

Introduction

All changes to programs and courses at Auburn University must be initiated and approved through the CIM application at the below links. CIM is a commercial product built for managing higher education curricula from initiation, through workflow, into inventory and ultimately the bulletin.

These links are published on the UCC page as well.

Programs: <https://nextbulletin.auburn.edu/programadmin/>

Courses: <https://nextbulletin.auburn.edu/courseadmin/>

Security is maintained by AU GID with each CIM user belonging to one or more roles. Figure 2 shows a few of the roles that have been defined for our operation. Roles must be kept up-to-date in order for the approval process to flow normally. The Office of Undergraduate Studies is responsible for making role updates and will periodically ask that roles be reviewed by Associate Deans and Department Heads; however, it is preferable that role changes are communicated to OUS as they occur. Out-of-date roles can result in stranded workflows, as will be further discussed in the Workflow section.

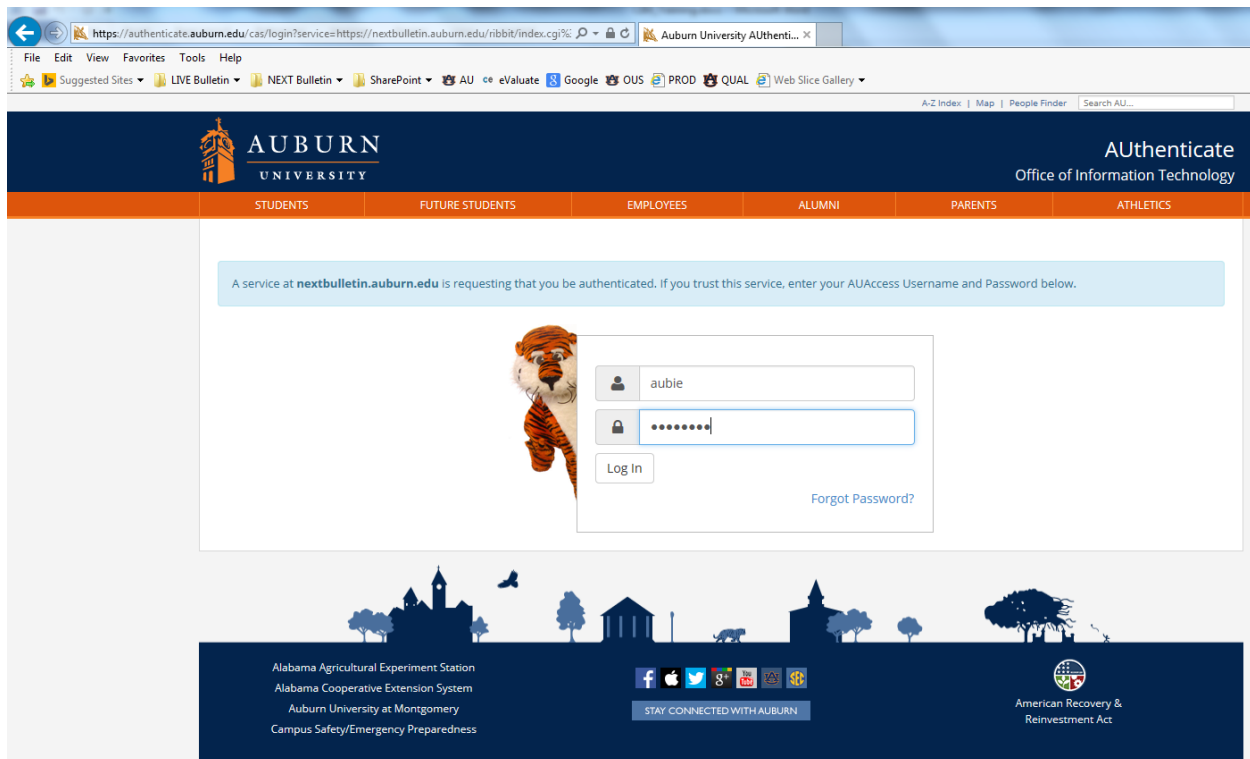


Figure 1 - Authentication through CAS

Role Management

Roles:

| | |
|--------------------|----------|
| EDUC_Editor | 2 |
| EFLT_Chair | 1 |
| EFLT_Chair CIM | 1 |
| EFLT_Comm | 2 |
| EFLT_Editor | 1 |
| EFLT_Chair | 1 |
| EFLT_Editor | 2 |
| ELEC_Chair | 1 |
| ELEC_Chair CIM | 1 |
| ELEC_Comm | 1 |
| ELEC_Editor | 1 |
| ELEC_Chair | 1 |
| ELEC_Editor | 1 |
| Elem_Ed | 1 |
| EN_Associate Dean | 1 |
| EN_Chair grad | 1 |

Members:

| ID | Name |
|----------|------|
| WOLFS A1 | |
| VILLASE | |

Email:

Done Cancel

Figure 2 - Roles

Editing Tips

Any faculty or staff may create Programs and Courses and edit those not yet in the workflow cycle. An overview and some tips are provided here, but the full on-line documentation can be accessed by clicking the red Help link or question mark icon on any page, or by visiting <https://help.courseleaf.com/pdf/help-users.pdf>.

The Search box can be used to narrow program or course lists by using the percent sign or asterisk for the wildcard. As seen in Figure 3, %computer% narrows the list to only those entries with the word *computer* in either the Code or the Title. Searches are case-insensitive.

A set of pre-defined Quick Searches can further narrow the lists by status, undergraduate, or graduate.

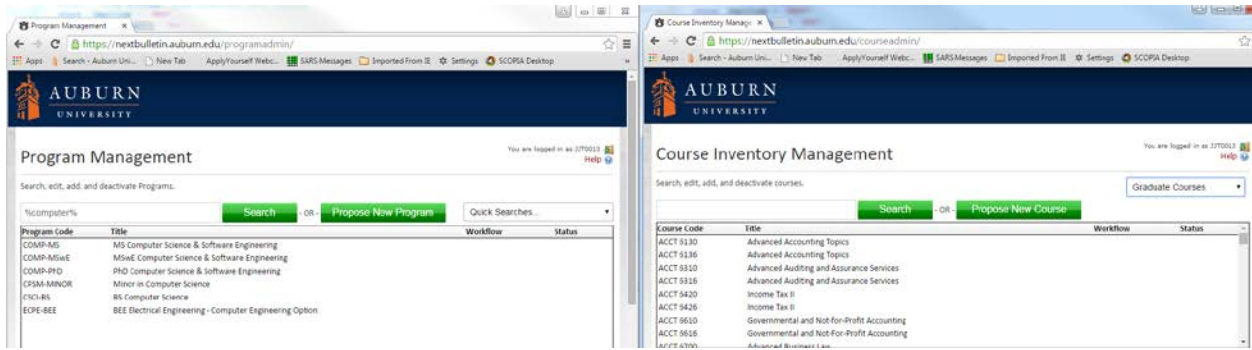


Figure 3 - Program and Course Sample Screens

A text editor for free-form text boxes allows emphasis, subscripts and superscripts, hyperlinks, special symbols, and numbering, among other options. Titles should be kept free of punctuation marks as much as possible due to the data exchanges that occur among systems. While Courseleaf systems are generous with the allowed characters, other systems, including Banner and web pages that link to the data entered here, may not display them properly. Punctuation is subject to removal by administrators if system problems are expected.

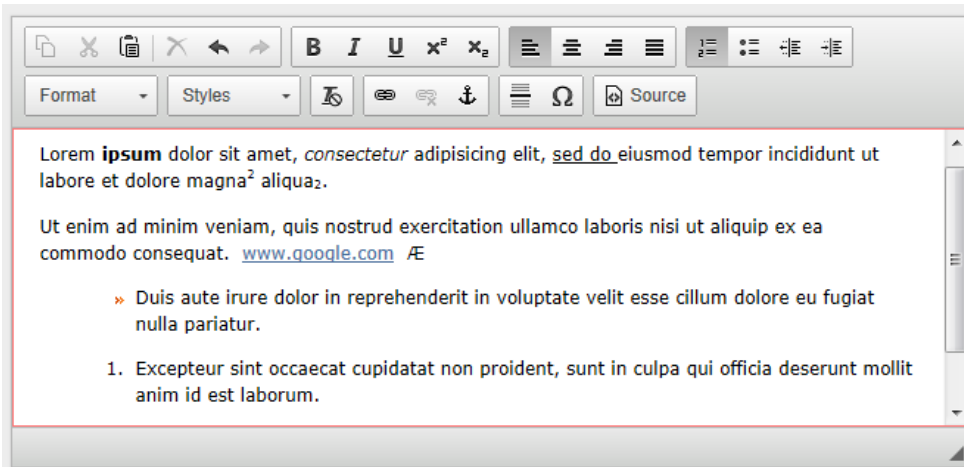


Figure 4 - Examples of Text Editing Features




Figure 5 - Attaching a Document

Where appropriate, supporting documents may be attached from the user's local computer. Every effort should be made to enter all information in the fields provided; however attachments may be useful for showing "before" details that can be used to compare against the current changes, or for attaching emails showing agreements needed from other departments.

Full screenshots of the Program and Course Editing pages are shown in the next two sections.

Programs


AUBURN
UNIVERSITY

Program Management

Editing: **PHYS-BS**

Proposed Implementation Date:

Proposing College/School:

Department:

Program Level:

Major Code:

Degree Code:

Program Title:

CIP Code: Physics, General. [Find...](#)

Program Requirements and Description

Curriculum in Physics (PHYS)

Plan of Study Grid

| Freshman | | | |
|---|-------|---|-------|
| Fall | Hours | Spring | Hours |
| ENGL 1100 English Composition I | 3 | ENGL 1120 English Composition II | 3 |
| MATH 1610 Calculus I or 1710 Calculus for Engineering and Science I | 4 | MATH 1620 Calculus II or 1720 Calculus for Engineering and Science II | 4 |
| PHYS 1607 Honors Physics I or 1600 Engineering Physics I | 4 | PHYS 1617 Honors Physics II or 1610 Engineering Physics II | 4 |
| Core Fine Arts | 3 | Core Humanities | 3 |
| 14 | | 14 | |
| Sophomore | | | |
| Fall | Hours | Spring | Hours |
| Core Literature | 3 | Core History II | 3 |
| COMM 1000 Public Speaking | 3 | MATH 2650 Linear Differential Equations | 3 |
| Core History I | 3 | PHYS 2300 Physics Laboratory Skills | 2 |

Are new courses in support of this program being submitted concurrent to this proposal? Yes No

Figure 6 – Program Example - Part 1

Expected Program Outcomes and Assessment Methods: [?](#)

Format Styles Ω Source

bulletin correction

Justification for request: [?](#)

Format Styles Ω Source

Specific Admission and/or Continuation Requirements:

Format Styles Ω Source

| | | |
|---|---|---|
| Relationship of Proposed Program to Other Auburn University Programs: | Will the program support or be supported by other program(s) at Auburn University? ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | Will this program replace any existing program(s), or specializations / options / concentrations within existing program(s) at Auburn University? ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| New or Additional Resources / Resource Shifting Required: | Will additional faculty lines be required? ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | Will new or additional space be required? ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | Will additional library resources be required? ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | Will additional GTA support be required? ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Supporting Documents:

Attach Documents

Uploaded Files:

Files To Be Uploaded:

Cancel
Save Changes
Admin Save
Save & Submit

Figure 7 – Program Example - Part 2

Courses

AUBURN UNIVERSITY

Course Inventory

New Course Proposal

Editing: **PHYS 2014**

Submitter: User ID: JJT0013 Phone: 334-707-7878

Proposing College/School: Coll of Sciences & Mathematics

Department: Physics (PHYS)

Effective Term: Fall 2014

Subject Code: Physics (PHYS)

Course Number: 2014

Justification for new course: The purpose of this course is to illustrate the Course Inventory Management process, from the creation of the course through the workflow.

Course Title: Physics of the Auburn University Bulletin

Abbreviated Title: Physics of AU

| Schedule Type | Contact/Group Hours | Weekly or Per Term? | Credit Hours | Anticipated Enrollment | |
|------------------|---------------------|---------------------|--------------|------------------------|---|
| Lecture (LEC) | 3 | Weekly | 3 | 100 | ✖ |
| Laboratory (LAB) | 3 | Weekly | 1 | 100 | ✖ |
| Select... | | Select... | | | ✖ |

Can the course be repeated? Yes No Total Credit Hours: 4

Grading Type: Standard Grades

Prerequisites: Foundations

Prerequisite Courses:

| Code | Title | |
|-----------|------------------|---|
| PHYS 1157 | Honors Astronomy | ✖ |

Figure 8 – Course Example - Part 1

Corequisites:

| Code | Title |
|------|-------|
|------|-------|

Restrictions:

- Exclude Freshman
- Include Freshman
- Exclude Sophomore
- Include Sophomore
- Exclude Junior
- Include Junior
- Exclude Senior
- Include Senior
- Admission to Teacher Education
- Exclude For Non Degree

Other Restrictions:

Admin Restrictions:

- NO Auburn Main Campus (SCRRCAM_NO_A)
- NO Montgomery Campus (SCRRCAM_NO_M)
- NO Off Campus (SCRRCAM_NO_O)
- NO AU Affiliated (SCRRCAM_NO_X)
- Auburn Main Campus ONLY (SCRRCAM_ONLY_A)
- Montgomery Campus ONLY (SCRRCAM_ONLY_M)
- Off Campus ONLY (SCRRCAM_ONLY_O)
- AU Affiliated ONLY (SCRRCAM_ONLY_X)
- NO Second Undergraduate Degree (SCRRCLS_NO_2D)
- NO Third Undergraduate Degree (SCRRCLS_NO_3D)
- NO 1st Yr Professional-Audiology (SCRRCLS_NO_A1)
- NO 2nd Yr Professional-Audiology (SCRRCLS_NO_A2)
- NO 3rd Yr Professional-Audiology (SCRRCLS_NO_A3)
- NO 4th Yr Professional-Audiology (SCRRCLS_NO_A4)
- NO Graduate Provisional (SCRRCLS_NO_GP)
- NO Graduate (SCRRCLS_NO_GR)
- NO 1st Yr Professional-Pharmacy (SCRRCLS_NO_P1)
- NO 2nd Yr Professional-Pharmacy (SCRRCLS_NO_P2)
- NO 3rd Yr Professional-Pharmacy (SCRRCLS_NO_P3)

Course Description:

Insights into the Physics that drive the Auburn Bulletin process.

30 words remaining

May Count Either:

| Code | Title | or | Code | Title |
|------|-------|----|------|-------|
|------|-------|----|------|-------|

Affected Program(s):

| Program Type | Program Title | Requirement or Elective? |
|--------------|---------------|--------------------------|
| Select... | | Select... |

Overlapping or Duplication of Other Units' Offerings:

Yes No

Resources

Free-form field for documenting Resources.

Figure 9 – Course Example - Part 2

Course Objectives/Outcomes

Free-form field for documenting Objectives and Outcomes.

Is this course considered University Core? Yes No

Course Content Outline

Free-form field for the Course Outline.

Assignments / Projects

Free-form field for Assignment and Project detail.

Rubric and Grading Scale

Free-form field for details of the Grading Scale.

Attachments

Uploaded Files:

Files To Be Uploaded:

Figure 10 – Course Example - Part 3

Common Topics

- Any data entry field outlined in red is required. An error message will indicate the required fields when an attempt is made to submit a form with missing data.
- Browser compatibility issues can come and go with Windows updates. At present, CIM is not supported on Internet Explorer 10 or older, or IE11 in Compatibility Mode.
- The Effective Term dropdown contains Spring terms, but these are only allowed for graduate level changes. Undergraduate program and course changes must always be effective in a Fall term to coincide with DegreeWorks academic year definitions.
- Separate proposals are required for combined undergraduate and graduate (5000/6000) courses, because they require different workflow routes.
- The email volume is high from CIM, especially for associate deans and other committee members whose curriculum purview is wide. The email subject line indicates whether action is required or whether the notification is only informational.
- Notifications for course changes can come from seemingly unrelated colleges. For example, if a change is proposed to COMM 1000, Public Speaking, the committees for more than 70 different programs will be notified because they reference it in their curriculum.

Workflow

Any program or course that is created or updated in CIM is subject to an approval process before becoming part of Auburn University's inventory. The designated faculty or staff for the department creates or updates the page and clicks the Save & Submit button to move it to the first role in the workflow process. Each Approver will receive an email in turn, and can click the link to take action.

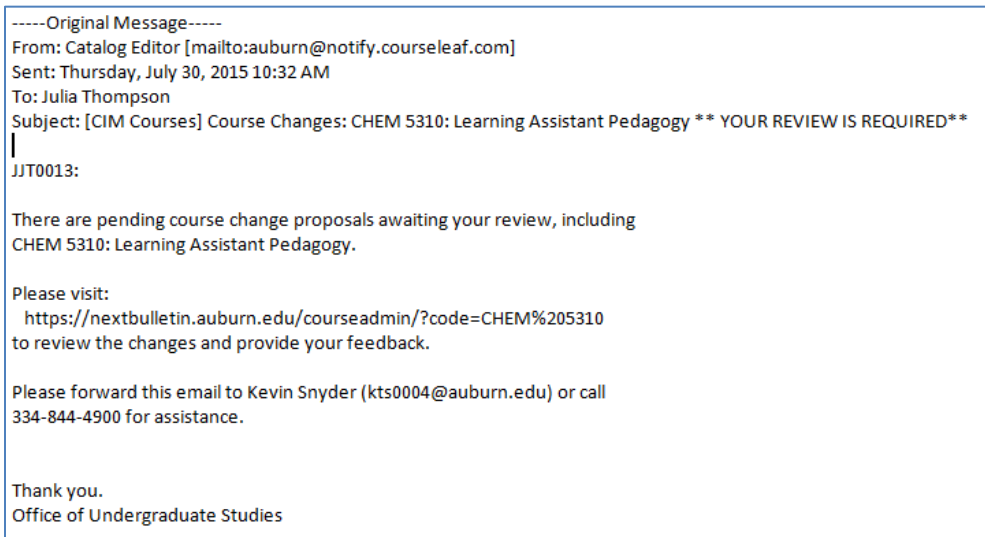


Figure 11 - Sample Email for an Approver

Upon clicking the link in the email (or by visiting <https://nextbulletin.auburn.edu/courseleaf> directly) the current user will arrive at the CourseLeaf Approval Page. Because many users belong to more than one role, and because the system is not always able to tell in which role the current user is acting, the first

step should always be to select the correct role from the Your Role dropdown near the top of the page. It is wise to click the Refresh List icon next to the dropdown if the webpage has been open for a while or if several users are actively working on the same program or course at the same time.

From the approval page, the user can click Approve to move the workflow forward to the next Approver, Rollback to return the workflow to the previous Approver with comments, or Edit to make changes and move forward. Some roles are only FYI, meaning no action is required.

For non-FYI roles, the workflow **will not** move forward without approval from the user(s) in that role unless an administrator performs an overriding approval. For unimpeded operation and clean audit trails, it is imperative that roles be kept current and that Approvers respond in a timely manner.

The screenshot displays the 'Approve Pages' interface in a web browser. At the top, a 'Your Role' dropdown menu is set to 'SMV Editor'. Below this, a 'Pages Pending Approval' table lists a page titled 'PHYS 2014 : Physics of the Auburn University Bulletin'. To the right of the table, a 'Page Info' sidebar shows details for the selected page, including its title, last update date, template, author, workflow, college, and department. A 'PAGE REVIEW' bar is visible, with buttons for 'Rollback', 'Edit', and 'Approve'. The main content area shows a 'Course Inventory Change Request' for a 'New Course Proposal'. It includes submission and edit dates, the course title 'PHYS 2014 : Physics of the Auburn University Bulletin', and the proposer's name. A red circle highlights the 'In Workflow' section, which lists the following steps: 1. SMV Editor, 2. PHYS Chair, 3. SM Editor, 4. SM Associate Dean, 5. Coordinator Curriculum Management, 6. University Curriculum Committee Chair, and 7. Coordinator Curriculum Management. The current step, 'SMV Editor', is highlighted in orange.

Figure 12 - Workflow Approval at the Editor Step

Rollback Page

Rollback to:
JJT0013

Comment/Reason:
Please provide more details in the Course Objectives/Outlines and add the co-requisite.

Rollback Cancel

Figure 13 – Rollback Example

From: Catalog Editor <Auburn@notify.courseleaf.com> Sent:

To: Julia Thompson

Cc:

Subject: [CIM Courses] Changes Returned: PHYS 2014: Physics of the Auburn University Bulletin

JJT0013:

The changes that you submitted for PHYS 2014: Physics of the Auburn University Bulletin have been returned to you:
Moving back to the beginning.

You may make further edits to the course by visiting:
<https://nextbulletin.auburn.edu/courseadmin/?code=PHYS+2014>

For questions or additional information regarding this email, please reply to this email (willif2@auburn.edu) or contact Fawn Willis (334-844-4900).

Thank you.

-- CourseLeaf

Figure 14 - Sample Email Sent for a Rollback

The history of the workflow builds up with each step and can be viewed at the bottom of the program or course. The rollback comments are not editable, even with assistance from support. To change a comment is to revise history, and it is not allowed.

JJT0013 (04/21/14 9:53 am): Rollback: Testing Rollback.
JJT0013 (04/21/14 10:02 am): Rollback: Moving back to the beginning.

Figure 15 - Example of Workflow History

The entire workflows for programs and courses are shown in Figure 16. The words “Dept” and “Col” are placeholders to be filled dynamically with the department and college codes in which the program or course resides. In our Physics examples in this document, the department is PHYS and the college is SM.

Steps marked with an asterisk have conditional attributes; for example, they may be activated only when the change is related to Distance Learning or the Honors College, or undergraduate versus graduate, or they may be FYI only.

| ID | Name | ID | Name |
|--|--|---|--|
| | Program Proposal (Preliminary) | | Program Proposal |
| Dept Editor* | | Dept Editor* | |
| Dept Chair* | | Dept Chair* | |
| Col Associate Dean* | | Col Curriculum Committee 1* | |
| Biggio Center* | Role: Biggio Center (1 member) | Col Curriculum Committee 2* | |
| Office of the Provost* | Role: Office of the Provost (2 members) | Col Undergraduate Curriculum Committee* | |
| Coordinator Curriculum Management* | Role: Coordinator Curriculum Management (2 members) | Col Undergraduate Curriculum Committee Chair* | |
| University Curriculum Committee Chair* | Role: University Curriculum Committee Chair (1 member) | Col Graduate Curriculum Committee* | |
| Graduate Council Curriculum Committee Chair* | Role: Graduate Council Curriculum Committee Chair (1 member) | Col Graduate Curriculum Committee Chair* | |
| Provost* | Role: Provost (1 member) | Col Editor* | |
| Coordinator Curriculum Management* | Role: Coordinator Curriculum Management (2 members) | Col Associate Dean | |
| Col Associate Dean* | | Biggio Center* | Role: Biggio Center (1 member) |
| Dept Chair* | | RelatedDepts* | |
| initiator* | | Coordinator Curriculum Management | Role: Coordinator Curriculum Management (2 members) |
| | | University Curriculum Committee* | Role: University Curriculum Committee (38 members) |
| | | University Curriculum Committee Chair* | Role: University Curriculum Committee Chair (1 member) |
| | | Graduate Council Curriculum Committee* | Role: Graduate Council Curriculum Committee (8 members) |
| | | Graduate Council Curriculum Committee Chair* | Role: Graduate Council Curriculum Committee Chair (1 member) |
| | | Coordinator Curriculum Management | Role: Coordinator Curriculum Management (2 members) |
| | | Board of Trustees | Role: Board of Trustees (1 member) |
| | | Alabama Commission on Higher Education | Role: Alabama Commission on Higher Education (1 member) |
| | | Coordinator Curriculum Management | Role: Coordinator Curriculum Management (2 members) |
| | | Office of the Registrar* | Role: Office of the Registrar (1 member) |
| | | Col Associate Dean* | |
| | | Col Editor* | |
| | | Dept Chair* | |
| | | initiator* | |

| ID | Name |
|---|--|
| | Course Proposal |
| Dept Editor* | |
| Dept Chair* | |
| Col Curriculum Committee 1* | |
| Col Curriculum Committee 2* | |
| Col Undergraduate Curriculum Committee* | |
| Col Undergraduate Curriculum Committee Chair* | |
| Col Graduate Curriculum Committee* | |
| Col Graduate Curriculum Committee Chair* | |
| Col Editor* | |
| Col Associate Dean | |
| RelatedDepts* | |
| Biggio Center* | Role: Biggio Center (1 member) |
| Honors College 1* | Role: Honors College 1 (1 member) |
| Honors College 2* | Role: Honors College 2 (1 member) |
| Office of the Provost* | Role: Office of the Provost (2 members) |
| Coordinator Curriculum Management | Role: Coordinator Curriculum Management (2 members) |
| University Curriculum Committee* | Role: University Curriculum Committee (38 members) |
| University Curriculum Committee Chair* | Role: University Curriculum Committee Chair (1 member) |
| Graduate Council Curriculum Committee* | Role: Graduate Council Curriculum Committee (8 members) |
| Graduate Council Curriculum Committee Chair* | Role: Graduate Council Curriculum Committee Chair (1 member) |
| Coordinator Curriculum Management | Role: Coordinator Curriculum Management (2 members) |
| Office of the Registrar* | Role: Office of the Registrar (1 member) |
| Col Associate Dean* | |
| Col Editor* | |
| Dept Chair* | |
| initiator* | |

Figure 16 - Steps in the Workflows