



# EXPERIMENTAL COURSE SUBMISSION

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<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

Approvals: please type name(s); add initial and date in the space below. Names must be legible			
Prog. or Dept. Curr. Comm. Chair	Prog. or Dept. Chair	College Curr. Chair	Dean's Initials
█	█		
Graduate College:			

Cross List Approvals: please type name(s); add initial and date in the space below. Names must be legible					
Dept. or Prog.	Cross Listed Prog. or Dept.	Prog. or Dept. Curr. Comm. Chair	Dept. or Prog. Chair	College Curr. Chair	Dean's Initials
█	█	█	█		
█	█	█	█		
█	█	█	█		
█	█	█	█		

# Deadlines

June 1

- For courses to be offered fall term

October 1

- For courses to be offered in the spring

March 1

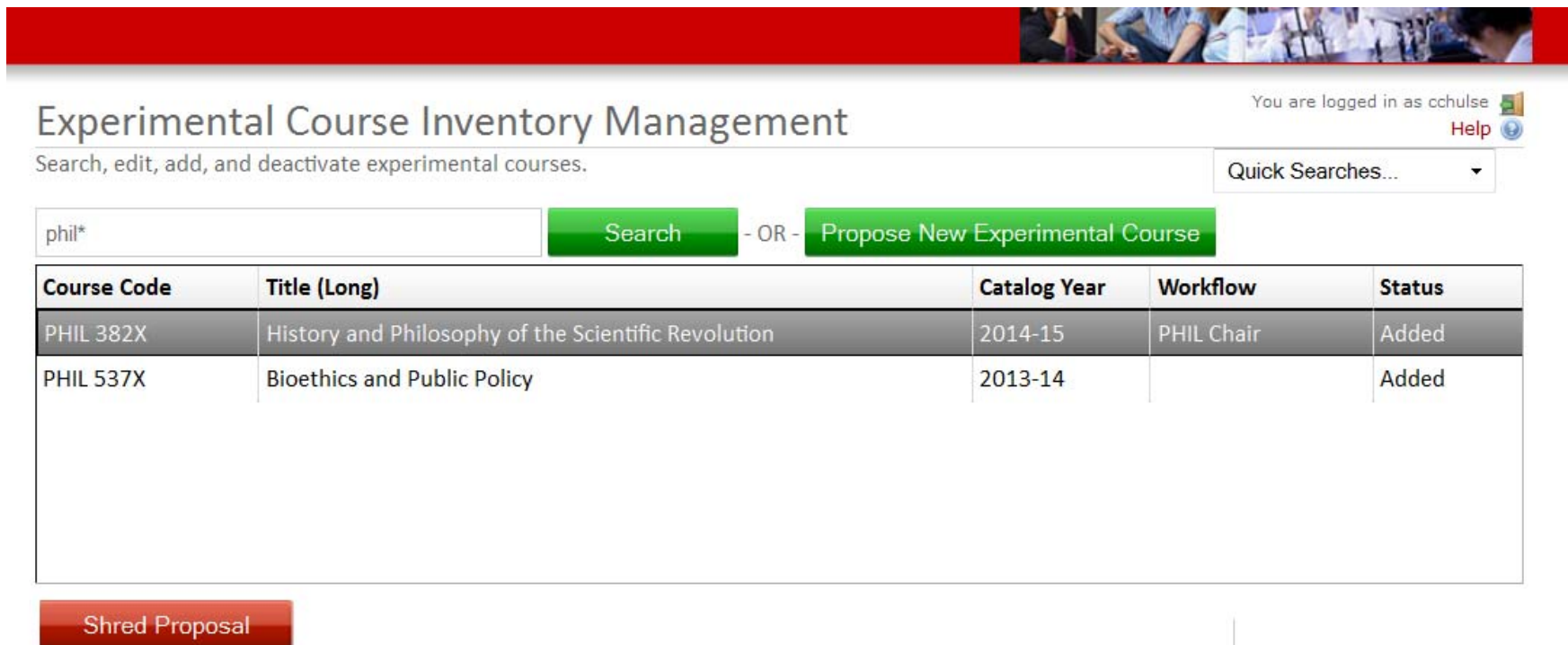
- For courses to be offered in the summer

# Sign onto the system

- Navigate to: <https://nextcatalog.registrar.iastate.edu/cimx/>
- 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



The screenshot shows the 'Experimental Course Inventory Management' web application. At the top, there is a red header bar with a small image of people. Below the header, the page title 'Experimental Course Inventory Management' is displayed, along with the user's login information 'You are logged in as cchulse' and a 'Help' link. A search bar contains the text 'phil\*', and there are two green buttons: 'Search' and 'Propose New Experimental Course'. Below the search bar is a table with the following data:

Course Code	Title (Long)	Catalog Year	Workflow	Status
PHIL 382X	History and Philosophy of the Scientific Revolution	2014-15	PHIL Chair	Added
PHIL 537X	Bioethics and Public Policy	2013-14		Added

At the bottom left, there is a red button labeled 'Shred Proposal'.

# 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)

College	<input type="text" value="Agriculture and Life Sciences"/>
Department	<input type="text" value="A ECL - Animal Ecology"/>
Course Number	<input type="text" value="123X"/>
Catalog Year	<input type="text" value="2014-15"/>
First Expected Offering Term	<input type="text" value="Fall"/>
Instructor	<input type="text" value="required only for 400-500-600 courses"/> <small>Required for 400, 500 and 600-level courses.</small>
Title	<input type="text" value="New title for course"/> <small>81 characters remaining</small>
Transcript Title	<input type="text" value="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](http://www.grad-college.iastate.edu/common/forms/faculty_forms.php)

- choose the green button (Attach approval Document) to load documentation

Major Teaching Department  
ACCT - Accounting

Dual Listed Course  
589X

Attach Approval Document

Cross Listings

Department	
FIN - Finance	X
Add Department...	X

Cross listed at which level(s)?

Graduate  Undergraduate

Uploaded Files:

Files To Be Uploaded:

## Course Details

Credit Hours	Credit Type	Credit Hours	Maximum Credit Hours
	Fixed	3	
Grading Method	A-F		
Instruction Type	Instruction Type		Contact Hours per Week
	Lecture	3	X
	Select...		X



## 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

Major Teaching Department

ACCT - Accounting

Dual Listed Course

589X

Attach Approval Document

Cross Listings

Department	
FIN - Finance	<input type="checkbox"/>
Add Department...	<input type="checkbox"/>

Cross listed at which level(s)?

Graduate  Undergraduate

Uploaded Files:

Files To Be Uploaded:

## Course Details

Credit Hours	Credit Type	Credit Hours	Maximum Credit Hours						
	Fixed	3							
Grading Method	A-F								
Instruction Type	<table border="1"> <thead> <tr> <th>Instruction Type</th> <th>Contact Hours per Week</th> </tr> </thead> <tbody> <tr> <td>Lecture</td> <td>3</td> </tr> <tr> <td>Select...</td> <td></td> </tr> </tbody> </table>		Instruction Type	Contact Hours per Week	Lecture	3	Select...		
Instruction Type	Contact Hours per Week								
Lecture	3								
Select...									

## 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”

Repeatable?	Maximum Repeat	Options
<input checked="" type="checkbox"/>	<input type="text"/> <span>Select...</span>	<input type="checkbox"/> Term to Term (T)
	Semesters <span>Select...</span>	<input type="checkbox"/> Within Term (W)
	<span>Credits (C)</span>	
	<span>Times (T)</span> (wn)	

## Semester(s) Offered

- anticipated offerings
- not required

Semesters Offered (if known)		
Fall	<input checked="" type="checkbox"/>	<span>Annually</span>
Spring	<input type="checkbox"/>	<span>Annually</span>
Summer	<input type="checkbox"/>	<span>Alternate, offered even numbered years (even)</span>
		<span>Alternate, offered odd numbered years (odd)</span>
		<span>Offered irregularly, check Schedule of Classes (irregular)</span>

Prerequisites	<p>MATH 181 or 165 or equivalent; ACCT 383, ACCT 384, ACCT 387, and ACCT 485.</p> <p style="text-align: right;">⋮</p>
	226 characters remaining
Description	<p>Integrative studies in accounting. Development of critical thinking, ethical reasoning, professional research and teamwork skills. Written, visual, and oral communication with corporate stakeholders.</p> <p style="text-align: right;">⋮</p>
	801 characters remaining
Graduation Restrictions	<p>Credit cannot be applied to COM S, S E, and CPR E majors.</p> <p style="text-align: right;">⋮</p>
	(ex. Only one of CHEM 163, 165, 167, and 177 may count toward graduation) 243 characters remaining

## 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

Prerequisites	<p>MATH 181 or 165 or equivalent; ACCT 383, ACCT 384, ACCT 387, and ACCT 485.</p>
	226 characters remaining
Description	<p>Integrative studies in accounting. Development of critical thinking, ethical reasoning, professional research and teamwork skills. Written, visual, and oral communication with corporate stakeholders.</p>
	801 characters remaining
Graduation Restrictions	<p>Credit cannot be applied to COM S, S E, and CPR E majors.</p>
	(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

Meets U.S. Diversity Requirement	Meets International Perspectives Requirement	Special Fee?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
U.S. Diversity/International Perspective Approval Document	<a href="#">Attach Approval Document</a>	Uploaded Files: <input type="text"/>
		Files To Be Uploaded: <input type="text"/>

## U.S. Diversity, International Perspectives

- approved by college
- documentation needed (upload form, see <http://www.registrar.iastate.edu/forms/>)

## Special Course Fee

- notation prints with description
- see <http://www.registrar.iastate.edu/fees/scf/>

Reason for proposal  
(programmatic  
justification, need for  
course, intended use,  
etc.)

Course  
outcomes/objective

Course content/major  
topics to be addressed  
(attach syllabus if  
required by your  
college/department)

Assessment Plans:  
Mechanism for  
assessing student  
mastery of course  
outcomes/objectives

Relationship of this  
course to existing  
courses in other  
departments and  
programs (supporting,  
overlap, etc.)

Results of consultation  
with relevant  
departments and  
programs

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

SOC 348X	Global Poverty, Resources and Sustainable Development.	2013-14		Added
SOC 360X	Globalization and Development	2014-15	AGLS Coordinator	Added

[Recirculate Course](#)[Edit Course](#)

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

[Preview Workflow](#)

## 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 work the proposal.


**Workflow:** standard

- **SOC Curriculum Chair**  
*Role Not Found*
- **SOC Chair**  
Email: [plasley@iastate.edu](mailto:plasley@iastate.edu)  
Members:
  - plasley
- **LAS Coordinator**  
Email: [rwallace@iastate.edu](mailto:rwallace@iastate.edu)  
Members:
  - rwallace
  - aslagell
- **Registrar**  
Email: [cchulse@iastate.edu](mailto:cchulse@iastate.edu)  
Members:
  - cchulse
  - mkmc Dow



# How to approve

- Notified by e-mail
- Go to a URL or <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

Pages Pending Approval  Refresh List Your Role

PAGE	USER
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# 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

v pth*		Search	- OR -	Propose New Experimental Course
Course Code	Title (Long)	Catalog Year	Workflow	Status
V PTH 349X	The Genome Perspective in Biology	2013-14		Added
V PTH 503X	Principles of Pathology.	2013-14		Added

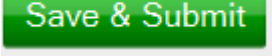
Viewing: **V PTH 503X : Principles of Pathology.**

[Recirculate Course](#) [Edit Course](#) [Preview Workflow](#)

# Recirculate

- Highlight the course.
- Choose the catalog year from the dropdown box.

Catalog Year	2013-14	▼
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- 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.

Department	Veterinary Pathology (V PTH)
Catalog Year	<del>2013-14</del> 2014-15