



# Uploading the 4-Year Review Report into the Course Inventory Management (CIM) System

- Log into CIM: <https://nextcatalog.udayton.edu/courseadmin/>
- Search for the course

Course Code	Title	Workflow	Status
MUS 315	Music and Gender		

- Select “Edit Course”

Export to Word

Export to PDF

Deactivate

**Edit Course** [Preview workflow](#)

Viewing: **MUS 315 : Music and Gender**

Last approved: 05/06/14 3:29 pm

Last edit: 04/29/14 3:17 pm

History  
1. May 6, 2014 by sdorf1

Catalog Pages referencing this course: [Approved Courses](#) [Music](#) [Music](#)

Programs referencing this course: [BA-WGS: Bachelor of Arts, Women's and Gender Studies](#)

**General Information**

Proposer(s):  Name

Is this a CAP Course? Yes

Is this proposal for 4-year CAP review?

Effective term: 201489

- Is this proposal for 4-year CAP review? Select “Yes”

UNIVERSITY of DAYTON

## Course Inventory

Editing: **MUS 315: Music and Gender**

Please remember to save your proposals frequently. Use help bubbles for additional information.

### General Information

Proposer(s) Name

Is this a CAP Course?  Yes  No

Is this proposal for 4-year CAP review?  Yes  No

- In the Course Content section of the proposal, look for and select “Attach File(s)” next to “Syllabus and Other Documents”

### Course Content Information

Course Goals

Sample Text(s) and Resources

Carolyn Abbate, "Opera; or, the Envoicing of Women," in Ruth Solie, ed. Musicology and Difference (Berkeley: University of California Press, 1993), 225-258. Kate Bornstein, My Gender Workbook (New York: Routledge, 1998) 1-33. Judith Butler, "Critically Queer" in GLQ 1 (1993): 17-32. Marcia Citron, "Gender, Professionalism and the Musical Canon," Journal of Musicology 8 (1990). Catherine Clément, Prelude to Opera: The Undoing of Women, trans. Betsy Wing (Minneapolis: University of Minnesota Press, 1988), 3-23. Robert Fink, "Do It ('Til Your Satisfied)" from Repeating Ourselves: American Minimal Music as Cultural Practice (Berkeley: University of California Press, 2005). Susan Leigh Foster

Syllabus and Other Documents (optional) **Attach File(s)**

Uploaded Files:

Files To Be Uploaded:

- Select your completed 4-Year Review Report Form for the course and any additional documents (e.g., rubric) from the location where you have the document(s) saved
  - Reminder: The blank 4-Year Review Report Form is available on the CAP website: <https://www.udayton.edu/provost/cap/4-year-course-review.php>

The screenshot displays a document management interface. On the left, there is a section for 'Sample Text(s) and Resources' containing a text editor with a sample paragraph of academic references. Below this is a section for 'Syllabus and Other Documents (optional)' with a green 'Attach File(s)' button. To the right, there are sections for 'Uploaded Files' (currently empty) and 'Files To Be Uploaded', which lists two files: 'MUS 315\_CAP-4-Yr-Review-Report-Form.docx' and 'MUS 315\_Rubric.pdf', each with a 'Remove' link. A blue arrow points to the 'Attach File(s)' button.

- After uploading the 4-Year Report Form and any additional documents, select “Save & Submit” at the bottom of the CIM proposal form to put the course into workflow
  - The department chair will then need to approve the course in CIM at the Chair level to advance it in workflow

The screenshot shows the bottom portion of a form. At the top, there is a 'Tracking Number' field containing the text '13-113 MUS 315 Music and Gender'. Below this field are three buttons: a red 'Cancel' button, a grey 'Save Draft' button, and a green 'Save & Submit' button. A blue arrow points to the 'Save & Submit' button.

- Please note, any fields outlined in red (i.e., required fields) in the CIM course proposal form must be filled in to be able to “Save & Submit” and put the course into workflow
  - For many courses in the 2017-18 4-Year Review cycle, information needs to be transitioned into the new CIM course proposal format that was launched in January 2017. For these courses, the CAP Office inserted the following language into several required fields: *Departments must update this field following the CAPC’s review of the 4-Year Review Report and decision regarding renewal of CAP course designation. Updates need to be completed by September 1, 2018.*

- The insertion applies to the following fields (sample screen shot provided below):
  - Course Learning Objective (CLO)
  - Method of Evaluation/Attainment of CLO
  - Course Learning Objectives (e.g., CLO 1, CLO 5) that apply to this UD ILG (Institutional Learning Goal)
  - Describe how this course will satisfy this CAP Component

Course Learning Objectives (CLO) and Criteria for Evaluation/Attainment of CLOs

CLO #	Course Learning Objective (After completion of the course, students will be able to:)	Method of Evaluation/Attainment of CLO
CLO 1	Departments must update this field following the CAPC's review of the 4-Year Review Report and decision regarding renewal of CAP course designation. Updates need to be completed by September 1, 2018.	Departments must update this field following the CAPC's review of the 4-Year Review Report and decision regarding renewal of CAP course designation. Updates need to be completed by September 1, 2018.

**IMPORTANT NOTICE:** Below are the original Course Objectives for this course. You may copy/paste from this field into the relevant fields in the table above, or write new Course Learning Objectives. Once the course has been approved through workflow, the information below will no longer display.

Original Course Objectives

Upon successful completion of this course, students will be able to formulate complex arguments about the ways gender and sexuality influence the performance, creation, and reception of music. They will develop an expanded vocabulary to discuss music, gender and sexuality. They will be able to discuss how music, gender and sexuality can become sites for expression of issues concerning social justice and diversity.

- This language was inserted *temporarily* in an effort to minimize what departments need to complete for the 4-Year Review by February 1, 2018, as well as to streamline the review process. Since departments are likely to have updates to Course Learning Objectives (CLOs) and Methods of Evaluation/Attainment after four years, they will only have to make updates in CIM after the CAPC examines proposed changes outlined in the 4-Year Review Report. **Departments must update these fields in CIM by September 1, 2018.**
- If you have questions, please contact the CAP Office:

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