CIM PROGRAM MANAGEMENT INSTRUCTIONS:

Reactivating a Closed Academic Program

CIM allows you to reactivate a closed program which will pre-populate existing information from the old program as a starting point. [*NOTE: If the program was closed/inactivated prior to the CIM implementation, you must use the New Program Proposal form instead but you can copy and paste information from the Bulletin Archives. You will also need to use the New Program Proposal form if you are planning to offer the reactivated program in a different modality than the closed program. Follow the instructions for proposing new from existing (Section B).*]

➢ **Reactivating a Closed Program**

➢ Go to https://next-bulletin.miami.edu/programadmin/

➢ Click the icon [icon] to complete the log in.

➢ You will see a table with every academic program in the Bulletin.

➢ From the [Quick Searches... ▼] drop-down box above the table on the righthand side, select [Inactivated Programs ▼]

➢ All programs that have been inactivated in CIM will populate in the table. **[If you cannot find the program in CIM, you will have to use a New Program Proposal instead but you can copy information from the previous Bulletin archives.]**

➢ Scroll down to find the program you want to reactivate. [You can also find the program you want to reactivate by typing in a keyword or academic plan code surrounded by asterisks (for example: *history*).]

➢ Click on the name of the program you want to reactivate and it will populate in the screen below the table.

➢ Click on the green [Reactivate] button to open the reactivation proposal form.

➢ A new window will open with the form.

Question boxes that are outlined in red are required. You will not be permitted to submit the proposal without completing those boxes. However, you can scroll to the bottom of the form and click the gray [Save Changes] button to save a draft of the proposal without completing all the required fields.

Once you save the changes and/or submit the form to workflow, the changes you have made to existing information will show up in color coding. Deletions will be noted in ~~red strike-through~~ font. Additions will be noted in **bold green** font. This is how reviewers will be able to see what you are changing from what is currently approved for the program.

The form is divided into multiple sections (each alternately shaded in gray). The first section includes basic descriptor questions regarding the proposer and program. Many of these are directly tied to CaneLink fields and will be used by sthe Registrar's Office to update CaneLink once it is fully approved. The second section includes information that is To Be Published in the Academic Bulletin. Once the program changes are fully approved, the content in this section will automatically be published verbatim into the relevant Academic Bulletin. Once published, these Bulletin pages can only be edited through CIM. The remaining sections on the form conform to the proposal guidelines of the Graduate Council and Faculty Senate.

Below are descriptions and instructions for each question on the form. The questions you see on the form will depend on responses to specific questions:

Proposer(s) Name: The CIM system automatically identifies the person who submits the electronic proposal. However, usually this person is not the

person responsible for the actual proposal. So, this field has been added so that the official proposer (not the person entering it into the CIM system) can be identified. List the name(s) of the author(s) of the proposal including name, faculty rank/title, academic program/department, and school. Also include contact information such as UM phone number and email in case the Faculty Senate Office needs to follow up regarding the proposal. *A University Faculty member must be the official proposer for any proposal that requires Faculty Senate approval.* Multiple people may be included in this area.

This form is dynamic. How you answer certain questions on the form will determine which questions need to be completed for the proposal and what the approval workflow will entail. So, you must complete the first section before starting on the rest of the proposal in order to have the right questions shown.

Change Type: The option you select for this question will determine the approval workflow. If you make the wrong selection and do not go through the proper approval process, you may have to start the process all over again. **For reactivations, you must select "All Other Changes."**

Provide a brief summary of the change: [Only visible if Change Type = All Other Changes] Include a very brief summary of the changes you are proposing. (You will provide a full rationale later in the proposal.)

Career: DO NOT CHANGE

NOTE: Changing a program's Career or Dual Listed Career requires closing the existing program and proposing a new program. Do not try to propose that using the edit form.

Dual Listed Career: [Only visible if Career = Dual Career]. DO NOT CHANGE

Academic Structure: The information you populate in the School/College and Department fields will determine the approval workflow. You can include multiple schools/departments but the first one listed will be the primary one (the one which awards the degree). The Department field does not align directly with academic departments. It is the field used in CaneLink associated with courses. Choose the one that most closely matches your

program. Schools without departments must also choose a department (for example, Architecture, Nursing, Law, etc.).

Use the green button in the top righthand side of the table to add another school. Use the red button to delete a row. You can reorder the schools/departments by using the green arrow buttons. Click the down arrow to move a row down and up arrow to move a row up.

If you have multiple schools/departments listed, you should include letters of support from the secondary schools/departments at the end of the form as supporting documentation.

Plan Type: DO NOT CHANGE

NOTE: Changing a program's Plan Type requires closing the existing program and proposing a new program. Do not try to propose that using the edit form.

Certificate Level: *[Only visible if Plan Type = Certificate]* DO NOT CHANGE

NOTE: Changing a program's Certificate Level requires closing the existing program and proposing a new program. Do not try to propose that using the edit form.

Who can take this program: *[Only visible if Career = Undergraduate]* You will need to select the appropriate response from the drop-down box: Any student at UM or Any student in this College/School.

Degree Type: *[Only visible if Plan Type = Major and/or Degree]* DO NOT CHANGE

NOTE: Changing a program's Degree Type requires closing the existing program and proposing a new program. Do not try to propose that using the edit form.

Degree Name: *[Only visible if Plan Type = Major and/or Degree]* List out the full name of the degree to be awarded on the diploma. Do not abbreviate (or include the abbreviation in parentheses after the full name if you want to clarify how it will be abbreviated). NOTE: The degree name should not include the major or field unless it is a professional degree that incorporates the major/field. For example, write "Master of Science," not "Master of Science in Cognitive Science." If you do incorporate

the major/field in a degree name, you will need to justify that in the proposal through peer comparisons or external agency recommendations.

Proposed Plan Code: This field is OPTIONAL. You can leave it blank. If you want to use the old academic plan code used in CaneLink include it here. Otherwise the Registrar's Office will create a new one for you.

Proposed CIP Code: This field is OPTIONAL. You can leave it blank. It is provided for you in case you want to suggest a specific CIP code. The federal government requires every academic program to be assigned a six-digit standardized numeric code to represent the discipline/subject area, the Classification of Instructional Program (CIP) Code. The first two digits of the CIP code represent broad disciplinary areas. The final four digits represent subdisciplines or more specific areas. You can search for CIP codes by clicking the Find... button. A pop-up window will open to display the CIP Code Picker. You can type a keyword into the Search box and press the Search button. Or, you can click on the Select CIP Family drop-down box to select a broad disciplinary area (first two digits of the CIP code) and all of the six-digit CIP codes in that area will populate in the screen below. [NOTE: CIP Codes are also used to determine which programs qualify for a Dept. of Homeland Security STEM designation.]

Plan Name: The academic plan name includes both the degree name and the major and sometimes other information (such as "Accelerated" or "Executive"). This is the name that is displayed on the program's page in the Bulletin. Examples include: "Bachelor of Architecture," "B.S.C. in Journalism," "Ph.D. in Ocean Sciences," "MD/JD Program," "Accelerated BSN," and "Global Executive MBA."

Will there be any subcomponents within the program such as concentrations, specializations, thesis/non-thesis options, or tracks: *[Only visible if Plan Type = Major and/or Degree]* Check yes to add a program subcomponent. Otherwise check no.

Subcomponents: [Only visible if you answer "Yes" to the *above question]* You can include multiple subcomponents. First select the Subcomponent

Type and then type in the name as you want it to appear on the student's transcript.

Use the green ⊕ button in the top righthand side of the table to add another subcomponent. Use the red ❌ button to delete a row.

If you have subcomponents, you should include these in the Curriculum Requirements and Plan of Study questions as well.

Effective Term: Select the term in which this change will be effective. It cannot be the current semester and must be after the full approval process is expected to be completed.

First Term Valid: Use this field to indicate to the Registrar's Office when you want these changes to be available in CaneLink. Use the same term as effective term if you are not certain.

Program Instruction Mode: Use the drop-down box to select the program instruction mode. The University is required by law to identify and track program and course modality. "In Person" means students and instructors physically (not via technology) in the same physical location. "Hybrid" means that some courses are taught In Person and some online. The online options mean the program is 100% online. Asynchronous means that the instructor and student are interacting in different locations and at different times. Synchronous means that the instructor and students are interacting in different locations but at the same time. Both means that both modes are being employed. Please note that this question is about the overall program. You should answer it based on how you are *designing* the delivery of the program.

Where is the program offered: Use the drop-down box to select the location in which the program is being offered and estimate the percent of the program that will be offered there. The University is required by law to identify and track program and course location. Adding or changing the location of a program is essentially creating a new program. ***The University is only legally authorized to operate in the state of Florida on one of our 3 campus locations or via distance education. Offering a program (in whole or in part) in a different physical location (off campus) may require prior approval from SACSCOC.***

Use the green button in the top righthand side of the table to add another location. Use the red button to delete a row.

Program Length (Years): The federal government requires that we identify the length (in years) it will take a student to complete the program. This should be answered based on how the program is designed to be completed, not on what any individual student might choose to do. Generally, you should base this on full-time enrollment for the fall and spring semesters. However, if the program is designed as a part-time program, then you may be able to use that to form the estimate.

Total Credits: Enter the total credit hours required for students to complete the program. This total should not include any preparatory course work, just the minimum required to be awarded the degree. You can include a range (especially when program subcomponents differ in length). This total should be reflected in the total credit hours in the Curriculum Requirements table later in the form.

Areas of Knowledge: [Only visible when Career = Undergraduate and Plan Type=Major and/or Degree or Minor] Use this field to indicate which area(s) of knowledge you want this program to count towards the University's general education requirement. Check all that apply. NOTE: While a program can count toward multiple areas of knowledge, an individual student can only use it toward one.

To Be Published in the Academic Bulletin

NOTE: All the information provided in this section will be published verbatim in the Academic Bulletin. It should be written with that audience in mind.

Program Overview: Use this area to provide a general summary of the program for students and prospective students.

NOTE: We recommend that you reach out to Diana Vergara, assessment@miami.edu, to develop a curriculum map, program mission statement, goals and learning outcomes if you need assistance.

Program Mission Statement: Provide a program mission statement that describes the educational objective or purpose of the program. This should be the educational mission statement for the program. What the program aims to achieve. It should not be the department or school mission statement, although those can be included as well. Dual/joint degree programs: just put "N/A" in this section.

Program Goals: Describe the broad learning goals for the program. These are your goals for what students will get out of the program, not administrative goals for the program or department. Dual/joint degree programs: just put "N/A" in this section.

Student Learning Outcomes: Provide 3-5 student learning outcomes—what students should be able to demonstrate by the end of the program. Certificates can just provide one learning outcome. Dual/joint degree programs: just put "N/A" in this section.

A student learning outcome is a sentence stating how students will demonstrate specific program-related knowledge, skills, or behaviors. For example, "Students will demonstrate knowledge of …" or "Students will demonstrate X skills." For assistance, see below:

https://my.ua.miami.edu/_assets/pdf/academic-assessment-presentation

Curriculum Requirements: Use this area to change the curriculum and degree requirements for the program. Programs with subcomponents may need to create separate curriculum requirement tables for each subcomponent. Dual/joint degrees should include one course list table incorporating coursework for both degrees. These should be in a table format as published in the Bulletin. Below are instructions for creating a course list from scratch. Depending on the information that was pre-populated in the Reactivation Form, you may be able to just edit the old curriculum table.

➢ Write "Curriculum Requirements" as a header (or other text as appropriate). Use the format button to make the header a Heading 2 format.

➢ Click on the icon to open the table function.
➢ A pop-up box will appear. "Course List" should be selected in the drop-down box, if not, select it and press the green button.
➢ A pop-up box will appear. In the first drop down box, click on the down arrow (Select Division) to select the school housing the program courses.

- Once you do that, the second drop down box will load the course subjects in that school. Click on the down arrow in the second drop down box and select a course subject.
- All the active courses in that course subject will then load in the area below the drop boxes.
- Scroll down to the first course you want to add into the curriculum and click on the course name, then click on the `>>` icon on the right of the box to add it to the course list.
- If you make a mistake and need to remove a course from the curriculum, just click on the name of the course in the box on the left and then click the `<<` icon and it will remove it from the curriculum table.
- If you know the course numbers, you can just type them in the Quick Add box at the bottom of the left-hand side of the pop-up box and then click the `Add Course` icon.
- To add in headers or subheaders or other text entries not specific to a course, click the `Add Comment Entry` icon below the Quick Add box. A small pop-up box will appear where you can enter the comment and then click the OK button.
- To format text to be a header, click on the comment in the box on the right-hand side of the screen and then click on the check box in front of Area Header. This will bold the text.
- To move a course or text, click on it and then click on either of the `Move Up` `Move Down` icons. You can only select one course or comment at a time.
- You are required to check the `☐ Sum Hours` box at the top right-hand side of the pop-up box. This is used to validate the program credit hours. Do not manually enter totals into the curriculum table. The sum hours feature will automatically tally the total credit hours for the program based on the courses selected.
- If you want to list multiple courses students can choose from (such as electives) rather than specific courses, add a header or comment above the list of courses (such as "Electives"). Click on the header name and in the text boxes below it, enter the total number of credit hours students need to take in this area in the text box after "Hours." Then click on each course option under the header and click the `☐ Indent` check box. A course that is indented will not be included in the Sum Hours tally.
- If an individual course is offered for a range of credit, it will also result in a range for the Sum Hours tally. You can fix this if needed by adding a colon after the number range in the "Hours:" text box and entering a whole number. For example, if the course's hours are 1-3, you can choose to have only 1 count toward the Sum Hours total by enter "1-3:1". The range of credits will still be viewable in the table but only 1 credit will count in the total credit hours. This is how you can ensure that the total credits for the program adds up correctly.
- If a student needs to take a course sequence (like a science lecture course and science lab course), you can have them appear that way in the curriculum requirement table by selecting the first course and entering the second course number in the "Sequence:" text box.
- If a student has the choice between two or three course options, you can enter the other course number(s) in the "Or Class:" text box (separate each course by a comma).
- If you want to include additional notation to a specific course or header, click on the course or header and put a number or symbol in the "Footnote:" textbox. If you need to include multiple numbers/symbols for one course use a comma to separate them. When you're done, click the green `OK` button.
- If you added footnote numbers/symbols, you will now need to create a footnote table. Put your cursor under the curriculum table. Click on the icon to open the table function.
- A pop-up box will appear. Click on the down arrow in the drop-down box and select "Footnotes" and press the green `OK` button.
- A pop-up box will appear. Click on the `New Footnote` button. Then replace the text in the "Symbol:" text box with the first footnote number or symbol you want to add (such as "1"). Then in the "Footnote Content:" text area, type in the comment you want to add. If you want to refer to specific courses in the footnote text, type the course number, select and highlight the course number with the cursor, then click the icon to connect the course number with the CIM course database. You can click on the icon again and at the bottom of the pop up box, you

can select the format you want the course to show as in the footnote text from the "Format:" drop down box. This is the best way to refer to other courses because students can click on it to view the course description and if the course title changes it will be reflected automatically.

➢ You can change the order of the footnotes by selecting either the Move Up Move Down buttons.
➢ When you're done entering the footnote text, click the green OK button.
➢ It's usually a good idea at this point to scroll to the bottom of the proposal form and click the Save Changes button so that you don't lose any work. If you do that, you'll need to then click the green Edit Program button to reopen the proposal form.

Plan of Study: Use this area to edit the existing plan of study. If there isn't one currently, create a suggested or sample plan of study that shows how a student might complete the program. A plan of study includes all the curriculum requirements but broken out into years and semesters with examples of possible course selections. Certificate programs and minors are not required to include a plan of study. Dual/joint degrees should include one plan of study incorporating both degrees. Programs with subcomponents may want to include a plan of study for each subcomponent. Below are instructions for creating a new plan of study grid. Depending on the information that was pre-populated in the Reactivation Form, you may be able to just edit the old plan of study grid.

➢ Write "Sample Plan of Study" as a header (or other text as appropriate). You may want to include the program name or subcomponent as well. Use the format button to make the header a Heading 2 format.
➢ Click on the ⊞ icon to open the table function.
➢ A pop-up box will appear. Select "Plan of Study Grid" from the drop-down box and press the green OK button.
➢ Follow the same instructions as you did for the Curriculum Requirements except that instead of just listing all the courses, you will list them by year and term.
➢ On the right-hand side of the pop-up box, select the "Year" from the drop-down box and then do the same for the "Term." Usually you would

start with "Year One" or "Freshman Year" for undergraduate programs and then "Fall" term.
➢ Then go back to the other side of the pop-up box and add the courses for that first term.
➢ Use the Year and Term drop down box to move to the next term, year and repeat the instructions above. Please note that fall term is the default start of a year. If your program uses a summer start, you will have to start with Year One, Summer and then go to Year Two, Fall.
➢ The credit hours will automatically sum up for each term and for the program when you are done. Be sure to validate these to ensure students are registered for full-time course load each term and that the total corresponds to the total in the curriculum requirements table (although there can be some minor variation based on course options selected, it should never be less than the minimum total credit hours required for the program).
➢ When you're done, click the green OK button.
➢ It's usually a good idea at this point to scroll to the bottom of the proposal form and click the Save Changes button so that you don't lose any work. If you do that, you'll need to then click the green Edit Program button to reopen the proposal form.

Admission Requirements: [Visible only if Career = Dual Career, Graduate, Law, or Medicine (MD)] The Graduate School wants all graduate programs to publish their admission requirements in the Bulletin. This is meant to be what is generally required to be admitted into the program (such as bachelor's degree, TESOL score of x, etc.). It is not meant to be detailed application instructions (such as letter of recommendation, fee, etc.).

➢ Write "Admission Requirements" as a header Use the format button to make the header a Heading 2 format.
➢ Then include the admission requirements information below the header. Do not just link to another webpage. The actual admission requirements must be published in the Bulletin. But you can include a link to get more information (like the detailed application requirements).

Rationale

NOTE: Information in this and remaining sections are exclusively for the proposal review process and will not be published in the Bulletin. So, the text should be addressed to the audience of reviewers (school council, Graduate Council, Faculty Senate, etc.), not to students or prospective students. ==Depending on the nature and scope of the changes you are proposing, certain questions may not be relevant. If not relevant, just enter "N/A" in the question text box.==

Rationale: [REQUIRED] You must provide an explanation of what you are proposing and why. It should be substantive in nature but not replicate the information required in other sections of this form.

Market Demand: In this box, provide information on market demand for the program changes in terms of the labor force (not student demand). You may want to include examples of jobs that students graduating from the program will be qualified for. (Student demand and peer comparison information should be included in later sections, not here.) If not applicable, write in "N/A."

Relationship to Other Programs: In this field describe any relationships this program will have with existing UM programs. If none, write "N/A."

Relationship to Undergraduate and Professional Programs: *[Only visible if Career = Graduate]* In this field describe any relationships this program will have with undergraduate and professional programs. If none, write "N/A."

Library Resources Available and Needed to Support the Program: Before you complete this item, you should contact your library liaison and request a survey of existing resources to support the program changes and additional resources that may be required or recommended as well as an estimated cost for these new resources. Then summarize the information and enter it into the CIM form. If not applicable, write in "N/A."

Laboratory Facilities, Equipment, and Space Available and Needed to Support the Program: Please summarize any facilities, equipment or space that the program changes will necessitate as well as a cost estimate, if applicable. Enter "N/A" if this is not applicable.

Other Resources Available or Needed to Support the Program: Please summarize any other resources that the program changes will necessitate as well as a cost estimate, if applicable. Enter "N/A" if this is not applicable.

Curriculum

NOTE: This information is different from the curriculum information provided for publication in the Bulletin. This section is for the proposal reviewers. It should be explanatory in nature, not a duplication of the Bulletin information.

Program Curriculum: Provide an explanation of the change in the program's curriculum and pedagogy and any non-curricular requirements such as qualifying exams, etc. You may also include course descriptions for new or revised courses in this section as well. If not applicable, write in "N/A."

Upload Syllabi for Any New Courses: For each new course proposed for the program, provide draft syllabi. Courses that are just given a new course subject for the program, or renumbered, or offered combined with an existing course are not considered "new" courses. If not applicable, skip this question.

➢ **==Before uploading documents, please combine all of them into one pdf file.==**

➢ Click the **Attach File** button and select the file you want to upload and click the **Open** button. The file will then be attached (it will be fully uploaded when you save or submit the proposal form).

➢ To remove an uploaded attachment, simply click the Remove link next to the document name.

Proposed Schedule of Course Offerings for the First Three Years: The purpose of this section is to ensure the program changes are well planned and sufficiently resourced. For each course, list the faculty who will be teaching the course. If not applicable, write in "N/A."

Faculty

Program Director(s): SACSCOC requires that every academic program have an assigned program director who is academically qualified to

oversee the program. If you are proposing changes to the existing program director, list the name, title, department, and school of the faculty member who will serve as the program director. Then provide a brief summary of this person's qualifications in the field of study in which the program is being offered. If there will be multiple program directors, enter that information for each person. If an interdisciplinary program will have an advisory committee overseeing it as well, please include that information including the name, rank/title, department, school, and academic degrees of each committee member. If not applicable, write in "N/A."

Upload CV(s): Upload a recent CV or resume for the program director(s). If not applicable, skip this question.

➢ **Before uploading documents, please combine all of them into one pdf file.**

➢ Click the Attach File button and select the file you want to upload and click the Open button. The file will then be attached (it will be fully uploaded when you save or submit the proposal form).

➢ To remove an uploaded attachment, simply click the Remove link next to the document name.

Program Faculty: Use this section to provide information on the faculty who will be supporting the program and describe any plans for additional faculty required for the program changes. Include the name, rank/title, department, school, and academic degrees of each committee member. If not applicable, write in "N/A."

Upload CV(s) Grad: *[Only visible if you choose Career = Graduate]* Upload recent CVs for each of the program faculty. If not applicable, skip this question.

➢ **Before uploading documents, please combine all of them into one pdf file.**

➢ Click the Attach File button and select the file you want to upload and click the Open button. The file will then be attached (it will be fully uploaded when you save or submit the proposal form).

➢ To remove an uploaded attachment, simply click the Remove link next to the document name.

Students

Applicant Pool: Describe the potential applicant pool from which students will be selected into the program and include information on student interest/demand for the program. If not applicable, write in "N/A."

Enrollment Projections: Estimate the number of new and continuing students enrolling in the program in the first three years broken down by term or session. These should align with your budget projections. If not applicable, write in "N/A."

Teaching or Research Assistants: *[Only visible if Career = Graduate]* Describe the anticipated need for and specific use of teaching assistants and research assistants in the program. Include the number and estimated stipends for each assistant and indicate stipend level and whether 9-month or 12-month. If not applicable, write in "N/A."

Administration

Program Administration: Describe where and who the program will be administered by in terms of day-to-day administration. Include any new administrative positions that will be created to support the program. Provide cost estimates of administrative support as well as any new positions or cost-sharing. If not applicable, write in "N/A."

Budget

Program Budget: *[Only visible if Career = Graduate]* Describe the general budgetary requirements for the program reactivation. This information will be public. Once you submit this proposal, you will need to send a detailed three-year projected budget to the Graduate School that will remain confidential. If not applicable, write in "N/A" and do not submit a budget to the Graduate Council.

Comparison

Peer Comparisons: Provide a comparison of the reactivated program with established programs at comparable universities. Include specific information on each institution including

comparisons of program length (years and credit hours) and curriculum. Provide a minimum of 5 institutions. If you are attaching a detailed comparison to the proposal, you still need to provide the summary information here. If not applicable, write in "N/A."

Documents

Attach Supporting Documentation: The purpose of the online CIM form is to reduce the documents that reviewers have to review so only attach supporting documentation if needed. Do not attach another version of the proposal. The attachments should only be additional information such as support memos from other department chairs or other school deans. If not applicable, skip this question.

➢ **Before uploading documents, please combine all of them into one pdf file.**

➢ Click the **Attach File** button and select the file you want to upload and click the **Open** button. The file will then be attached (it will be fully uploaded when you save or submit the proposal form).
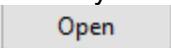
➢ To remove an uploaded attachment, simply click the **Remove** link next to the document name.

Submitting the Completed Proposal

When you are completely done with the proposal, click the green **Submit/Start Workflow** button to submit the proposal. Once you've done this, it will automatically go to the next step in the approval workflow. You can monitor the progress of the proposal through the workflow in CIM by looking up the program in the CIM Program Management search table.