

Proposing Courses for Liberal Studies credit in CIM

STEP 1: Log into CIM <https://catalogbuild.depaul.edu/courseadmin/>
You will see this:

Search, edit, add, and inactivate courses.
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.

| Course Code | Title | Workflow | Status |
|-------------|--|---------------------|--------|
| | CANNABIS AND SOCIETY II | PeopleSoft | edited |
| 390 | UXD 390: TOPICS IN USER EXPERIENCE DESIGN | | edited |
| ABD | | | added |
| ABD 263 | IDA B. WELLS: GENDER, POLITICS & ACTIVISM | SSMW Chair | edited |
| ALB 259 | WAR AND RECONCILIATION IN THE BALKANS | SSMW Chair | added |
| ALB 280E | THE POLITICS OF FOOD, HISTORY, AND IDENTITY IN THE BALKANS | Modern Languages... | edited |

STEP 2: If the course already exists (just not with Liberal Studies credit), enter the course prefix and number in the search box and press the green “Search” button. It should appear, and then select green “Edit Course” button.

PHL 200 Search Archive History - OR - Propose New Course Quick Searches...

| Course Code | Title | Workflow | Status |
|-------------|------------------|----------|--------|
| PHL 200 | ETHICAL THEORIES | | |

Inactivate Export to PDF Export to Word Edit Course Preview Workflow

Viewing: **PHL 200 : ETHICAL THEORIES**

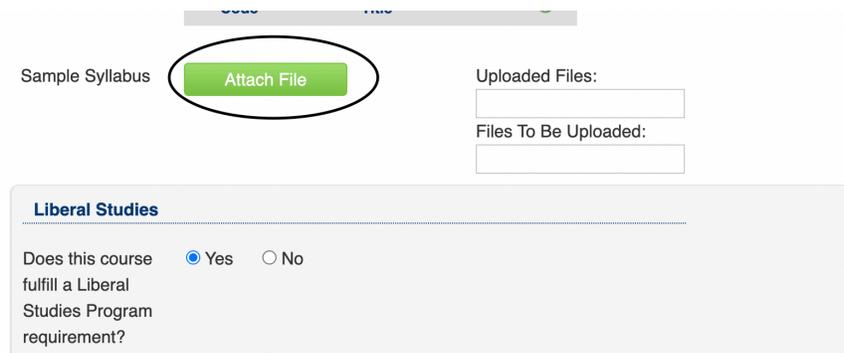
If you are proposing an entirely new course, select the green “Propose New Course” button.

Search Archive History - OR - Propose New Course Quick Searches...

| Course Code | Title | Workflow | Status |
|-------------|--|---------------------|--------|
| | CANNABIS AND SOCIETY II | PeopleSoft | edited |
| 390 | UXD 390: TOPICS IN USER EXPERIENCE DESIGN | | edited |
| ABD | | | added |
| ABD 263 | IDA B. WELLS: GENDER, POLITICS & ACTIVISM | SSMW Chair | edited |
| ALB 259 | WAR AND RECONCILIATION IN THE BALKANS | SSMW Chair | added |
| ALB 280E | THE POLITICS OF FOOD, HISTORY, AND IDENTITY IN THE BALKANS | Modern Languages... | edited |

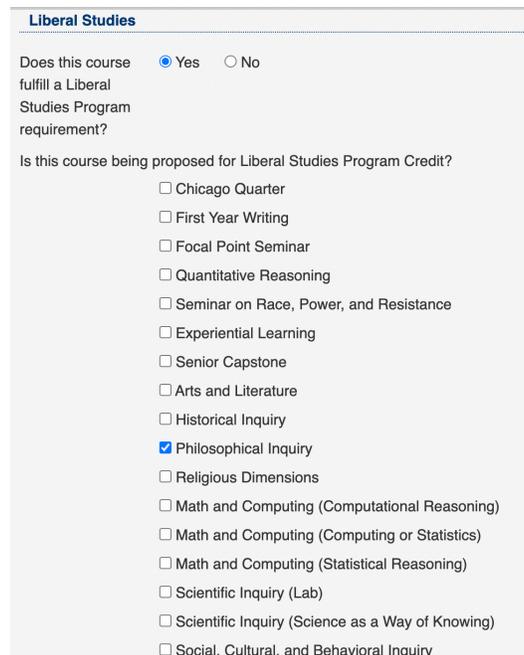
STEP 3: A pop-up window with a course form will appear. If you're proposing a new course, fill out the course proposal up until the question about Liberal Studies. If this is an existing course, the course info prior to the LSP question will auto-fill (but minor edits can be made).

Be sure to attach a sample syllabus – green button just before the LSP question:



The screenshot shows a form with a section labeled "Sample Syllabus" containing a green "Attach File" button circled in black. To the right are two input fields: "Uploaded Files:" and "Files To Be Uploaded:". Below this is a section titled "Liberal Studies" with the question "Does this course fulfill a Liberal Studies Program requirement?" and radio buttons for "Yes" (selected) and "No".

STEP 4: Select "Yes" for the Liberal Studies question and a drop down of LSP areas will appear:



The screenshot shows the "Liberal Studies" section with the "Yes" radio button selected. Below the question "Does this course fulfill a Liberal Studies Program requirement?" is the question "Is this course being proposed for Liberal Studies Program Credit?". A list of LSP areas follows, with "Philosophical Inquiry" selected (checked).

- Chicago Quarter
- First Year Writing
- Focal Point Seminar
- Quantitative Reasoning
- Seminar on Race, Power, and Resistance
- Experiential Learning
- Senior Capstone
- Arts and Literature
- Historical Inquiry
- Philosophical Inquiry
- Religious Dimensions
- Math and Computing (Computational Reasoning)
- Math and Computing (Computing or Statistics)
- Math and Computing (Statistical Reasoning)
- Scientific Inquiry (Lab)
- Scientific Inquiry (Science as a Way of Knowing)
- Social, Cultural, and Behavioral Inquiry

STEP 5: Select the LSP area you are proposing to and the specific form for that area will drop down. For example, PHL 200 is being proposed for the Philosophical Inquiry domain:

Philosophical Inquiry
 Religious Dimensions
 Math and Computing (Computational Reasoning)
 Math and Computing (Computing or Statistics)
 Math and Computing (Statistical Reasoning)
 Scientific Inquiry (Lab)
 Scientific Inquiry (Science as a Way of Knowing)
 Social, Cultural, and Behavioral Inquiry

Philosophical Inquiry Learning Outcomes

Provide a brief explanation of how your course will contribute to meeting the following learning outcomes:

1. Students will be able to address, critically think about, and analyze philosophical questions and problems.
2. Students will be able to evaluate philosophical questions, issues and/or problems using informed judgment.
3. Students will be able to analyze and interpret the methods used by philosophers in addressing philosophical questions, issues, and/or problems.
4. Students will engage with philosophical topics and figures in their historical context.
5. Students will confront and interpret primary texts from the philosophical tradition.
6. Students will be able to write an analytic essay treating a philosophical question, issue and/or problem that forwards an identifiable thesis, argument, and conclusion.

Your response can either be entered into the box or uploaded as a Word document or pdf.

4000 characters remaining

Attach PDF or Word document Uploaded Files:
Files To Be Uploaded:

STEP 6: Enter responses for the LSP area Learning Outcomes and Writing Expectations. The responses can be submitted as an attachment or entered in the text box. Then select green “Start Workflow” button.

Attach PDF or Word document Uploaded Files:
Files To Be Uploaded:

Writing Expectation - Philosophical Inquiry

The expectation of the Philosophical Inquiry Liberal Studies Learning Domain is that students taking courses in this domain will write at least 10 pages per quarter. This writing may take the form of essays, response papers, reading journals, take-home essay exams, critical analyses, etc. At least one assignment should involve revision, which may count (but only once, not twice) towards the 10 page minimum.

Please briefly describe how students in this course will fulfill this expectation:

2000 characters remaining

Proposal Notes, Feedback and Votes

Record of vote

Notes and feedback, including relevant meeting minutes if appropriate.

The pop-up window will close, your course has been submitted, and is now in the workflow to be routed to the LSP area committee for review.

 Note: changes made to existing course will appear as “track changes” showing text additions in green and deletions in red.

QUESTIONS: Contact John Shanahan jshanah1@depaul.edu or 773-325-7309 if you have any questions about using CIM to propose Liberal Studies courses.