

# CIM: Overview & Navigation



The purpose of the Curriculum Inventory Management (CIM) system is to support Faculty and Staff in managing curriculum for cognates and manage the approval flow.

All Faculty and Staff will have access to the system. Completion of proposals will be contingent upon proper approval workflow.

## Overview

A cognate is a group of at least three courses for at least 9 credits determined by faculty. A cognate may center on a discipline, a problem, a topic, a method, a time period, another language, or an experience abroad, among many other possibilities.

Students must take three (3) cognates to fulfill the Areas of Knowledge requirement. The list below represents the 2-letter designation in the CIM system and the respective Area of Knowledge requirement:

- **AT** – One in the Arts & Humanities (A&H)
- **PS** – One in People & Society (P&S), and
- **ST** – One in Science, Technology, Engineering & Mathematics (STEM)

Each cognate has course options that allow students to complete the cognate in ways that meet their individual interests, while staying within the coherent focus of the cognate. In addition to the cognates that have been designed by faculty, each major and minor fulfills the cognate requirement in one area.

Complete 2 of the following option groups:		
Option Group 1		
Complete 1 course from the following:		3
ARH 132	Survey of Western Art II	
Option Group 2		
Complete at least 2 courses from the following:		6
ARH 340	Baroque Art	
ART 407	Special Topics: Renaissance and Baroque Art	
HIS 332	England, 1485-1688	
MCY 341	Music of the Mediaeval, Renaissance, and Baroque Periods	
MCY 529	Music of the Baroque Period	
THA 482	Theatre History II	
Total Credit Hours		9

Example of requirements for “The Art and Culture of 17<sup>th</sup> Century Europe”

## Landing Page

When you first log into the system, you will see a list of current cognate proposals. As you can see in the image below, you have search options, and you can Propose a New Cognate. Before you proceed, review the definitions and status key below to familiarize yourself with the various details in the list.

Plan Code	Description	RAU	Workflow	Status
AT_0011	Western Civilization: Historical Approaches	History (HIS)		edited
AT_0012	Theatre Management and Daily Business Operations in the Non-p Theater Arts (THA)		Registrar	edited
AT_0013	Renaissance Art and Culture	Art & Art History (ART)		edited
AT_0014	Museum Studies: Art, Material Culture, and History	Art & Art History (ART)		edited

## Definitions

- **Plan Code** – Unique cognate identifier. Comprised of a 2-letter designation identified above (AT, PS, ST) and series of numbers
- **Description** – Cognate Title
- **RAU** – Responsible Academic Unit
- **Workflow** – Identifies who currently has the proposal in the approval workflow
- **Status** – Identifies the state of the proposal

## Status Key:

- **Added** – A New Cognate Proposal has been initiated for this cognate. Search for added cognates to find cognate proposals that were saved but not submitted
- **Edited** – A cognate that previously existed in the system has been edited
- **Inactivated** – A cognate has been proposed to be made inactive or is currently inactive in the system
- **Blank** – This indicates that the cognate exists in the system, but it is currently not in any CIM proposal process.

## Search:

There are several different ways to search for a cognate. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all cognates in CIM.

### Search Bar

1. Click on the search bar
2. Enter values following one of these guidelines:
  - Enter Plan Code, Description or relevant keywords
  - Use an asterisk (\*) in the search box as a wildcard. See examples below:
    - *MATH\** will find everything that starts with "MATH"
    - *\*MATH* will find everything that ends with "MATH"
    - *\*MATH\** will find everything that contains "MATH"
3. The system searches through all of the fields, including Plan Code (Cognate Code), Description (Title), RAU, Workflow and Status.

### Quick Searches


Quick Searches provides a list of predefined search categories to use.

1. Click on the Quick Searches... drop -down menu
2. Choose a category to filter the list based on:
  - Edited Cognate Proposals
  - Added Cognate Proposals, or
  - Inactivated Cognate Proposals.


## Viewing a Cognate

1. Click on an item in the list
2. The proposal will display below the search window with Red/Green markup:
  - **Green** representing additions
  - **Red** and crossed out representing something that was removed

## Edit Cognate

1. Click on an item in the search list
2. Click the **Edit Cognate button**
3. Required fields are indicated by red boxes 
4. To exit the edit window, you may:
  - **Cancel** – Discard changes
  - **Save Changes** – Save and close, without submitting
  - **Save and Start Workflow** – Save and submit (you may only submit a proposal when all required fields are filled in)
5. To see a preview of the approval flow, click **Preview Workflow**

## Quick Tips

- Click **Help**  at any point for a detailed system help manual

## Related Tip Sheets

- [Propose New Cognate](#)
- [Approval Workflow](#)