerequisites

STEP 1

STEP 3

STEP 5

STEP 2

STEP 4

STEP 6

Course Submitted in CIM

Credit Hours
Components
Associated Components
Grading Basis

Course Built in E&P

OUR builds new courses on a weekly basis

Course Available for Scheduling

New sections of the course can be added to the schedule based on the courses effective date in E&P

Editing Courses

- **On Course Management, search for the course to edit**

- **Click on Course and hit 'Edit Course'**

- **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

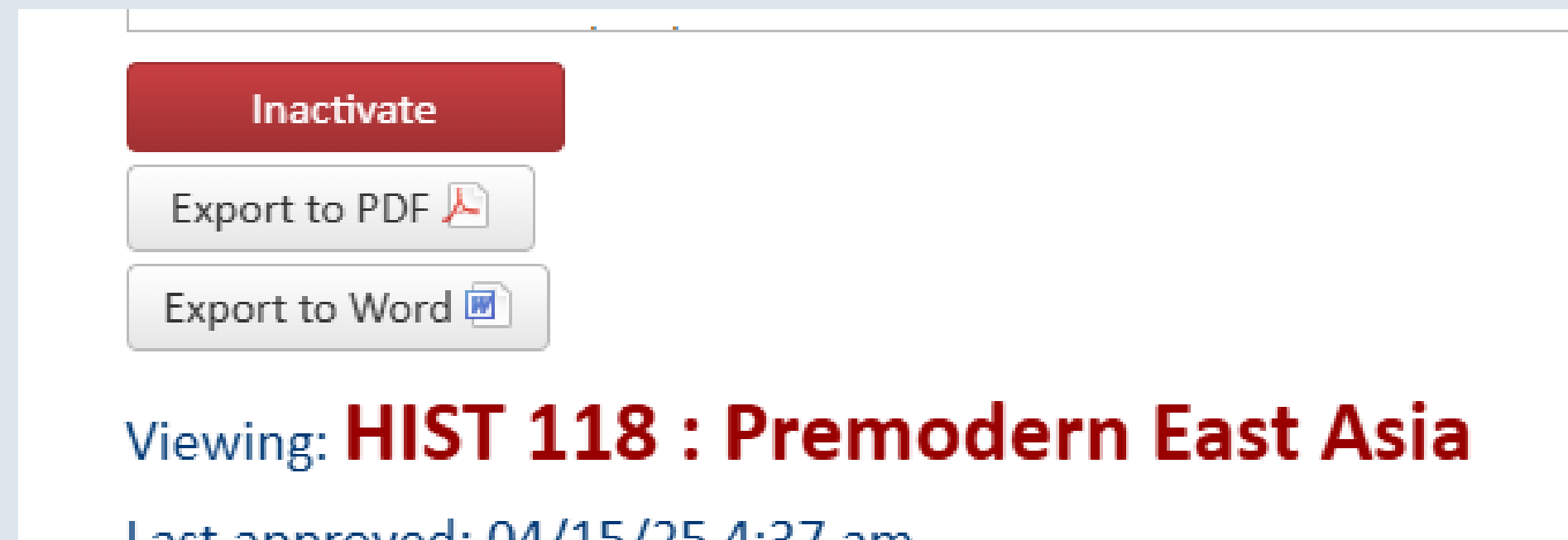be taught and who will be teaching it

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:
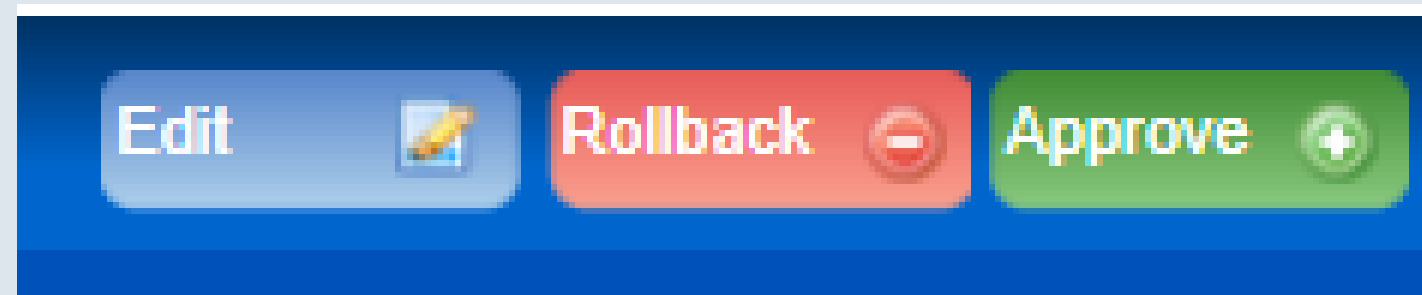
- Edit is for any changes to make before moving to next step

- 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!

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COURSE POLICY CHANGES AND UPDATES
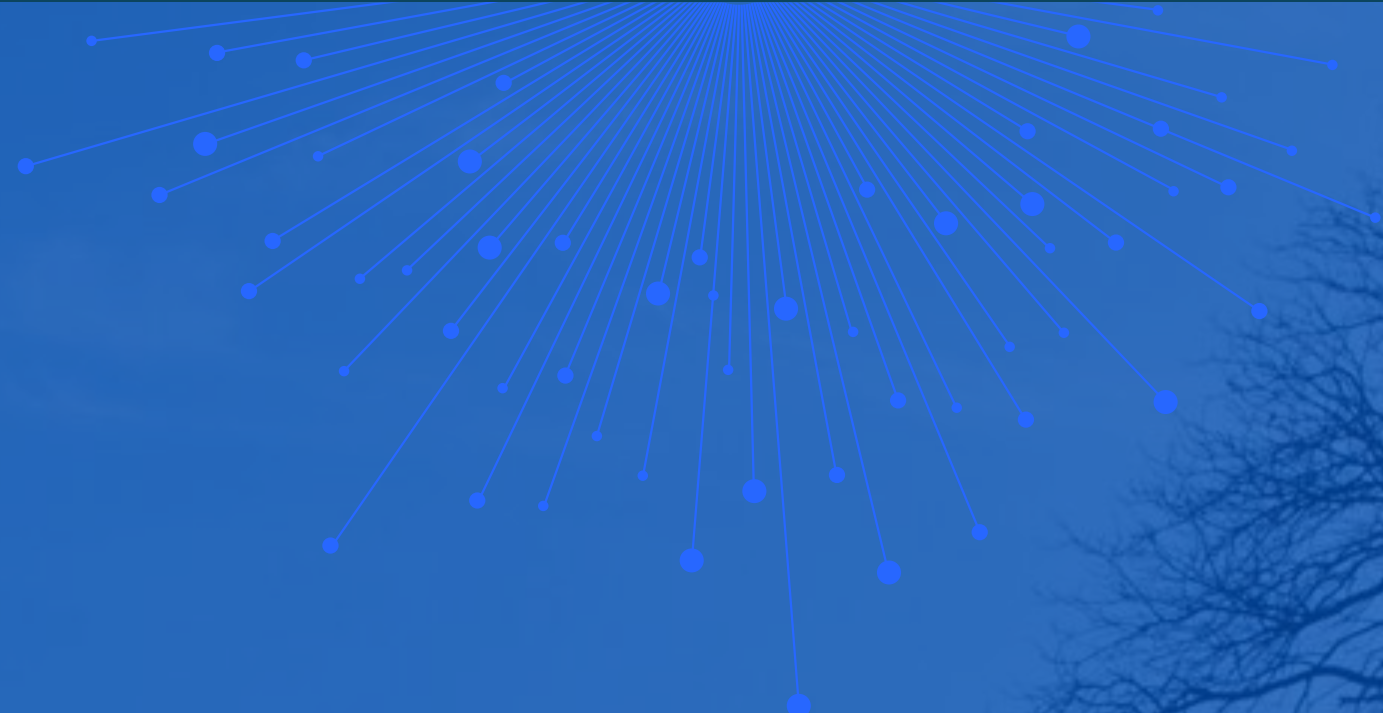
FRACTIONAL, VARIABLE, AND ZERO CREDIT HOUR COURSES

01

What?
Update or remove all zero, variable, and fractional credit hour courses from the catalog and curriculum.
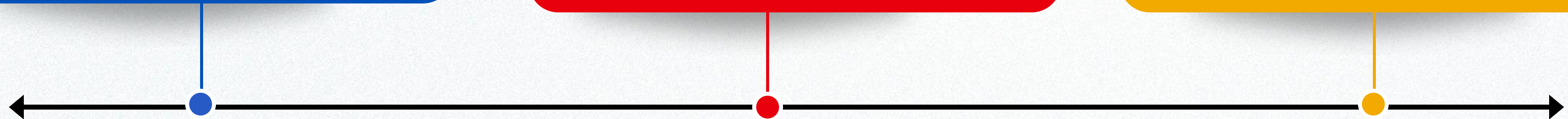
02

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

Questions?

Thank you!

Contact:

catalogeditor@ku.edu
samhenderson@ku.edu