



Course Inventory Management Guide

COURSELEAF CIM

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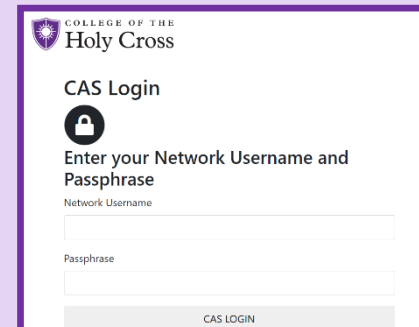
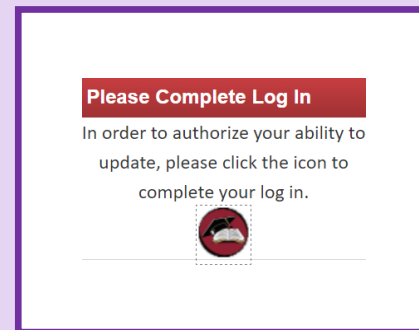
CourseLeaf Course Management

CIM is our online **Curriculum Inventory Management System** and provides an efficient way to create, edit, review, and approve course and program changes. The software is commercially known as “CourseLeaf CIM” and interfaces with The College’s management system for the Catalog. Using this system, faculty and administrators can easily view and manage courses and programs. CIM is a paperless means to submit curriculum or program changes. Once submitted, appropriate administrators will be prompted to review and approve requests and the approved changes will automatically be published in The College’s next Catalog.

The College’s CIM is intuitive, transparent, and simplifies the curriculum process. Continue reading to learn more about how to make edits to an existing course, how to propose a new course, and how to activate or inactivate *courses*. For information on how to edit or propose new degree *programs*, please contact the Registrar’s Office.

How to Log Into CIM

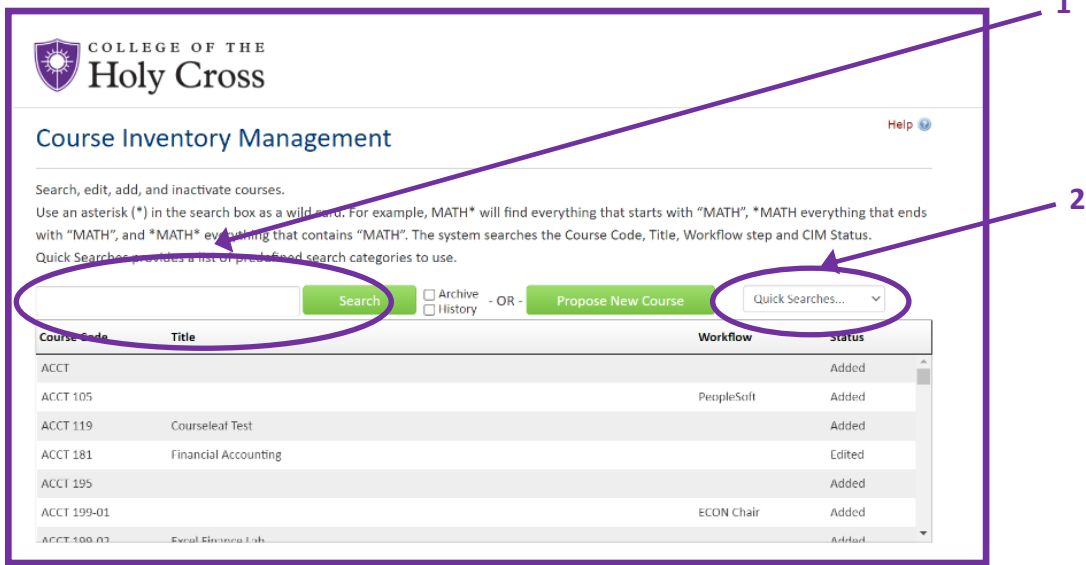
Using your preferred web browser, navigate to CIM. A pop-up window will appear, prompting you to click the icon and then log in with your Holy Cross network username and password.



To log-out, simply close your browser. Remember to save your work by using either **Save Changes** or **Start Workflow**.

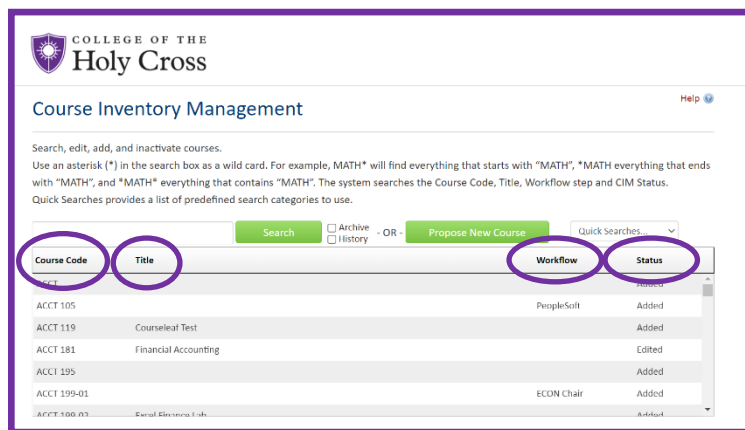
How to Search for a Course

There are several ways to search for a past or present course:



1. You can search by using the “**Search**” text box. Search by subject code one (e.g. “MATH”), search by subject code and course number (e.g. MATH 135), or search by title (e.g. “Calculus”)
 - You may use an asterisk (*) in the search box as a wild card. For example, MATH* will find course title that begins with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”.
2. Use the “Quick Searches” drop down menu to the right to pull up a list of all edited, active, or inactive courses.

You can sort your search results by Course Code, Title, Workflow, or Status by clicking on the column header.



How to Edit an Existing Course

To make changes to an existing course:

- Once you have searched for and found the course, select it and then click the **“Edit Course”** button in the right-hand corner, underneath the program listings. A new window, ‘Course Inventory Form’ will open.

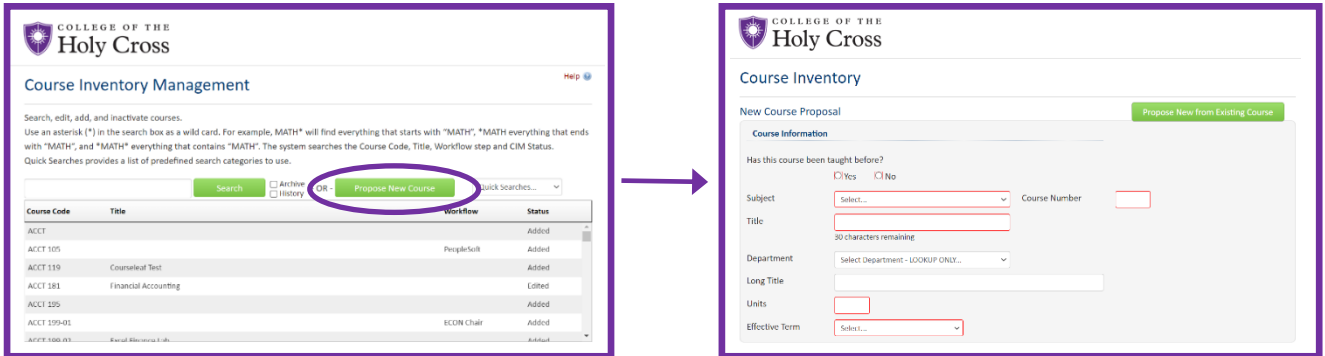
The screenshot shows the 'Course Inventory Management' page for the College of the Holy Cross. It features a search bar with the text '*ACCOUNTING*' and a search button. Below the search bar is a table of courses with columns for Course Code, Title, Workflow, and Status. The table lists several accounting courses, including ACCT 285, ACCT 300, ACCT 389, ACCT 390, ECOA 299, and ECON 173. The 'Edit Course' button is highlighted with a red circle and a red arrow pointing to the 'Course Inventory' form below. The form is titled 'Editing: ACCT 275: Corporation Finance' and contains various fields for course information, including Subject, Title, Department, Long Title, Units, and Effective Term. The 'Subject' field is highlighted in red, indicating it is a required field. The 'Course Description' field contains a detailed description of the course.

- Edit the fields on the ‘Course Inventory’ form as desired. For a detailed list of fields on the Course Form and explanations for each field, see the **“Course Form Fields”** section on page 10. Fields outlined in red are required. If you try to submit a form without these fields complete, you will be prompted to complete them before continuing.
- After you have completed making updates to the course, choose one of the following buttons on the bottom of the form:
 - **“Save Changes”** to save any changes that have been made and come back to the form at a later time to complete. This does not submit the proposed changes to workflow and will allow you to save without filling out all of the required fields. Note: You may save often to avoid losing any of your work.
 - **“Start Workflow”** to save and submit all changes to workflow for review and approval. All required fields must be filled out before the proposal can be submitted for approval. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person’s queue. They can edit the proposal or they can roll it back to you for changes.
 - **“Cancel”** to not save any changes and return to the previous window.

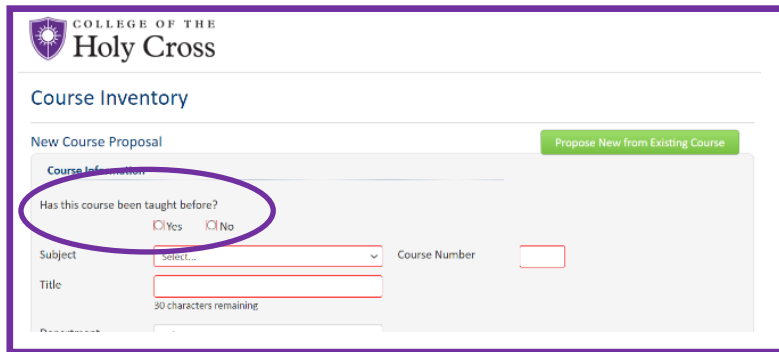
How to Propose a New Course

The *New Course Proposal Form* can be used to either propose a brand new course for an initial offering (typically a 199 or 299) or it can be used to propose that a previously offered course is permanently added to the catalog.

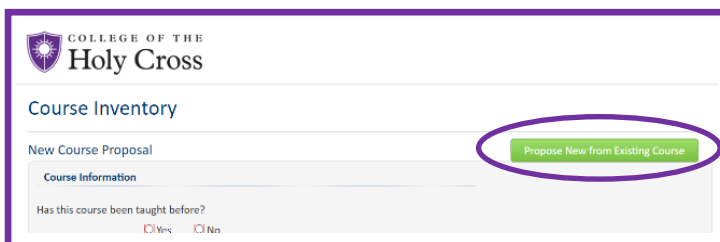
- Click **“Propose New Course”**. A new window containing the ‘Course Inventory Form’ will open.



- Select whether this course has been taught before (typically as a 199 or 299).



- *If this course has never been offered before:*
 - Populate the fields with the new course information. For a detailed list of fields on the Course Form and explanations for each field, see the “Course Form Fields” section on page 10. Fields outlined in red are required. If you try to submit a form without these fields complete, you will be prompted to complete them before continuing.
- *If this course has previously been offered (typically as a 199 or 299) and you are requesting a full approval:*
 - Click the green “Propose New from Existing Course” button. Find the course previously offered and select it. This will automatically pre-populate the form fields with previous information. Update the fields as necessary. For a detailed list of fields on the Course Form and explanations for each field, see the “Course Form Fields” section on page 10.



- You will need to select a permanent course number (rather than a 199, 299). To do so click **“Course Numbers in Use”**. Search the course numbers currently in use for your department and select a unique course number for the course you are proposing.

The image shows a 'New Course Proposal' form on the left and a table of 'Course Numbers In Use for CHEM - Chemistry' on the right. The 'Course Numbers in Use' button in the form is circled in purple, and an arrow points to the table.

Course Numbers In Use for CHEM - Chemistry	
Active	
Inactive	
Course Code	Title
CHEM 102	Intensive Atoms & Molecules
CHEM 106	Research & Seminar
CHEM 108	Honors Research
CHEM 110	Methods Of Chemistry
CHEM 120-WSU	General Chemistry
CHEM 135	Drugs and Biotechnology
CHEM 141	Environmental Chemistry
CHEM 142	Chemistry of Food
CHEM 143	Chemistry Bare Or Boon
CHEM 144	Chemistry & Society
CHEM 145	Chemistry & Physics Of Matter
CHEM 181	Atoms & Molecules

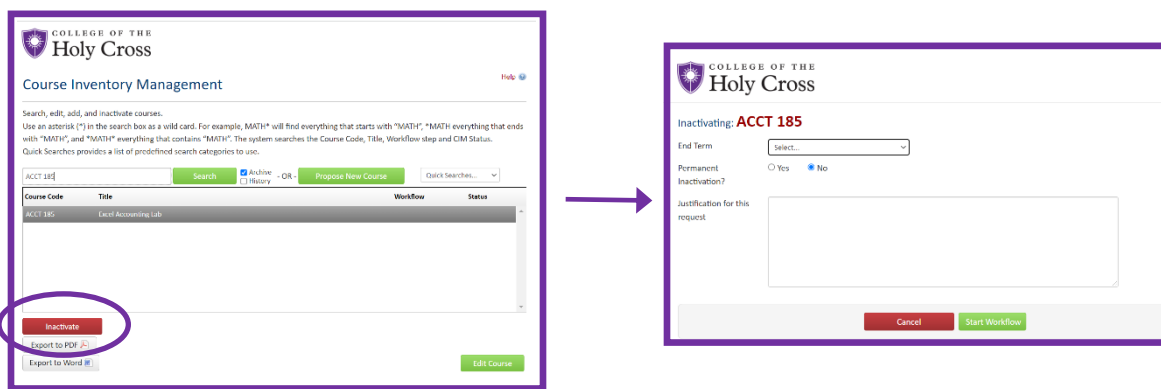
- Courses being proposed for permanent offerings are required to include a course syllabus. Attach it at the bottom of the form, using the **“Attach File”** button.

The image shows the 'Attach File' section of the form. It includes a green 'Attach File' button, an 'Attach Syllabus' label, and two sections for file uploads: 'Uploaded Files:' and 'Files To Be Uploaded:', each with a corresponding input field.

- After completing the form, click **“Start Workflow”** at the bottom of the page once you have completed the form. Otherwise, you may save your work and return to it later by clicking the **“Save Changes”** button or cancel your submission by clicking the **“Cancel”** button to return to the previous page.

How to Inactivate a Course

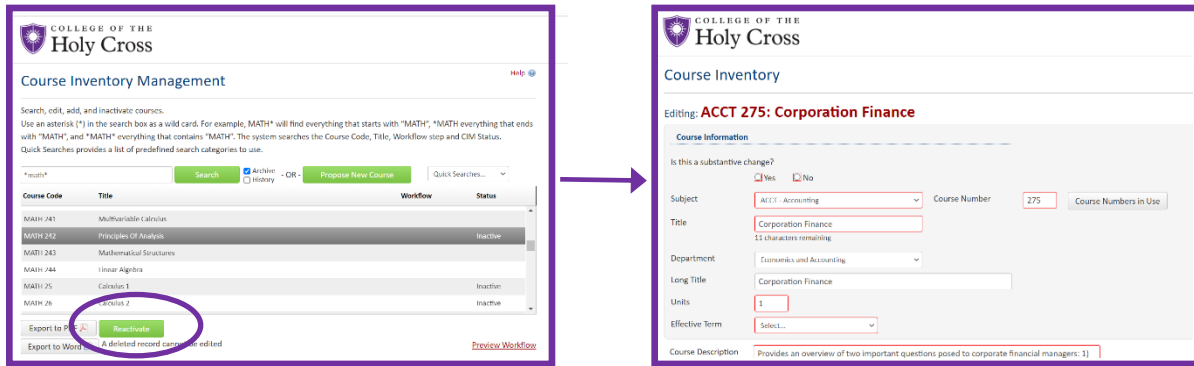
- When a course is being inactivated, it is important to be aware of where that course is currently listed as a requirement or elective option, especially for outside of the major/minor department. Before inactivating a course, pay special attention to the ‘Programs Referencing this Course’ section to know how impactful the inactivation will be.
- To inactivate a course, search for the course and select it. Then click the “**Inactivate**” button.
- A new window will open with fields to populate detailing the timing of the inactivation and rationale.
 - The “End Term” drop down menu is looking for the first catalog term in which the course will not appear. For example, if you are submitting a proposal to inactivate a course during the 2021- 22 curriculum cycle, you would choose *Summer 2022* as the end term. That is the catalog in which the course will no longer appear.



- Complete this form and click “**Select Workflow**” to begin the approval process or click “**Cancel**” to return to the previous page.

How to Reactivate a Course

- Search for and select the course and then click the **“Reactivate”** button to open the ‘Course Inventory’ form and review and update the fields as necessary. For a detailed list of fields on the Course Form and explanations for each field, see the “Course Form Fields” section on page 10. Fields outlined in red are required. If you try to submit a form without these fields complete, you will be prompted to complete them before continuing.



- Click **“Start Workflow”** at the bottom of the page once you have completed the form. Otherwise, you may save your work and return to it later by clicking the **“Save Changes”** button or cancel your submission by clicking the **“Cancel”** button to return to the previous page.

How to Check on the Status of a Submission

Once you have submitted changes by clicking “**Start Workflow**” you can view the edits made to your submission and the approval status. To do so:

- Search for and select your course. Once selected, information on the status of that course will appear below. On the right-hand side the ‘In Workflow’ menu will have a color-coded list of approvals. Green indicates that person has approved your submission while yellow indicates approval is pending. The ‘Approval Path’ menu indicates the date and time the submission was approved.
- By scrolling through your course, you can view any edits made to your submission by one of the reviewers. These edits will automatically be included in the final submission.
- Occasionally, a reviewer might “roll back” a submission to you for further information or more in-depth changes. If so, you will receive an email notification detailing the requested changes. After making the requested changes, click “**Submit to Workflow**” to begin the approval process again.

test Archive - OR - History Quick Searches... ▾

Course Code	Title	Workflow	Status
ACCT 119	Courseleaf Test		Added
ACCT 199A	New Accounting Course Test Test Test	PeopleSoft	Added
ACCT 199b	Acct test	ECON Chair	Added
ANTH 199a	Anthropology Workflow Test	SCAN Chair	Added
CHEM 199A	Leapfrog Test		Added
CLAS 175	Ancient Manhood Contested		Inactive
DECT 199 05	Test of DECT	MLL Chair	Added

New Course Proposal

Date Submitted: 08/05/21 3:06 pm

Viewing: **ACCT 199A : New Accounting Course Test Test Test**

Last edit: 08/05/21 3:06 pm

Changes proposed by: holycrossadmin

Course Information

Has this course been taught before?

Subject	ACCT - Accounting	Course Number	199A
Title	New Accounting Course Test		

In Workflow

1. **ECON Chair**
2. **Registrar**
3. **PeopleSoft**

Approval Path

1. 08/05/21 3:16 pm
holycrossadmin:
Approved for ECON Chair
2. 08/05/21 3:16 pm
holycrossadmin:

Overview of the Course Inventory Form

- The first section of the Course Inventory Form contains basic information about the offered course:

Course Inventory

Editing: **RELS 118: New Testament**

Course Information

Is this a substantive change?
 Yes No

1. Is this a substantive change?
2. Yes/No radio buttons
4. Subject: RELS - Religious Studies
4. Course Number: 118
3. Course Numbers in Use button
5. Title: New Testament (17 characters remaining)
6. Department: Religious Studies
7. Long Title: New Testament
8. Units: 1
Effective Term: Select...

1. When editing a course, consider whether your planned changes are substantive change. Changes that are non-substantive will automatically go through an expedited approval process, but substantive changes must go through a lengthier approval process. Most often, changes made are *non-substantive*.

Non-substantive changes include:

- activation and inactivation of existing courses
- revision of course descriptions and title
- changes in course numbering
- fixing typos

Substantive changes include:

- addition or deletion of course co-/pre-requisites
- changing course credits
- changes to common area designations

2. Select the subject from the drop-down menu.
3. Edit the course number if necessary. You can search existing course numbers already in use by clicking the button “**Course Numbers in Use**”.

Note that changing a course number from a 199/299 to a permanent course number requires you to use the “Propose New Course” form. Please refer to pages 4-5 for detailed directions.

4. The title of courses should be brief (30 characters or less) and formatted using upper/lowercase (e.g. course title "New Testament" is correct, not "NEW TESTAMENT"). This is the title that will appear on student transcripts. Longer titles, providing more details about the course, may be entered in the *Long Title* field (see 6).
5. The department will be prepopulated for you, based on your subject selection.
6. Enter the long title for the course description. There is no character limit for long titles so it provides an opportunity to add more detail about the course's subject. The shorter title is the title of record and will show up on student transcripts. The longer version of the title show up in a class search. Sometimes the short and long title may be the same, and at other times the long title may provide more detail about the class. The long and short titles should resemble each other so as not to cause confusion. For example, a short title of "Europe, Middle Ages" and long title "Europe, Middle Ages, 1050-1350: Castles and Cathedrals" is correct as they contain the same beginning and more detail has been added to the end. Whereas a short title of "Europe, Middle Ages, 1050-1350" and a long title of "Castles and Cathedrals, Europe, Middle Ages" is incorrect as it may cause confusion when a student is looking between the online catalog, class schedule and their transcript.
7. Include the number of units for this course.
8. Using the drop-down menu, select the term for which you would like the changes to take effect. *Consider the deadlines for spring and fall semester changes.*

- When editing the course description, consider including details about the course which are unlikely to change. For example, a description that names specific authors and texts may vary depending on the faculty member teaching the course, whereas the topics covered in the course are more likely to remain constant.

Course Description	Introduction to early Christian literature and thought in light of the historical, literary, and religious milieu of the Greco-Roman world, including Judaism. Topics discussed include the diverse of representations of Jesus, the emergence of the category "Christian," and the genres of New Testament and other early Christian books. Contemporary approaches are addressed, but the primary focus is the ancient texts themselves. One unit
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- Complete the requisites section by listing the course number for prerequisites. Remember that changes to prerequisites constitute a substantive change.

Requisites	
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- Select the appropriate level, permission, and enrollment for the course.

Level	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Introductory	
Is this a by permission course?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Expected Enrollment	<input type="text" value="25"/>	

- The component refers to the type of course you are offering (i.e. lecture, lab, etc.). Click on the “Components” drop-down menu to see a full list of components that may be used to describe a course. If you are only choosing only one component then the primary component should be “yes’ in the drop down box. Sometimes there may be a second course component (for example a lab and lecture). If there is more than one component use the + button. Choose *one* component to be the primary by selecting “yes or “no”. The primary component should be the course that students enrolled in.

- Select the grading basis for the course using the drop down menu. If this is a regular graded course that counts in the GPA it should be labeled as “Graded”. The “Overload” and “Overload Pass/No Pass” are both for partial courses, the difference being the Overload counts into the students GPA whereas the Pass/No Pass does not count towards the GPA. Examples of an “Overload” may be a stand-alone lab. An “Overload Pass/No Pass would be something like an honors colloquium.

- Select any applicable common areas for the course. Note that if you want to change the common area or add a second one on a course that has already been approved by the curriculum committee then it is a substantive change. If it is first time offering and you are requesting more than one common area this must be approved by the college curriculum committee.

- In the final section, you can select requirements for the course. Note that changing requirements constitutes a substantive change and this should be noted at the top of the form.

Requirements

What department requirement(s) does this course satisfy?

Concentration Requirement

Africana Studies

Gender, Sexuality, and Women

Latina American, Latinx, and Caribbean Studies

Peace and Conflict Studies

Multidisciplinary Major/Minor Requirement

Asian Studies

Environmental Studies

International Studies

Neuroscience

What requirement for Environmental Studies?

- After completing the form, click **“Start Workflow”** at the bottom of the page once you have completed the form. Otherwise, you may save your work and return to it later by clicking the **“Save Changes”** button or cancel your submission by clicking the **“Cancel”** button to return to the previous page.

Catalog Approval Timelines

To ensure a new course or course change makes it into the catalog, the change will need to be made before the next edition of the catalog goes live, which is around the beginning of August. Please remember that the curriculum committees may stop meeting in May, so any new course proposals that do not complete the approval process by early May, will likely not receive approval for the next year's catalog. Contact the Registrar's Office for more specific dates.