EXPERIMENTAL COURSE SUBMISSION

https://nextcatalog.registrar.iastate.edu/cimx/
Facts

Experimental courses are courses not in the catalog.

• Identified by an X for its suffix (e.g., ENGL 121X)

• Standard number information: 
  http://www.registrar.iastate.edu/faculty-staff/offeringinfo

• Approvals needed from originating and cross-listed departments:
  1. Program/Dept. curriculum chair
  2. Program/Dept. chair
  3. College curriculum Chair
  4. College dean, if appropriate
  5. Graduate College (for 500-level and above)
Approvals-same as paper form

<table>
<thead>
<tr>
<th>Approvals: please type name(s); add initial and date in the space below. Names must be legible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prog. or Dept. Curr. Comm. Chair</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Graduate College:

<table>
<thead>
<tr>
<th>Cross List Approvals: please type name(s); add initial and date in the space below. Names must be legible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. or Prog.</td>
</tr>
<tr>
<td>----------------</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
Deadlines

June 1
• For courses to be offered fall term

October 1
• For courses to be offered in the spring

March 1
• For courses to be offered in the summer
Sign onto the system

- Navigate to: [https://nextcatalog.registrar.iastate.edu/cimx/](https://nextcatalog.registrar.iastate.edu/cimx/)
- Use your ISU NetID and password
- Choose OK
Search for existing courses/proposals

1. by department: use course designator and * (for example, phil*)
2. all courses: use *
3. choose Search

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title (Long)</th>
<th>Catalog Year</th>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 382X</td>
<td>History and Philosophy of the Scientific Revolution</td>
<td>2014-15</td>
<td>PHIL Chair</td>
<td>Added</td>
</tr>
<tr>
<td>PHIL 537X</td>
<td>Bioethics and Public Policy</td>
<td>2013-14</td>
<td></td>
<td>Added</td>
</tr>
</tbody>
</table>
Propose new experimental course

1. complete all required fields
2. contact the Office of the Registrar for help with new course numbers
3. term of offering determines catalog year (catalog years start in fall)

<table>
<thead>
<tr>
<th>College</th>
<th>Agriculture and Life Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>A ECL - Animal Ecology</td>
</tr>
<tr>
<td>Course Number</td>
<td>123X</td>
</tr>
<tr>
<td>Catalog Year</td>
<td>2014-15</td>
</tr>
<tr>
<td>First Expected Offering Term</td>
<td>Fall</td>
</tr>
<tr>
<td>Instructor</td>
<td>required only for 400-500-600 courses</td>
</tr>
</tbody>
</table>

Title: New title for course

Transcript Title: IGNORE THIS FIELD
Major teaching dept.
- required for cross-lists
- responsible for editing/changes
- course designator-not administrative department

Dual List
- requires approval from Graduate College for 500-level courses
- dual list form available from Graduate College web site
http://www.grad-college.iastate.edu/common/forms/faculty_forms.php
- choose the green button (Attach approval Document) to load documentation
Cross-listings
- add using dropdown box
- delete using red cross icon
- indicate cross-listing levels

Course Details
- credit type:
- credit hours (how many credits student will receive for the course)
- grading method: A-F or S/F
- instruction type: see http://www.registrar.iastate.edu/faculty-staff/define
- indicate hours for each instruction type
Repeatable
- for courses that can be taken more than once for additional credit
- number of times or credits
- ignore “Term to Term” and “Within Term”

Semester(s) Offered
- anticipated offerings
- not required
Prerequisites
• standardize, use uppercase course designators
• avoid classification such as junior classification (does not necessarily reflect academic experience)
• instructor permission means the instructor must sign each student into the class
<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>MATH 181 or 165 or equivalent; ACCT 383, ACCT 384, ACCT 387, and ACCT 485.</th>
</tr>
</thead>
</table>

226 characters remaining

<table>
<thead>
<tr>
<th>Description</th>
<th>Integrative studies in accounting. Development of critical thinking, ethical reasoning, professional research and teamwork skills. Written, visual, and oral communication with corporate stakeholders.</th>
</tr>
</thead>
</table>

801 characters remaining

<table>
<thead>
<tr>
<th>Graduation Restrictions</th>
<th>Credit cannot be applied to COM S, S E, and CPR E majors.</th>
</tr>
</thead>
</table>

(ex. Only one of CHEM 163, 165, 167, and 177 may count toward graduation)

243 characters remaining

Description, Graduation Restrictions

• be concise
• avoid extra verbiage (e.g., “This course will…”)
• do not include class restrictions
• graduation restriction information prints with course description—do not use for course comments
<table>
<thead>
<tr>
<th>Meets U.S. Diversity Requirement</th>
<th>Meets International Perspectives Requirement</th>
<th>Special Fee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

**U.S. Diversity, International Perspectives**
- approved by college
- documentation needed (upload form, see [http://www.registrar.iastate.edu/forms/](http://www.registrar.iastate.edu/forms/))

**Special Course Fee**
- notation prints with description
- see [http://www.registrar.iastate.edu/fees/scf/](http://www.registrar.iastate.edu/fees/scf/)
Complete the rest of the text boxes with the appropriate information.

To save your session, choose “Save Changes”

To submit the proposed course to workflow, choose “Save and Submit”
Approvals, workflow

Experimental course approvals:
   1. Program/Dept. curriculum chair
   2. Program/Dept. chair
   3. College curriculum Chair
   4. College dean, if appropriate
   5. Graduate College (for 500-level and above)

CIMX Workflow:
   • Each individual in workflow needs to approve
   • Anyone can view the proposal
   • Proposals can be sent to others not in the workflow
Workflow snapshot

<table>
<thead>
<tr>
<th>SOC 348X</th>
<th>Global Poverty, Resources and Sustainable Development.</th>
<th>2013-14</th>
<th>Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 360X</td>
<td>Globalization and Development</td>
<td>2014-15</td>
<td>AGLS Coordinator</td>
</tr>
</tbody>
</table>

Viewing: SOC 348X: Global Poverty, Resources and Sustainable Development.

Preview Workflow

Note: The actual workflow may vary based on data within the proposal itself, so have been modified, and other items. This workflow preview represents the workflow of the proposal.

Workflow: standard

- SOC Curriculum Chair
  Role: Not Found
- SOC Chair
  Email: plasley@iastate.edu
  Members:
    - plasley
- LAS Coordinator
  Email: nwallace@iastate.edu
  Members:
    - nwallace
    - asagieli
- Registrar
  Email: cchulke@iastate.edu
  Members:
    - cchulke
    - mkmc dow
How to approve

• Notified by e-mail
• Go to a URL or [https://nextcatalog.registrar.iastate.edu/courseleaf/approve/](https://nextcatalog.registrar.iastate.edu/courseleaf/approve/)
• Find Your Role from the dropdown box
• Display the proposal in the approval pane
• Edit and approve available
Review, approve

- Choose Edit to update or correct information
- Choose Rollback to send the proposal back to previous approver
- Choose Approve to send the proposal to the next step in workflow

You can show or hide changes.
You can sort by each person who made changes.
Sharing

Two options: pdf or e-mail

• In the Approval pane, display the proposal.
• In the left area above Iowa State University, you should see two icons next to Page Review.
• Share the proposal:
  • Click on the printer icon to save a pdf. You will save this to your network drive.
  • Click on the envelope to send by e-mail. Your e-mail window will appear and you can enter the name(s) of those you want to review the proposal. Notice that default e-mail text appears, which will need your customization.
Recirculate

- Must be a previous catalog year
- Will be submitted to workflow
- Alternative: contact the Scheduling area

**Conditions for recirculation:**
- The course title, credits, and description have not changed.
- The experimental course has not been offered more than three times.
- The experimental course was not included in the new catalog.
Recirculate

- Highlight the course in the grid
- Choose the recirculate button
Recirculate

- Highlight the course.
- Choose the catalog year from the dropdown box.
- Scroll down the page and choose
- When the course has been approved through workflow, the catalog years will show on the screen for the course.

<table>
<thead>
<tr>
<th>Department</th>
<th>Veterinary Pathology (V PTH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Year</td>
<td>2014-15-2013-14</td>
</tr>
</tbody>
</table>