

# First Year Seminar Proposals

(See [Curriculum Resources and Forms](#) page for deadlines)

1. Go to <https://nextcatalog.wheaton.edu/miscadmin/>.

The First Year Seminar (CORE 101) is a unique course due to the combination of shared elements and instructor-specific elements in each FYS offering. Because of this, the First Year Seminar has its own dedicated management home in CIM! (It stands for “Course Inventory Management” and sounds like “Kim.”)

We look forward to supporting you through the transition into this new system. Contact [registrar@wheaton.edu](mailto:registrar@wheaton.edu) with questions about using CIM for your First Year Seminar proposals.

2. Select “Propose New FYS” or search for an existing FYS and select “Edit Request.”

Use an asterisk (\*) in the search box as a wild card to find your First Year Seminar. For example, \*imagination\* will find every First Year Seminar with “imagination” in its title.

Use the “Edit Request” option if you are working on a CATC renewal for your FYS.

FYS Course Management Help

Search, edit, and add First Year Seminar courses.

History - OR -

Request Code	Title	Workflow	Status
1	FYS-What Is the Christian Imagination?		
2	FYS-Neuroscience and Christian Spiritual Formation		Added
3	FYS-What Is Justice?		Added
4	FYS-Cosmology and the Good Life		

Viewing: **FYS-What Is the Christian Imagination?**

Last approved: 08/26/20 11:26 am

Last edit: 08/26/20 11:26 am

[Preview Workflow](#)

3. Begin work on your First Year Seminar proposal. Some things to note:

- If you are working on a Christ at the Core Renewal, you may attach a syllabus in the “Supporting Documents” field instead of completing the “FYS Schedule Template” section.

Supporting Documents

Uploaded Files:

Files To Be Uploaded:

- If you are proposing a new FYS, you may leave all “Renewal Analysis” questions blank.

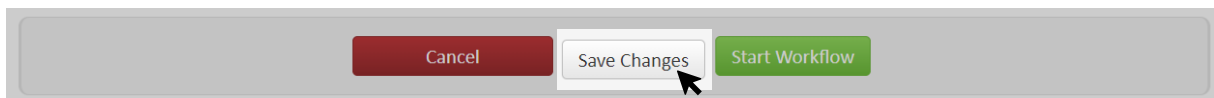
Learning Outcome #1: Articulate how life in Christ shapes the way one addresses enduring questions (including "What is the good life?") in conversation with alternative approaches. Information

Description of Assignments

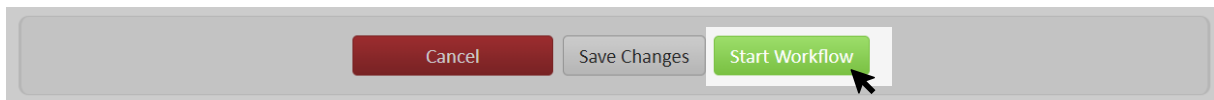
Brief Explanation of How Assignment Measures Student Achievement of Outcome

Renewal Analysis (Describe changes to assignments and rationale. If no changes, what is working well?)

- You can save your work and finish your proposal at another time; we recommend saving your work often. If your browser window times out before you save, **do not close the window**. Instead, open a new tab and log into the Wheaton Portal; this should refresh your session.



4. When you’re finished, click “Start Workflow” to submit your proposal.



5. You’re done! CIM will send your proposal to the correct people to sign off on it. You can always search for your FYS and see its progress.

**Shred Proposal**

Date Submitted: 08/26/20 11:55 am

Viewing: **Test**

Last edit: 08/26/20 11:55 am

Changes proposed by: Wheaton Admin (wheaton-admin)

Faculty

**New Proposal**

Faculty Petitioner(s)

**In Workflow**

1. 0003 Chair
2. NTSC Dean
3. FYS Review
4. Committee chair
5. Registrar's Office

Be sure to keep an eye on your email for notifications about your proposal and any requested revisions. Notifications will be from “Wheaton Curriculum” at [wheaton@notify.courseleaf.com](mailto:wheaton@notify.courseleaf.com)