Course Leaf Curriculum Management (CIM)

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Accessing CIM

- Links are available on the Undergraduate Curriculum Committee (UGCC) Web site: http://www.uas.alaska.edu/curriculum

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Who to Contact

Questions/Issues	Who to contact
Which form to use
How to fill out forms
What various form fields mean
General help filling out forms	Your department's Curriculum Committee Representative (see UGCC Web site for a list of undergrad reps)
Functionality questions and troubleshooting	Barbara Hegel or Colleen McKenna
Access to CIM (if you are unable to log in)	Barbara Hegel

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Undergraduate Proposal Deadlines

- October 1
  - for consideration for the 2018-19 catalog
  - approved proposals become active in summer 2018
- March 1
  - for consideration for the 2019-20 catalog
  - approved proposals become active in summer 2019
- Deadlines are also posted on UGCC Web site

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Two Main Types of Proposals

- Program
  - New Programs
  - Edit Existing Programs
- Course
  - New Course
  - Edit Existing Courses

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Proposing a New Program…

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Program Proposal Form

- Boxes with a red outline indicate required fields
- Arrows indicate a drop down list of options
- For campus you can select one, two or all three.
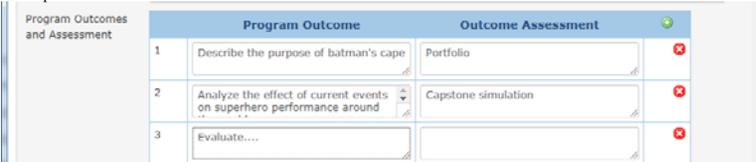

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Large Text Areas

- Areas designed for larger amounts of text allow you to copy-paste text from MS Word into the area.
- Avoid pasting in highly formatted text, such as tables (use toolbar within the text area for more complex formatting).
- Blue circles with ? are help bubbles:

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Entering Program Outcomes

- Enter one program outcome (and its assessment) per text box
- Use the green (+) to add boxes ⊕
- Use the red (x) to delete boxes ⊗

Sample:

Attaching Files

- Bottom of form has links to upload attachments, such as PAR form or supplemental files.
- Link to a blank BOR PAR form is in the help bubble
- Adobe Flash 10 required to upload files

Saving for Later / Starting the Workflow

Options at bottom of screen allow you to:

- Cancel everything you've done in this work session
- Save Changes so you can continue working on it later
- Start Workflow to pass it along to the next person (or group) in the review process

Editing an Existing Program

- Similar to proposing a new program, but you have to find the existing program first
- Use the Program Proposals (CIM) link to access the Program Admin area

Searching for an Existing Program

- Search function allows you to use a wildcard (*) to locate key words, departments, titles etc.
- Click on the name of the program you want to edit, and click "Edit Program"
- Form prepopulated with existing data

Program Management

Help

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.

| *business* | Search | - OR - | Propose New Program | Quick Searches... ▼ |

Title	Workflow	Status
Bachelor of Business Administration, B.B.A.		Edited
Business Administration, Minor		
Business Administration, A.A.S.		
Small Business Management, Certificate		

Inactivate Program

Edit Program
Preview Workflow

Viewing: **Business Administration, Minor**

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Adding a New Course

- CIM form functionalities, searching, etc. are similar to adding a new program – this section will focus on the differences
- Use the Course Proposals (CIM) link to access the Course Admin area

Curriculum Committee

Committee Home
Committee Members
Member Responsibilities
▸ Meeting Agendas
▸ Meeting Minutes

Curriculum Committee

NOTICE: The Courseleaf Course Inventory Management (CIM) and Catalog (CAT) systems are active and available for entering and viewing 2018-19 catalog course and program proposals. Please use the following links to access these tools (login with your UAS username and password).

Course proposals (CIM): https://nextcatalog.uas.alaska.edu/courseadmin

Program Proposals (CIM): https://nextcatalog.uas.alaska.edu/programadmin

Edit/review next catalog (CAT): https://nextcatalog.uas.alaska.edu

CourseLeaf Training videos: http://uas.alaska.edu/pub/courseleaf

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Adding a New Course

- Proposer's name and contact info goes at the top
- The category you choose determines the workflow and fields that will display
- Category C option is not available when entering a new course, as new courses cannot be category C
- Remember to use the help bubbles if you're not sure how to complete a field

Course Inventory

New Course Proposal

Contact(s) ❓	Name	Phone	E-mail	➕
				❌

Proposal Category ❓ ☐ Category A ☐ Category B

Effective Term Select... ▼

Course Subject ❓ Select... ▼ Course Number

Department ❓ Select Department... ▼

ollege Select College... ▼

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Other Course Fields

- Some text boxes have character limits

Please ensure to use individual fields for prerequisites, credits, contact hours, etc. Do NOT include these elements in the Catalog Course Description.

| Catalog Course Description | |

Instruction Types ❓	☐ Lecture	☐ Lab	☑ Combined Lecture/Lab
	☐ Field	☐ Seminar	☐ Internship
	☐ Practicum	☐ Research	☐ Zero/Non-Credit

Credits ❓   (0   +   0   +   0   )

Default Grade Mode ❓ Select... ▼

| Delivery Mode | ☐ Face to Face | ☑ Web Meeting | ☐ Audio Conferencing |
| | ☐ Online - Web | ☐ Other | |

Academic or Technical Prerequisite(s)

s the Course ross-listed? ☐ Yes ☑ No

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Student Learning Outcomes

- Like program outcomes, each student learning outcome must each be entered into its own text box
- Use the green plus sign to add text boxes for additional SLOs

Sample:

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Grading Criteria and Course Topics

- Use the green plus signs to add additional rows for grading criteria and course topics
- In course topics, all hours must be filled in, even if it's a zero (Ex. If no lab, enter 0 lab hours)

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Attachments

- Course syllabus <u>must</u> be attached to a new course proposal (although CIM is not yet requiring it). New courses will not be reviewed without a syllabus.

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Viewing or Editing an Existing Course

- To View or Edit a course, find it first, as with a program
- Then click the course title in the list

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Viewing a Course

- From there, you can browse through the course information (see the next few slides)
- Note: if the course wasn't originally submitted in CIM, certain fields will not be populated, such as SLOs

Viewing a Course (continued)

Long Title	Introduction to College Writing
Abbreviated Title	Intro to College Writing
Rationale for Proposal	This change is mandated by the Board of Regents in order to achieve statewide alignment with GER and PreGER composition courses across the entire UA system in the following categories: (1) course prefix, (2) course number, (3) course title, (4) course description, and (5) course student learning outcomes. WRTG S110 is equivalent to ENGL S110 (both 4 credits). Therefore, for the purpose of course requirements, students who have taken ENGL S110 will be considered to have taken WRTG S110.
Catalog Course Description	Prepares students for WRTG S111. Emphasizes composition of essays for academic writing. Includes critical reading, analysis, and integration of sources to enhance students' writing. Practice in revising and editing to improve clarity, coherence, and purpose.
Instruction Types	Lecture
Credits	4 (4 + 0 + 0)
Default Grade Mode	Letter Grades with Plus/Minus
Delivery Mode	Face to Face / Web Meeting
Academic or Technical Prerequisite(s)	WRTG S090 or ENGL S092 (C 2.00 or better) or placement test.
Is the Course Cross-listed?	No
Enumerate Learning Outcomes	Upon successful completion of this course, students will be able to:

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Viewing a Course (continued)

Enumerate Learning Outcomes	Upon successful completion of this course, students will be able to:
	Critically interpret and evaluate their own and others' texts.
	Apply appropriate reading processes to assigned readings and individualized research for use in basic academic essays.
	Write brief academic essays shaped by effective writing processes and appropriately supported by texts to achieve specific purposes.

List Grading Criteria	Activity	Percentage of Final Grade
	Participation	25
	Quizzes	10
	Homework Assignments	15
	Journal Entries	10
	Essays	40

Specify Course Content by Topic

Topic	Lecture Hours	Lab Hours	Other Hours
Essay Brainstorming and Drafting	12	0	0
Essay Peer-Review	10	0	0
Writing Exercises	8	0	0
Essay Samples	10	0	0
Grammar and Mechanics	10	0	0

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Viewing a Course (continued)

Specify Course Content by Topic			
Topic	Lecture Hours	Lab Hours	Other Hours
Essay Brainstorming and Drafting	12	0	0
Essay Peer-Review	10	0	0
Writing Exercises	8	0	0
Essay Samples	10	0	0
Grammar and Mechanics	10	0	0

Identify Required and Recommended Texts and Supplemental Materials	Program approved texts that address college writing skills. For example, A Writer's Reference by Diana Hacker or A Writer's Workshop by Bob Brannan, etc.
Additional Resources Needed	
Is this a General Education Course?	No
Attach Course Syllabus	
Supporting Documentation	
Additional Information	

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Editing an Existing Course

- Find the existing course
- Click the course title in the list
- Click "Course Change Proposal"

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Editing an Existing Course

- Course opens with existing data pre-populated
- Enter the proposer's name and the correct category

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After Editing is Complete

- Click Start Workflow to pass it along to the next person (or group) in the review process
- An email will be sent to the next reviewer
- Any reviewer can return the proposal using the "Rollback" feature (comments must be added)

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Reviewer Email

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Viewing Changes (for Approvers)

- Deleted text will show in red strikethrough font
- Added text will show in green bold font

Catalog Course Description	This studio course is designed to supplement WRTG S111 and to reinforce student outcomes through additional guided classroom activities such as extended workshop, deeper reflection on reading material, and further practice implementing writing strategies at all stages of the writing process. **Pass/Fail grading. Requires concurrent enrollment in WRTG S111.**
Instruction Types	Lecture
Credits	1 (1 + 0 + 0)
Default Grade Mode	Pass/Fail Grades
Delivery Mode	Face to Face
Academic or Technical Prerequisite(s)	~~Concurrent enrollment in WRTG S111.~~
Is the Course Cross-listed?	No

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Reviewer Comments

- Comments will show at the bottom as "Rollbacks"

Attach Course Syllabus

Supporting Documentation

Additional Information

Reviewer Comments
Barbara Hegel (bahegel) (07/28/17 7:41 am): Rollback: description
Barbara Hegel (bahegel) (07/28/17 7:45 am): Rollback: description
Barbara Hegel (bahegel) (07/28/17 7:54 am): Rollback: course description

Key: 2298

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Workflow

- This shows the workflow is in progress as the Humanities Chair has it in their queue.
- The chair can return the proposal asking for clarification or additional information.
- The workflow indicates where a proposal is.

Shred Proposal **New Course Proposal**
Date Submitted: 07/25/16 8:47 am
Viewing: **COMM S265 : Dipping into Difficult Discussions**
Last edit: 07/25/16 8:47 am
Changes proposed by: uas-alaska-admin

In Workflow
1. **HUM Chair**
2. SA Dean
3. Registrar
4. Faculty Senate Committee
5. Faculty Senate President
6. Undergrad Curriculum Committee Chair
7. Faculty Senate President
8. Provost
9. Registrar
10. Banner

Contact(s)
Name	Phone	E-mail
Big Dog	555-555-5555	BGdog@alaska.edu

Proposal Category Category A
Effective Term Summer 2017
Course Subject COMM Course Number S265
Department Humanities
College School of Arts & Sciences
Campus(es) UAS - Juneau Campus
Long Title Dipping into Difficult Discussions
Abbreviated Title Dip into Diffcult Discussions

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Contacts

Barbara A. Hegel, Registrar

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Colleen McKenna, UGCC Chair

cjmckenna@alaska.edu

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