Program Proposal User Guide

Contents:

Contents cont'd:

1 – Link to Program Management System

Link to program forms:

https://nextcatalog.coloradomesa.edu/programadmin/

Do not use Microsoft Edge or Internet Explorer browsers when using these forms! Chrome is recommended.

*This link is also available on the curriculum committees' Manuals, Forms, and Instructions page, where you can also find additional support documents and committee contact information.

Please visit the Manuals, Forms, and Instructions page for additional details and required supplemental items to attach to proposals.

2 – Important Notes

The following sections cover areas that need additional explanation. Please read these before proceeding with the proposal process.

If, during the program proposal process, you find other aspects of the process that could use additional instruction, please notify the CIM administrator at cim_admin@coloradomesa.edu.

Checking the Proposal's Progress

- After you submit a proposal, you should monitor its progress through workflow.

- To do so, search for the program. Once the program is selected and the information shows below, you will be able to see the workflow progress to the right.

- Orange indicates the current step. Green indicates completed steps. Grey indicates remaining steps.

- If you find that a proposal has stayed in a step for too long, contact that user to kindly encourage movement and see if you can answer any questions.
  - The CIM administrator can always provide contact information for users if needed.

- A proposal will not go on an agenda until it reaches the curriculum committee (not executive committee) step.

In Workflow

1. **1465 Undergraduate Committee Representative**
2. **1465 Head**
3. Substantive Reviewer
4. Undergraduate Executive Curriculum Committee Chair
5. Undergraduate Curriculum Committee Chair
6. Final Approvals

It is your responsibility to track a proposal's progress and keep it moving!!!

Printing or Saving a Record Before Saving or Submitting

- It may be helpful to print or save a copy of the proposal before saving or submitting. This gives you a record if any errors occur.

- To do so:
  - Type Ctrl P to open the print options
  - Either:
    - Print a hard copy to a chosen printer or
    - Print to PDF to save a copy to your computer
  - Once printed or saved, elect either Save Changes or Start Workflow .

If Proposals Are Returned for Changes

Proposal can be rolled back at any point with requests for corrections.

If a proposal is rolled back, you will receive an email requesting changes.

This email (sample to the right) includes:

1. Subject line indicating the program or course proposal being returned (title also in body).
2. The name of who rolled it back.
3. Comments about the required changes.
4. A link to the site where you must go to make edits (USE THIS LINK – DO NOT GO TO MAIN SITE)

[CIM Programs] Changes Returned: #title# ——— 1

To

(All highlighted items will be replaced with the indicated information.)

#fname#: (Your name will go here.)

The changes that you submitted for #title# have been returned to you by #author#: ——— 2

1

#comment# ——— 3

You may make further edits to the program by visiting:

#approveurl# ——— 4

For questions or additional information regarding this email, please reply to this email or contact the CIM adminstrator at cim_admin@coloradomesa.edu or 970.248.1463.

Thank you.

-- Curriculum Administrator

Important Note for Proposing New Programs

When proposing a new program, it is ***strongly*** recommended that a program template be used. This will make the proposal much easier to complete and will auto populate some content.

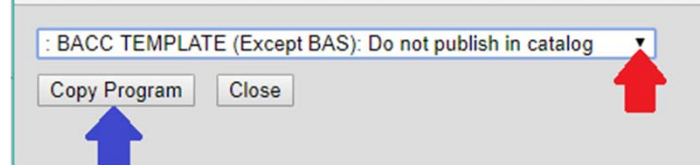*Choose a template before stating to fill in the form. If any content is entered in fields before a template is selected, that content will disappear after selection of a template.**

To select a template:

1) Select Propose New Program.

2) Once the form is open, select the Propose New from Existing Program button (upper right).

3) Locate and select the correct template in the program selector. Select copy program to proceed.

1) Propose New Program

2) Propose New from Existing Program

3)
CMU Copy Program - Google Chrome   —   □   ✕

🔒 https://coloradomesa-test.courseleaf.com/courseleaf/coursele...

: BACC TEMPLATE (Except BAS): Do not publish in catalog   ▾

Copy Program   Close

Using List Creator Tools

- List tools allow users to easily make lists for the required content. For these, only one component of the list may be entered per line.

- Areas where list tools are utilized for programs:
  - Student Learning Outcomes (Demonstrate compliance with…)
  - Affected Departments (Discuss the proposal with all…)

- (Instructions for using list tools begin on the next page.)

Using List Creator Tools (cont'd)

1) Enter content for the first item in the list in the available field(s).

2) To add a new line, select the green plus sign to add a row.

3) If a line needs to be deleted, select the red "X" for that line.

Affected Department(s)	Date	Outcome	
Biological Sciences ▾	5/12/18	The department head confirmed that there are no objections to the proposals. It was also confirmed that Biology faculty are okay with the changes and course sections are adequate to accommodate students in this program.	

Notes About Program Student Learning Outcomes

<u>Student Learning Outcomes</u> (SLOs)

◦ Enter 4-6 primary measurable skills, competencies, etc. that are expected of a student completing the program.

◦ At the end of each SLO, indicate the coordinating intuitional SLO in parentheses.

◦ The AVPAA for Assessment and Accreditation must approve the SLOs for the proposal to proceed.

See next page for instructions on entering SLOs in the list tool.

NOTE: When editing an existing program for the first time in CIM, the coordinating courses and assessment for each SLO will need to be entered into the system.

Entering Student Learning Outcomes

1) Enter the first SLO in the available text box. In the same row, enter the courses utilized to achieve this SLO and the assessments used to measure the SLO.

   a. Don't forget to put the coordinating institutional SLO at the end of each outcome in parentheses!

2) Use the green plus sign for additional SLO lines.

3) Use the up and down arrows to rearrange the order of SLOs.

4) Use the red "X" to delete SLOs.

5) Enter only one SLO per line and DO NOT NUMBER THE SLOs. The system will convert the SLOs to a numbered list in the catalog program page.
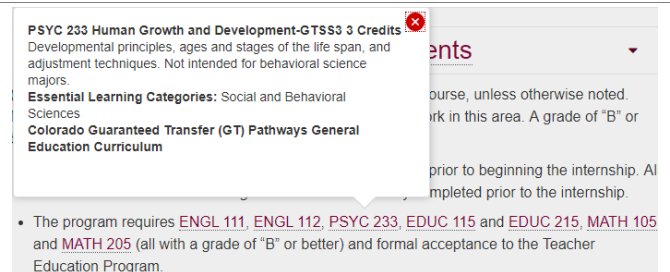
6) You must also upload a curriculum map!

Linking Text to Course Information

If a course is ever listed in text, be sure to link that text to the course information (see example to right).
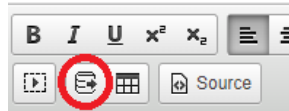
To link text to course information:

1) Type the text you need.

2) Highlight the text to be linked.

3) Once the text is linked, hit the Insert/Edit Database Field icon in the toolbar.

4) If the text aligns with a course, a blue box will show around the text. A blue box indicates that the text is correctly linked to course information.

5) If the text does not align with an existing course, there will be a red error box within the blue box. The text will not be linked to any course information.

Example:

1) Example: Must complete ENGL 111 and ENGL 112 or ENGL 219.

2) Must complete ENGL 111 and ENGL 112 or ENGL 219.

3)

4) Must complete ENGL 111 and ENGL 112 or ENGL 219.

5) Must complete ENGL 101 and ENGL 112 or ENGL 219.

Creating Footnotes

Please keep footnotes to a minimum. If these are needed:

1) When creating a course list or suggested course sequencing, enter the number of the footnote in the Footnote field for the course requiring additional notes. ONLY USE NUMBERS FOR FOOTNOTES! Do not use symbols.

2) Once you have saved the course list or sequencing and have returned to the form: place your cursor below the content section the footnote will refer to (under the course list or sequencing box), select the Insert/Edit Formatted Table tool, and select Footnotes from the options provided.

1)

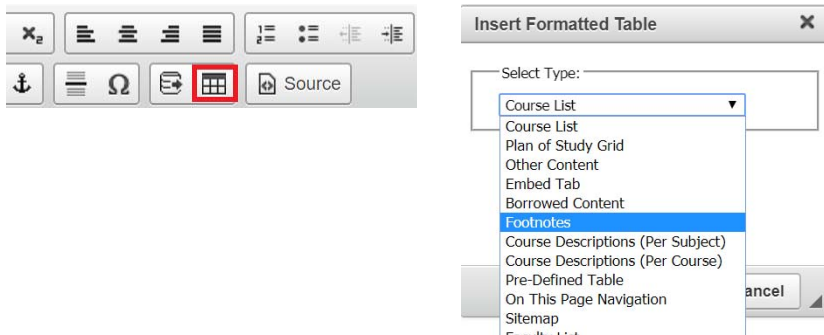| Comment: | |
Sequence:	
Cross Reference:	
Or Class:	
Hours:	
Footnote:	

☐ Indent   ☐ Area Header
☐ Area Subheader

2)

Insert Formatted Table ✕

Select Type:
Course List ▼
Course List
Plan of Study Grid
Other Content
Embed Tab
Borrowed Content
Footnotes
Course Descriptions (Per Subject)
Course Descriptions (Per Course)
Pre-Defined Table
On This Page Navigation
Sitemap
Faculty List

ancel

Creating Footnotes Cont'd

3) Once in the footnote screen:

a. Select New Footnote.

b. Type the number of the footnote in the Symbol field.

c. Add your footnote text in the Footnote Content text box.

d. Use New Footnote to add any additional footnotes.

e. If footnotes need rearranged, use the Move Up and/or Move Down buttons to rearrange them.

f. If a footnote needs removed, select Delete Footnote.

g. Select OK to save.

h. A footnotes box will now appear below the content section to which the notes refer.

3)
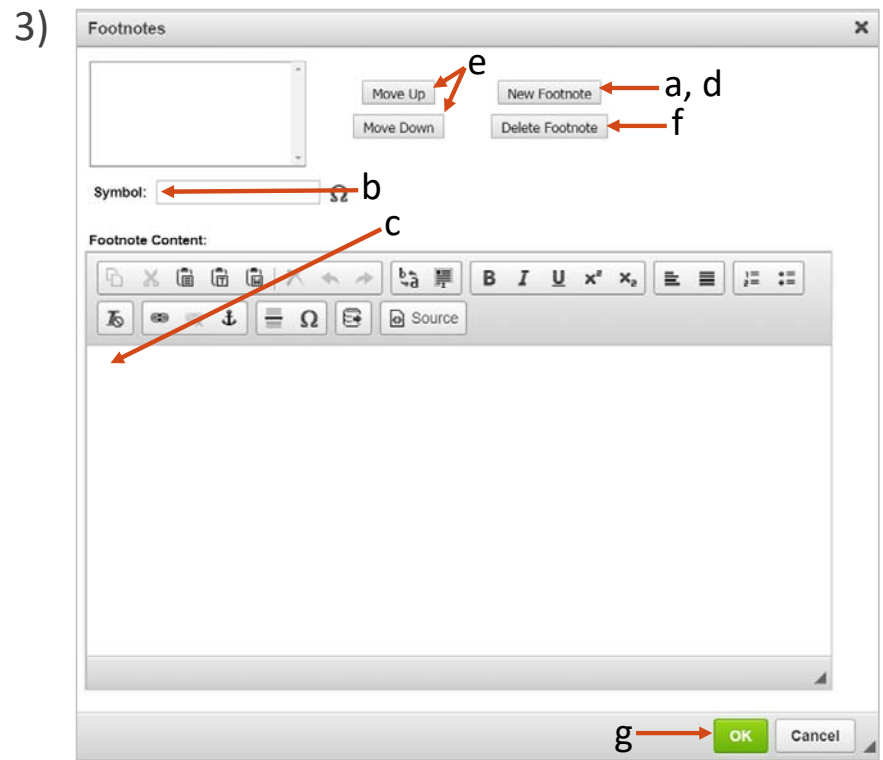
3 – Proposing a Program Modification

1) Search for and select the program.

   a. Helpful tips for searching for a program are provided above the search tool.

2) Once the program has been selected and the information appears below, click the Edit Program button.

3) Locate the program information you want to edit and enter the changes. Once all changes are entered, select Start Workflow.

   a. Keep in mind that program details feed into in the catalog. Be thorough and proofread. **Program details are only editable via curriculum proposals.**

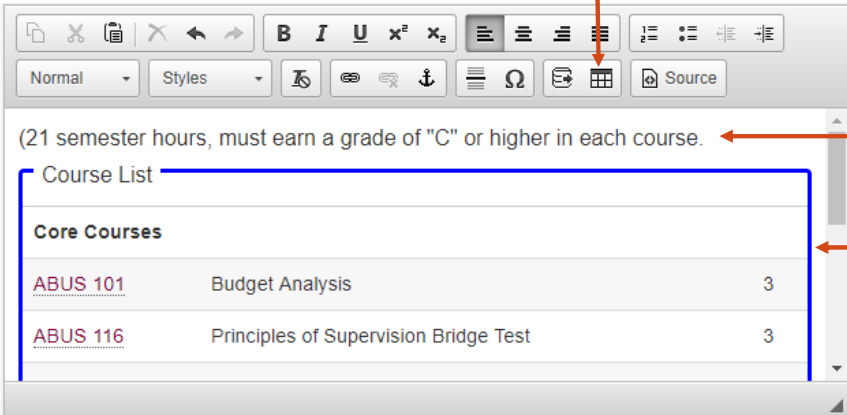**See following pages for more instructions on editing program details.**

1)

2)

3)

Modifying Degree Requirements

1) Navigate to the degree requirements you intend to modify. In the text box for these, there will potentially be:

   a. Text about the requirements (BE SURE TO UPDATE THIS IF NEEDED).

   b. A course list box with a blue box around it.

2) Double click on the blue box to edit the course list.

   a. This will open the course list edit tool (see next page for more details).

   b. If adding a separate course list, instead select the Insert/Edit Formatted Table tool; however, it is recommended that just one course list box be used per section.

Modifying Degree Requirements Cont'd

3) To delete a course, highlight the course on the right and use the left arrow to remove it from the requirements list.

4) To add a course, either:

a. Find the subject in the dropdown box, locate the course in the list, and use the right arrow to move it into requirements.

b. Type the course prefix and number (e.g., ENGL 111) in the Quick Add field and select Add Course.

- If a course is listed more than once in a single list, you must use the Quick Add feature to add the course again.

5) To move a course within the list, highlight the course and use the Move Up or Move Down buttons.

a. Always list courses alphabetically by prefix and then numerically by course number within prefixes!

6) To add brief notes, such as noting "or higher," use the Comment field.

7) To add more detailed notes use the footnotes option. See Important Notes section for footnotes instructions.

4a **Always check the sum hours box!**

6
3
7
5
4b

Modifying Degree Requirements Cont'd

Creating a list of options or restricted electives:

1) Using Add Comment Entry, create a header in the following format: "Select <number> of the following:". Then, be sure to do the following for this entry:

  a. Select Area Header or Area Subheader, depending on which is more appropriate.

  b. Enter the total hours to be completed within the list in the Hours field.

2) Add courses (see previous page for instructions), and select indent for each course in the list.

NOTE: This is used anytime more than two options are listed. **For only two options, see next slide.**

Always check the sum hours box!

Instructions continued on next page...

Modifying Degree Requirements Cont'd

Entering paired courses, such as lecture/lab combinations:

1a) Add one course (that which comes first alphabetically and/or numerically).

1b) Add the other course in the Sequence field.

1c) Adjust the Hours field to reflect the sum hours of the two classes together.

Entering option between two courses:

2a) Add one course (that which comes first alphabetically and/or numerically).

2b) Add the other option in the Or Class field.

2c) Make sure the hours are correctly reflected, changing it to a range of hours if needed.

Always check the sum hours box!

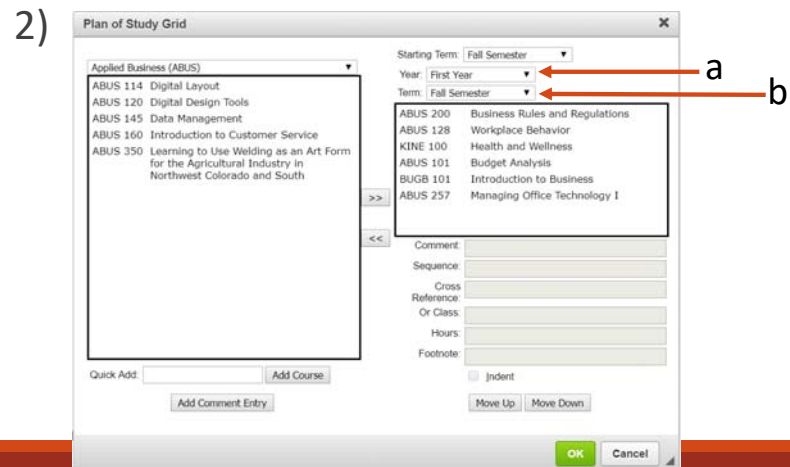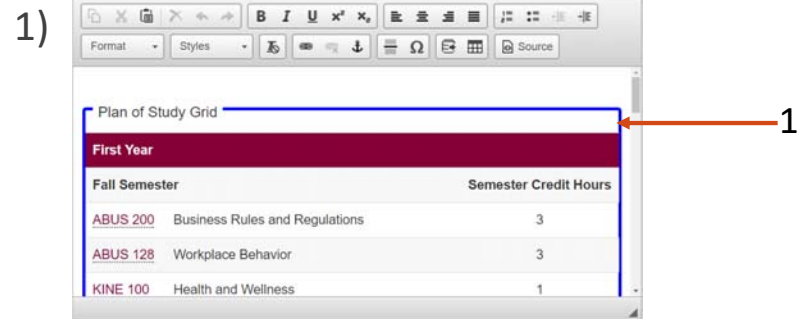# Modifying Suggested Course Plan (Course Sequencing)

1) Navigate to the Suggested Course Plan. Double click in the Plan of Study Grid with the blue outline.

1)

2) Select the following for the semester you need to modify:

a. Year

b. Term

NOTE: Most programs use Fall as the first term, but an alternative starting semester may be selected if needed.

2)

Instructions continued on next page...

Modifying Suggested Course Plan Cont'd

3) To remove a course, highlight the course on the right and use the left arrow to remove it from the course list.

4) To add a course, either:
   a. Find the subject in the dropdown box, locate the course in the list, and use the right arrow to move it into requirements.
   b. Type the course prefix and number (e.g., ENGL 111) in the Quick Add field and select Add Course.
      • If the course has already been pulled from the subject list, you can only add it again using the Quick Add feature.

5) To move a course within the list, highlight the course and use the Move Up or Move Down buttons.
   a. Always list courses alphabetically by prefix and then numerically by course number within prefixes!

6) To add brief notes, such as noting "or higher," use the Comment field.

7) To add more detailed notes use the footnotes option. See Important Notes section for footnotes instructions.

4a

Plan of Study Grid

Applied Business (ABUS)

ABUS 114 Digital Layout
ABUS 120 Digital Design Tools
ABUS 145 Data Management
ABUS 160 Introduction to Customer Service
ABUS 350 Learning to Use Welding as an Art Form for the Agricultural Industry in Northwest Colorado and South

4a

Starting Term: Fall Semester
Year: First Year
Term: Fall Semester

ABUS 200 Business Rules and Regulations
ABUS 128 Workplace Behavior
KINE 100 Health and Wellness
ABUS 101 Budget Analysis
BUGB 101 Introduction to Business
ABUS 257 Managing Office Technology I

>>

<<

3

Comment: — 6
Sequence:
Cross Reference:
Or Class:
Hours: 1
Footnote: — 7
☐ Indent

Quick Add: ___ Add Course

4b

Add Comment Entry

Move Up Move Down

5

OK Cancel

Modifying Suggested Course Plan Cont'd

Important Notes:

1) See information on creating a list of options, entering paired courses (such as lecture/lab combinations), and enter options between two courses in the section on modifying degree requirements. The same features should be used for course plans as needed.

2) If the program requires a specific number of hours for degree but the course sequencing results in a range of hours, *one* of the following needs added (adding the details set off in arrows below) to the top of the Suggested Course Plan section (above the course plan table):

◦ Option 1: Due to a potential variation in semester credit hours for <specific credits>, the following sequencing results in variable credit hours; however, students in this major must complete a minimum of <##> semester credit hours, including satisfactory completion of all required courses, for satisfactory completion of degree.

◦ Option 2: While the sequencing below culminates in a total of <##-##> semester credit hours, students must complete a minimum of <##> semester credit hours as required for completion of this degree, including satisfactory completion of all required courses. Plan to complete requirements with varying hour options accordingly.

Information Required the First Time a Program is Modified

- The first time a course is modified, there is some information that will need to be entered. This only includes:
  - The program's course(s) used to meet each Student Learning Outcomes as well as the assessment used to measure the outcomes.
    - You will be able to find this on the program's curriculum map.

- After this information is entered once, it will remain in the system for subsequent edits.

- As programs are modified, this will help develop a database of this information for all programs.

Important Notes – Program Modifications

1) <u>Abbreviated Program Name</u> – If you are editing the full title, you must edit the abbreviated version. If the full title is 30 characters or less (including spaces), enter the full title in the abbreviated title field.

2) <u>Effective Catalog Edition</u> – This is the catalog in which the modified version will be published if approved. If an intended year is not listed, it is no longer an option.

3) <u>Intended Campus for Delivery</u> – Select the campus(es) where the program is or will be offered. If it is offered at more than one campus (for example, the program has both a Main Campus and Online Only option), select all applicable options.

4) <u>Essential Learning Requirements</u> – Essential Learning courses must always be in following order: English, Mathematics, History, Humanities, Social & Behavior Sciences, Fine Arts, and Natural Sciences (with a lab and then with or without a lab)

5) <u>Curriculum Map</u> – Complete and attach a curriculum map for any modified SLOs.

6) <u>Attachments</u> – PDF format is preferred for all attachments. Please save documents as PDFs and attach the PDF version.

4 – Proposing a New Program

When proposing a new program, it is ***strongly*** recommended that a program template be used. This will make the proposal much easier to complete and will auto populate some content.

1) After logging in to the program management site, select the "Propose New Program" button to the right of the search field.

2) IMPORTANT: To make the proposal process easier, select the "Propose New from Existing Program" button in the upper right corner.

   a. Once in the list of existing programs, navigate to the applicable template for the degree type. Select Copy Program.

   b. Selecting a template will prepopulate some the information you need to include as well as structures for items you need to build.

3) Add program details to all fields.

1) Propose New Program

2) Propose New from Existing Program

a.
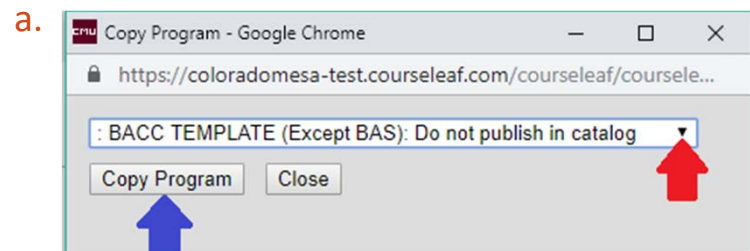
Adding Important Notes About a Program

- Previously, important notes about a program (such as special admission requirements, minimum grade requirements for specific requirements, hours for degree if exceeds minimum for degree type, etc.) had a separate location on the program sheet.

- Now, these details go in the program overview. These will be located at the end of the overview and just before the program's Student Learning outcomes.

- This section should begin with the following text:
  - "Important information for this program:"

- See the program page for the Master of Science in Athletic Training for an example.

Selecting Institutional Degree Requirements
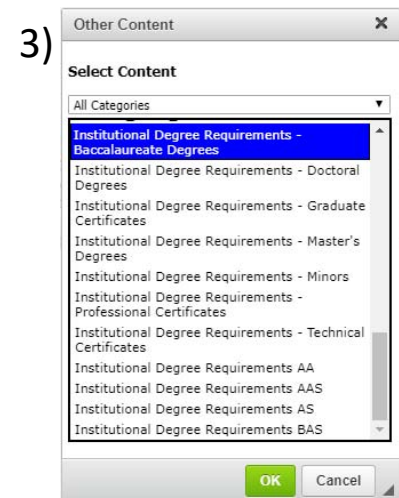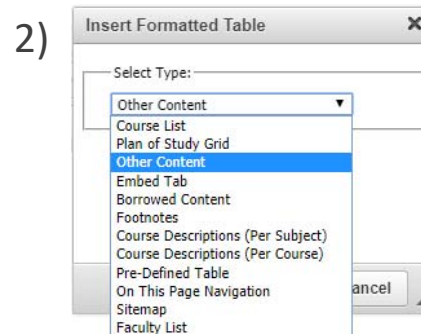
If a degree template was not used for building a new program (*not recommended*), the correct text for the Institutional Degree Requirements will need to be selected:

1) Select the Insert/Edit Formatted Table tool.

2) Select Other Content from the options. Select OK.

3) Select the appropriate Institutional Degree Requirements for the program's degree type. Select OK.

1)

2)

3)

Creating Program Requirements – Essential Learning, Other Lower Division, Foundation, & Program Specific

Definitions:

- Essential Learning – All Essential Learning Requirements *in the following order*: English, Mathematics, History, Humanities, Social and Behavioral Sciences, Fine Arts, and Natural Sciences (with lab and then without without a lab)

- Other Lower Division – Health and Wellness and/or Essential Learning Capstone requirements as appropriate for the degree type.

- Foundation – Any foundation requirements for the degree, as appropriate for the degree type.

- Program Specific – Degree requirements that are specific to the program, such as core requirements, concentration courses, restricted electives, etc.

- **VERY HELPFUL TIP:** If you choose the "Propose New From Existing Program" option, you can select a similarly structured program and just edit the content to fit your needs. **This method is highly recommended.** See Proposing a Program Modification for content editing instructions.

Creating Program Requirements – Building Essential Learning from Scratch

<u>Using a program template will make the process for building Essential Learning Requirements much easier!</u>

For Essential Learning Requirements in particular, there are a number of required footnotes. If a template is used, these footnotes will be prepopulated.

See the first page for Proposing a New Program for instructions on selecting a template.

Essential Learning requirements must always be in the following order: English, Mathematics, History, Humanities, Social & Behavior Sciences, Fine Arts, and Natural Sciences (with a lab and then with or without a lab).

Creating Program Requirements –
Building Essential Learning from Scratch (cont'd)

If you opt not to use a template (*not recommended*):

1) Select "Insert/Edit Formatted Table" tool.

2) Select "Course List."

3) Once in the course list:

a. Use Add Comment Entry to enter a header for each required Essential Learning category.

   i. Be sure to select Area Header for these!

b. Add the courses for each area (refer to section on creating program requirements from scratch for instructions on adding courses).

c. Add required footnotes for categories (see current program in CMU Catalog for examples).*

d. Don't forget to select the box for Sum Hours!
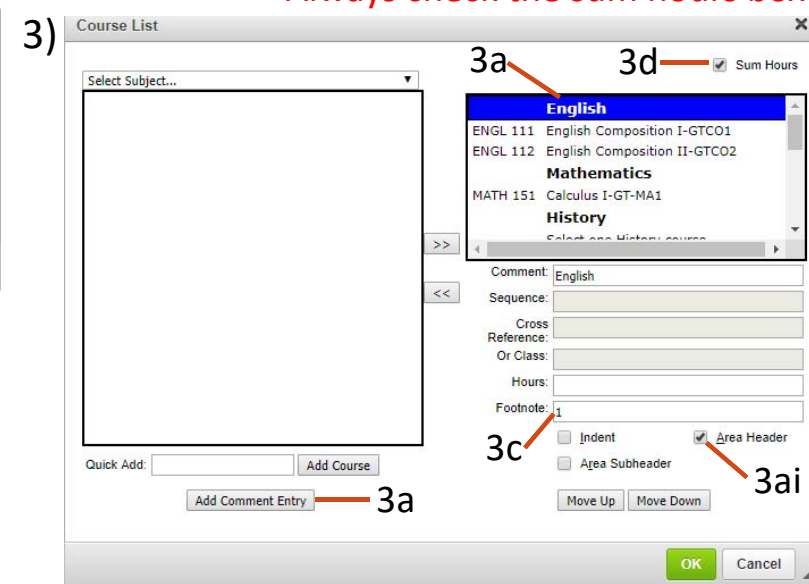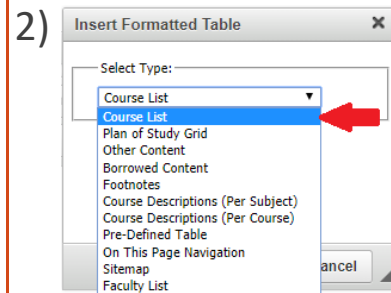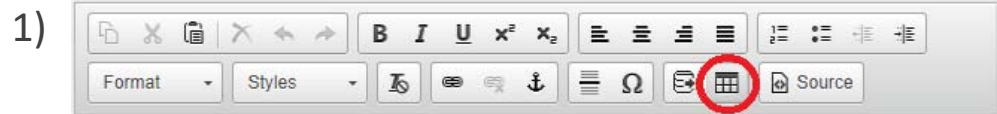

Always check the sum hours box!

* See Important Notes section for instructions on creating footnotes.

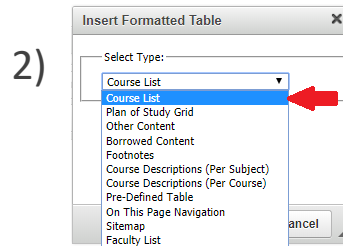# Creating Program Requirements – Building Other Lower Division from Scratch

Wellness Requirement		
KINE 100	Health and Wellness	1
Select one Activity course		1
Essential Learning Capstone [1]		
ESSL 290	Maverick Milestone	3
ESSL 200	Essential Speech	1
Total Semester Credit Hours		**6**

[1] Essential Learning Capstone must be taken after completion of the Essential Learning English and Mathematics requirements, and when a student has earned between 45 and 75 hours.

1) Select "Insert/Edit Formatted Table" tool.

1)

2) Select "Course List."

2)

Insert Formatted Table

Select Type:

Course List
Course List
Plan of Study Grid
Other Content
Borrowed Content
Footnotes
Course Descriptions (Per Subject)
Course Descriptions (Per Course)
Pre-Defined Table
On This Page Navigation
Sitemap
Faculty List

Creating Program Requirements – Building Other Lower Division from Scratch, cont'd

3) In upper right corner, check "Sum Hours"

4) Click "Add Comment Entry"
   a. Type "Wellness Requirements" and select "OK"
   b. Check "Area Header"

5) Select Subject

6) Once course is highlighted, click right arrow to move into the courses list (use left arrow to remove from course list if wrong course is selected), adding KINE 100 first.
   i. Do not indent anything.
   ii. Use "Move Up" or "Move Down" to move in course list.

7) For the activity course, click "Add Comment Entry", enter "KINA 1XX::Activity Course", and click ok. Enter "1" in the "Hours" field.

Always check sum hours!

For 4 & 7:

Instructions continue on next page....

Creating Program Requirements –
Building Other Lower Division from Scratch, cont'd

8) If ESSL courses are required click "Add Comment Entry" (if not required, skip to step 11)

a. Type "Essential Learning Capstone" and select "OK"

b. Check "Area Header"

9) Select Subject

10) Once course is highlighted, click right arrow to move into the courses list (use left arrow to remove from course list if wrong course is selected), adding ESSL 290 and then ESSL 200.

i. Do not indent anything.

ii. Use "Move Up" or "Move Down" to move in course list.

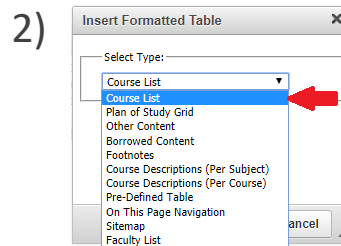11) Select "OK" to save.

Always check the sum hours box!

For 8:

Creating Program Requirements – Building
Foundation and Program Specific Requirements from Scratch

1) Select "Insert/Edit Formatted Table" tool

1)

2) Select "Course List"

2)

Creating Program Requirements – Building Foundation and Program Specific from Scratch (cont'd)

3) To add a course, either:

a. Find the subject in the dropdown box, locate the course in the list, and use the right arrow to move it into requirements.

b. Type the course prefix and number (e.g., ENGL 111) in the Quick Add field and select Add Course.

- If a course is listed more than once in a single list, you must use the Quick Add feature to add the course again.

4) To move a course within the list, highlight the course and use the Move Up or Move Down buttons.

a. Always list courses alphabetically by prefix and then numerically by course number within prefixes!

5) To add brief notes, such as noting "or higher," use the Comment field.

6) To delete a course, highlight the course on the right and use the left arrow to remove it from the requirements list.

7) To add more detailed notes use the footnotes option. See Important Notes section for footnotes instructions.

Always check the sum hours box!

3a

3b

4

5

6

7

Instructions continued on next page...

Creating Program Requirements – Building Foundation and Program Specific from Scratch (cont'd)

Creating a list of options or restricted electives:

1) Using Add Comment Entry, create a header in the following format: "Select <number> of the following:". Then, be sure to do the following for this entry:

a. Select Area Header or Area Subheader, depending on which is more appropriate.

b. Enter the total hours to be completed within the list in the Hours field.

2) Add courses (see previous page for instructions), and select indent for each course in the list.

NOTE: This is used anytime more than two options are listed. **For only two options, see next slide.**

Always check the sum hours box!

Creating Program Requirements – Building Foundation and Program Specific from Scratch (cont'd)

Entering paired courses, such as lecture/lab combinations:

1a) Add one course (that which comes first alphabetically and/or numerically).

1b) Add the other course in the Sequence field.

1c) <u>Adjust the Hours field to reflect the sum hours of the two classes together</u>.

Entering option between two courses:

2a) Add one course (that which comes first alphabetically and/or numerically).

2b) Add the other option in the Or Class field.

2c) <u>Make sure the hours are correctly reflected, changing it to a range of hours if needed</u>.

Always check the sum hours box!

Entering General Electives

If the program includes general electives, a specific format must be followed (see example on the right).

To create this:

1) Enter the requisite introductory text in the text box (again, see example on the right).

2) Enter down to the next available line, and select the "Insert/Edit Formatted Table" tool, "Course List," and "OK".

3) Following instructions for building a course list in the Creating Program Requirements section of this guide.

◦ Be sure to select the box for Sum Hours!

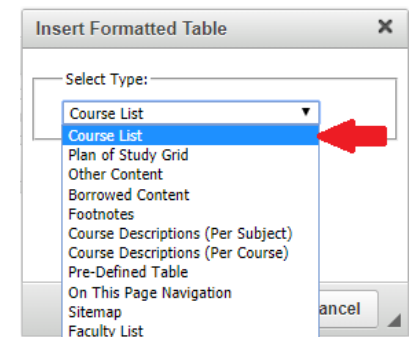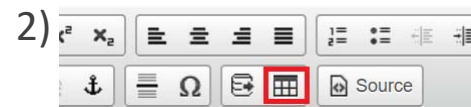◦ Be sure to enter the hours required for the "course" added.

NOTE: If using a template, simply double click in the blue bordered box and adjust the hours as needed. Select OK to save.

Example:

General Electives	▾

All college level courses appearing on your final transcript, not listed above that will bring your total semester hours to 120 hours, including 40 upper division hours. 7 semester hours, additional hours of upper division hours may be needed.

Select electives	7
Total Semester Credit Hours	7

2)

Insert Formatted Table   ✕

Select Type:

Course List ▾

- Course List
- Plan of Study Grid
- Other Content
- Borrowed Content
- Footnotes
- Course Descriptions (Per Subject)
- Course Descriptions (Per Course)
- Pre-Defined Table
- On This Page Navigation
- Sitemap
- Faculty List

ancel

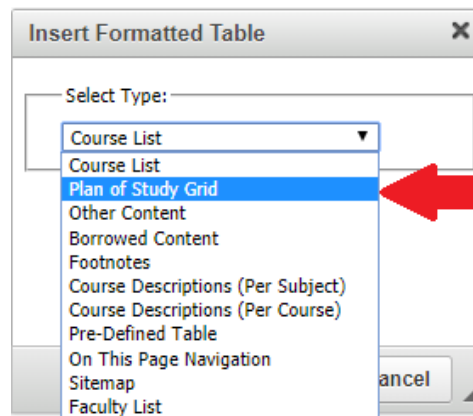# Creating Suggested Course Plan

1) Select "Insert/Edit Formatted Table" tool

1)

2) Select "Plan of Study Grid"

2)

Instructions continue on next page….

Creating Suggested Course Plan, cont'd

3) Select:
   a. Starting Semester (likely Fall Semester)
   b. Year (First, Second, Third, etc.)
   c. Term (Fall, Spring, Summer, etc.)

4) Select Subject
   ◦ Alternatively, type course prefix/number in Quick Add and select Add Course.
   ◦ The Add Comment Entry can be used to add text entries such as "Select two of the following:" or "KINA 1XX::Activity Course." Be sure to add hours for these.

5) Once course is located, select right arrow to move into the selected semester's courses (use left arrow to remove from plan list if wrong course is selected)
   i. If courses are taken together, such as with a lecture/lab combo, add the coordinating course in the "Sequence Field."
      • In these cases, be sure to edit the "Hours" field to reflect the total of the two classes combined.
   ii. If they have the option of one course or another, enter the other option in the "Or Class" field.
   iii. Avoid use of all other fields. If any are needed, contact the administrator at 970.248.1463 for assistance. Do not indent anything.
   iv. Use "Move Up" or "Move Down" to move in plan list.

6) Once the semester is complete, select the next year and term. Continue until all information is entered for all semesters. Select "OK" to Save.

5 – Proposing a Program Deletion or Deactivation

- Deleting versus Deactivating a program

  - A deletion ends the program and removes the program content from the catalog.
    - No follow up is necessary, but the program can be reactivated in the future.

  - A deactivation disallows further admission into the program and removes the program content from the catalog, though the program title will remain listed in the area of study and be identified as inactive.
    - The program must either be deleted or reactivated within two years of completion of the teach-out plan.

Deleting a Program

1) Locate the program in the list.

2) Select the "delete" button.

3) Complete all fields in the delete form. Once complete, select "Start Workflow."

Deactivating a Program

1) Locate the program in the list.

2) Select "Edit Program." Completing this in the edit form allows us to retain all program information in the event of reactivation.

3) The first item on the form is the program status selection. Select "Deactive."

- IMPORTANT: Do not edit anything else in the program before completing this action. No other edits will be accepted for a deactivated program!

4) Complete the status justification question and select "Start Workflow."

2) **Edit Program**

3) Status: Active ▾
  Select...
  Active
  Deactive

4) **Start Workflow**

NOTE: To reactivate a program, the same steps apply; however, "Active" is selected in step 3 and edits may be made to program details.

6 – Help Resources

Resources:

1) The Help button in the top corner of the Program Management page

2) Your committee representative

3) CIM Administrator

How to access:

1) Click on either the word "Help" or the question mark icon.   Help ⑦ This is a great resource with step-by-step instructions and videos.

2) Find your committee representative on the Faculty Senate website. Your representative should be able to help you through the process.

3) If your representative is unsure about a detail of the proposal, you may contact the CIM Administrator at cim_admin@coloradomesa.edu or 970.248.1463.