



## 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

UNIVERSITY of DAYTON

### Course Inventory Management

Search, edit, add, and deactivate courses.  
Use an asterisk (\*) in the search box as a wild card.  
The system searches the Course Code, Title, Workflow step and CIM Status.

ENG 336   Archive History - OR -  Quick Searches... ▾

Course Code	Title	Workflow	Status
ENG 336	Gender and Fiction		Edited

- Select “Edit Course”

Export to Word **Changes saved but not submitted**  [Preview workflow](#)

Export to PDF

Viewing: **ENG 336 : Gender and Fiction**

Last approved: 02/06/15 5:53 am  
Last edit: 08/23/18 1:15 pm

Catalog Pages referencing this course: [Approved Courses](#), [English](#), [English](#), [General Requirements for all Bachelor of Arts Programs](#), [Women's and Gender Studies](#), [BA, MGS: Bachelor of Arts, Women's and Gender Studies](#)

#### General Information

Proposer(s)    
**Sheila Hassell-Hughes**

Is this a CAP Course? **Yes**

Is this proposal for 4-year CAP review? **Yes**

History  
1. Feb 6, 2015 by aslade1

- Is this proposal for 4-year CAP review? Select “Yes.” In most cases, the CAP Office already took care of this step.

UNIVERSITY of DAYTON

## Course Inventory

Editing: **ENG 336: Gender and Fiction**

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

### General Information

Proposer(s)

Name
<input type="text"/>

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

These will be determined by the particular instructor, depending entirely upon his or her approach and literary focus. See the sample outline for one approach, including a list of assigned readings.

Syllabus and Other Documents (optional)

**Attach File(s)**

Uploaded Files:

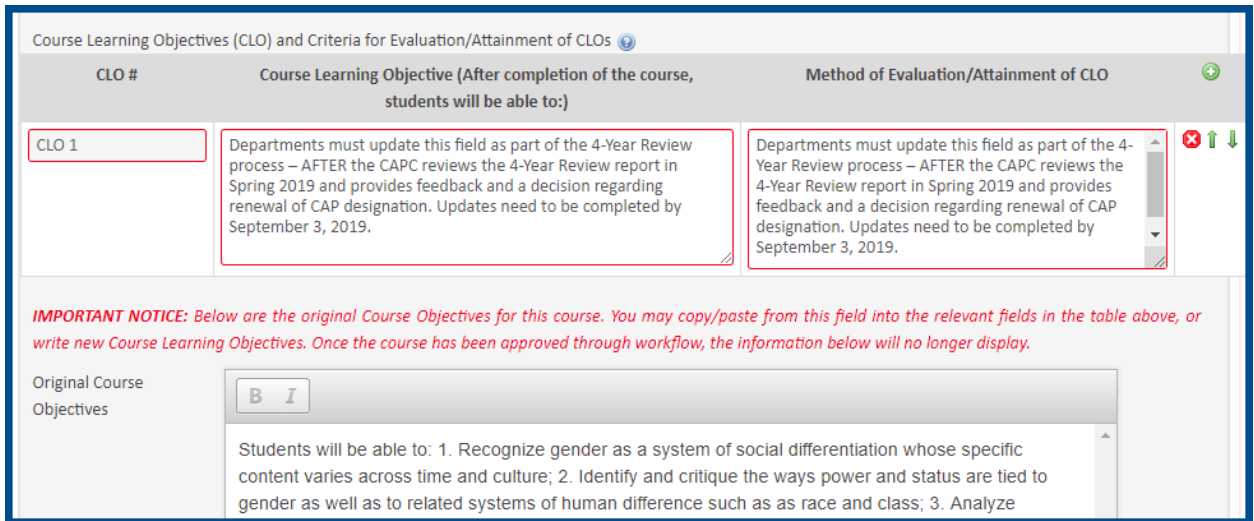
Files To Be Uploaded:

- Select your completed 4-Year Review Report 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>

- After uploading the 4-Year Report and any additional documents, select “Save & Submit” at the bottom of the CIM course 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.

- 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. Examples include Proposer(s) and Effective Term.
  - For many courses in the 2018-19 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 placeholder language into several required fields: *Departments must update this field as part of the 4-Year Review process – AFTER the CAPC reviews the 4-Year Review Report in Spring 2019 and provides feedback and a decision regarding renewal of CAP designation. Updates need to be completed by September 3, 2019.*

- Courses in future review cycles that need to be transitioned into the new CIM course proposal format will be handled in a similar fashion.
- 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



- This language was inserted *temporarily* in an effort to minimize what departments need to complete for the 4-Year Review prior to the report submission deadline, as well as to streamline the review process. The 4-Year Review Report asks for original content and planned changes. The CAPC will review any planned changes and ask for clarification, if needed. 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 the changes outlined in the 4-Year Review Report. **Departments must update these fields in CIM by the specified date.**
- For courses that do not have this placeholder language inserted in CIM, the CAPC still advises that course content should not be edited in CIM until after the committee reviews the 4-Year Review Report and provides feedback and a decision regarding renewal of CAP designation.

➤ If you have questions, please contact the CAP Office:

Michelle Pautz, Assistant Provost for CAP  
[mpautz1@udayton.edu](mailto:mpautz1@udayton.edu) or 229-3651

Judy Owen, CAP Coordinator  
[jowen1@udayton.edu](mailto:jowen1@udayton.edu) or 229-5534