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Programs and Misc Admin Training

Sam Henderson, Office of the University Registrar

Background



- **KU uses Courseleaf CIM/CAT, a system where all University course and program information is stored, edited, and connected to the Catalog**
- **Three parts to CIM/CAT: Course Management, Program Management, Misc Admin**
 - **We will focus on Programs/Misc Admin today**
 - **Previous Back to Basics training on Registrar's 'Training' webpage soon**
 - **Courses Training will be next week at same time**

Today, we will go through the following:

- How to propose a new program
 - Workflow/Timeline expectations
- How to edit a program
- How programs are connected to the Catalog
 - Course Lists, Degree Plans, etc.
- Approving Pages/Workflow Steps
- Misc Admin functions and when to use it

Proposing New Programs



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

The screenshot shows the 'Program Management' interface for The University of Kansas. At the top left is the KU logo. The page title is 'Program Management' with a 'Help' link on the right. Below the title is a search section with a text input field, a green 'Search' button, a 'History' checkbox, a '- OR -' separator, a green 'Propose New Program' button (circled in red), and a 'Quick Searches...' dropdown menu. Below the search section is a table with the following columns: Program Code, Title, Workflow, and Status.

Program Code	Title	Workflow	Status
ARCH-PhD	Architecture, Ph.D.		Approved
DANC-BA	Dance, B.A.		Edited
PATH-MS	Pathology, M.S.		Approved
PATH-PhD	Pathology, Ph.D.		Approved
DANC-BFA	Dance, B.F.A.		Edited
MICR-PhD	Microbiology, Ph.D.		Approved

If you don't have access but should, please reach out to catalogeditor@ku.edu to confirm who your designated CIM rep is for submitting new programs.

- From there, you fill out the form

New Program Proposal Propose New from Existing Program

Your information

Name

Email

Title

Department(s)

Proposal

Academic Career

Program Type

Program Level

Department/Program

School/College

Is this a Joint Degree Program? Yes No

Is this a Dual Degree Program? Yes No

CIP Code

Proposed Program Name

Location(s) of Instruction Lawrence Kansas City Edwards Salina Other

Will 50% or more of this program be offered online? Yes No

Is this program for licensure? Yes No

Description of Program (Provide a description of the program and its intended purpose)

Current Resources to be Used (What current resources (e.g. faculty, staff, advisors, budget) will be used to advertise/recruit students to the program, offer this program, and advise students in the program)

Additional Resources Needed (Will you need additional resources (e.g. additional faculty or staff hires, recruitment materials, facilities, equipment) to offer this program?)

Demand/Need (Please provide any local, state, or national data that illustrates the demand/need for the program (e.g., anticipated growth in jobs, # of jobs per year)

Faculty Profile (Faculty required for this program. Names, FTE for this proposed program)

Name and Rank	Highest Degree	Area of Expertise	Number of Faculty FTE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Anticipated student enrollment (Whole numbers, not ranges)

Please provide your enrollment projections for the first three (certificates & minors) to five years (majors, degrees) of the program with a brief description of how you arrived at these projections

Year	Full Time	Part Time	Total
Year 1	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
Year 2	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Year 3	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Year 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Anticipated number of program graduates (Whole numbers, not ranges)

After 5 Years

After 7 Years

Academic Support

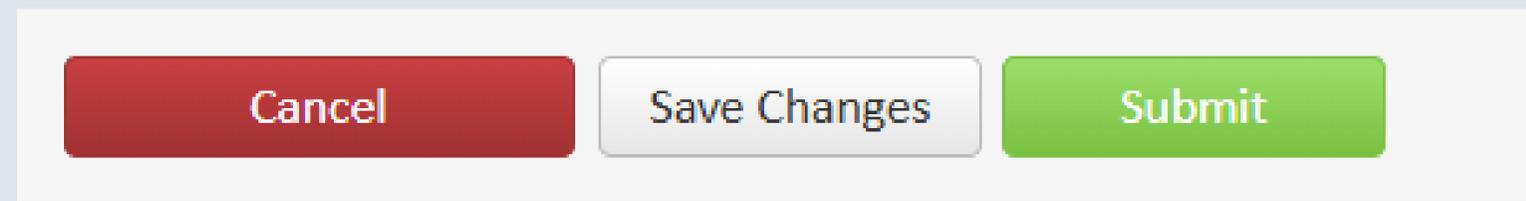
Facilities and Equipment

Program Review, Assessment, Accreditation

- Initial submission needs to include info such as program modality offering, expected resources needed (faculty, budget, facilities, etc.), and anticipated graduate numbers

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



Things to look out for

- Initial new submissions go through “Pre-Proposal Phase”
 - Approval needed from School’s Dean and APCC 1st Read
 - *After APCC 1st Read is approved, avoid rolling back to anything before that step or else form will close*
- After Pre-Proposal steps, more info is needed from initiator
 - Courses/Degree Plan, Admission, Anticipated Enrollment
 - * New subject requests need to be proposed in Misc Admin*
 - * New course submissions need to be proposed in Course Admin*

Once the form is complete cont'd

- Workflow example ->
- New programs are required to go through workflow for creation
- If new program is in workflow but no longer needed:
 - You can request Registrar 'shred' the proposal

In Workflow

A. ARCH Dean or Associate Dean

B. APCC 1st Read

C. Andrea Herstowski

D. ARCH Graduate Associate Dean

E. AIRE CIP Approval

F. Graduate Studies

G. APCC 2nd Read

H. Provost's Office

I. KBOR - COCAO 1st Read

J. KBOR - COCAO 2nd Read & COPS

K. KBOR - BAASC

L. KBOR - BOR

M. OUR - Code Request

N. OUR - Catalog Page Creation

O. Future Academic Catalog

Timeline Expectations

- Given the volume of workflow steps, a new program creation should be anticipated to take one year minimum
- The timeline could take longer if a new subject or courses are needed, as those have their own processes
- Have a new program in mind and have logistical questions or just want some help?
 - Casey Fraites-Chapes (fraitesc@ku.edu) with Academic Affairs is a great contact to know

Editing Programs



- On Program Management, search for the program to edit
- Click on program and hit 'Edit Program'

KU

Program Management

Search, edit, add, and inactivate programs.
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 Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

ceae History - OR -

Program Code	Title	Workflow	Status
CEAE-BS	Architectural Engineering, B.S.		Edited
CEAE-BS	Civil Engineering, B.S.		Edited
CEAE-MCE	Master of Civil Engineering		Approved
CEAE-MCM	Master of Construction Management		Approved
CEAE-MS	Civil Engineering, M.S.		Approved
CEAE-MS	Environmental & Water Resources Engineering, M.S.		Approved

Changes saved but not submitted

[Preview Workflow](#)

Viewing: **CEAE-BS : Civil Engineering, B.S.**

Last approved: 04/10/25 3:32 pm
Last edit: 09/04/25 10:29 pm

Catalog Pages Using
this Program

History

- A. Feb 1, 2018 by mmedina
- B. Dec 11, 2018 by mmedina
- C. Oct 17, 2019 by

- Also accessible through next.catalog.ku.edu
- Navigate to program on the catalog and hit “Edit Page”
- Then, go to Degree Requirements and select “Edit Program Requirements”

The image displays two side-by-side screenshots of the University of Kansas catalog website. The left screenshot shows the 'Bachelor of Science in Civil Engineering' page with the 'EDIT PAGE' button highlighted by a red arrow. The right screenshot shows the same page with the 'Degree Requirements' tab selected, and the 'Edit Program Requirements' link circled in red. The page content includes a navigation menu, a sidebar with program options, and a main content area with tabs for Overview, Admissions, Degree Requirements, Degree Plan, and Learning Outcomes. The 'Degree Requirements' section includes a table for 'Core 34 General Education' with columns for course name and credit hours.

Course	Credits
MATH 125 Calculus I is the "math pathway" course. If a student is not ready to start in Calculus 1, this degree will take more than 4 years to complete. This course will fulfill your Core 34 Math and Statistics requirement.	34
EPHX 210 is a required course of the major. If students do not take this course as part of their Core 34 Natural and Physical Science, then additional hours will be required for degree completion.	
ECON 142 (or ECON 104 or ECON 144) is a required course of the major. If students do not take this course as part of their Core 34 Social and Behavioral Science, then additional hours will be required for degree completion.	

- From there, you edit the program form as needed

Things to look out for

- Any edits to a program's curriculum will need to go through workflow for approval
- OUR recently added a Learning Outcomes space to all Lawrence program pages, copied over from catalog
 - Any changes to these would require workflow approval
- Any programs requiring MATH 365 will need to list MATH 107 as an 'or' option starting this catalog cycle

Discontinuances & Deactivations

- If there is an existing program that your School/Department would like to discontinue:
 1. Reach out to apcc@ku.edu
 2. Fill out the provided form and upload to Misc Admin
 3. Last admit term applied
 4. Go through public hearing – discontinuance only
 5. Program is discontinued/Teach out plan made

Programs and the Catalog



How are they connected?

- **Access points**
 - **Can get to Program Management from Catalog**
- **Degree Requirements**
 - **Edited on Program Management, reflected on Catalog**
- **New programs must be fully approved and out of workflow in Program Management before receiving a catalog page**

What is separate?

- Overview, admissions and degree plan tabs
 - Handled directly on next.catalog.edu
 - Edit just like any other website
 - Hit pencil icon at the top of the tabs
- Note: All bachelor's and master's programs are required to have degree plan tabs starting this cycle

***Bachelor's plans should be 4 years & master's plans should be 2 years**

Editing Degree Plans

- On Degree Plan page, hit 'Edit Page' in top left corner and then 'Edit Degree Plan' in top right area of page

The image displays two screenshots of the University of Kansas Academic Catalog interface, illustrating the steps to edit a degree plan page.

Left Screenshot: Shows the "Bachelor of Science in Civil Engineering" page. The "Degree Plan" tab is selected. In the top left corner, there is a small icon with the text "EDIT PAGE" next to it, indicated by a red arrow. The left sidebar lists various academic departments, with "Engineering" selected.

Right Screenshot: Shows the same page from a different perspective. The "Degree Plan" tab is still selected. In the top right area of the page content, there is a small icon with the text "Edit 'Degree Plan'" next to it, indicated by a red arrow. The top navigation bar includes "KU Core 34", "Regulations", "All Courses", "Resources", "State Authorization", "Catalog Archives", and "Print Options".

Editing Degree Plans Cont'd

- **When new window pops up, you can double click inside blue box to edit degree plan**
- **If no existing plan, you can click grid icon and and select 'Plan of Study Grid' to create new one**
- **Once inside grid, you can edit by adding or removing courses with arrows or 'Quick Add' option**

COURSELEAF Help User: Sam Henderson Plan of Study Grid

Page Body

The following are recommended enrollments

Plan of Study Grid

Freshman			
FALL	HOURS	SPRING	HOURS
CE 101	2	ARCE 217	3
MATH 125 (Core 34: Math & Statistics (SGE)) ^{030***}	4	MATH 126	4
CHEM 150	5	EPHX 210 or PHSX 211 (Core 34: Natural & Physical Science (SGE)) ^{040***}	3
Core 34: English (SGE) ⁰¹⁰	3	PHSX 216 (Core 34: Natural & Physical Science (SGE)) ^{040***}	1
Core 34: Communications (SGE) ⁰²⁰	3	Core 34: English (SGE) ⁰¹⁰	3
		Natural Science Elective	3

ENGR

Civil, Envr & Arch Engineering (CE)

- CE 191 Introduction to Civil Engineering
- CE 201 Statics
- CE 250 Dynamics
- CE 312 Strength of Materials, Honors
- CE 413 Structural Engineering Materials, Honors
- CE 479 Introduction to Environmental Engineering and Science, Honors
- CE 484 Materials for Transportation Facilities
- CE 485 Materials for Transportation Facilities, Honors
- CE 490 Special Problems
- CE 495 Special Topics: _____
- CE 497 Extended Topics: _____
- CE 535 Engineering Applications of GIS
- CE 550 Life Cycle Assessment
- CE 555 Open Channel Flow
- CE 570 Concepts of Environmental Chemistry

Quick Add:

Starting Plan Grid:

Year:

Term:

CE 101 Introduction to Civil and Environmental Engineering

MATH 125 Calculus I

CHEM 150 Chemistry for Engineers

Core 34: English (SGE)

Core 34: Communications (SGE)

Comment:

Sequence:

Or Class:

Hours:

Footnote:

Indent

Approving Pages/Workflow Steps



What happens when you get these emails?

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

Sam:

There are pending program change proposals awaiting your review, including PUAD-MIN: Law and Society.

Please visit:
<https://next.catalog.ku.edu/courseleaf/approve/?role=Future%20Academic%20Catalog>
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 the first initiator, the program is no longer in workflow**
- **If you run into any issues, please reach out to us!**

Misc Admin



What is it?

- A place within CIM/CAT for miscellaneous requests
- Requests can include:
 - New subjects
 - CIP code changes
 - Renaming your current degree
 - And many more!

Miscellaneous Request Management

Help

Search, edit, add, and delete Miscellaneous requests.

History - OR -

Code	Request Type	Title	Workflow	Status
10	New Subject Code	AECB 10		
100	New Association of Degree/Code to De...	Move minor in Peace and Conflict Studies to Global & International Studies		
101	New Association of Degree/Code to De...	Move Accelerated Master's in Latin American & Caribbean Studies to Global and Intern...		Added
102	New Association of Degree/Code to De...	Move Accelerated Master's in East Asian Studies to Global & International Studies		Added
103	CONCEN	Deactivate the BS in Athletic Training		
104	New Association of Degree/Code to De...	Move Interior Architecture Program to Architecture Dept		
105	New Association of Degree/Code to De...	Move Interior Architecture Program to Architecture Dept		

- <https://next.catalog.ku.edu/miscadmin/>
- **Process still has workflows but typically much shorter**

Questions?



Thank you!

Contact:

catalogeditor@ku.edu
samhenderson@ku.edu

