Course Leaf Guide

This guide is designed to help you navigate through four types of submissions:
1. Proposing changes to an existing course.
2. Proposing a new course.
3. Proposing changes to an existing Program (chair or program directors only)
4. Proposing a new Program (rare/chair or program directors only)

The vast majority of faculty interactions with CourseLeaf will involve numbers 1 and 2, above.
For questions about proposals that are not answered here, please contact:
1. The Registrar (technical Courseleaf questions) or
2. The EPPC Chair (questions about procedure or academic requirements).

For all actions in CourseLeaf, begin by logging in.
1. Go to the webpage: http://nextcatalog.callutheran.edu
2. Click the “Edit Page” button in the top left corner.
3. A pop-up dialogue box will appear; enter your Cal Lutheran ID and password.

Click for the following instruction guides:
1. Make a Change to an Existing Course
2. Propose a New Course
3. Make a Change to an Existing Program
4. Create a New Program
**Make a Change to an Existing Course**

You should only make changes to an existing course with the prior knowledge of your Department Chair.

1. Click on the catalogue where your course will reside (Graduate / Undergraduate). You can do this either at the top or to the left.

2. On the menu at the left-hand side of the screen:
   - If “Undergraduate,” click on “Courses of Instruction,” and then the Major/Minor.
   - If “Graduate,” click on the appropriate School, and then Program (if applicable).

3. Click on the “Courses” tab at the top of the screen:

4. Scroll down to the course you want to change.

5. Click on the “edit” icon to the right of your course.

6. This will open a new, dedicated window.

7. If the change you wish to make is to *inactivate the course,* simply click the red “inactivate course” button.
8. If you wish to *retain the course, but make changes to it* (i.e., change the course description, the prerequisites, the units, or the Core 21 designation), click “Edit Course.”

This will open a new, dedicated window.

9. Include a brief description of the changes, and a justification. This should address everything being changed.

10. Select a start term. Generally, this will be the upcoming term.

11. Make the following necessary changes and/or confirm:
   A. Academic Level (including appropriate school).
   B. College or Graduate School.
   C. Subject Area.
   D. Course Number.
   E. Long Title and Short Title.
   F. Number of Credits.
   G. Any cross-listed course(s).
   H. Core 21 Designations you want the course to meet.
      (For descriptions of Core 21 requirements, see [Course Criteria for Core 21](#).)
   I. Course Description.
      THIS IS EXACTLY THE COURSE DESCRIPTION THAT GOES INTO THE CATALOG. Make it accurate, short, and to the point, yet flexible enough to cover the inevitable changes to the course that will occur over time.
   J. Prerequisites (courses that must be taken prior to taking this course).
   K. Co-requisites (courses that must be taken at the same time – usually science labs).
   L. Changing face-to-face time (usually only if changing from in class to online, or other fundamental changes in class time related also to a change in credits).
   M. Travel course. (If yes, please ensure that you have been working with the Study Abroad Office.)
   N. University Honors. (If yes, please ensure that you have been working with the Director of the Honors Program.)
   O. Affects Other Departments/Disciplines. (This should be “Yes” if the course is cross-listed with another department’s course, or if it is requesting Core 21 Competency for a field that is generally understood to be located in another department or discipline.
      If “Yes,” identify the other department(s)/discipline(s). If “Yes,” also attach copies of all communication in #14, below.)
12. Course Syllabus. This is not optional. A syllabus that reflects all the changes being made must be attached in order for EPPC to consider the proposal. USE THE SYLLABUS TEMPLATES AVAILABLE ON THE ACADEMIC AFFAIRS WEBSITE. The syllabus should include, at minimum: a the course description (identical to the one listed above in step 11.I); a calendar or schedule of courses and assignments; the various tools being used for assessment in the course (quizzes, papers, research, presentations, etc., and their value); listing any Core 21 requirements that the course meets, with descriptions of how the requirements are met; and Carnegie Hours. IF THE SYLLABUS DOES NOT CONTAIN ALL OF THIS, THE PROPOSAL WILL BE ROLLED BACK TO THE ORIGINATOR. In order to attach the syllabus, click on the “Attach Syllabus” button

A search box will pop up; locate your document in your files, and select it to attach. (pdf files are recommended, but other types of documents can be attached.)

13. This is optional, but can be helpful if the addition of the course is related to larger program or pedagogical changes that are too extensive to describe in #10, above. This is also the place to submit fuller justifications for Core 21 criteria, or to attach communications with other departments that are affected by the addition of the course.

14. If you are satisfied with your changes, click “Save & Submit.” If you need to save your progress, but make further changes before submitting, click “Save.” If you’ve done all of this work, and then realized that none of it applies, click “Cancel.”
Propose a New Course

1. Click on the catalogue where your course will reside (Graduate / Undergraduate). You can do this either at the top or to the left.

2. On the menu at the left-hand side of the screen:
   If “Undergraduate,” click on “Courses of Instruction,” and then the Major/Minor
   If “Graduate,” click on the appropriate School, and then Program (if applicable).

3. Click on the “Courses” tab at the top of the screen:

4. To propose a new course, scroll to any course you like (it doesn’t matter).

5. Click on the “edit” icon to the right of your course.

6. This will open a new, dedicated window.

7. Click “Propose New Course” at the top of the window.

This will open a new, dedicated window.
8. In the first, blank box, include a short summary of the course, and a justification for adding it. A more detailed explanation can be attached later, but this should cover the basics.

9. Select a start term. Generally, this will be the upcoming term.

10. Add ALL the following information, as appropriate:
   A. Academic Level (including appropriate school).
   B. College or Graduate School.
   C. Subject Area.
   D. Course Number.
   E. Long Title and Short Title (Short Title is what will be seen in the catalog.)
   F. Number of Credits.
   G. Any cross-listed course(s).
   H. Core 21 Designations you want the course to meet.
      (For descriptions of Core 21 requirements, see Course Criteria for Core 21.)
   I. Course Description. This is exactly what will appear in the catalog, so be clear, yet flexible enough to allow for the inevitable changes that will happen as a course is taught over time.
   J. Prerequisites (courses that must be taken prior to taking this course).
   K. Co-requisites (courses that must be taken at the same time – usually science labs).
   L. Changing face-to-face time (usually only if changing from in class to online, or other fundamental changes in class time related also to a change in credits).
   M. Travel course. (If yes, please ensure that you have been working with the Study Abroad Office.)
   N. University Honors. (If yes, please ensure that you have been working with the Director of the Honors Program.)
   O. Affects Other Departments/Disciplines. (This should be “Yes” if the course is cross-listed with another department’s course, or if it is requesting Core 21 Competency for a field that is generally understood to be located in another department or discipline.
      If “Yes,” identify the other department(s)/discipline(s). If “Yes,” also attach copies of all communication in #14, below.)

11. Course Syllabus. This is not optional, even if you have not yet taught the course. USE THE SYLLABUS TEMPLATES AVAILABLE ON THE ACADEMIC AFFAIRS WEBSITE. The syllabus should include, at minimum: The course description (identical to that used in step 10.I, above); a calendar or schedule of courses and assignments; the various tools being used for assessment in the course (quizzes, papers, research, presentations, etc., and their value); listing any Core 21 requirements that the course meets, with descriptions of how those requested Core criteria are met; and Carnegie Hours. IF THE SYLLABUS DOES NOT CONTAIN ALL OF THIS, THE PROPOSAL WILL BE ROLLED BACK TO THE ORIGINATOR.
In order to attach the syllabus, click on the “Attach Syllabus” button.

A search box will pop up; locate your document among your files, and select it to attach. (pdf files are suggested, but other types of documents can be attached.)

12. Other Supporting Documents.
This is optional, but can be helpful if the addition of the course is related to larger program or pedagogical changes that are too extensive to describe in #10, above. This is also the place to submit fuller justifications for Core 21 criteria, or to attach communications with other departments that are affected by the addition of the course.

13. If you are satisfied with your changes, click “Save & Submit.”
If you need to save your progress, but make further changes before submitting, click “Save.”
If you’ve done all of this work, and then realized that none of it applies, click “Cancel.”
Make a Change to a Program

1. You may only make changes to a program if you are Department Chair or Director of the Program.

2. Click on the catalogue where your course will reside (Graduate / Undergraduate). You can do this either at the top or to the left.

3. On the menu at the left-hand side of the screen:
   If “Undergraduate,” click on “Courses of Instruction,” and then the Major/Minor
   If “Graduate,” click on the appropriate School, and then Program (if applicable).

4. To change the body of the page (the program description), first click on “Edit Page” at the top left-hand side of the page.

   Enter your institution log in information. Click on “Edit Page Body” just to the right of the description.

   Gender and Women's Studies (minor)

   The minor in Gender and Women's Studies focuses on gender as a primary category of human experience. The universality of this experience, combined with the uniqueness of its expression in every individual, makes gender an ideal site for the rigorous inquiry and respectful dialogue that characterize a well-rounded liberal arts education.

   This will bring up a new window, in which you can make changes directly – the program uses most standard word processing functions. You can even copy and paste language from a separate Word or Pages document using your computer’s copy and paste functions.

   When you are satisfied with your changes, click “OK” at the bottom.
5. **To make changes to the Program Requirements** (add or delete classes, change credit requirements, etc.), click “Edit CIM Program Requirements” to the right of the requirements.

![Edit CIM Program Requirements](image)

This will open a new window.

6. Click the green “Edit Program” button just below the Program Management box. This will open another new window.

![Edit Program](image)

7. Work from the top of the form to the bottom, answering all questions, as follows:
   A. The Requested Effective Catalog Year is generally the current semester, unless it is meant to be retroactive.
   B. Choose the Academic Level from the drop-down menu.
   C. Choose the College/School from the drop-down menu.
   D. Choose the Department from the drop-down menu.
   E. Choose the Degree Code from the drop-down menu.
   F. Enter the Title in the appropriate box.
   G. Enter a brief Justification in the appropriate Box.
   H. Under Program Requirements and Description, double click on the blue box in order to make changes to course requirements. A new window will appear. You can add or remove courses by selecting the department at the top, and choosing a course, and then clicking the double-right-arrow. You can remove a course already in the list on the right by clicking on it and then clicking the double-left-arrow. If you know the course number, you can use Quick-Add at the bottom of the department lists, and then click the “Add Course” button just to the right of it. *(See image on next page)*
I. Every program should include Program Learning Outcomes. Make any appropriate changes to these.

J. Under “Rationale,” you will include a brief Explanation of Change.

K. Explain how this will address the goals of the Department/Program/University.

L. Are there any regulations that affect this program (such as certifications, industry standards, etc.)? How will the program conform to those regulations?

M. Explain how this program compares to other institutions. Does it offer similar classes and credit requirements? Are there any unique aspects to this program that set it apart from other institutions? In particular, note how the changes you are proposing relate to this comparison. (Generally speaking, minor changes to a program do not need to include this.)

N. How will the changes to the program affect enrollment? Do you anticipate increased enrollment? Will it pull from other programs at the University? (Generally speaking, minor changes to a program do not need to include this.)

O. Will the changes to the program require more faculty or staff? Fewer?

P. What other needs projections are there? (For example: if you are creating new classes, you will require classroom space – what are the particulars of that, if any?)

Q. Time schedule for implementation: for most program changes, this would be the next semester or academic year.

R. Exit strategy is usually for new programs suggesting how long the University plans to allow, to determine if the program is viable, and how it will be phased it out if it is not.

S. Supporting documents would include fuller information on the above data.

8. At any time in the process, you can click “Save Changes” without submitting. If you are satisfied with the changes, click “Save & Submit” at the bottom. This will start the proposal changes on their way through the approval process.
Create a New Program

1. You may only create a program if you are chair or director of the program. All new programs must be submitted to and approved by the Provost's Office before coming to Courseleaf. Please consult Academic Affairs for additional information.

2. Click on the catalogue where your course will reside (Graduate / Undergraduate). You can do this either at the top or to the left.

3. On the menu at the left-hand side of the screen:
   - If “Undergraduate,” click on “Courses of Instruction,” and then choose a Major/Minor.
   - If “Graduate,” click on the appropriate School, and then a Program (if applicable).
   - The key here is that you are creating a new program, so you open another one up as a starting point.

4. To Create a New Program click on “Propose New Program.”

This will bring up a new window. You will work through the various requirements as follows:
   A. The Requested Effective Catalog Year is generally the current semester, unless it is meant to be retroactive.
   B. Choose the Academic Level from the drop-down menu.
   C. Choose the College/School from the drop-down menu.
   D. Choose the Department from the drop-down menu.
   E. Choose the Degree Code from the drop-down menu.
   F. Enter the Title in the appropriate box.
G. Under *Program Requirements and Description*, click on the “Table” icon:

Then click on OK to select Course List:

A new window will appear. You can add or remove courses by selecting the department at the top, and choosing a course, and then clicking the double-right-arrow. You can remove a course already in the list on the right by clicking on it and then clicking the double-left-arrow. If you know the course number, you can use Quick-Add at the bottom of the department lists, and then click the “Add Course” button just to the right of it.

II. Every program should include Program Learning Outcomes. These should apply to the program, broadly, and be included in syllabi for the courses in the program.
I. Under “Rationale,” you will include a brief Explanation of Addition.
J. Explain how this will address the goals of the Department/Program/University.
K. Are there any regulations that affect this program (such as certifications, industry standards, etc.)? How will the program conform to those regulations?
L. Explain how this program compares to other institutions. Does it offer similar classes and credit requirements? Are there any unique aspects to this program that set it apart from other institutions? In particular, note how the program you are proposing relates to this comparison.
M. How will this program affect University enrollment? Do you anticipate increased enrollment? Will it pull from other programs at the University?
N. Will this program require more faculty or staff? Fewer?
O. What other needs projections are there? (For example: if you are creating new classes, you will require classroom space – what are the particulars of that, if any? Will office space be required for administration of the program? Are there any specific equipment needs for this program?)
P. Time schedule for implementation: for most program changes, this would be the next catalog year.
Q. Exit strategy: identify how long the University plans to allow, to determine if the program is viable, and how it will be phased out if it is not.
R. Supporting documents would include fuller information on the above data.

8. At any time in the process, you can click “Save Changes” without submitting. If you are satisfied with the changes, click “Save & Submit” at the bottom. This will start the proposal changes on their way through the approval process.