CIM
Courseleaf Online Curriculum Management System

Course vs. Program

If you are proposing a new course or changing an existing course, go to:
Course inventory Management https://nextcatalog.towson.edu/courseadmin/

If you are requesting to have a course prerequisite enforced (or need changes to an existing enforced prerequisite) go to:
Course inventory Management https://nextcatalog.towson.edu/courseadmin/

If it is a new course (or a significant change to an existing course like a new number or subject code) and it is used in a Program (Major, minor, certificate, concentration or track), you also need to make changes to the program by going to:
Program Management https://nextcatalog.towson.edu/programadmin/
(But wait for the course to be approved first. UCC/GSC cannot approve a program that includes unapproved courses.)

If you want to propose a new program or change an existing major, minor, concentration or track, go to:
Program Management https://nextcatalog.towson.edu/programadmin/

If you need to approve courses or programs that are waiting in your queue, go to:
Approve pages https://nextcatalog.towson.edu/courseleaf/approve/

Programs
Never create a New Program Proposal without first searching to see if the program already exists in CIM. New concentrations and tracks are part of an existing major so before creating a new proposal you must first determine if the major lists its subplans separately in CIM or as part of the whole major. If they are separate it is okay to create a new proposal (ex. SOAN-ANTH, SOAN-CRMJ, etc.). If the major lists all subplans together, use the existing major. When in doubt, call the Registrar’s Office 4-3694.

If you are creating a New Program Proposal, please be sure to include your desired effective term and year in the Rationale. You may also suggest a unique four-letter code for your new major or subplan.

Log-In
CIM requires you to log in with your Towson username and password. Otherwise you will see no results in the Search and no roles on the Approve page. If you are not prompted or you have left your computer idle, you will need to close your browser and log-in again.

Log-out
To log-out, just close your browser. Remember to save your work by either using Save Changes or Start Workflow if you are working on a course/program proposal.
Browsers
Some software works better with a specific browser. Try using Firefox with CIM, although Chrome and IE will also work. Depending on your browser, you can spell-check words in CIM (IE, Firefox, Chrome all work).

Search
Use the asterisk as a wild card in the Search, especially for Program Management. If you put FMST in the search field you get only the Family & Human Services Minor; if you use FMST* you will see all the Family & Human Services programs.

Once a proposal reaches final approval, it no longer shows a CIM status or workflow in the Search. It will have gone back into the mix of all courses or all programs. However, throughout the curricular process (before final approval) you can find your proposals by searching Course Inventory or Program Management for the course/proposal and looking at the Workflow column.

Email Notification
Emails will come from “TU Curriculum (CIM) and Catalog Administrator” and contain the appropriate url for you to log in and look at what’s in your queue. In general, these emails will be for the curriculum process, but occasionally you might get something for the catalog as well.

Attachments
- To open attachments, right click on the link.
- It is better to submit your syllabi as Word documents, not PDF, in case edits need to be made to fix typos.
- Attachments are required on any new course or new program. They are optional on edited courses or programs. However, even when attachments are not required, you should still add supporting documents when appropriate.
- If you want to modify an attachment once it is in workflow, you need to save it to your desktop, make the changes, and then re-attach it.
Approver Rollback & Comments

CIM is the official record of curriculum changes and the goal is comprehensiveness and transparency. Therefore, if you are an Approver, you should record the changes you want the Initiator to make in the Comments section before rolling it back. If the changes are extensive, you may put them in a word doc and attach it to the proposal. In the Comments, you can refer to the “document attached below.” Please do not email/call the initiator in lieu of this. There be follow up questions and answers that can be done by phone or email, but the essence of what the Approver is asking be changed or added should be recorded in CIM. After a proposal has final approval, the comments become part of the History (see below).

Historical Data

To see the history on a course that has gone through final approval, click on the most recent link in the History box. You will see the Rationale, attachments, the red-green markup, comments, and the approval path & completed workflow. You can also get to older versions of History.

Workflow/roles

Occasionally, the standard workflow may need to be modified. When this happens just call the Registrar’s Office to modify. Also, when there is a new department chair, this role will usually be updated automatically, but the Registrar’s Office doesn’t always know when there are other departmental changes, for example, a new curriculum committee chair, so please call.

Help

- Click the question marks that appear next to most fields for additional information or clarification.
- Email the Registrar’s Office at courseleaf@towson.edu
- Contact
  - Suzanne Hill - Course questions (4-4347) sahill@towson.edu
  - Sara Sides - Program questions (4-2096) ssides@towson.edu
- Use CIM Help - Click on this link in the top right corner to see detailed Training Guides as well as Help Videos. You must be logged in to view.