



GUIDE FOR CIM PROGRAMS

Please use this email as a quick reference for the following course proposals:

1. UCC Program Vote Request (expedited review of program where you can electronically cast your vote)
2. UCC Program Changes (for full review and for voting at UCC meeting)

UCC Program Vote (Expedited Review)

The link included on the email will take you directly to the Program Management portal where you will be able to vote for that particular UCC document/proposal. Here is the example for the MS in Psychology:

Search, edit, add, and deactivate programs. You are logged in as jgarcia Help

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 Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search History - OR - Propose New Program UCC Vote

Program Name	Workflow	Status
Master of Science in Psychology (MS)	UCC Vote	edited

Notice how the WORKFLOW column indicates the stage of the document/proposal (UCC Vote). We suggest you use the drop down menu named Quick Searches so you can see all documents currently on the voting stage by selecting the UCC Vote option:

Search, edit, add, and deactivate programs. You are logged in as karla.gutierrez Help

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 Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search History - OR - Propose New Program UCC Vote

Program Name	Workflow	Status
Master of Science in Psychology (MS)	UCC Vote	

- Quick Searches...
- Edited Programs
- Added Programs
- Inactivated Programs
- UCC Chair
- UCC Review
- UCC Administrator
- UCC Vote**
- Registrar
- AS Dean
- BA Dean
- ED Dean
- SN Dean
- UC Dean

Please email us at ucc@tamiu.edu with any questions that you might have.

You will be able to submit your vote for each document/proposal. You will have 72hrs to submit your vote. Once a quota is met, document/proposal will move to the next step in the workflow.

The screenshot shows a web interface for reviewing a proposal. At the top left, there are buttons for 'Export to PDF', 'Export to Word', and a red 'Shred Proposal' button. Below these, it says 'Date Submitted: 11/07/18 11:16 pm'. The main heading is 'Viewing: 155 : Master of Science in Psychology (MS)'. Below that, it says 'Last edit: 11/27/18 4:35 pm' and 'Changes proposed by: anna.cieslicka'. There is a section for 'Catalog Pages Using this Program' with a link to 'Master of Science in Psychology (MS)'. On the right, a 'Vote Required for Approval' box contains the question 'Do you accept the proposed changes?' with 'Yes' checked and 'No' unchecked. Below the question is a 'Comments' text area and a 'Vote' button. At the bottom of the box is a 'View Voting Results' link.

UCC Program Changes (Full Review)

The link included on the email will take you directly to the Program Management portal where you will be able to review for that particular UCC document/proposal. Here is the example for Geography Minor:

The screenshot shows the 'TEXAS A&M INTERNATIONAL UNIVERSITY PROGRAM MANAGEMENT' portal. The header features the university logo and name. Below the header, there is a search bar with a 'Search' button, a 'History' checkbox, and a 'Propose New Program' button. A 'Quick Searches...' dropdown menu is also present. The main content area contains instructions on how to use the search bar and a list of predefined search categories. A table below the instructions shows the following data:

Program Name	Workflow	Status
Geography Minor	UCC Review	edited

Please email us at ucc@tamiu.edu with any questions that you might have.

Notice how the WORKFLOW column indicates the stage of the document/proposal (UCC Review). We suggest you use the drop down menu named Quick Searches so you can see all documents/proposals currently on the reviewing stage by selecting the UCC Review option:

Search, edit, add, and deactivate programs.

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 Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

You are logged in as karla.gutierrez Help

Program Name	Workflow
Bachelor of Science in Communication Disorders (BS)	UCC Rev
Biology Minor	UCC Rev
Geography Minor	UCC Rev
Master of Science in Psychology Non-Thesis (MS)	UCC Rev

- UCC Review
- Quick Searches...
- Edited Programs
- Added Programs
- Inactivated Programs
- UCC Chair
- UCC Review
- UCC Administrator
- UCC Vote
- Registrar
- AS Dean
- BA Dean
- ED Dean
- SN Dean
- UC Dean

You will be able review each document/proposal. Voting for all Full Review documents/proposals will take place at the appropriate UCC meeting.