

Submitting a Program Delete Proposal

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

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

Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for “Course Inventory Management” and sounds like “Kim.”)

This new system allows you to look up program details, submit proposals for courses and programs, and track the progress of your proposals. We are excited about the ways this will simplify curriculum management for our faculty, academic administrators, and Registrar’s Office staff. We look forward to supporting you through the transition into this new system. Contact registrar@wheaton.edu with questions about using CIM for your curriculum proposals.

2. Search for the program you are proposing for removal from the catalog. Select “Inactivate.”

The screenshot displays the 'Program Management' interface. At the top, there is a search bar containing '*health*' and a green 'Search' button. To the right of the search bar are options for 'History', '- OR -', and a green 'Propose New Program' button. Below the search bar is a table with the following columns: Program Code, Program Name, Workflow, and Status. The table contains one entry: BSAHS, Applied Health Science Major. Below the table, there are three buttons: 'Inactivate' (highlighted with a red box and a mouse cursor), 'Export to PDF', and 'Export to Word'. To the right of these buttons is a green 'Edit Program' button. At the bottom of the interface, it says 'Viewing: BSAHS : Applied Health Science Major' and a link for 'Preview Workflow'.

3. Select the final catalog for the program to appear in and provide rationale for deleting the program.

Inactivating: **BSAHS: Applied Health Science Major**

Final Catalog

Rationale for Inactivation

4. When you're finished, click "Save and 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 program and see its progress.

Export to PDF A deleted record cannot be edited

Export to Word

Program Inactivation Proposal

Date Submitted: 08/27/20 10:28 am

Viewing: **BSAHS : Applied Health Science Major**

Last edit: 08/27/20 10:28 am

Changes proposed by: wheaton user (wheaton-user)

Final Catalog 2020-2021

Rationale for Inactivation **training demo**

Faculty

Program Title Applied Health Science Major

Program Code BSAHS

Academic Level **Undergraduate**

Program Type **Major**

Division/ School **Natural Sciences**

Department Applied Health Science

In Workflow

1. **AHS Chair**
2. NTSC Dean
3. Program and Assessment Sub Committee Vote
4. Curriculum Committee
5. Provost
6. 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