Valencia College CIM/CCC FAQ's

Outlines

Q1. Must a course outline be created and approved in voting before a new course can be added?

A1. Yes, after the outline is approved, the course addition can then be submitted to CCC.

Q2. What outlines and forms are needed when changing a course prefix or number for an existing course?

A2. A course deletion form must be submitted for an existing course if the prefix, number, or suffix "C" or "L" designations are going to change. Then, an outline and course addition form must be submitted for the new prefix and/or number. This is due to the fact that courses are uploaded from CIM into Banner.

Q3. Is a review meeting still required to discuss an outline?

A3. Yes, the review meeting is still needed and should be called by the author but it is not recorded in the outline process.

Q4. When entering information for an outline how can I view the entire outline to see all the information that has been entered?

A4. It is necessary to save and exit the outline to view all of the information that was entered.

Q5. When I modify a course do the changes automatically show up in the course outline?

A5. No, the change will be made by the Curriculum Office after the changes are approved through the workflow.

Courses

Q6. Must I upload a new updated syllabus each time with a new course or modification form?

A6. Yes, a new updated syllabus with current content and information that reflects all changes noted for a new or course modification form is required for uploading.

Voting

Q7. When does the voting process close in CIM?

A7. When one-half of eligible voter list and two-thirds approve an item. Note that abstention counts as a vote, but not as a Yes or No.

Q8. What should I do if I did not get to vote within the timeframe and the voting has closed in CIM?

A8. You should email the Curriculum Office: Krissy Brissett, Glenn Ricci, or Karen Borglum with a vote on the item for recording purposes since it is possible that the voting threshold could be met and was closed and new votes could cause an item to still need votes to pass or not.

Q9. When I propose a new course is a vote needed for both the outline and the new course form?

A9. A vote is only required for the outline of a new course, but is not required for the New Course Proposal form. The curriculum office will submit the new course proposal once the number comes back from the state.

Q10. Are votes needed for both course modification and course deletion forms?

A10. Yes.

Q11. What happens if a proposal does not pass in the CIM voting process?

A11. The items just remains in CIM until it is deleted or rolled back.

Timing

Q12. What happens after the review process closes in the course outline in CIM?
A12. The item automatically advances to the voting stage in the CIM workflow.

Q13. How many days should be entered for the review phase length?
A13. The review phase is variable. Two days to two weeks maximum depending on the available time to submit before the CCC meeting agenda deadline which is typically two weeks prior to the CCC meeting.

Q14. How far in advance of a CCC meeting should a new course number or prefix be requested from the Valencia curriculum office?
A14. Six weeks minimum due to delays in getting the information returned from the SCNS office in Tallahassee. A new course number will not go to the CCC until there is approval from the state. The outline for the new course must be completed before adding the course via CCA. When creating a new outline use the correct prefix and XXXX; if more than one course, use correct prefix and XXX1, XXX2, etc.   The Curriculum Office will enter the SCNS assigned course number on the outline and complete the CCA.

Lab Fees
Q15. What is needed for a course that has a lab fee change?
A15. Each course that has a lab fee must be reviewed on a two year cycle. A dean will work with faculty to calculate the cost of running a lab (http://valenciacollege.edu/curriculumcommittee/LabManual.cfm). The dean will complete an electronic lab fee template to submit to his/her Campus President for approval. Each campus dean should have a lab fee form for courses offered on his/her campus. If a course is college wide, the Vice President, Academic Affairs and Planning will approve the college wide lab fee. The electronic lab fee template will be sent to the Curriculum Office. The dean will then fill out a miscellaneous course form in CIM and attach the lab fee template and an Excel spreadsheet with the course prefix, number, old fee, and new fee attached. The Curriculum Office will change the lab fees in the system, and faculty will be sent an "fyi" to let them know about the fee changes. Lab fee changes will have an effective date for fall of the next catalog year beginning in August.

Workflow
Q16. What is workflow and what does it signify in the CIM process?
A16. Workflow shows email links.   The actual workflow may vary for an outline, course, or program. This workflow preview represents the various channels that a proposal has to pass through before it gets approved and can be put in the catalog.

Process
Q17. How is the author identified for a form or outline?
A17. The author is identified to the Dean when the proposal is submitted to start the process as identified with "changes proposed by" on the top left area of a proposal and also in the workflow status box in top right of the horizontal blue line screen.

Q18. What do the red boxes signify in the CIM forms and outline?
Q18. Any of the red boxed areas are required fields where information must be entered to submit the document.

Q19. Can I print out a hard copy of a CIM course form or outline that I have completed?
A19. Yes, by using the "ctrl+p" keys since there are not any print buttons within CIM.
Q20. Can I co-author a proposal in CIM?
A20. Through collaborative efforts you may co-author a proposal but only one person may actually submit an outline.

Q21. When I receive a CIM Review Request via email and click the link provided it brings me to a CourseLeaf screen with horizontal dark blue lines but no information is displayed for me to review and/or approve? What should I do?

A21. When you click to the screen with the two horizontal dark blue lines it is necessary to view and click the dropdown arrow in the "Your Role" box in the top center of the screen. You may then select the role for your area at which point relevant information will appear for your review and action in the page or page review boxes on the screen.

Programs

Q22. What are program CIP codes and are they important when submitting a new program form in CIM?

A22. Yes, Classification of Instructional Programs (CIP) codes are important when submitting a new program so that state funding dollars can be received in the academic department. To look up the correct code and find the CIP please refer to the CCC website at, http://valenciacollege.edu/curriculumcommittee/program-cip-codes.cfm.

Q23. What title headings should be used in the Program forms when completing program outcomes, requirements and description?

A23. For new programs the Degree title requires using "Heading 2" and Program Outcomes requires using "Heading 3" selections to match the online catalog formatting.

Q24. What is the best way to enter the program courses in the Program Outline?

A24. After the program title and outcome headings are entered, most of your work will involve the "Insert/Edit Formatted Table" button located in the center of the second line of the screen menu which looks like this . After the "Formatted table" button is clicked a variety of menu options will open for you to choose from with regard to entering the program courses. The "Sum Hours" box at the top right of the "formatted table box" should be selected to automatically add and display your program hours. Also, please note that a specific "Footnote Code and Sequence" unified for the online catalog is provided for specific notations to students as follows:

Footnote Code and Sequence	Meaning
+	This course must be completed with a grade of C or better
*	This course has a prerequisite; check description in Valencia catalog
~	This is a General Education course
(GR)	Denotes a Gordon Rule course
#	This course is a common prerequisite stated for the degree listed in flvc.org.
^	Special notes from the department

Q25. How do I include the heading for courses that are Foundation, Intermediate, or Advanced?

A25. When in the "Insert/Edit Formatted Table" section you will select the type of table wanted from the drop down menu. After selecting the type of course list you want. Next, you will select the college and then department from the drop down box. At the bottom of the screen you will see an "Add Comment Entry" button to click which will open a text box where you can type in either Foundation, Intermediate, or Advanced Courses to head your list when you click the OK button (illustrations as noted below).

Q25. What happens when the red "Shred Proposal" button is clicked?

A25. A pop up box will open with a warning that if "OK" is clicked the proposal will be permanently removed from CIM (note, the same is true for course forms as well).