

# Introduction to Curriculum Inventory Management (CIM)

## What is CIM?

- Curriculum Inventory Management (CIM) facilitates the course and program approval process online.
- CIM integrates with Banner, the Catalog, and Degree Works to ensure approved academic information is articulated correctly.
- CIM provides historical records for each approved proposal.

## Who can access CIM?

- Anyone with an active WVUID has access to the course and program sites.
- Those with active WVUID's may submit course/program proposals.
- Individuals in approval roles may take action (Edit/Approve/Rollback) on proposals at their particular role in workflow. There are standard workflows for each type of proposal or change which may include department and college curriculum committees, Associate Dean's and Associate Provosts in approval roles for example.

## CIM Search

There are multiple ways to execute a search in CIM:

- Course Code or Program Code (BIOL 101 or BIOL\_BS)
- Keyword (will return anything with a specific keyword in the title)
- Keyword plus wildcard (will return anything with a specific keyword and anything else in the title)
  - Wildcards include % or \*
- Key number if known, e.g. BIOL\_BS key number is 75, they are located at the bottom right corner of the record
- Current Step of Workflow (ex. Faculty Senate, Exec, etc.)

## Accessing CIM Courses

CIM courses can be found at <https://futurecatalog.wvu.edu/courseadmin>



### Course Inventory Management

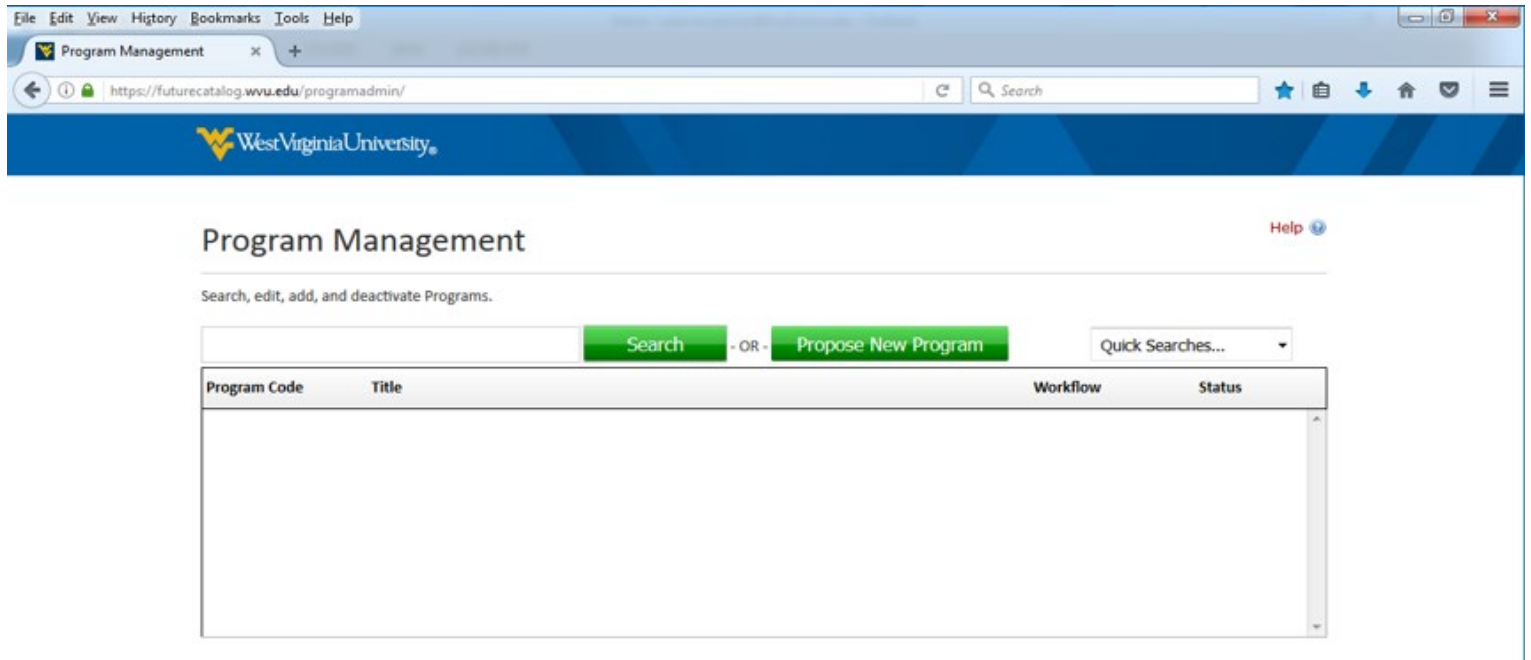
Search, edit, add, and deactivate courses.

Course Code	Title	Change Type	Workflow	Status
	Cultural Geography	New Course		Added
A&VS 105	Professional Orientation	gecnew		Edited
A&VS 276	Service Dog Training	Course Change	Faculty Senate CC - Chair	Edited
A&VS 277	Service Dog Training Laboratory	New Course		Added
A&VS 282	Equine Handling & Ground Training Lab	New Course	Faculty Senate CC - New	Added
A&VS 477	Advanced Topics in Service Dog Training	New Course	Faculty Senate CC - Chair	Added
A&VS 486	Advanced Service Dog Training	New Course	Faculty Senate CC - New	Added
ACE 372	Sport Specific Strength/Conditioning			Edited
ACE 470	Methods of Group Fitness I	Course Change		Edited

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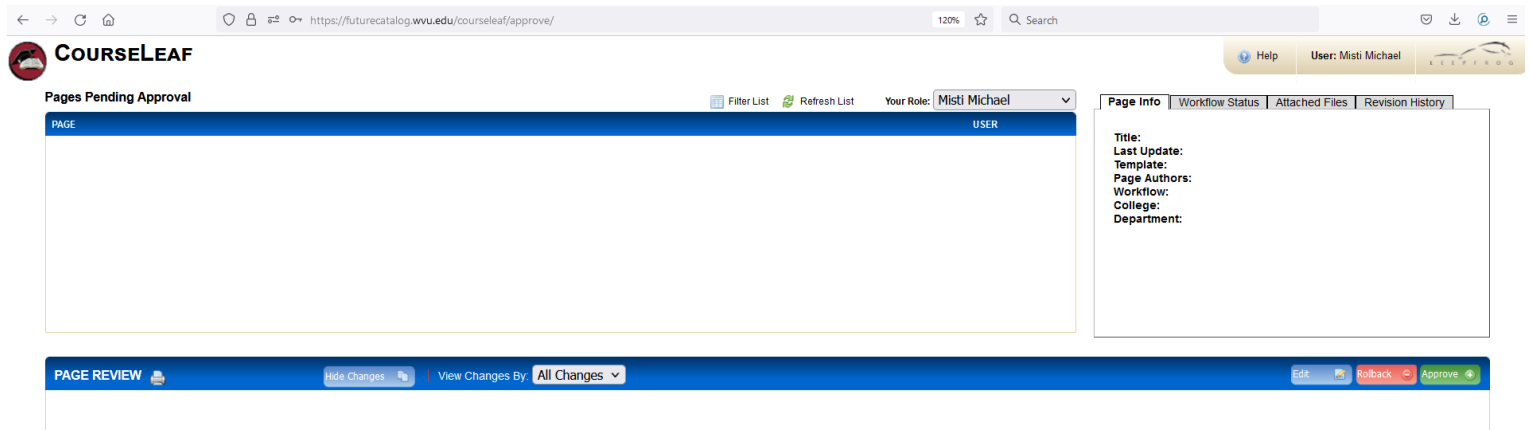
### Accessing CIM Programs

CIM Programs can be found at <https://futurecatalog.wvu.edu/programadmin>

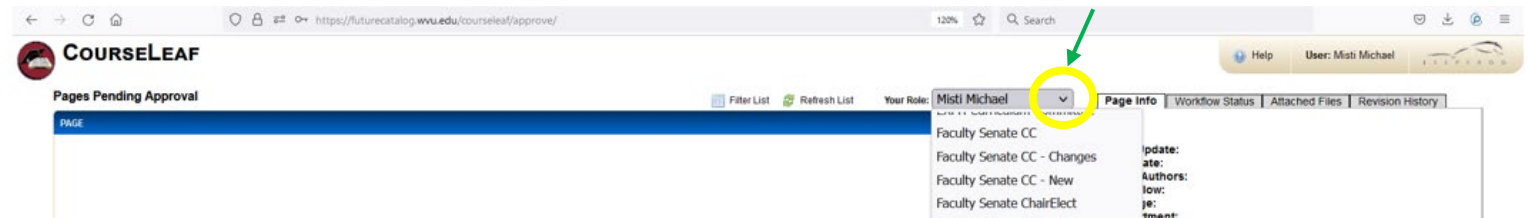


### Approval Roles and Workflows

The approval site is at <https://futurecatalog.wvu.edu/courseleaf/approve>



Selecting from multiple options as Faculty Senate Curriculum Committee Reviewer in the dropdown menu will allow you to see what is currently in each step of workflow for review.



- Faculty Senate CC will display the programs ready for review.
- Faculty Senate CC – Changes will display the course changes for review.
- Faculty Senate CC – New will display the new course proposals for review.

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## Meeting Process

Prior to each meeting, members of the Faculty Senate Curriculum Committee will be assigned what they are to review for the upcoming meeting. There are typically two reviewers on each proposal/change. The group will be split into either Group 1 or Group 2 for course reviews. Program reviews will be held prior to splitting into groups for course reviews.

Reviews utilize the resources provided to them including the rubric and materials online to review the programs and courses appropriately and make notes prior to the meeting for discussion.

Once you receive the list for review, go to the URL: <https://futurecatalog.wvu.edu/courseleaf/approve/>

- Enter Username and Password (same as when you log on to your computer)
- Select the relevant role by clicking on the dropdown arrow in the role window
- Click on the line of the course or program page you want to review, see the example below:

Selected Faculty Senate CC – Changes to review current courses submitting a change and I'm selecting ACE 215, the first course on the list for this example:

**COURSELEAF** Pages Pending Approval

Your Role: Faculty Senate CC - C

PAGE	USER
/courseadmin/1111: ACE 215: Sport for the Exceptional Athlete	Valerie Wayda
/courseadmin/51550: ACE 307: Applied Sports Physiology	Valerie Wayda
/courseadmin/49000: ACE 310: Coaching Pedagogy	Valerie Wayda
/courseadmin/1180: ACE 488: Practicum Coaching Exceptional Athletes	Valerie Wayda

**COURSELEAF** Pages Pending Approval

Your Role: Faculty Senate CC - C

PAGE	USER
/courseadmin/1111: ACE 215: Sport for the Exceptional Athlete	Valerie Wayda
/courseadmin/51550: ACE 307: Applied Sports Physiology	Valerie Wayda
/courseadmin/49000: ACE 310: Coaching Pedagogy	Valerie Wayda
/courseadmin/1180: ACE 488: Practicum Coaching Exceptional Athletes	Valerie Wayda

Review changes submitted (writing in green is new text, writing in red is what is old/removed text). In this specific example, they are changing pre-requisites and learning outcomes.

## Viewing: **ACE 215 : Sport for the Exceptional Athlete**

Last approved: 09/29/22 5:47 am

Last edit: 08/23/23 1:18 pm

Changes proposed by: vkwayda

Initiator (user id) **smr0066 #weber** Phone **30841**

Name	eMail Address
Samantha Mae Ross Valerie-Wayda	smr0066@mix.wvu.edu valerie.wayda@mail.wvu.edu

Change Type **Course Change**

Effective Term Spring 2024

Campus(es) Offering WVU, PSC & WVUIT Course

College/School College of Applied Human Sci

Subject Code ACE - Athletic Coaching Education

Course Number 215

### The initiator information

- ✓ That it's a course change
- ✓ To go into effect for Spring 2024
  - Calendar timeline matters!
- ✓ All the campuses where this course is taught
- ✓ College, Subject Code and Course Number

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And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency
		PET-175	C-	UG		Yes
Or		PET-175	C-	UT		Yes
Or		PET-175	C-	UP		Yes

Catalog Prerequisites None. ~~PET-175 with a minimum grade of C-~~

Justification for Course Change Removing all pre-reqs for this course in an attempt to mitigate barriers to student success. Updated type of instruction, learning outcomes and PLOs. ~~The proposal is to change the course number from ACE-315 to ACE-215. Currently students, especially non-WVU transfer students, are struggling to enroll in the course in order to graduate in a normal 4-year enrollment period. The expected outcome is to increase student retention of our program as well as increase student enrollment due to the increased access to the course. PET-175 and ACE-215 are both required courses in the major. The proposed change (beginning Fall 2020) is for PET-175 Motor Development to be a pre-req or co-req with ACE-215. Students will be more successful in ACE-215 if they have a basic understanding of growth and development.~~

## Expected Learning Outcomes

### By the end of the course, students will be able to:

Develop awareness and understanding of various unique populations (disabilities, terminology, and legal issues) related to training and participating in sport and recreation.

Develop awareness and understanding of resources, programs, and competitions available for individuals with disabilities' ~~unique populations~~ training and competing in sport and recreation.

Identify and locate resources for the identification and classification of sport and recreation programs for athletes with disabilities. ~~unique populations of athletes.~~

Recognize and understand current issues related to participation of individuals with disabilities ~~unique populations~~ in sport and recreation.

Engage in hands-on experience working with athletes with disabilities ~~unique abilities~~ in a sport setting.

Syllabus [ACE-215-Syllabus-Spring-12-28-18-AT-spring-2019.docx](#)

[ACE 215 CIM Syllabus 2023 - 2023 08 23.docx](#)

Is this course a part of a specially accredited program?

No

### Please list the Program Learning Outcome(s) supported by the course:

~~Knowledge and disciplinary concepts related to coaching athletes across the developmental perspective in accordance with long term athlete development.~~

~~Demonstrate reflection and critical thinking in order to refine professional practice.~~

Program graduates will integrate disciplinary knowledge, skills, and dispositions and apply them to professional issues in coaching and performance science.

Program graduates will reflect on their professional readiness and think critically about the continued refinement of the disciplinary knowledge, skills, and dispositions learned across the curriculum in coaching and performance science.

Program graduates will demonstrate the ability to evaluate and integrate best practices for assessing athlete needs and designing, implementing, and evaluating practice plans.

Initiator Comments Updated type of instruction, learning outcomes, syllabus, and PLOs. Eliminated pre-reqs. PSC requests permission to offer ACE-215 as part of the new Coaching and Performance Science degree requirements. We received verbal permission and didn't realize it wasn't submitted for adoption in CIM. Updated College/School to College of Applied Human Sciences. Updating format for expected learning outcomes.

Reviewer Comments **cdhnt (07/14/23 11:39 am):** Rollback: Per request from Valerie Wayda. ❌  
**Jessica Troilo (Jessica.Troilo) (08/13/23 8:23 pm):** Rollback: Rolling back as per Valerie Wayda's request. ❌

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Any issues discovered can be discussed from the initial review during the meeting. There are normally three categories for course reviews including:


**Pass** – The course should be approved as submitted to the committee

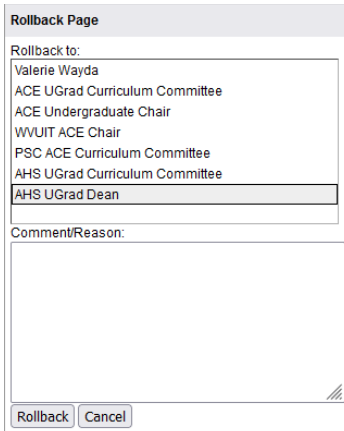
**Pass Pending** – The course should be approved after a few minor changes have been implemented by the reviewer after speaking with the initiator for clarifications

**Hold** – Numerous or extension changes need to be made before the course is approved and need more than a few days to remedy, the course will be held until the next meeting for review

Record of the decision for each course are kept and given to C. Hunt. For courses with a “pass” designation, C. Hunt will approve the course in CIM and the course will proceed to Faculty Senate Executive Committee. For courses listed as “pass pending” C. Hunt will wait on further communication before approving in workflow. And for courses listed as “hold”, those will appear on the next meeting agenda.

During the discussion it may be deemed necessary to communicate with the initiator for various reasons. The chair, past chair or veteran committee members may provide guidance in composing these emails initially. In the event of a Rollback, instructions are listed below, and initial guidance will also be provided should this need to occur.

If  is chosen, the review has the option to choose where the proposal is to go. Please note, it is best practice to speak with the person in the previous roll before choosing this option. Typically, items can be resolved via email, changes made, and the approval process can move forward without selecting this option.



Rollback Page

Rollback to:

- Valerie Wayda
- ACE UGrad Curriculum Committee
- ACE Undergraduate Chair
- WWUIT ACE Chair
- PSC ACE Curriculum Committee
- AHS UGrad Curriculum Committee
- AHS UGrad Dean

Comment/Reason:

Rollback Cancel

## Summary

1. Upon receiving your assignments for Faculty Senate Curriculum Committee review, utilize the resources and rubric as a guide for evaluation
2. Log into CIM and select the appropriate role to review either Programs, Course Changes or New Course Proposals, review the programs, then select the specific courses you were given to review
3. Conduct your review and take notes accordingly on any issues you may find or questions you may have to be discussed at the meeting
4. At the meeting be prepared to start each course evaluation with Pass, Pass Pending or Hold along with your concise findings from your review
5. Proceed with any necessary follow-up with the initiators in a timely manner (normally within 24 hours of the meeting, on tighter timelines, it may need to occur during the meeting).
6. Full calendar with deadlines can be found on the [Curriculum & Catalog webpage](#)