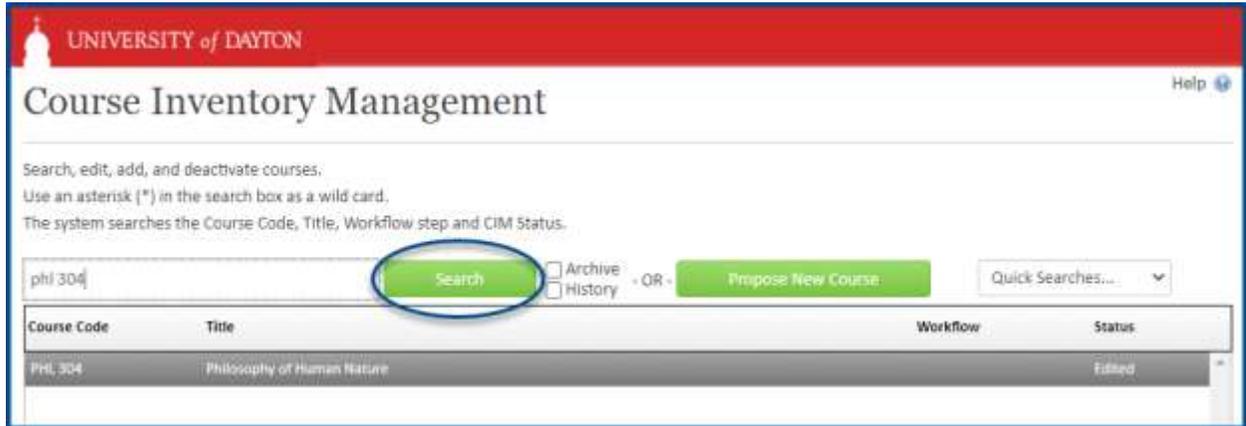
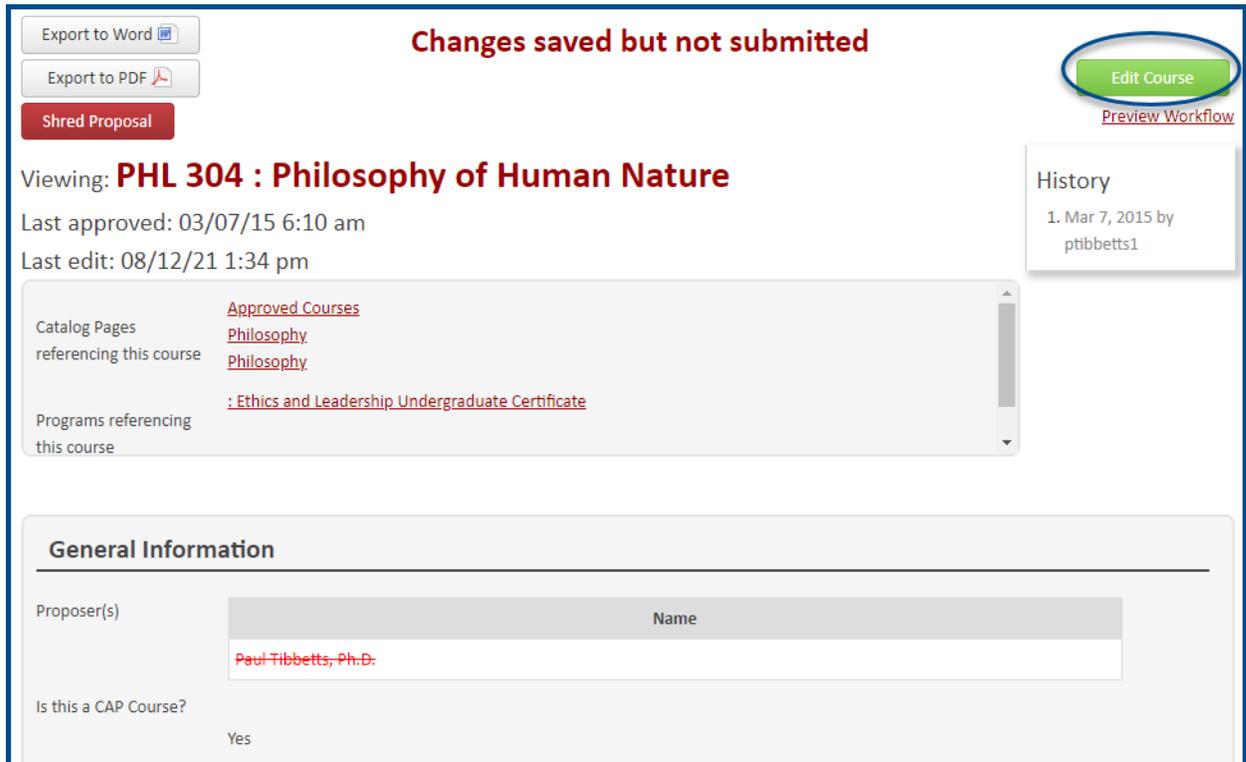


- Log into CIM: <https://nextcatalog.udayton.edu/courseadmin/>
- Search for the course



- 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 304: Philosophy of Human Nature**

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

General Information

Proposer(s)

Is this a CAP Course?
 Yes No

Is this proposal for 4-year CAP review?
 Yes No

New in Fall 2021: Course Inventory Management now has a dedicated space to upload 4-Year Review documents.

- Under the CAP Approval section in CIM, look for and select “Attach File(s)” next to “4-Year Review Document(s).”

CAP Approval

Which CAP Category does this course belong to?
 Category 1 includes courses that meet the explicit criteria in the CAP policy document for CAP elements including single components and combinations of two or more components that are explicitly allowed (for example, the combining of an Advanced Studies and Crossing Boundaries component).
 Category 2 provides an opportunity for courses that incorporate combinations of CAP elements that are neither explicitly allowed nor explicitly prohibited in the CAP policy document.

Courses seeking CAP approval and existing CAP courses that have not yet gone through the 4-Year Review process are required to submit an assessment plan

Assessment Plan Uploaded Files:
 Files To Be Uploaded:

The 4-Year Review report and any supporting documents are required only when the department/program is notified that the course is up for review

4-Year Review Document(s) Uploaded Files:
 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. If there is a separate document for the assessment plan, it should be uploaded with other 4-Year Review materials when the course is going through the review process.
 - Reminder: The blank 4-Year Review Report form and other resources are available on the CAP website: <https://www.udayton.edu/provost/cap/4-year-course-review.php>

CAP Approval

Which CAP Category does this course belong to? Category 1 includes courses that meet the explicit criteria in the CAP policy document for CAP elements including single components and combinations of two or more components that are explicitly allowed (for example, the combining of an Advanced Studies and Crossing Boundaries component). Category 2 provides an opportunity for courses that incorporate combinations of CAP elements that are neither explicitly allowed nor explicitly prohibited in the CAP policy document.

Courses seeking CAP approval and existing CAP courses that have not yet gone through the 4-Year Review process are required to submit an assessment plan

Assessment Plan Uploaded Files:
Files To Be Uploaded:

The 4-Year Review report and any supporting documents are required only when the department/program is notified that the course is up for review

4-Year Review Document(s) Uploaded Files:
Files To Be Uploaded:
PHL304-4-Yr-Review-report-2021-22.docx Remove
PHL304-assessment-plan.docx Remove

- 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.

Not a mandatory field. Units can use this field if a numbering system has been created to track courses.

Tracking Number

- 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 2021-22 4-Year Review cycle, information needs to be transitioned into the revised 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 regarding renewal of CAP designation no later than May 13, 2022. Following the renewal decision, updates need to be completed by September 2, 2022.*

- 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 inserted placeholder language 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

Course Learning Objectives (CLO) and Criteria for Evaluation/Attainment of CLOs

CLO #	Course Learning Objective (After completion of the course, students will be able to:)	Method of Evaluation/Attainment of CLO
CLO 1	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 regarding renewal of CAP designation no later than May 13, 2022. Following the renewal decision, updates need to be completed by September 2, 2022.	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 regarding renewal of CAP designation no later than May 13, 2022. Following the renewal decision, updates need to be completed by September 2, 2022.

IMPORTANT NOTICE: Below are the original Course Objectives for this course. You may copy/paste from this field into the relevant fields in the table above, or write new Course Learning Objectives. Once the course has been approved through workflow, the information below will no longer display.

Original Course Objectives

Students will explore and critique a range of Western as well as Asian reflections on the question, 'What does it mean to be human?' Students will also identify similarities as well as differences in these philosophical, historical, and cross-cultural reflections. Students will also explore how different academic disciplines

- 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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