



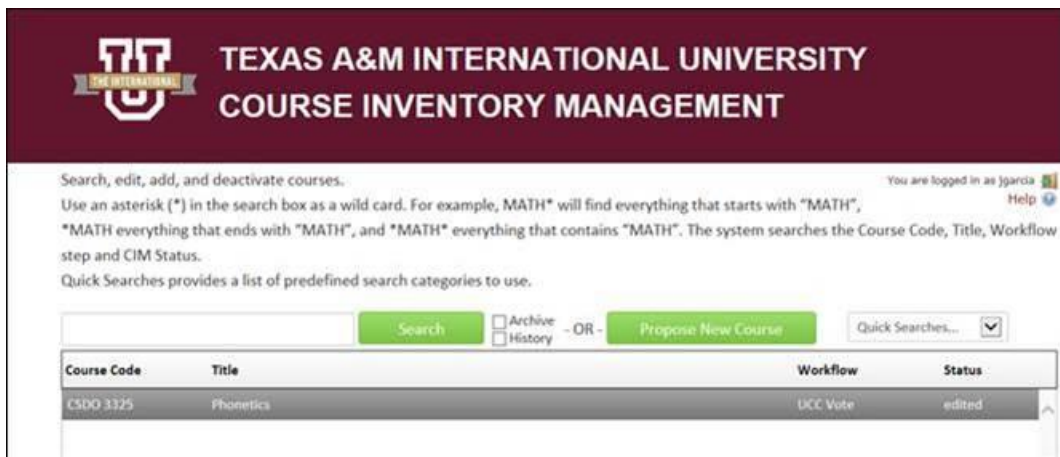
GUIDE FOR CIM COURSES

Please use this email as a quick reference for the following course proposals:

1. UCC **Course Vote** Request (expedited review of course where you can electronically cast your vote)
2. UCC **Course Changes** (for full review and for voting at UCC meeting)

UCC Course Vote (Expedited Review)

The link included on the email will take you directly to the Course Inventory Management portal where you will be able to vote for that particular UCC document/proposal. Here is the example for CSDO 3325:

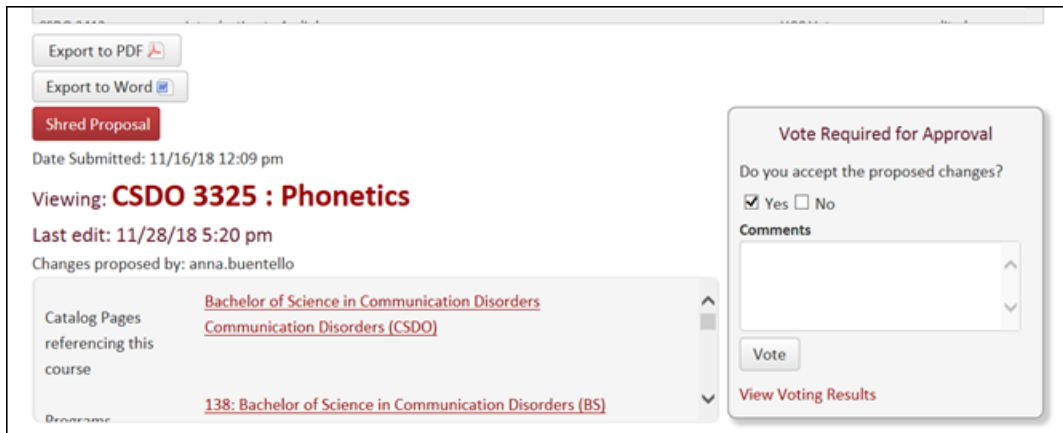


Notice how the WORKFLOW column indicates the stage of the document/proposal (UCC Vote). We suggest you use the drop down menu named Quick Searches so you can see all documents currently on the coding stage by selecting the UCC Vote option:



Please email us at ucc@tamiu.edu with any questions that you might have.

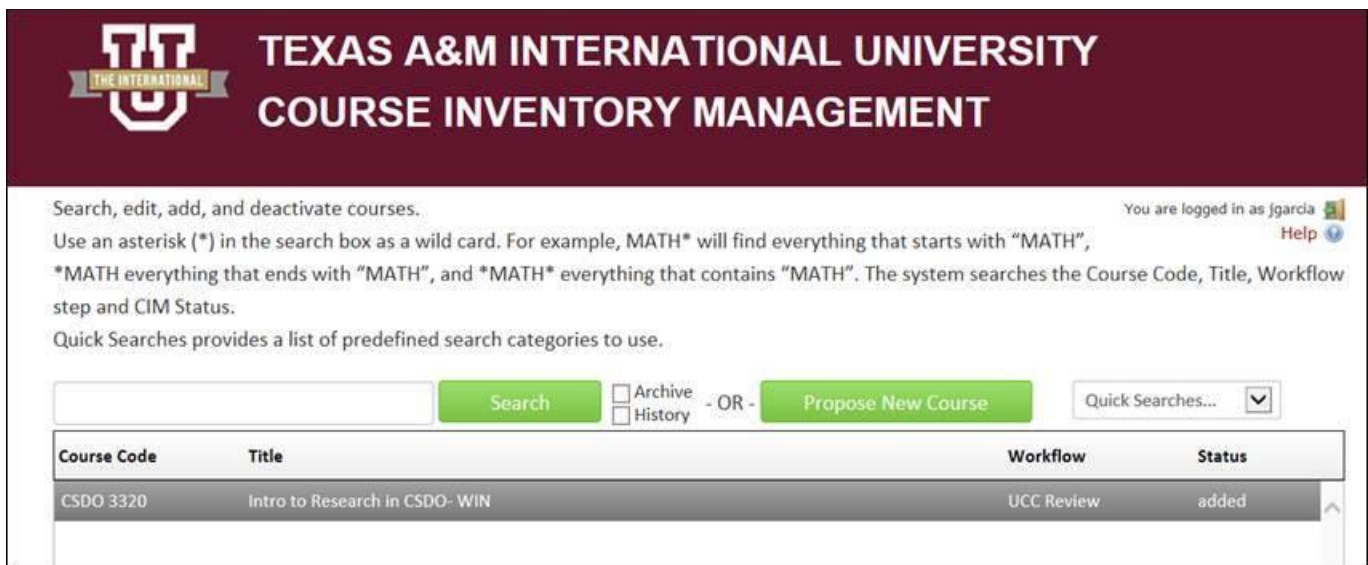
You will be able to submit your vote for each document/proposal. You will have 72hrs to submit your vote. Once a quota is met, document/proposal will move to the next step in the workflow.



The screenshot shows a web interface for voting on a course proposal. On the left, there are buttons for 'Export to PDF', 'Export to Word', and 'Shred Proposal'. Below these, it says 'Date Submitted: 11/16/18 12:09 pm' and 'Viewing: **CSDO 3325 : Phonetics**'. It also shows 'Last edit: 11/28/18 5:20 pm' and 'Changes proposed by: anna.buentello'. A sidebar on the left lists 'Catalog Pages referencing this course' with links to 'Bachelor of Science in Communication Disorders' and '138: Bachelor of Science in Communication Disorders (BS)'. On the right, a 'Vote Required for Approval' box asks 'Do you accept the proposed changes?' with 'Yes' selected and 'No' unselected. There is a 'Comments' text area, a 'Vote' button, and a 'View Voting Results' link.

UCC Course Changes (Full Review)

The link included on the email will take you directly to the Course Inventory Management portal where you will be able to review for that particular UCC document/proposal. Here is the example for CSDO 3320:

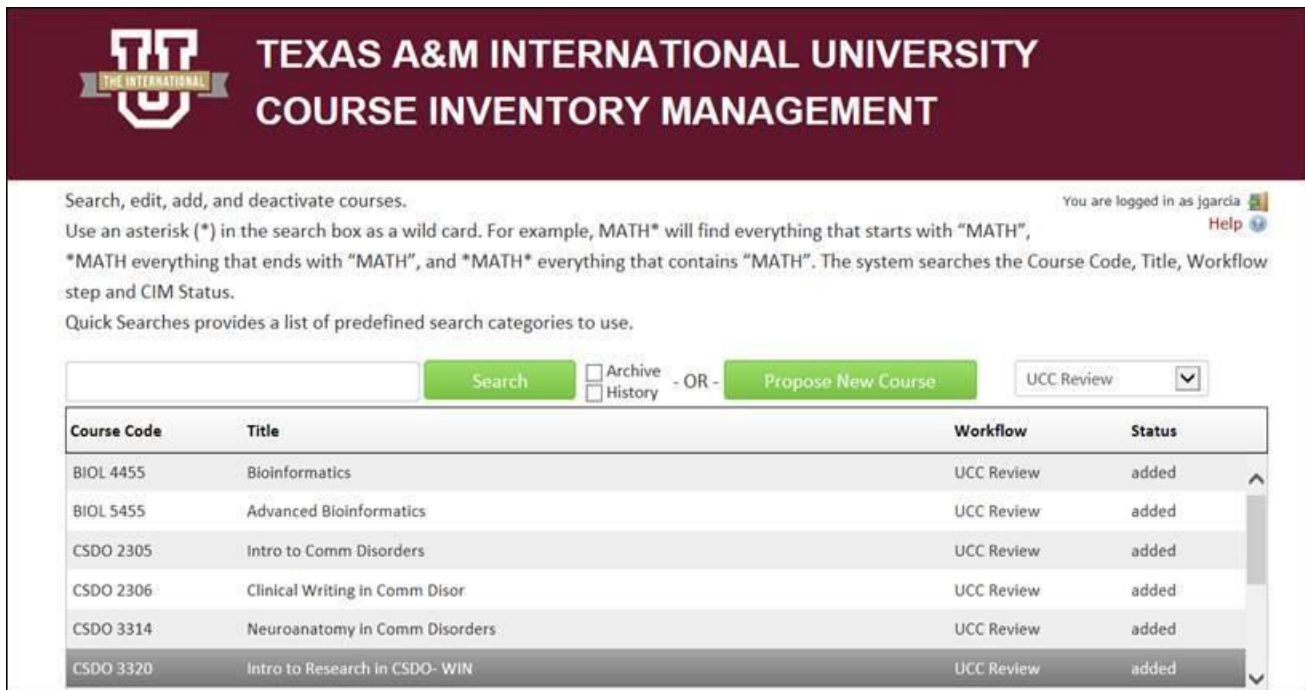



The screenshot shows the 'TEXAS A&M INTERNATIONAL UNIVERSITY COURSE INVENTORY MANAGEMENT' portal. The header features the university logo and title. Below the header, there is a search bar with a 'Search' button, an 'Archive History' checkbox, a 'Propose New Course' button, and a 'Quick Searches...' dropdown menu. A user is logged in as 'jgarcia'. The main content area contains instructions on how to use the search function and a table of course entries. The table has columns for 'Course Code', 'Title', 'Workflow', and 'Status'. One entry is visible: 'CSDO 3320' with the title 'Intro to Research in CSDO- WIN', 'UCC Review' workflow, and 'added' status.

Course Code	Title	Workflow	Status
CSDO 3320	Intro to Research in CSDO- WIN	UCC Review	added

Please email us at ucc@tamiu.edu with any questions that you might have.

Notice how the WORKFLOW column indicates the stage of the document/proposal (UCC Review). We suggest you use the drop down menu named Quick Searches so you can see all documents currently on the coding stage by selecting the UCC Review option:



Search, edit, add, and deactivate courses. You are logged in as jgarcia  [Help](#)

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Archive History - OR -

Course Code	Title	Workflow	Status
BIOL 4455	Bioinformatics	UCC Review	added
BIOL 5455	Advanced Bioinformatics	UCC Review	added
CSDO 2305	Intro to Comm Disorders	UCC Review	added
CSDO 2306	Clinical Writing in Comm Disor	UCC Review	added
CSDO 3314	Neuroanatomy in Comm Disorders	UCC Review	added
CSDO 3320	Intro to Research in CSDO- WIN	UCC Review	added

You will be able review each document/proposal. Voting for all Full Review documents/proposals will take place at the appropriate UCC meeting.