

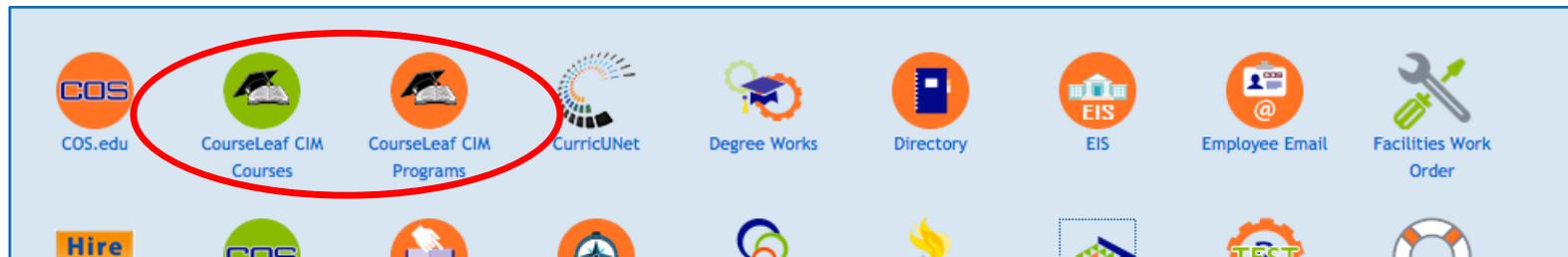
CourseLeaf CIM: Programs and Courses

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Curriculum Coordinator, COS



Logging On

- Program Form: <https://futurecatalog.cos.edu/programadmin/>
- Course Form: <https://futurecatalog.cos.edu/courseadmin/>
- Reviewing: <https://futurecatalog.cos.edu/courseleaf/approve/>



Program Updates

- Navigate to the program form
- Search for programs using the “wildcard search”
 - Use asterisks to surround your search terms. For example, *nursing* will return any program with “nursing” in the title.
- Click the program title to see a “preview” of the proposal. If the program is in workflow, you will be able to see its progress here.

Search
History - OR -
Propose New Program
Quick Searches... ▾

Number of Program	Program Name	Workflow	Status
AS-RN	Associate of Science In-Registered Nursing-Not for Transfer* (AS)	Curriculum Coordinato	edited

Export to PDF
Download Program Narrative

Shred Proposa

In Workflow

1. NURS Chair
2. NURS Dean
3. Technical Review
- Curriculum
- Coordinator
- Articulation

Date Submitted: 03/20/18 6:11 pm
 Viewing: **AS-RN : Associate of Science in-Registered Nursing-Not for Transfer* (AS)**
 Last approved: 03/15/18 9:21 am
 Last edit: 03/23/18 10:01 am



Program Updates

- To update a program, click the green “Edit Program” button to pull up the form.
 - Only the appropriate faculty members may edit curriculum. Deans and Division Chairs should check during the review process to make sure proposers are appropriate, and Deans should not make curriculum edits.



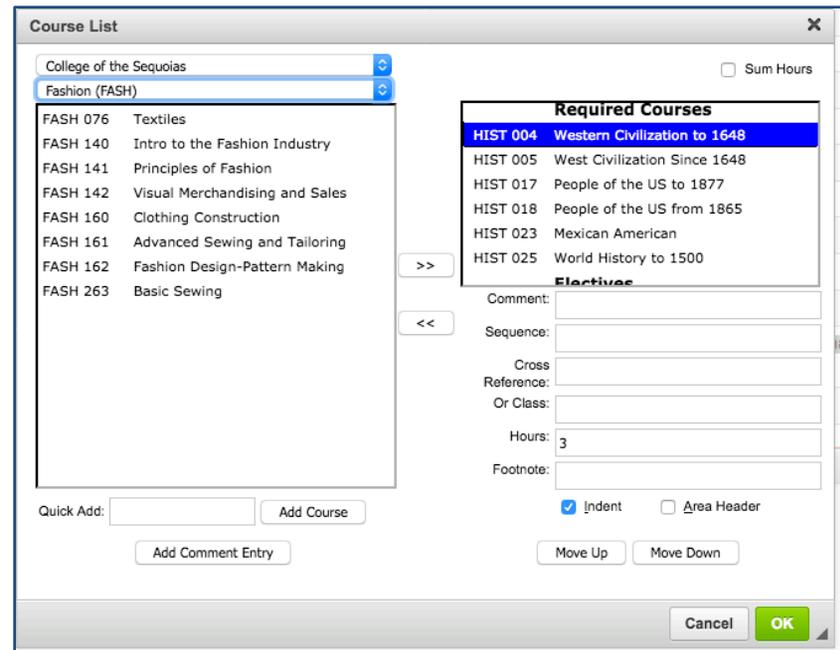
Program Updates

- Form Highlights:

- *Dynamic Fields*: Some fields appear based on choices you make, so complete the form in order. For example: The award type selected will limit the available choices for program goal.
- *Distance Ed Programs*: Most degrees are Distance Ed programs, because Gen Ed could be completed using online/hybrid courses. Choose yes if 50% or more of the program could be completed online, then choose the appropriate percentage range.

Program Updates

- *Program Requirements Table:*
 - Double-click the existing program table to edit.
 - On the right, you'll see the existing course content.
 - On the left, you'll see a course-picker to select and add courses.
 - Use the arrow tool to add and remove courses.
 - "Or Class" can be used to add an OR statement.
 - "Sequence" can be used to add an AND statement



The screenshot shows a 'Course List' window with the following elements:

- College of the Sequoias** (selected)
- Fashion (FASH)** (selected)
- Course List (Left):**
 - FASH 076 Textiles
 - FASH 140 Intro to the Fashion Industry
 - FASH 141 Principles of Fashion
 - FASH 142 Visual Merchandising and Sales
 - FASH 160 Clothing Construction
 - FASH 161 Advanced Sewing and Tailoring
 - FASH 162 Fashion Design-Pattern Making
 - FASH 263 Basic Sewing
- Required Courses (Right):**
 - HIST 004 Western Civilization to 1648** (highlighted)
 - HIST 005 West Civilization Since 1648
 - HIST 017 People of the US to 1877
 - HIST 018 People of the US from 1865
 - HIST 023 Mexican American
 - HIST 025 World History to 1500
- Electives (Right):** (Section header)
- Form Fields (Right):**
 - Comment: [Text Field]
 - Sequence: [Text Field]
 - Cross Reference: [Text Field]
 - Or Class: [Text Field]
 - Hours: 3
 - Footnote: [Text Field]
 - Indent Area Header
- Buttons:**
 - Quick Add: [Text Field] Add Course
 - Add Comment Entry
 - Move Up Move Down
 - Cancel OK



Program Updates

- *State Requirements Section:* For updates, focus on update fields, such as “net annual labor demand” for CTE programs. This section is used to generate the program narrative, so update only those fields with changes.
- *Attachments:* This field will indicate required attachments based on the selected program goal and other fields.
- *Justification/Rationale:* This section is always required, and is where you summarize and justify the changes you’ve made (i.e. Two-Year update, etc). **Clearly indicate any updates to the course table, as these may not show in the editing markup.**

Course Updates

- Navigate to the course form
- Search for programs using the “wildcard search”
 - Use asterisks to surround your search terms. For example, *ENGL* will return any program with “ENGL” in the course code or title.
- Click the course title to see a “preview” of the proposal. If the course is in workflow, you will be able to see its progress here.
- Review the “catalog pages” preview section to see which programs/ courses are impacted by this course.

ENGL Search Archive - OR - History Quick Searches... ▾

Course Code	Title	Workflow	Status
ENGL 001	College Reading & Composition		
ENGL 001H	Reading/Composition-Honors		deleted
ENGL 002	Logic and Composition		
ENGL 002H	Logic and Composition-Honors		deleted
ENGL 004	Composition and Literature		
ENGL 004H	Composition & Literature-Honor		deleted
ENGL 007	See Sequoia Valley Lit		deleted

[Preview Workflow](#)

Viewing: **ENGL 001 : College Reading & Composition**

Catalog Pages referencing this course

- [Administration of Justice](#)
- [Administration of Justice \(AJ\)](#)
- [Art](#)
- [Art \(ART\)](#)
- [Associate of Arts in Liberal Arts with an Area of Emphasis in](#)



Course Updates

- To update a course, click the green “Edit Program” button to pull up the form.
 - Only the appropriate faculty members may edit curriculum. Deans and Division Chairs should check during the review process to make sure proposers are appropriate, and Deans should not make curriculum edits.



Course Updates

- Form Highlights:
 - *Catalog Title*: This field is not character limited and allows you to remove abbreviations from your course title. Even if the course title will remain unchanged, enter the current title here. Use title only (do not include the subject code and course number).
 - *Prerequisites/ Corequisites*: Add the requisite courses using their exact subject code and course number (e.g. ENGL 001). Use the change justification field to explain the level of scrutiny for the requisite (content review, required for transfer, health and safety, content review with statistical validation).
 - Objectives: Use this field to complete content review. Objectives from the requisite courses indicated above will populate this field. Use the description box to explain which of these are necessary for success in the course, and why.



Course Updates

- *Course Units/Hours*: This field is set up to auto-calculate based on the entered weekly hours. If you don't see any auto-calculation, make a change to the existing hours, then change the hours back to the correct #s.
 - To request an exception to the standard calculations, contact the curriculum coordinator
- *Course Content*: Check these fields carefully to be sure they match CurricuNet. Minor errors such as extra characters, html coding, etc, can be corrected when the course is next updated.



Course Updates

- *Course Outcomes*: Continue to attach these as a TracDat export. This field will be updated in Phase II of form development. Do not add outcomes to this section unless they match the attachment!
- *Library Materials*: Select "Yes" if library resources will be used to support instruction in this course. Please contact your [library liaison](#) for help determining possible options.
- *Justification/Rationale*: This section is always required, and is where you summarize and justify the changes you've made (e.g. five year review, etc). Also include transfer justification and justification for any books more than 5 years old in this field.



Curriculum Review

- When you have an item in your queue for review, you will receive an email with a direct link; use this link to navigate to the indicated proposal.
- Most reviewing takes place on the Courseleaf console: <https://futurecatalog.cos.edu/courseleaf/approve/>
- For voting items, use the link in the email or go to the appropriate form and search for *vote*



Curriculum Review

- On the approve pages console, select your role from the drop down menu.
- You will be able to view changes in red/green markup. Use the “View Changes By” drop-down menu to see who added specific edits.
- You will see three options to respond to the proposal: Edit, Rollback, and Approve. Use “rollback” to make comments and return the proposal to the initiator (or other steps) for updates/changes.
- “Approve” moves the proposal forward but does not allow comments. If you need to make comments prior to moving the proposal forward, click “edit,” scroll to the bottom, and add reviewer comments.
- Deans or other Administrators should use the edit button ONLY to make comments.

Curriculum Review

Pages Pending Approval
Filter List Refresh
Your Role: Curriculum Coordinator
Page Info Workflow Status Attached Files Revision History

PAGE	USER
/programadmin/149: AAT-TS BUS: Associate in Arts In-Transfer Studies with an Area of Emphasis in Business for Transfer-for Transfer (AA)	Roseanne Duarte
/programadmin/120: AS-RN: Associate of Science in Registered Nursing (AS)	Terri Paden
/courseadmin/2572: NURS 400: Nursing Skills Lab	Terri Paden

Page Info

Title: AS-RN: Associate of Science in Registered Nursing (AS)
 Last Update: Apr 3, 2018 12:59pm
 Template: csm
 Page Authors: any
 Workflow: any
 College: 00
 Department: Nursing

PAGE REVIEW
Hide Changes
View Changes By: All Changes
Edit Rollback Approve



Program Change Request

Export to PDF

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-Curriculum Coordinator



Curriculum Review

- Find more resources, including some video tutorials, on the CourseLeaf CIM Canvas course:
<https://cos.instructure.com/courses/13774>
- Additional training scheduled this week: April 5 during Instructional Council, and April 6 at 9:00AM on the Tulare campus, in B119.
- Contact the Curriculum Coordinator to schedule a training for your division, or to meet one-on-one.