



For assistance with the Curriculum Inventory Management (CIM) system for Program management, contact the Registrar's Office.

Phone: 304.293.5355

Email: registrar@mail.wvu.edu

CIM - Program Management Proposing New Programs or Changes to Existing Programs	
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Log In

1. To access the Program Management online portal, go to:
<https://futurecatalog.wvu.edu/programadmin>
2. Enter your Login ID user name (in all lowercase) and password.
3. Click the red button to complete your log in

The screenshot shows a web browser window with the URL futurecatalog.wvu.edu/programadmin/. The page title is "Program Management" and it indicates the user is logged in as "mstimal". Below the header, there are navigation links for "MyAccess", "OUR", "Catalogs - Live", "Catalogs - Future", "Future Console", "Update", "Update Console", "CIM", "Programs", "CIM - Approve Pages", and "CIM - Reports". A search bar and a "Propose New Program" button are visible. An "Authentication Required" dialog box is open, prompting for a "User Name" and "Password". A red box with the number "1" points to the "Propose New Program" button. A second red box with the number "2" points to the "Authentication Required" dialog box. A third red box with the number "3" points to a "Please Complete Log In" dialog box that contains the instruction: "In order to authorize your ability to update, please click the icon to complete your log in." and a red button with a white icon.

Propose a New Program

1. Click the Propose New Program Button.
2. The New Program Proposal form will open in a new window.
3. Required fields are surrounded in red.
4. Select the Program Type you would like to propose. The form automatically adjusts to include all necessary information.

NOTE: Proposing a new degree designation or degree program is part of proposing a new major.

The screenshot displays the 'Program Management' interface in a web browser. A red box labeled '1' highlights the 'Propose New Program' button. A second window, titled 'New Record - Mozilla Firefox', is open, showing the 'New Program Proposal' form. A red box labeled '2' points to the 'Propose New Program' button in the main window. A red box labeled '3' highlights the 'Program Information' section of the form, which includes fields for 'Initiator', 'User ID', 'Phone', 'Program Type', 'Effective Term', 'Campus', 'College/School', and 'Primary Subject'. A red box labeled '4' points to the 'Program Type' dropdown menu. The form also includes a 'Level' section with radio buttons for 'Graduate', 'Professional', and 'Undergraduate'.

Complete the Form

1. Complete the New Program Proposal form. Required fields are surrounded in red.
2. Click ? bubbles for additional information.
3. The Primary Subject dictates the roles in workflow used to approve the proposal. *This field is already completed when editing an existing program.*
4. Clicking the Save Changes button allows you to save your work and complete the form at another time.

West Virginia University

New Program Proposal

Program Information

Initiator: mstimeli User ID: mstimeli Phone:

All notifications will be sent to @mail.wvu.edu email address.

Program Type

Effective Term

Campus

College/School

Primary Subject

Level Graduate Professional Undergraduate

Edit a Saved Proposal & Preview Workflow

1. To continue working on a saved proposal, select it from the main Program Management page.
2. Click the Edit Program button to continue working.
3. Click the Preview Workflow link to view the required approval steps for the proposal.

Program Management

You are logged in as wvu [Help](#)

Search, edit, add, and deactivate Programs.

Program Code	Title	Workflow	Status
COMM_T&R_AOE	Communicatio Theory & Research		
CORP_ORG_COMM_AO	Corporate & Organizational Communication		Edited
CRIM_BA	Criminology	Registrar-Programs	Edited
CW-AOE	Creative Writing Area of Emphasis		
Computer Animation-BS	Major in Computer Animation		Added
DANC_BA	Dance	leepfrogtesting	Deactivated
DVPMS - AOE	Development Studies - AOE	leepfrogtesting	Deactivated
ECON-	Economics		Edited
ECON-	Deerea Program Intent to Plan		Edited

1

2

Edit Program

[Preview Workflow](#)

3

New Program Proposal

Changes saved but not submitted

Edit an Existing Program

1. To edit an existing program, select it from the main Program Management page.
2. Click the Edit Program button.
3. The program change proposal form will open in a new window.

Program Management

Search, edit, add, and deactivate Programs.

1

Search OR Quick Searches...

Program Code	Title	Workflow	Status
COMM_TA - AOE	Communicatio Theory & Research		Edited
CORP_ORG_COMM_AO	Corporate & Organizational Communication	Registrar-Programs	Edited
CRIM_BA	Criminology		
CW-AOE	Creative Writing Area of Emphasis		
Computer Animation-BS	Major in Computer Animation		Added
DANC_BA	Dance	leepfrogtesting	Deactivated
DVPMS - AOE	Development Studies - AOE	leepfrogtesting	Deactivated
			Edited
			Edited

2

3

Program Change Summary

A description of the requested change, including the educational rationale for the request:

Will the changes to this program affect other users? Yes No

Requirements and Catalog Information

include all curriculum requirements in the course list, including minimum grade and minimum GPA requirements. A suggested Plan of Study is required for all undergraduate majors.

Course List

Required Course	CR
ENR 230 Energy Law	3
ENR 300 Advanced Law	3

Deactivate a Program

1. To deactivate an existing program, select it from the main Program Management page.
2. Click the Deactivate Program button.
3. The program deactivation proposal form will open in a new window.

The screenshot displays the West Virginia University Program Management interface. At the top, the university logo and name are visible. The page title is "Program Management". Below the title, there is a search bar and a "Propose New Program" button. A table lists various programs with columns for "Program Code", "Title", "Workflow", and "Status". A red box labeled "1" highlights the table. A red box labeled "2" highlights a "Deactivate Program" button located below the table. A red box labeled "3" highlights a new window that has opened, displaying a "Deactivated Record - Mozilla Firefox" browser window. This window shows a form for deactivating a program, with fields for "End Term", "Provide the educational rationale for the request:", "Describe plans for assigning the positions and workload of faculty who are involved in the program, if appropriate:", "Describe the impact on students who are already enrolled and the plans for graduating these students or transitioning these students to other academic offerings:", and "Initiator Comments:".

Program Code	Title	Workflow	Status
COMM_T&R_AOE	Communicatio Theory & Research		
CORP_ORG_COMM_AO	Corporate & Organizational Communication		
CRIM_BA	Criminology		
	Creative Writing Area of Emphasis		
	Computer Animation-BS Major in Computer Animation		
DANC_BA	Dance		
DVPMS - AOE	Development Studies - AOE		
ECON-	Economics		
ECOM-	Deersee Droneam Infant to Dian		

Save & Submit to Workflow

1. When a proposal is ready to be submitted to workflow, click the Save and Submit button.
2. To check on the approval status of a proposal, return to the Program Management page and select the proposal.
3. Roles that have approved the workflow are listed in green text.
4. The role that is currently reviewing the proposal is listed in orange text.
5. Roles that have not reviewed the proposal are in gray text.

The screenshot shows the West Virginia University Program Management interface. At the top, there are three buttons: "Cancel" (red), "Save Changes" (green), and "Save & Submit" (green). A red callout box with the number "1" points to the "Save & Submit" button. Below the buttons is the West Virginia University logo and the text "Program Management". On the right, it says "You are logged in as wvu" and "Help". Below this is a search bar with "Search" and "Propose New Program" buttons, and a "Quick Searches..." dropdown. The main content is a table with columns "Program Code", "Title", "Workflow", and "Status". The table lists several programs, including "COMM_T&R_AOE", "CORP_ORG_COMM_AO", "CRIM_BA", "CW-AOE", "Computer Animation-BS", "DANC_BA", "DVPMS - AOE", "ECON-", and "ECON-". A red callout box with the number "2" points to the "ECON-" row. To the right of the table is a section titled "In Workflow" with a list of roles. A red callout box with the number "3" points to the "ECON Undergraduate Chair" role. A red callout box with the number "4" points to the "Associate Provost-UGrad" role. A red callout box with the number "5" points to the "Faculty Senate Curriculum Committee" role. The list of roles in the "In Workflow" section is: 1. CIM Function Review, 2. ECON UGrad Curriculum Committee, 3. ECON Undergraduate Chair, 4. A&S UGrad Curriculum Committee, 5. A&S UGrad Dean, 6. Associate Provost-UGrad, 7. Faculty Senate Curriculum Committee, 8. Exec Committee, 9. Faculty Senate, 10. Registrar-Programs, 11. FYI Programs Group.

Program Code	Title	Workflow	Status
COMM_T&R_AOE	Communicatio Theory & Research		
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DANC_BA	Dance		
DVPMS - AOE	Development Studies - AOE		
ECON-	Economics		
ECON-	Dearee Program Intent to Plan		

In Workflow

1. CIM Function Review
2. ECON UGrad Curriculum Committee
3. ECON Undergraduate Chair
4. A&S UGrad Curriculum Committee
5. A&S UGrad Dean
6. Associate Provost-UGrad
7. Faculty Senate Curriculum Committee
8. Exec Committee
9. Faculty Senate
10. Registrar-Programs
11. FYI Programs Group

Program Workflow Overview

All proposals begin with the CIM Function Review step of workflow and continue through department and college approval roles (Department Curriculum Committee, Department Chair, College/School Curriculum Committee, Dean)

New Major Proposals

Proposing a new major includes two workflows and forms: 1) Intent to Plan, which requires approval through the Assoc. Provost for Undergraduate Academic Affairs or Graduate Council 2) Full major Proposal, which requires Faculty Senate and Graduate Council approval (and BOG approval for new degree programs).

Undergraduate Areas of Emphasis (AOE) and Minors

AOEs: Approved by the Associate Provost for Undergraduate Academic Affairs.

Minors: Approved by Faculty Senate Curriculum Committee & the Associate Provost.

Graduate AOE

Approved by Graduate Council and the Associate Provost.

Changing an Existing Program

The appropriate Associate Provost sets a revision level. If significant, workflow continues to Faculty Senate or Graduate Council. If small, workflow is truncated to the Registrar-Programs step.

Approve Proposals

1. Reviewers receive email notifications when proposals reach a new step of workflow. Follow the link in the email or go to the CIM Approval site:
<https://futurecatalog.wvu.edu/courseleaf/approve/>
2. Login and make sure the appropriate role is selected.
3. Select a proposal to review.
4. Use the Edit button to make changes or the Rollback button to return the proposal to an earlier step of workflow. Click the Approve button to move the proposal to the next step of workflow.

The screenshot displays the COURSELEAF interface. At the top, the user is logged in as 'User: wvu2'. The main area shows a table of 'Pages Pending Approval' with columns for 'PAGE' and 'USER'. The selected row is '/programadmin129: LAW_ID: Law' with user 'wvu2'. A red box labeled '1' points to the 'Filter List' button, and a red box labeled '2' points to the 'Refresh List' button. A red box labeled '3' points to the selected proposal row. Below the table, a red box labeled '4' points to the 'Approve' button in the 'PAGE REVIEW' section. The 'Page Info' sidebar on the right shows details for the selected proposal, including 'Title: LAW_ID: Law', 'Last Update: Aug 7, 2014 3:08pm', 'Template: cm', 'Page Authors: any', 'Workflow: Law', 'College: LAW', and 'Department: WVU'. The main content area shows 'Program Change Request' for 'LAW_ID' with 'Program Information' and 'Initiator' details.

**Curriculum Change Action Forms
are No Longer Required!**