

Curriculum Inventory Management (CIM) for the College of Science

Background

In order to create new, to modify, or to delete courses or programs, the university has purchased CIM software which will make the process easier and more efficient than the current [Course Approval Forms](#) and [Program Approval Forms](#). The software will be live before the fall 2017 semester. In a nutshell, the system will:

- a. Take the current forms and offer drop down menus and help text for clarity.
- b. Auto-populate the course or program's current requirements into the form to ease modifications.
- c. Reflect the changes that are being made to the course or program via a track changes-like feature.
- d. Note any impacted programs or courses (e.g. is the course up for deletion part of a degree's core curriculum?).
- e. Automatically moves the proposal through an electronic approval route.
- f. Automatically places approved updates into the University Catalog when it is published annually, this should make catalog review much easier and less prone to human error.

Steps and Approval Route

1. Any faculty member with *CourseLeaf* access submits a proposal (new, modified, deleted course or program) via the online CIM form.
 - a. We will set up a *CourseLeaf* training just for COS members or if the timing works better, COS members can attend trainings held twice weekly in the Registrar's Office (both schedules forthcoming). For those who already have *CourseLeaf* access, training won't be required, but it is advised.
2. The proposal is then emailed to the department's faculty members for their review and comments.
3. The department faculty votes however it normally does (via the department's curriculum committee, departmental meetings, etc.).
4. To communicate department approval, the chair will electronically sign off on the proposal, it will then be routed to the COSCC for review. If it is not approved, the proposal's progress will stop.
5. The COSCC will review the proposal as it normally does at its monthly meetings during the semester.
6. To communicate college approval, the associate dean will electronically sign off on the proposal, it will then be routed to the Undergraduate or Graduate Council for review.
7. The Undergraduate/Graduate Council will review the proposal as it normally does at its monthly meetings during the semester.
8. To communicate council approval, the university's associate provost will electronically sign off on the proposal, it will then be routed to the Registrar's Office. The Registrar's Office will send notifications to Admissions, IRR, University Libraries (as necessary).

Questions?

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