TO: Chairs, Directors of Undergraduate Studies, Student Services Managers

FROM: Nick Siedentop, Curriculum Director

Re: Curriculum Inventory Management (CIM) – New Program Form

DATE: January 10, 2020

The University recently launched a **new CIM form for managing undergraduate program changes** (e.g., new majors/minors, revisions to majors/minors, inactivating majors/minors). The CIM system will now be used to submit and approve all undergraduate curriculum proposals, including course changes (CIM-Course Form) and program changes (CIM-Program Form). The new CIM-Program Form will use a standard workflow for approval, using the same role names as the CIM-Course workflow. Thus, a department chair (or faculty designee) will have one (1) CIM role to review both course and program curriculum changes.

CIM-Program Standard Workflow *(undergraduate proposals):*
- CIM Department Curriculum Committee (if exists)
- CIM Department Chair/Dean (required)
- Undergraduate Curricula (Program Committee & Administrative Boards)
- Registrar

Unlike the CIM-Courses workflow, the CIM-Program workflow does not include an approval step for Student Services Managers.

Important note for program proposals submitted in fall 2019 (10/15/2019 deadline):
For this year only, if your department/unit submitted a program change to the Office of Undergraduate Curricula (OUC) using the old process (memo + catalog text), the OUC will enter the changes in CIM on your behalf. The request will then route through workflow in order for the department (curriculum committee and/or chair) to verify the information and approve the changes. You will receive an email from the CIM system if you have any program changes to review/approve. All approved changes will appear in the 2020-2021 Catalog with a fall 2020 effective date.

The 2020-21 Catalog editing process:
As a reminder, the editing period for the 2020-2021 Catalog is from 1/13/2020 – 2/14/2020. This is an opportunity to edit *non-curriculum* related content (e.g., overview, contact info, faculty list). All *curriculum* related content (e.g., courses and programs) is managed in CIM and cannot be edited in the Catalog. Any course and program changes that are approved through the CIM process outlined above will appear in the 2020-2021 Catalog.

Note: With the implementation of the new CIM Program Form, **all** program requirements in the Catalog will appear in green mark-up (even when no requirements have changed). You can ignore this!

CIM & CAT Links (onyen & password required):
- **CIM-Programs** (submit & track proposals): https://nextcatalog.unc.edu/programadmin/
- **CIM-Courses** (submit & track proposals): https://nextcatalog.unc.edu/courseadmin/
- **CIM/CAT Approval** (approve all CIM proposals & Catalog pages): https://nextcatalog.unc.edu/courseleaf/approve/

Access:
User access and CIM roles are managed by the Registrar's Office. If you need to add/remove users, please complete the CAT/CIM user update form: https://unc-ch.formstack.com/forms/cat_user_update_form

Future Training and Additional Resources:
By mid-March, the Registrar's Office will provide training resources and classes on how to *submit* CIM-Program changes for the 10/15/2020 undergraduate curriculum deadline. The Office of Undergraduate Curricula will also provide resources and updates at upcoming meetings with Directors of Undergraduate Studies and Student Services Managers.

Please let us know if you have any questions or if we can help in any way.

[signature]

cc: Registrar's Office – Michael Keane, Valerie Price, Linda Hill, Sarah Palumbo
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         Undergraduate Education – Abigail Panter