

## COURSELEAF

### Curriculum Inventory Management and Catalog Production Software

CourseLeaf is the software that we use to manage the information that is ultimately displayed in our College Catalog.

We use Courseleaf to propose new courses, edit existing courses, make changes to the text in the Catalog which describes a department, make changes to the major/minor requirements or honors, and propose changes to our policies. Courseleaf interacts with our “Colleague” database, which is ultimately what is translated into the information you see on WebAdvisor and in the College Catalog.

There are basically three parts to CourseLeaf:

#### **CIM (Course Inventory Management – pronounced “KIM”)** <http://future-docs.lclark.edu/cim/>

This is where all course information is managed. You can view the courses that are currently active. This is also where you would make proposals to edit existing courses, remove obsolete courses, and add new courses.

The **Edit**, **Propose New Course**, or **Deactivate** buttons will open forms specific to your need.

#### **EDIT EXISTING COURSES:**

All faculty can propose **changes to existing courses** by going directly to the CIM page.

1. Locate the course by typing in the subject and course number in the search box. Example:  
HIST-242
  - a. Don’t forget the hyphen between the subject and course number. It will not display the course if you do not use the hyphen.
2. Alternately, type in the subject only (HIST) and scroll through the list of available courses.
3. Select the course by clicking on it.
4. Press the green **“EDIT”** button and fill in the appropriate information on the resulting form.
5. Press SAVE AND SUBMIT to enter the course into “workflow” where it will be reviewed by the appropriate faculty and staff. (Please note that choosing only the SAVE button will allow you to return to the form to make additional edits, but it will not forward the proposed changes to anyone else.)

#### **PROPOSE NEW COURSES:**

All faculty can propose **new courses** by going directly to the CIM page.

1. Press the green **“Propose New Course”** button.
2. Complete the relevant information on the resulting form.

If you have questions about course numbers, please contact the Department Chair and/or Registrar’s office.

### DELETE COURSES:

All faculty can propose that a course be **deleted** by going directly to the CIM page.

1. Press the red “**DEACTIVATE**” button.
2. Complete the relevant information on the resulting form.

### THE WORKFLOW PROCESS:

Once a proposal is completed, the proposal is routed in the following manner:

1. Registrar’s office – verifies submission is complete and works with department to assign new course number if necessary
2. Department Chair(s) – verifies submission is consistent with the goals of the department
3. Catalog Editor – verifies text adheres to LC style guide
4. Dean’s office – reviews impact on resources
5. Course Proposal Subcommittee – vets all new course proposals and modifications to existing courses. May request additional information or make suggestions for modification and re-submission. Makes recommendation to CC.
6. Curriculum Committee – approves or rejects proposal
7. Registrar’s office – completes approved changes which will be reflected on WebAdvisor and in the next year’s catalog and degree audit

### CATALOGS: There are two in existence at any one time.

**Current Catalog** <http://docs.lclark.edu/undergraduate/>

This is where you will find the current year’s catalog – the document of record for a given academic year. (You can find past catalogs at: <https://college.lclark.edu/catalog/> )

**Future Catalog** <http://future-docs.lclark.edu/>

This is the starting place for all future catalogs. All faculty and staff can look over the document. Page “owners” can propose changes, but anyone can see what is in process. Changes can be proposed at any time, but the changes will not apply until the catalog is published for the upcoming year. You can also navigate to the CIM (Course Inventory Management) pages from the catalog to propose course changes.

Catalog authors (usually department chairs/program directors) navigate to their department’s or program’s future-docs catalog page to edit. Click on the “edit page” icon on the upper left corner. If the user has the right to edit the page, the edit drawer will open. If a user thinks that he/she should have author privileges to a page, but does not, please contact Judy Finch at [finchj@lclark.edu](mailto:finchj@lclark.edu) .

Please note that while the text is easy to edit, the tables which hold the lists of courses for major/minor requirements are difficult to edit and the process is not intuitive. You may wish to print a pdf of the requirements and mark them with red ink. Send those to Judy Finch and she will

make the changes to the tables which hold the lists of courses. Alternately, you can ask to have a one-on-one training so that you can edit to your heart's content.

**Approvals**      <http://future-docs.lclark.edu/courseleaf/approve/>

This is the site where Approvers (usually department chairs/program directors or other administrators) will approve proposed changes to courses and catalog copy.

This is also the page where you can access proposals you saved in CIM, but did not submit.

When a proposal has reached your role in the approval process, you will receive an email. The email will direct you to the approval webpage. You will receive an email for each item that needs your approval, but they will all direct you to the same webpage. At this web page you will need to choose the appropriate role from the drop down menu. The default will be your User ID, but no courses will be visible in this window unless you previously saved one. You must choose the role appropriate to your approval authority – for instance, “U HIST Chair”. The History Chair can approve proposed courses, or roll them back to a previous queue for more information.

You can track the progress of your department/program's course proposals by viewing the workflow and status of each course.

*Department Chairs and other “approvers” may find more specific instructions in the document titled “Instructions - For Chairs To Approve, Modify Or Deny Course Proposals Submitted By Faculty”.*