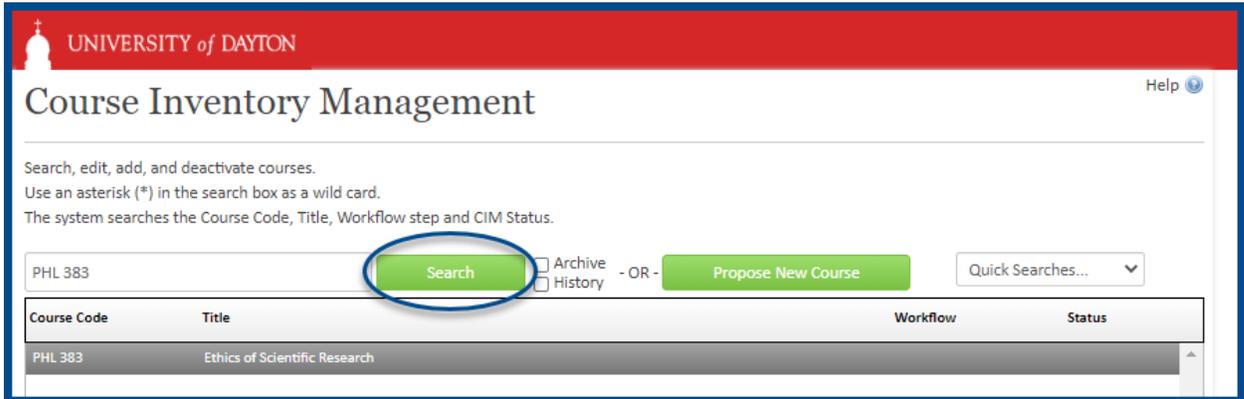
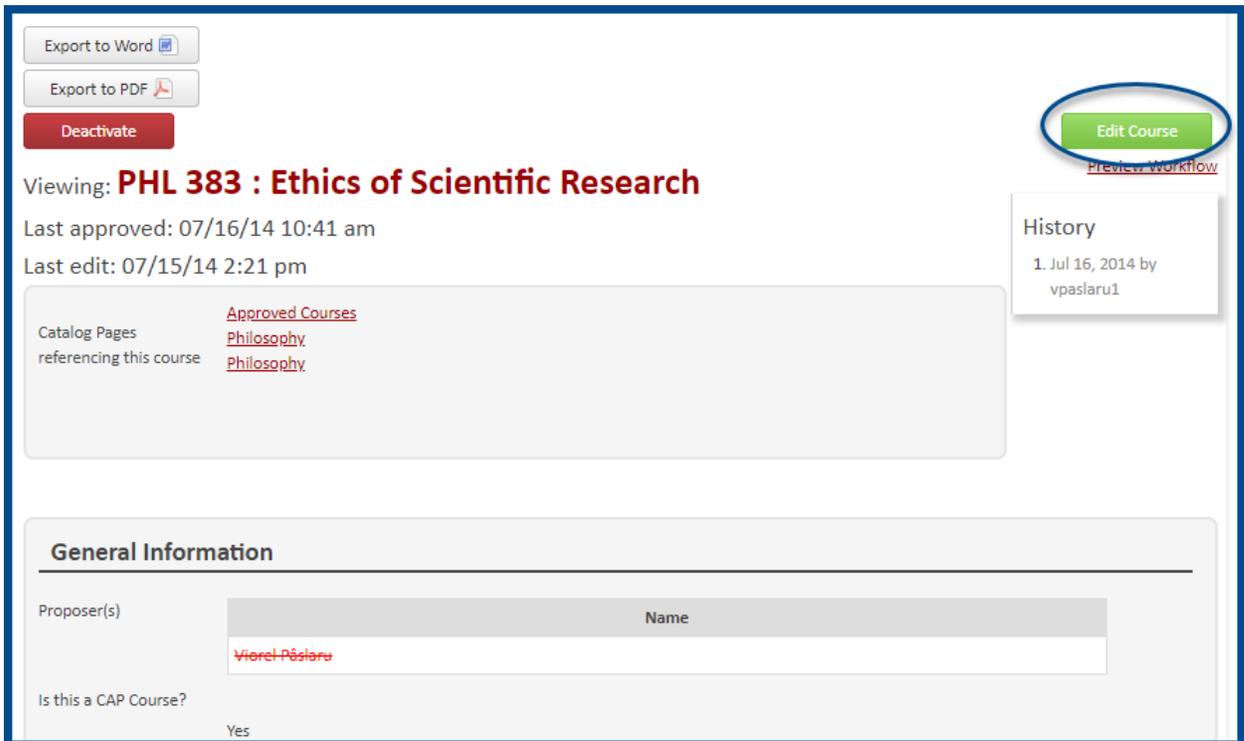


- Log into CIM: <https://nextcatalog.udayton.edu/courseadmin/>
- Search for the course



- Select “Edit Course”



- Is this proposal for 4-year CAP review? Select “Yes.” In most cases, the CAP Office already took care of this step.

UNIVERSITY of DAYTON

Course Inventory

Editing: **PHL 383: Ethics of Scientific Research**

Please remember to save your proposals frequently. Use help bubbles for additional information.

General Information

Proposer(s)

Name

Is this a CAP Course?

Yes No

Is this proposal for 4-year CAP review?

Yes No

- In the Course Content section of the proposal, look for and select “Attach File(s)” next to “Syllabus and Other Documents.”

Course Content Information

Course Goals

Sample Text(s) and Resources

Main text: [Shamoo, A. E., & Resnik, D. B. \(2009\). Responsible Conduct of Research: Oxford University Press.](#) Reading list will include excerpts from Douglas, H. E. (2009). Science, Policy, and the Value-free Ideal: University of Pittsburgh Press; Douglas, H. (2000). Inductive Risk and Values in Science. Philosophy of Science, 559-579; Douglas, H. (2007). Rejecting the Ideal of Value-Free Science. In H. Kincaid, J. Dupré & A. Wylie (Eds.), Value-Free Science? Ideals and Illusions (pp. ...

Syllabus and Other Documents (optional)

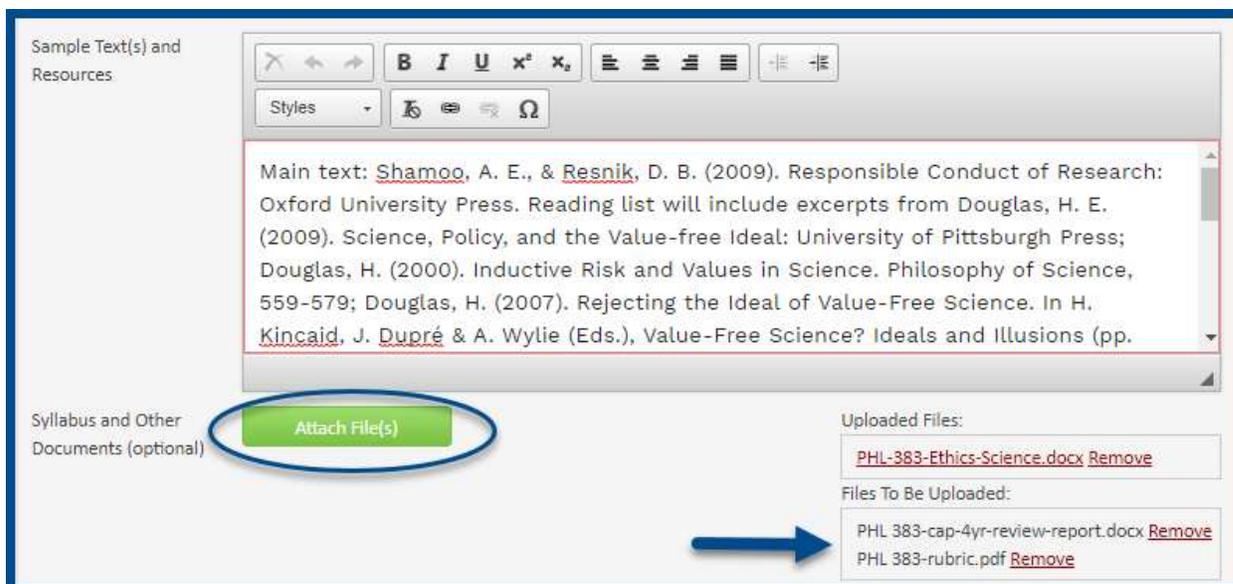
Attach File(s)

Uploaded Files:

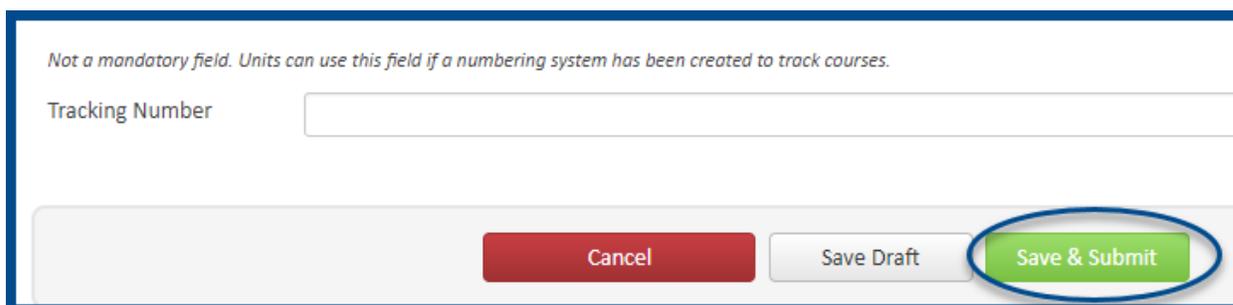
[PHL-383-Ethics-Science.docx Remove](#)

Files To Be Uploaded:

- Select your completed 4-Year Review Report for the course and any additional documents (e.g., rubric) from the location where you have the document(s) saved.
 - Reminder: The blank 4-Year Review Report Form is available on the CAP website: <https://www.udayton.edu/provost/cap/4-year-course-review.php>

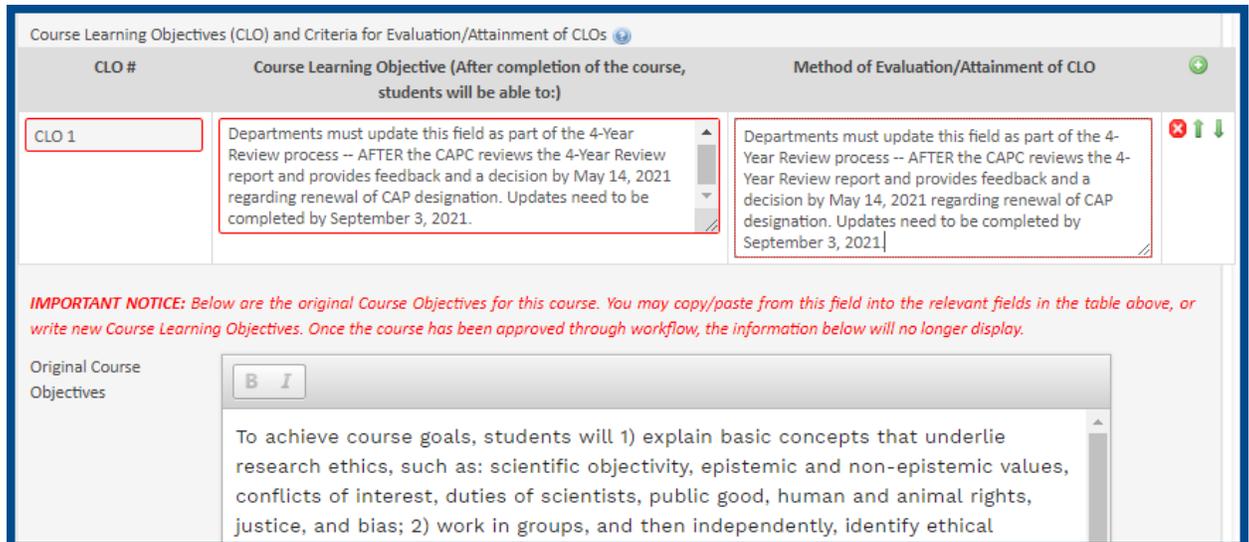


- After uploading the 4-Year Report and any additional documents, select “Save & Submit” at the bottom of the CIM course proposal form to put the course into workflow.
 - The Department Chair will then need to approve the course in CIM at the Chair level to advance it in workflow.



- Please note that any fields outlined in red (i.e., required fields) in the CIM course proposal form must be filled in to be able to “Save & Submit” and put the course into workflow. Examples include Proposer(s) and Effective Term.
 - For some courses in the 2020-21 4-Year Review cycle, information needs to be transitioned into the new CIM course proposal format that was launched in January 2017. For these courses, the CAP Office inserted the following placeholder language into several required fields: *Departments must update this field as part of the 4-Year Review process – AFTER the CAPC reviews the 4-Year Review Report and provides feedback and a decision by May 14, 2021 regarding renewal of CAP designation. Updates need to be completed by September 3, 2021.*

- Courses in future review cycles that need to be transitioned into the new CIM course proposal format will be handled in a similar fashion.
- The insertion applies to the following fields (sample screen shot provided below):
 - Course Learning Objective (CLO)
 - Method of Evaluation/Attainment of CLO
 - Course Learning Objectives (e.g., CLO 1, CLO 5) that apply to this UD ILG (Institutional Learning Goal)
 - Describe how this course will satisfy this CAP Component



- This language was inserted *temporarily* in an effort to minimize what departments need to complete for the 4-Year Review prior to the report submission deadline, as well as to streamline the review process. The 4-Year Review Report asks for original content and planned changes. The CAPC will review any planned changes and ask for clarification, if needed. Since departments are likely to have updates to Course Learning Objectives (CLOs) and Methods of Evaluation/ Attainment after four years, they will only have to make updates in CIM after the CAPC examines the changes outlined in the 4-Year Review Report. **Departments must update these fields in CIM by the specified date.**
- **For courses that do not have this placeholder language inserted in CIM, the CAPC still advises that course content should not be edited in CIM until after the committee reviews the 4-Year Review Report and provides feedback and a decision regarding renewal of CAP designation.**

➤ If you have questions, please contact the CAP Office:

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