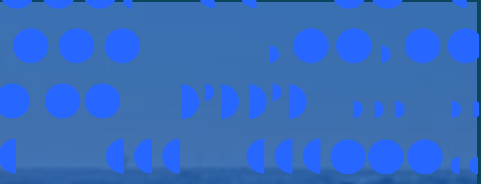


October 14th, 2025

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**

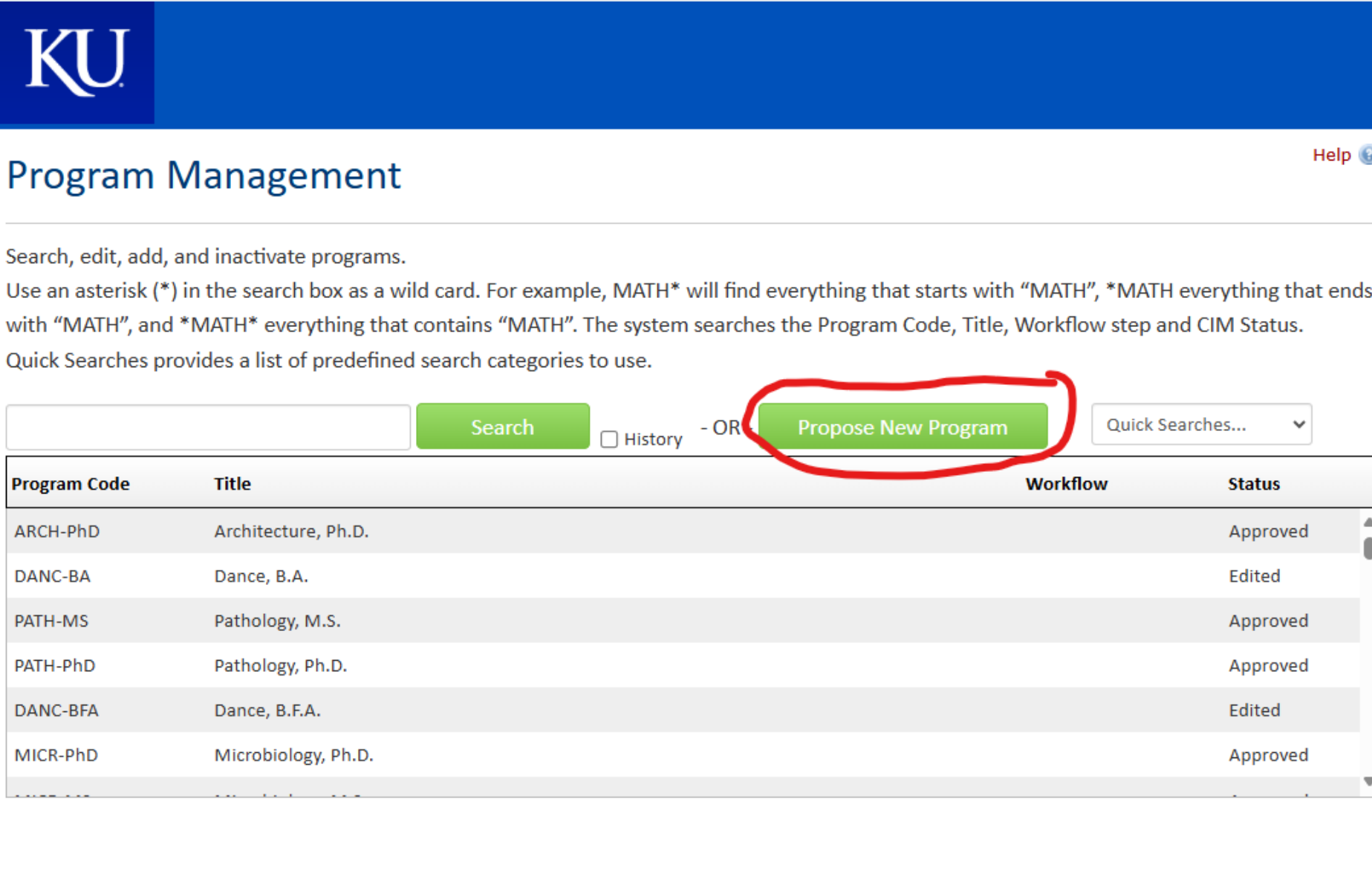
Today, we will go through the following:

- 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**



KU

Program Management [Help](#)

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.

☐ History - OR

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

Select...

Program Type

Select Program Type...

Program Level

Select Program Level...

Department/Program

Select Department/Program...

School/College

Select School/College...

Is this a Joint Degree Program?

No

Is this a Dual Degree Program?

No

CIP Code

Find...

Proposed Program Name

Location(s) of Instruction

Lawrence

Edwards

Other

Kansas City

Salina

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 it 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

Anticipated student enrollment (Whole numbers, not ranges)

Please provide your enrolment 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 1	Full Time		Part Time		Total	0
Year 2	Full Time		Part Time		Total	0
Year 3	Full Time		Part Time		Total	0
Year 4	Full Time		Part Time		Total	
Year 5	Full Time		Part Time		Total	

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

After 5 Years

After 7 Years

Academic Support

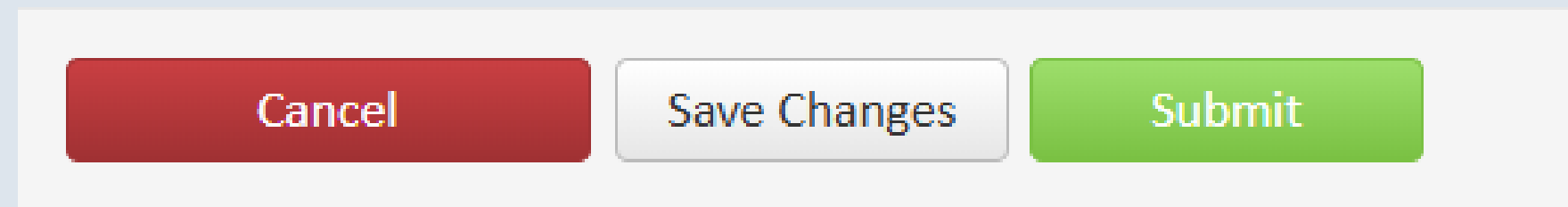
Facilities and Equipment

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 - Quick Searches... ▼

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 left screenshot shows the catalog editor interface for the 'Bachelor of Science in Civil Engineering' program. A red arrow points to the 'EDIT PAGE' button in the top left corner. The right screenshot shows the 'Degree Requirements' tab for the same program, with a red circle highlighting the 'Edit Program Requirements' link in the top right corner.

Bachelor of Science in Civil Engineering

Overview Admissions Degree Requirements Degree Plan Learning Outcomes

B.S. in Civil Engineering Program

Civil engineering (CE), the oldest and broadest of the divisions of engineering, implements a range of public and private projects for improving society's physical infrastructure and the environment. The civil engineer integrates scientific principles with engineering experience to plan, design, and construct networks of highways and railroads, airports, bridges and dams, environmental pollution control systems, industrial structures, water purification and distribution systems, and urban transportation systems that maintain, protect, and enhance the quality of life. Civil engineers are trained to consider the social effects as well as the physical and environmental factors that constrain the planning, design, construction, and operation of their projects. Environmental engineering, a technical specialization with its origins in civil engineering, is a growing discipline dedicated to the protection of the environment.

The undergraduate program gives students the theoretical background, instruction in engineering application of scientific principles, and professional attitude to serve the public. It typically leads to entry-level positions or to graduate work in technical specialties (e.g., environmental, geotechnical, structural, and transportation), business administration, or other professions.

Courses that address the behavior and design of steel and reinforced concrete structures, environmental pollution, control systems, water resources systems, foundations, and surface transportation systems are integrated into the curriculum, culminating in a series of senior-level professional design courses. These simulate the design processes used in the major areas of civil engineering and prepare students for entry-level positions. Most faculty members are licensed professional engineers. KU graduates have successful records in professional practice, research in academic institutions, government and private laboratories, and in managing firms and corporations of all sizes.

B.S. CE Mission Statement

Graduates who pursue a career in Civil Engineering will be successfully engaged in professional engineering practice or graduate study in the analysis, design, construction, and operation of public and private infrastructure systems.

Combined Civil Engineering and Business Program

Bachelor of Science in Civil Engineering Degree Requirements

Students take required courses and select electives that best fulfill their personal goals from the following general areas of study. A total of 128 credit hours is required for graduation. Students who are exempt from one or more of the specific requirements below take additional electives in selected areas of emphasis to meet the total credit hour requirement.

Core 34 General Education	Credits
The KU Core 34 is comprised of 34-35 credit hours typically completed during the first two years of study. The Core 34 consists of the following requirements: English (6), Communications (3), Math & Statistics (3), Natural & Physical Sciences with lab (4-5), Social & Behavioral Sciences (6 in two different disciplines), Arts & Humanities (6 in two different disciplines), US Culture (3), and Global Culture (3)	34
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.	
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.

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 button labeled "EDIT PAGE" with a red arrow pointing to it. The left sidebar lists various academic categories, with "Engineering" highlighted.

Right Screenshot: Shows the same page, but with the "Edit Degree Plan" link highlighted in the top right corner, indicated by a red arrow. The "Degree Plan" tab is still selected. The top navigation bar includes links for "myKU", "Email", "Blackboard", "Enroll & Pay", and "KU Directory".

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**

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:

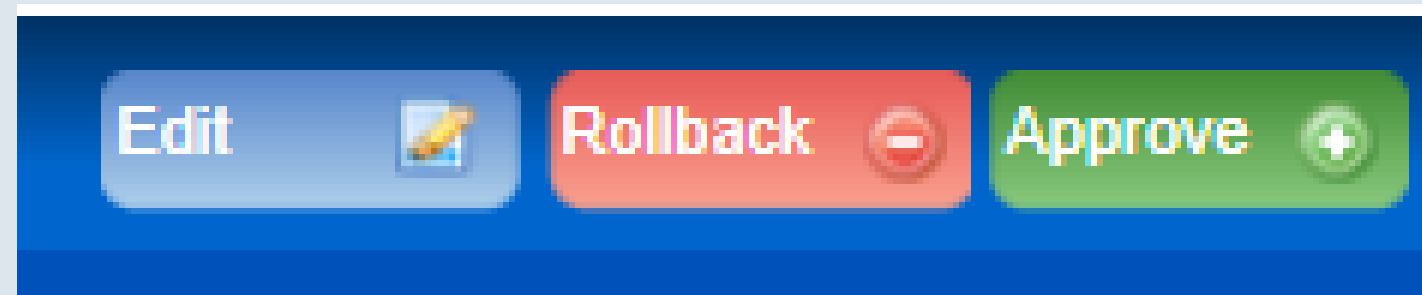
<https://next.catalog.ku.edu/courseleaf/approve/?role=Future%20Academic%20Catalog>
to review the changes and provide your feedback.

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

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		

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

Questions?



Thank you!

Contact:

catalogeditor@ku.edu
samhenderson@ku.edu