Course Inventory Management (CIM)

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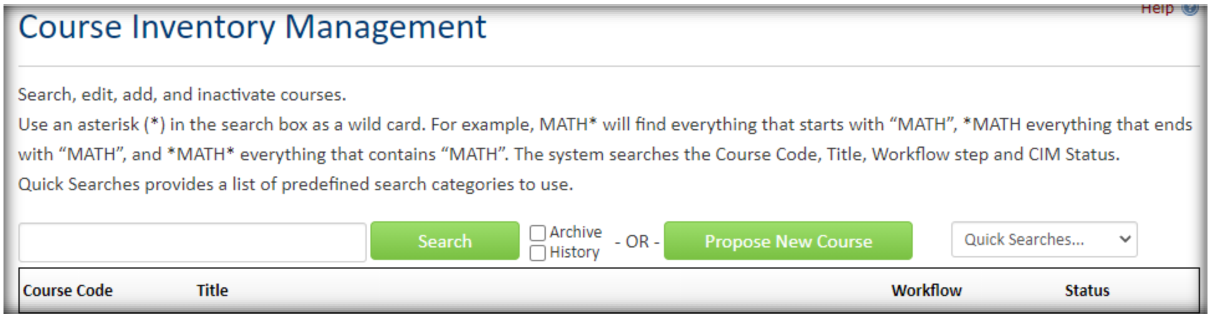
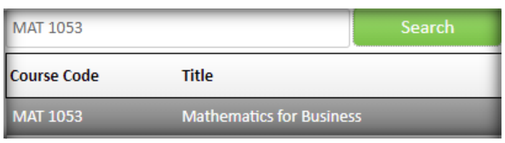
Navigating in CIM

To begin any update or inquiry into the course inventory, navigate to the Course Inventory Management (CIM) page: https://next.catalog.utsa.edu/courseadmin/. Log in using your UTSA ID (abc123) and passphrase.



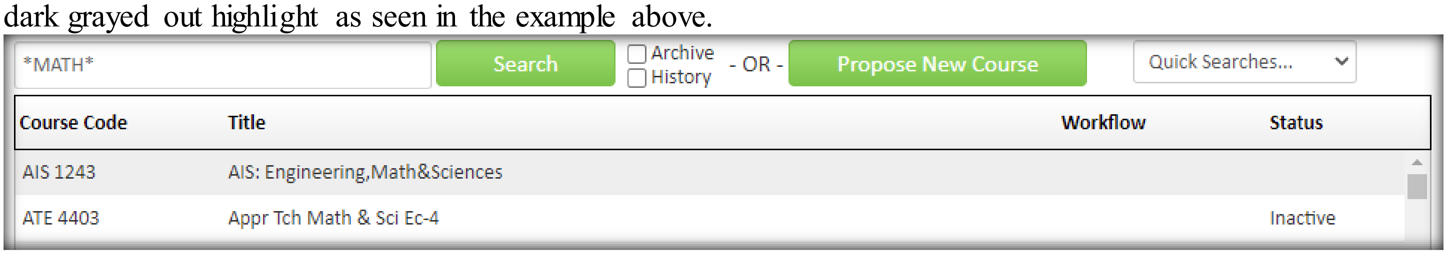
Searching for Courses

To search for a course in the course inventory, type in the course subject, number, or title in the search bar and click “search.” **Please note:** ALL courses in the inventory will show in this search.



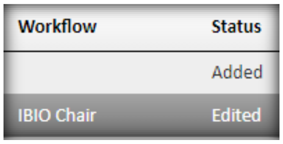
CIM has a wild card feature to search for key words and numbers, just use the asterisk * as the wild card to search for all courses that include the key word(s) or numbers. The search bar is NOT case sensitive.

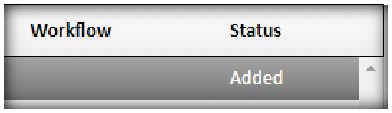
The resulting courses(s) will include the course code (subject code and course number), the title of the course, the workflow step if it’s in the workflow, and the status of the course. Click the course to select it, it should be a dark grayed out highlight as seen in the example above.

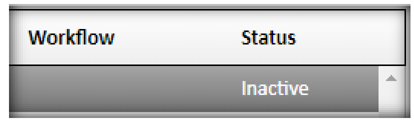


The Status Column

The status column will provide information regarding the course. A course that has not had any recent changes will not have a status. Courses which have been recently edited, or are in workflow, will have a status of “edited” and may have a note of where the course is in the workflow. Courses which have been recently added, or are in the progress of being added, and have not been sent to the workflow, will have the status of “added.” Courses which have been deleted will have the status of “inactive.”







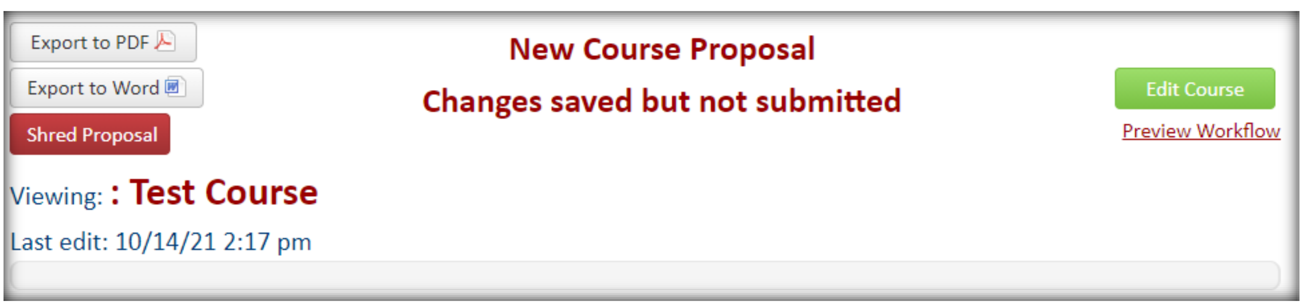
Action Buttons in CIM

Once the course has been selected it may be edited by selecting "Edit Course," inactivated by selecting "Inactivate," reactivated by selecting "Reactivate." If it is a new course proposal that has been submitted to the workflow, the workflow may be viewed, if the course has not been submitted to the workflow, and the course is no longer needed. If a PDF or Word Document of the course information is required, this can be generated by clicking "Export to PDF" or "Export to Word."

Active course example:

Inactive course example:

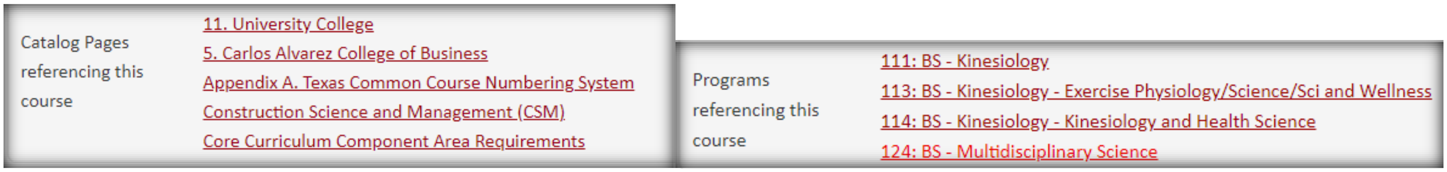
Proposed course example:



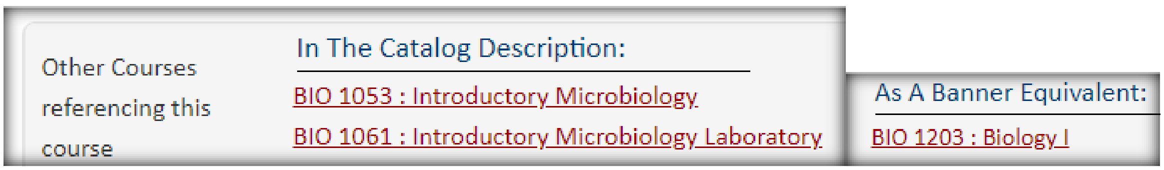
Available Course Information – Course Ecosystem

Querying a course provides all of the information about the course. Some courses have a list of "Inactive Equivalents," these are courses which have been replaced by the queried course.

The "Catalog Pages referencing this course" and "Programs reference this course" lists include where the course is mentioned throughout the catalog.



The "Other courses referencing this course" section provides a list of courses which may require or recommend the queried course and is differentiated by whether the course mentions the queried course within the course description or as an equivalent. **Please note:** not every course will have each one of these lists.



Viewing the Workflow

To view where a course proposal is in the workflow, scroll down to the "In Workflow" box. The green step is where the course has been approved in the workflow. The gold step of the workflow is where the course currently is in the workflow. To email the person/people assigned to a step, click on the step.

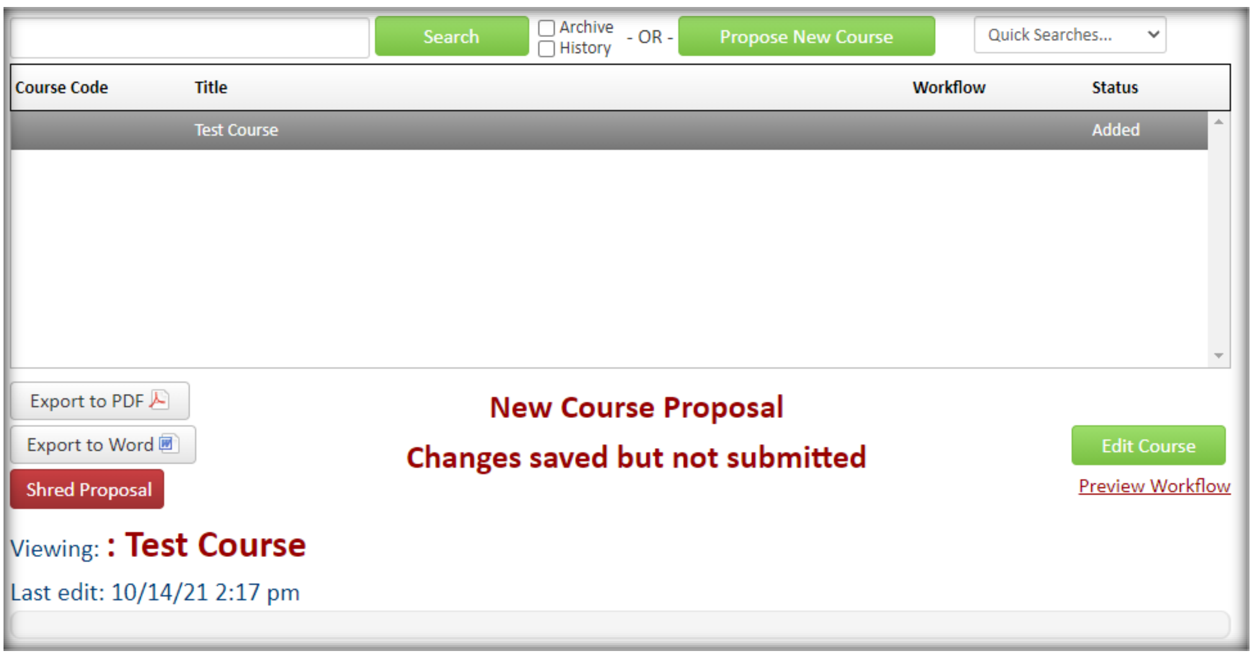
See below for information about merging workflows for multiple proposals.

Adding a New Course

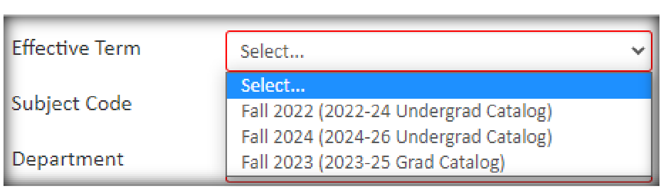
Step 1: To add a new course, select "propose new course." The Course Inventory Update Form will appear.

If at any time, the form needs to be saved, scroll to the bottom of the form and select "Save Changes."

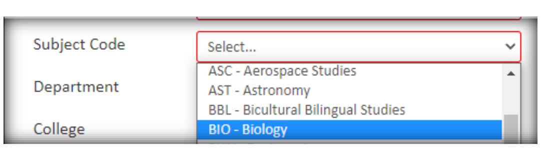
After saving, the course will appear in the course inventory search with the status of "added" so you can come back to edit it at any time. If a course no longer needs to be created, select "shred proposal."

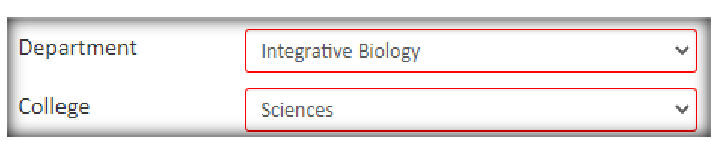


Step 2: Select the catalog term of activation under "Effective Term."

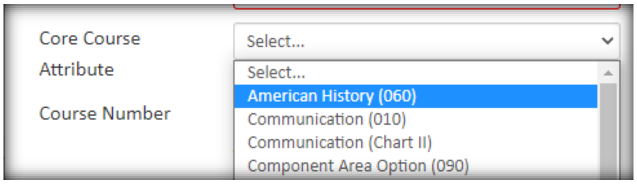


Step 3: Select the Subject Code (Course Subject). The department and college should automatically populate, but verify that they are correct. If you need to create a new subject code or replace and old subject code, please [contact the Registrar Office.]

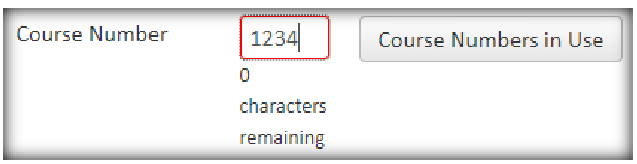




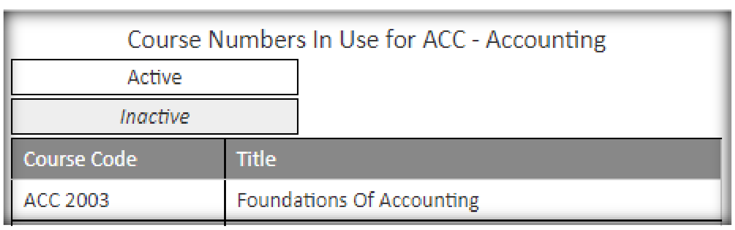
Step 4: Skip if not an undergraduate core course. If this is a newly proposed course that needs to be added to the University Core, select the corresponding Core Course Attribute. Please make sure, if adding a core course, to also navigate to the Core Curriculum Request Management page (https://next.catalog.utsa.edu/curriculumadmin/) to submit a core course curriculum proposal to the Core Curriculum Comittee.



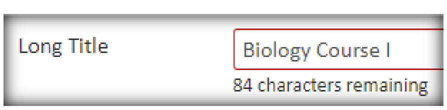
Step 5: Enter the course number. Remember: The first number of the course number designates the academic level and the last number designates the number of credits. Please do not add letters to this section, only numbers should be here. Please also be aware, there is a limited amount of course numbers available for each subject code, for minor changes to the course description and/or title, please consider [changing that course instead](#).



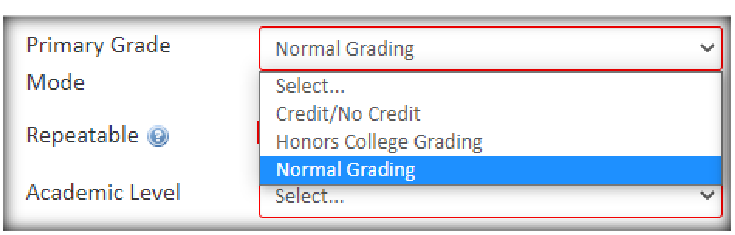
To confirm if the number has been previously used, select "Course Numbers in Use," this will generate a list of all courses in the inventory with the same subject code.



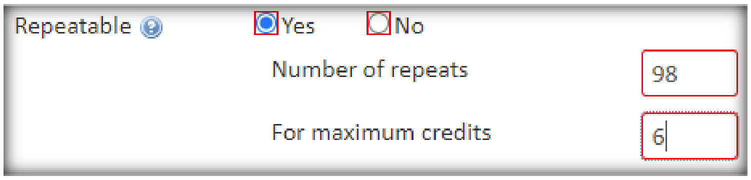
Step 6: Enter the Long Title (catalog title) of the course. The Registrar's Office will create the short title (transcript title) once the proposal has been approved.



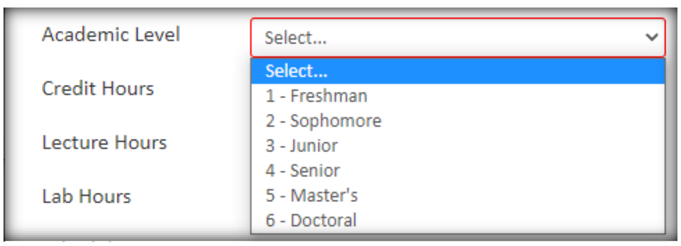
Step 7: Select the Primary Grade Mode.



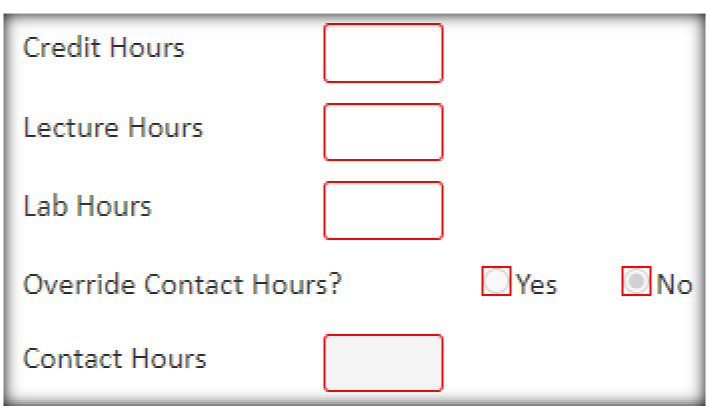
Step 8: Select whether or not the course is repeatable. If the course is repeatable, the "number of repeats" is the number of times the course may be retaken, not counting the first time the course is taken. You may set this number to the default of 98 if there is a maximum credits limit or no limit on the number of repeats. "Maximum credits" is the number of credit hours that may be counted toward the degree. For example: only 6 hours of Independent Study courses may count toward a degree so "6" should be entered in the "maximum credits" space. Please note, the maximum credits must exceed the total credits for a course. A 3 credit course is not repeatable if it can be taken more than once but a student can only earn a total of 3 credits for both attempts.



Step 9: Select the academic level. This level usually corresponds with the first number of the course. 5000 and 6000-level courses may either be a Master's or Doctoral level, depending on which students will be taking the course. If there is a chance a doctoral student will take the course, select doctoral. 7000-level courses will always be a doctoral level.

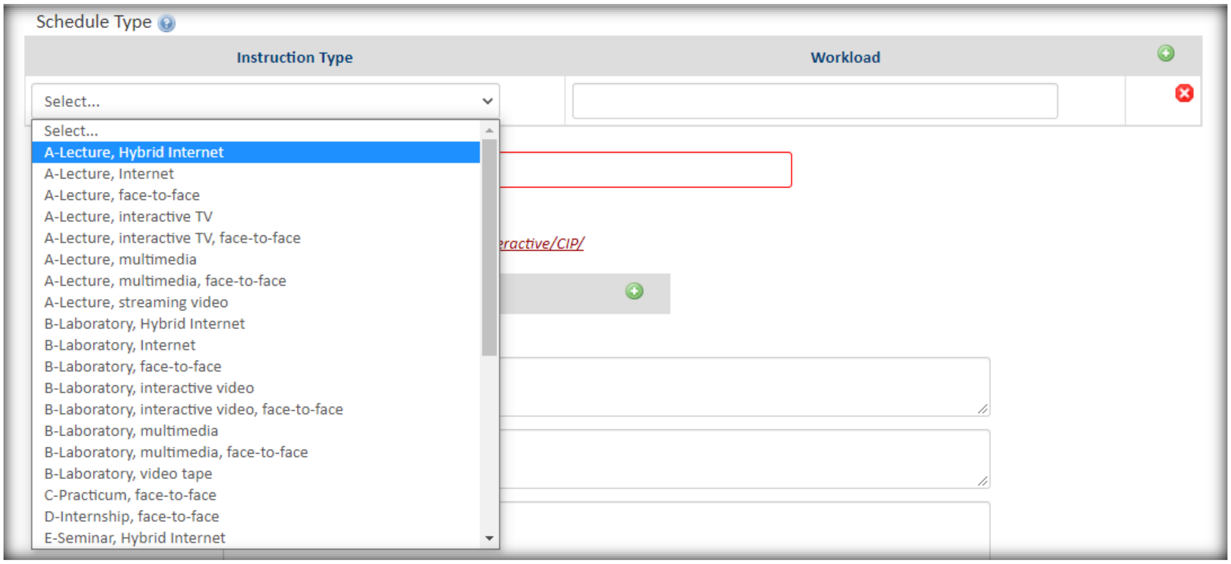


Step 10: Enter the course hours. The "Credit Hours" are the total credits of the course, this number reflects the last number of the course number. The "Lecture Hours" should be all lecture contact hours and usually matches "Credit Hours" unless it includes a lab. The "Lab Hours" are the lab contact hours. Remember, 1 credit of lab is equivalent to a minimum of 3 lab contact hours (see [HOP 2.51]). For example: A 3 credit course can have 1 contact hour of lecture and 6+ contact hours of lab, or 2 hours of lecture and 3+ contact hours of lab. The "Contact Hours" field will automatically summate the lecture and lab contact hours. **Note:** some courses and schedule types don't have traditional contact hours like F-Independent Study, G-Private Lessons, I-Thesis, J-Self Paced, and K-Dissertation. Nontraditional courses with no contact hours should have "0" entered under "Lecture Hours" and "Lab Hours" but make sure to enter the Credit Hours as they apply.

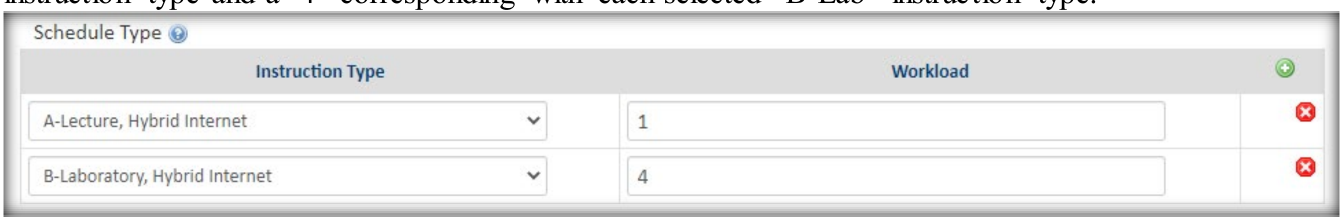


Step 11: Enter the schedule type, also known as instruction type. If the class is an A-Lecture make sure to select each type that begins with the letter "A," if it is a B-Lab type, then select all types that begin with "B," and if it

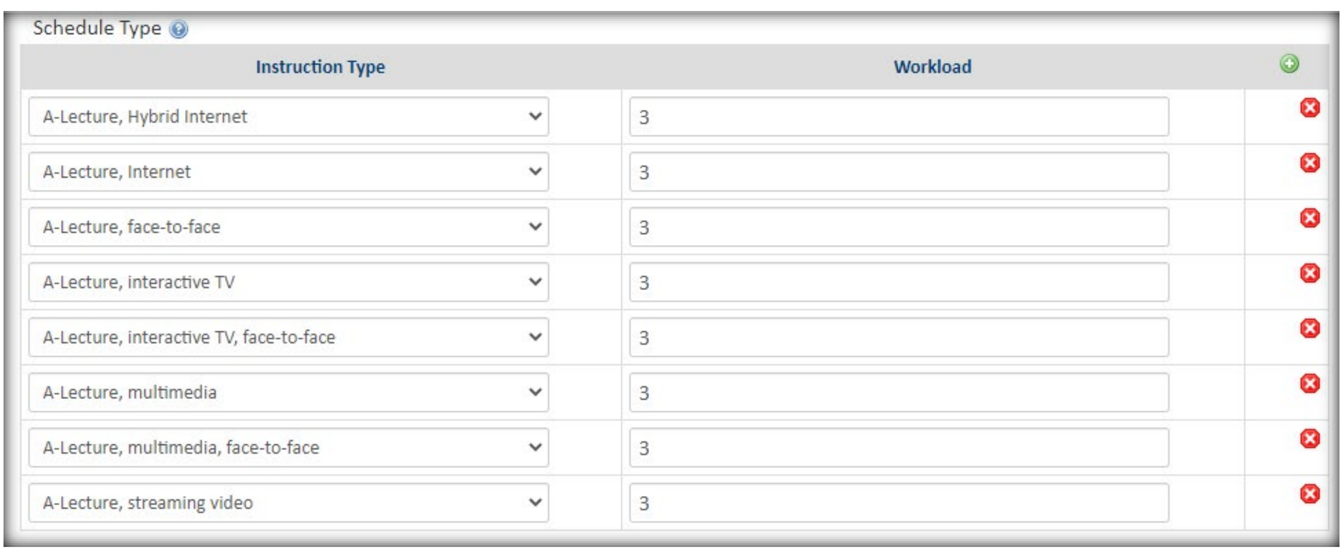
is an E-Seminar type, then select all types that begin with "E." To add each schedule type, click the "+" button. To remove a line of schedule type, click the "X" button. If you need assistance with selecting a schedule type, please [contact the Registrar Office.]



The "workload" column is for the corresponding contact hours for each schedule type. Here is an example of how to enter the contact hours into the workload column: a 3-credit course with 1 contact hour of lecture and 4 contact hours of lab, will have a "1" in the "workload" column corresponding with each selected "A-Lecture" instruction type and a "4" corresponding with each selected "B-Lab" instruction type.

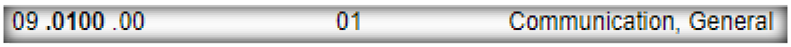


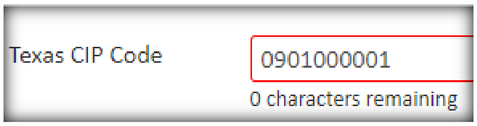
If the course is only 3 hours of lecture, each selected "A-Lecture" instruction type will have a "3" in the "workload" column.



Step 12: Enter the Texas Classification of Instructional Programs (CIP) Code. If unsure of the correct CIP code, please visit the Texas Higher Education Data website (http://www.txhighereddata.org/Interactive/CIP/).

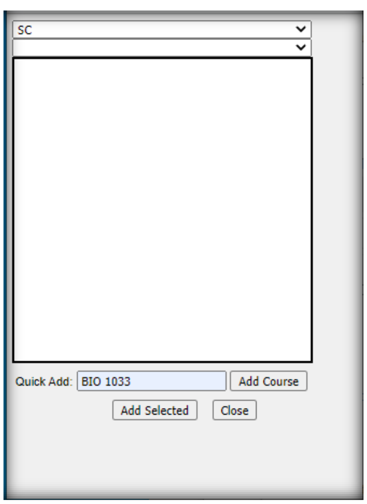
Make sure to include the entire 10 digits of the code, no periods or spaces. For example: a general communication course is listed on the website as 09 .0100 .00 01 but should be entered as 0901000001.

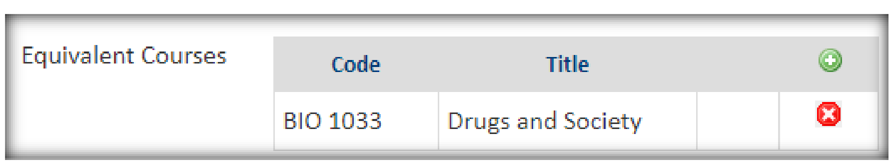




Step 13: Skip if not replacing another course (former course) or if not an equivalent or cross-listed course (same course). Enter the course's former or equivalent courses under "Equivalent Courses." Former and equivalent courses will need to be listed in the course description as "Formerly [course]." if the course is replacing another course or "Same as [course]." for equivalent courses. **Note:** "Formerly [course]." comments in the course description should NOT be removed until 6 years after the former course has been inactivated.

To add a former/equivalent course, select the "+" button. To remove a course, select the "X" button. A window will appear to search for the former/equivalent course by college, department, or just searching based on the course subject and number. You can either select a course and click "add selected" or type in the course and click "add course." The course will then populate in the form. If the course is highlighted red after adding, it may be a new course. If highlighted pink, it is an inactive (former) course.



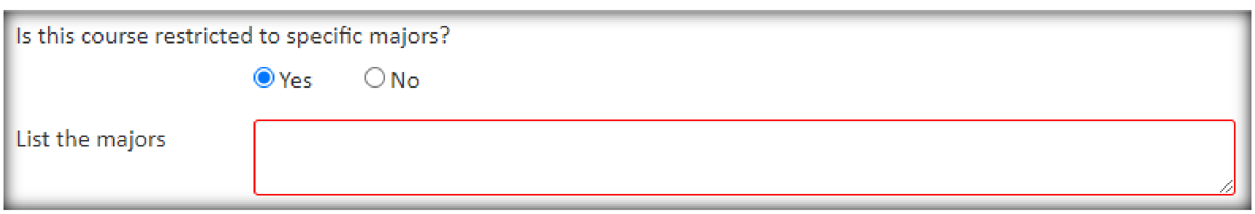


Step 14: Enter the prerequisite and corequisite courses if applicable. These sections will automatically appear at the beginning of the "course description" section. The "Prerequisites for Description" section may include required or recommended: courses for completion prior to enrolling in the course, a list of recommended

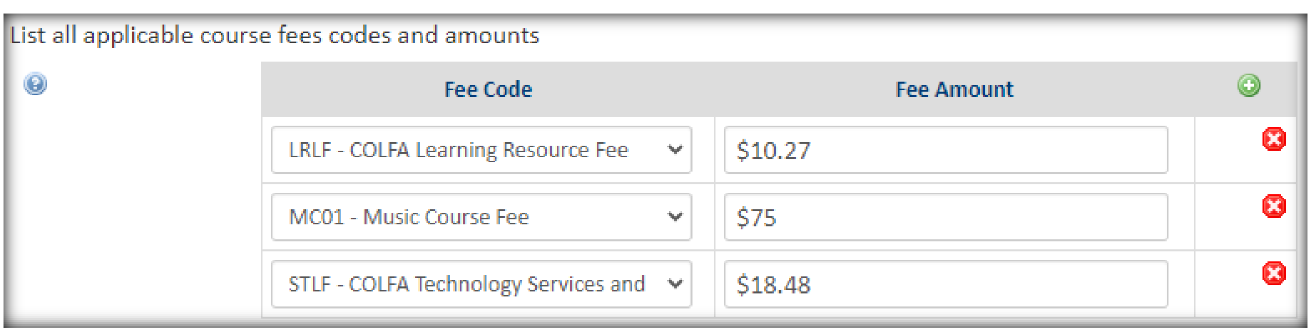
concurrent enrollment courses, Majors (make sure to list these in the "List the majors" section below), GPAs, and any other applicable attributes. The "Corequisites for Description" section should ONLY include courses which are required to be taken with the proposed course. Please DO NOT include prerequisites or corequisites in the course description section.

Step 15: Enter the Course Description. You may also add notes on equivalent or former courses or differential tuition here if available. DO NOT enter course fee information here, enter it in step 17.

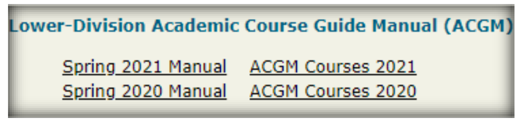
Step 16: Select whether or not the course is restricted to majors. If "yes," then list the majors. Make sure to also list these majors in the "Prerequisites for Description" section mentioned above. If unsure, leave as "no."



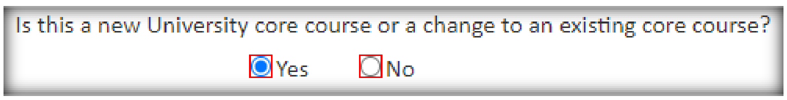
Step 17: If the fees are known, select the applicable fee codes and enter the amount. To add a fee, select the "+" button, to remove a fee, select the "X" button. Make sure to include the dollar sign ($) in the fees amount to insure integration into the course description. Navigate to the Student Policies catalog (https://catalog.utsa.edu/policies/tuitionfees/) for more information about fees and differential tuition. If the fee code is not available on the CIM site, please reach out to the Registrar Officer (catalogeditor@utsa.edu).



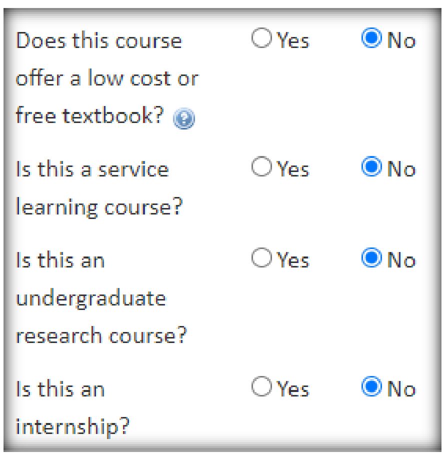
Step 18: For graduate courses, skip to step 19. If the undergraduate course has a Texas Common Course Number (TCCN), enter the TCCN course subject and number. To confirm if the course has a TCCN, please visit the Texas Higher Education Coordination Board (THECB) Academic Course Guide Manual (ACGM) website (http://board.thecb.state.tx.us/apps/WorkforceEd/acgm/acgm.htm) and select the corresponding Lower-Division Academic Course Guide Manual (ACGM).



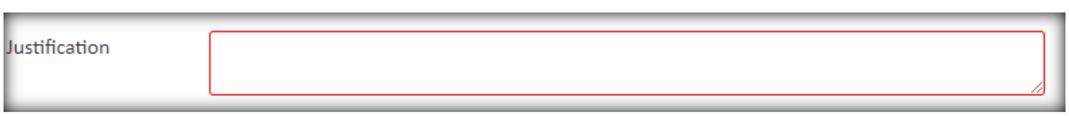
Step 19: University Core Courses only apply to undergraduate courses, so if proposing a graduate course, select "No." If the course is an undergraduate course, select whether or not the course is a University Core Course. This option will notify the Core Curriculum Committee Chair that a new core course proposal has been submitted. Make sure to also submit a Core Course Curriculum proposal (https://next.catalog.utsa.edu/curriculumadmin/).



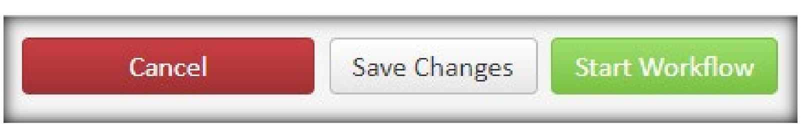
Step 20: Select whether or not the course offers a low cost or free textbook. For more information about reporting low cost or free text books, click here. Also select whether or not the course is a service learning course, an undergraduate research course, or an internship. Make sure the course's hours and schedule type match these options.



Step 22: Make sure to include a justification for adding the new course. If the course is replacing a course, make sure to note which course is being inactivated.



Step 23: Once the form is completed, you may select "Save Changes" and come back to make further edits. You may also select "Start Workflow" to send to the first person in the approval workflow. **Note:** If you accidentally select "start workflow," contact the Registrar Office. See below for information about merging proposal workflows for multiple courses.

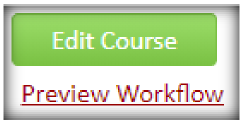


Process Complete.

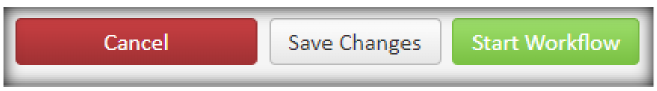
Changing or Reactivating a Course

To change a course

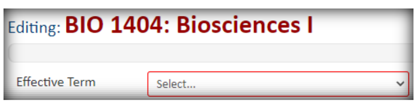
Step 1: Search for the course in the course inventory. Click the course to select it, it should be grayed out. Once selected, scroll down and select "Edit Course."



The same form will appear as if adding a new course, but instead of a blank form it will be pre-filled with the course information. From here, you can scroll down to the bottom of the form and either cancel the change, save changes, or send the change proposal to the first person in the approval workflow.

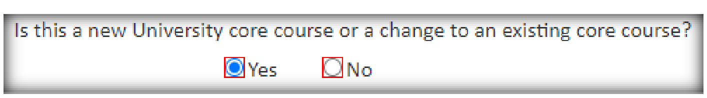


Step 2: Select the catalog term in which the changes will take effect.

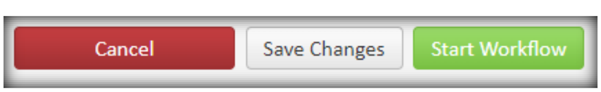


Step 3: Continue through the course information making any other applicable changes. **Note:** If substantial changes to the course title and course description are required, or if the subject code and course number need to be changed, please consider inactivating the course and adding a new course, or contact the Registrar Office. When considering whether a change is substantial, keep in mind the original intent and content of the course. Course subject codes should ONLY be changed if a subject code is being completely removed from the catalog. Course subject codes and course numbers CANNOT be reused or interchanged.

Step 4: University Core Courses only apply to undergraduate courses, so if proposing a graduate course, select "No." If the course is an undergraduate course, select whether or not the course is a University Core Course. The change course form will also ask whether or not the course is a University Core Course. This option will notify the Core Curriculum Committee Chair that a change to a core course has been submitted. Please make sure, if changing a core course, to also navigate to the Core Curriculum Request Management page (https://next.catalog.utsa.edu/curriculumadmin/) to submit a separate core course curriculum proposal to the Core Curriculum Comittee.



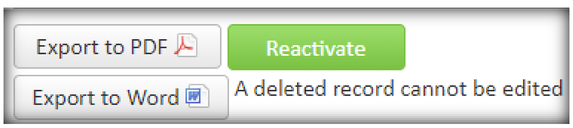
Step 5: Once the changes are completed, you may select "Save Changes" and come back to make further edits. You may also select "Start Workflow" to send to the first person in the approval workflow. See below for information about merging proposal workflows for multiple course changes.

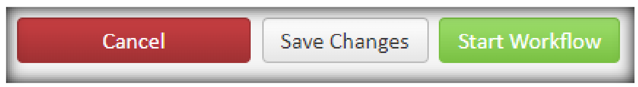


To reactivate a course

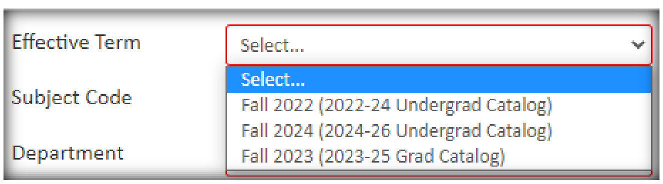
Step 1: Search for the inactive course in the course inventory. Click the course to select it, it should be grayed out as seen in the example below.

Step 2: Select "Reactivate." The course inventory form will appear in a new window. From here, you can scroll down to the bottom of the form and either cancel the reactivation, save changes, or send the proposal to the first person in the approval workflow.





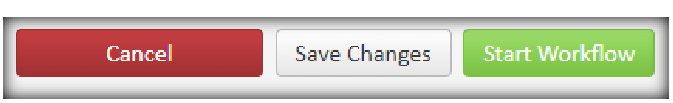
Step 2: Under "Effective Term," add the catalog year the course will reactivate.



Step 3: All of the course information will be pre-filled as of the date of inactivation. Make all necessary changes in the rest of the form. **Note:** If substantial changes to the original course title and course description are required, or if the subject code and course number need to be changed, please consider adding a new course instead or contact the Registrar Office. When considering whether a change is substantial, keep in mind the original intent and content of the course.

Step 4: Include a justification for reactivating the course.

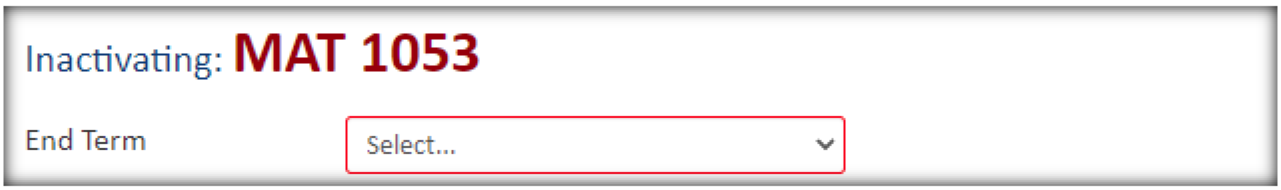
Step 5: Once the changes are completed, you may select "Save Changes" and come back to make further edits. You may also select "Start Workflow" to send to the first person in the approval workflow. See below for information about merging proposal workflows.



Deleting a Course

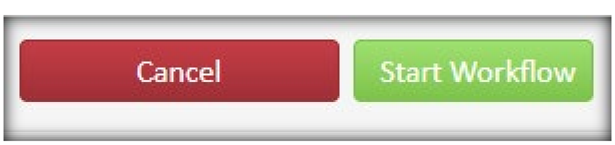
Step 1: Search for the course in the course inventory. Click on the course so it is highlighted in gray, scroll down, and click the "Inactivate" button. The inactivation form will appear.

Step 2: Select the catalog term which the course is ending.



Step 3: Include a justification for inactivating the course. If the course is being replaced, please specify this and list the new course in the "Justification for this request" section. **Note:** inactivated courses can be reactivated but course numbers and subject codes cannot be reused or interchanged for dissimilar courses. Departments have a limited amount of course numbers per subject code.

Step 4: You may either cancel the inactivation proposal or click the "Start Workflow" button to send the proposal to the first person in the approval workflow. If inactivating a core course, make sure to submit a Core Curriculum Request Management Proposal (https://next.catalog.utsa.edu/curriculumadmin/) to remove the course from the core. **Note:** inactivation proposals cannot merge workflows, if you need inactivated courses at the Registrar step of the workflow to be expedited, please contact the Registrar Office.



Merging Multiple Workflows

If multiple courses are being proposed or edited for a program, department, school, or college, it may be a benefit to "bundle" the proposals. Please note, inactivated course proposals CANNOT be bundled. If you need inactivated courses at the Registrar step of the workflow to be expedited, please contact the Registrar Office.

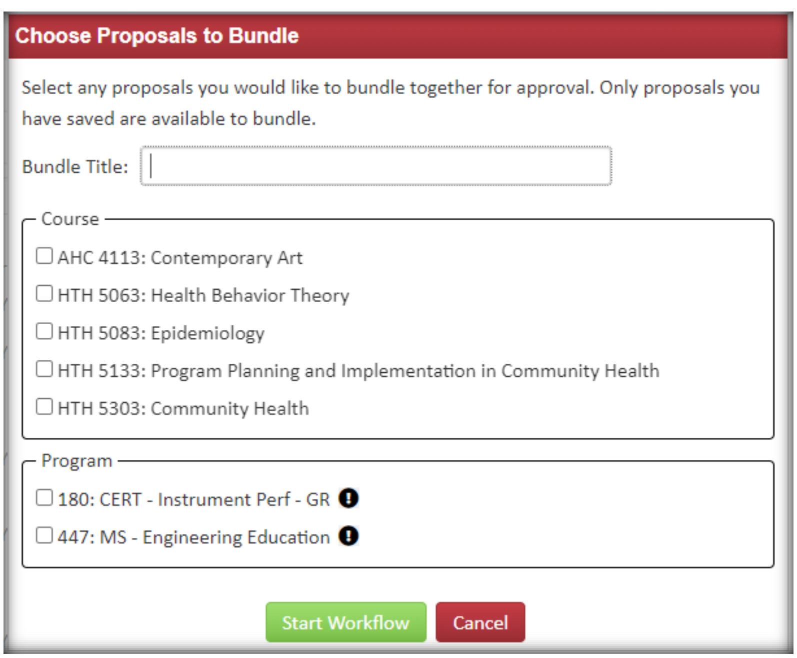
Bundling allows course and program proposals to enter and move through their respective workflows simultaneously. Essentially, the workflows are merged and all bundled proposals are sent to each step of the workflow as a group. If the proposals DO NOT share some workflow steps, then the proposal will wait in the bundle until the next shared step in the workflow.

Often, proposals are dependent on the approval of other courses or programs. Reasons for bundling: decreases workflow notification emails, a new program is proposed along with new courses to support that new program, a subject code is being deleted and replaced, there are many new courses replacing old courses, or there are many edited courses or programs within a department, school, or college.

Step 1: To create a bundle and merge workflows for several proposals, instead of selecting "start workflow" on each course or program proposal, select "save changes."

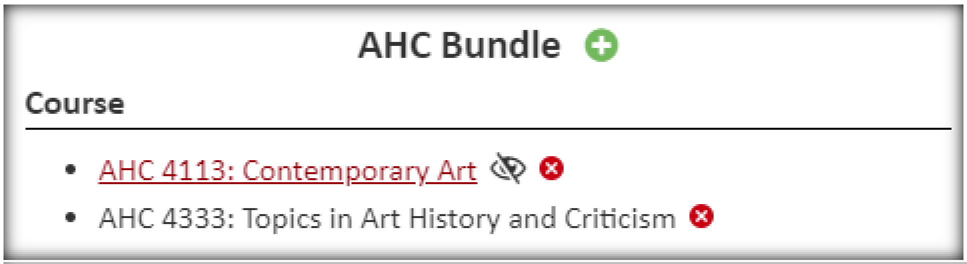
Step 2: Once the edits on all proposals that should be bundled have been saved and are ready to be sent to the approval workflow, select "Start Workflow" on one of the proposals.

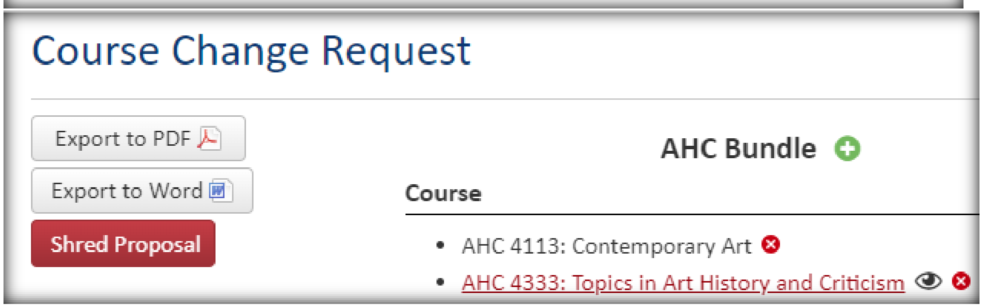
Step 3: A "Choose Proposals to Bundle" window will appear. Every course and program that has been edited in the CIM sites will appear regardless of department, school, or college. If you DO NOT want to bundle your proposals, simply select "start workflow." If you DO want to bundle your proposals, type in a title for your bundle something relevant like "HTH courses" or "Health courses and programs."



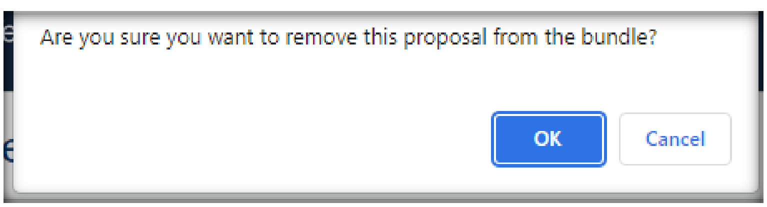
Step 4: If you decided to bundle the proposals, then make sure to select all courses and programs which you would like to include in the bundle by selecting the check box next to it. When bundling, make sure to ONLY select proposals which are ready for approval (don't have a black exclamation point next to it) and relevant to the current catalog cycle (no bundling graduate and undergraduate proposals), your department, school, or college. Once all relevant proposals are selected, select "start workflow."

Step 5: When you [search for a course](#) or program in the bundle and select it, it will show you the bundle name and which courses and programs are in the bundle. The currently selected course or program will be in black text. The other courses and programs will be in red hyperlinked text. To view the other proposals in the bundle, click the hyperlinked text and a new window will pop up.



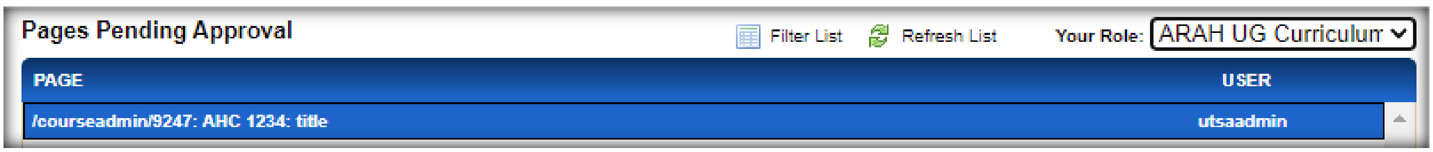


Note: If a course or program from outside of your department, school, or college is accidentally selected for the bundle, select the red X button next to the incorrect course or program, then select "OK". This will take the course or program out of the bundle but NOT out of the workflow so make sure to also [reach out to us](#) and let us know which course or program was accidentally bundled.



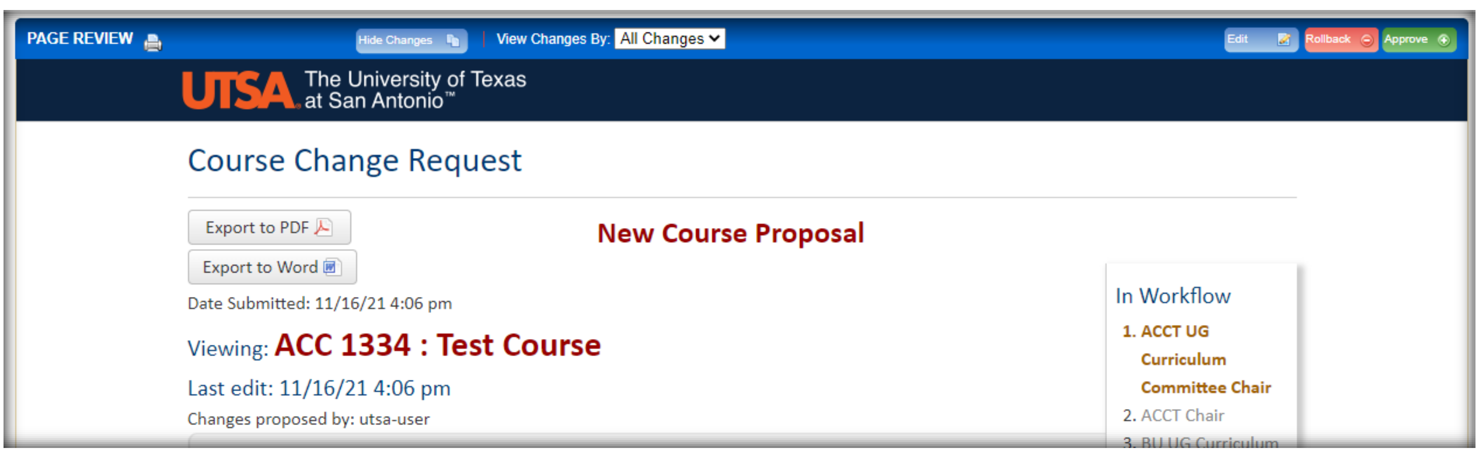
Reviewing Course Proposals

If you are an approver listed in the workflow for a course or bundle, you will receive an email to approve the course or bundle and a link to navigate to Approve Pages console (https://next.catalog.utsa.edu/courseleaf/approve/). To view courses assigned to you for approval in the workflow at any time, navigate to the Approve Pages console to approve, rollback, edit, or view workflow status. Make sure "your role" is set to the role that corresponds with the step of the workflow, it will also be specified in the email. **Note:** courses, programs, and itemized bundles will appear in this list. If more than one person is assigned to a workflow role, either person can approve a course or program. Make sure to communicate with the role sharer as to which courses and programs can be or have been approved by whom.



Step 1: Select your role, then select the course proposal in the "Pages Pending Approval" window.

Step 2: Scroll down to "page review" to view the course and/or bundle information and workflow. The type of proposal will be specified at the top of the "page review."



Step 3: Edit, rollback, or approve the proposal.

a. Approving Proposals

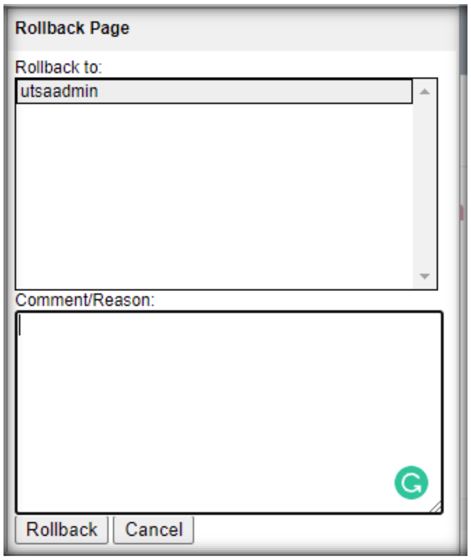
Selecting "approve" will send it to the next person in the workflow for further approval.

b. Editing Proposals

Selecting "edit" will allow you to make further changes on the course. The course inventory information will pop up in a separate window to make any edits. Once all edits are made, select "save changes" then either roll back or approve the course.

c. Sending Back Proposals

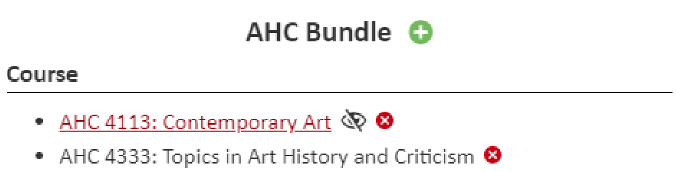
Selecting "rollback" will send it back to any previous person in the workflow. Select which person you would like to roll it back to, add comments (required), and then click "rollback." Selecting the person who initiated the proposal will take the proposal out of the workflow, remove all changes, and break a bundle. If wanting to send the course/bundle back to initiator, it is recommended that the course inventory information be exported to PDF or word document for reference.



Reviewing Workflow Bundles

Step 1: When reviewing courses that are in a workflow bundle, click one of the proposals in the "pages pending approval" list. The list of the proposals that share a bundle with that course will be itemized both in the "Pages Pending Approval" window and just above the proposal information.

Step 2: Review the proposal information and make applicable edits. Click on the hyperlink for the next proposal in the bundle and review and edit until all proposals are reviewed.



Approval: You will not be able to approve the bundle until each proposal has been viewed. Once viewed, select "approve" and the whole bundle will be sent to the next step of the merged workflow

Rollback: If at least one proposal needs to be sent back to a step then the whole bundle will be sent back to that step for review. If that step is not shared by some of the proposals in the bundle, then those proposals will wait for approval. If there are major issues on a proposal that need be reviewed outside the bundle, select the red "X" to remove the proposal from the bundle. The proposal will stay in workflow but will not be in a merged workflow with the bundle. The other proposals in the bundle will remain intact.

Our Contact Information

If you have any questions about the preceding procedures, please reach out to us via email or TEAMS.

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