COURSELEAF FOR CHAIRS
How to approve, modify or deny course proposals submitted by faculty

Explanation

All faculty members (and staff such as your department AAs) can submit proposals for new courses, or proposals to modify or delete existing courses via the CIM (Course Inventory Management) workflow. However, your approval, as the chair of the department or program director, will be required before the proposal is heard by the Curriculum Committee.

You may also be required to review courses outside of your department if they are used in your major/minor or the change to the course may impact your department.

The Workflow Process

Once a proposal is completed, the proposal is routed in the following manner:
1. Registrar's office – verifies submission is complete
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

Viewing Proposals and acting on them

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.
http://future-docs.lclark.edu/courseleaf/approve/

At this web page you will need to login, and then 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.
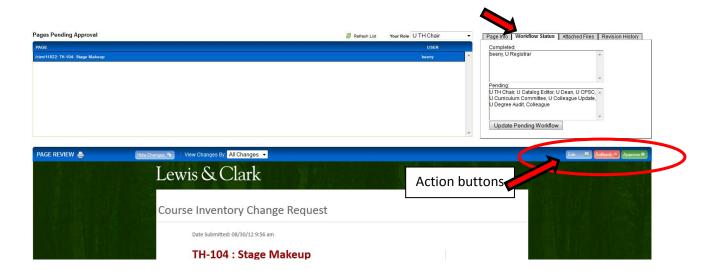

Click on the drop down menu arrow and choose the appropriate role from the list. You must choose the role appropriate to your approval authority – for instance, "U HIST Chair".

Once you change the role, you'll see all of the courses in your queue.

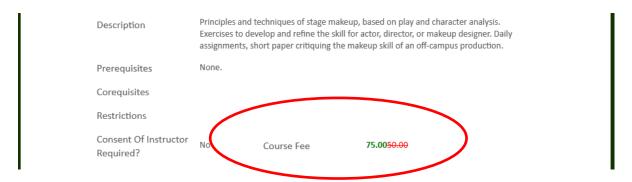Click on the course you wish to view and the details will be displayed below.

You can view where the course is in the workflow and track the progress of your department/program's course proposals by viewing the workflow and status of each course. Click on the "Workflow Status" tab on the right hand side of the screen.

Viewing the proposal

New proposals will appear in all black text.

Proposals that have been changed will show changes in red and green mark-up. Red indicates deletions of text. Green indicates additions of text.

<u>Take Action</u>

If the proposal meets with your approval, you can click on the "Approve" action button and the proposal will be moved to the next step in the workflow. The owner of that role will be notified by email.
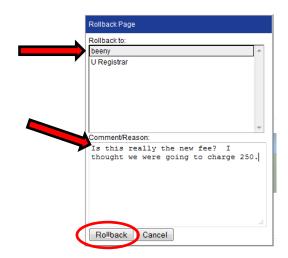
If you have further edits you'd like to make, click the "Edit" button and you can make those edits. Then you can approve the course proposal to move the proposal forward in the workflow process.

If you want more information or feel the proposal needs additional work by the originator, or anyone who has already reviewed the course, you can click on the "Rollback" button, and choose to whom you wish to return the proposal. You may also add an explanation at that time.

Choose the roll to which you want to return the proposal. You can choose from any roles which have already reviewed the proposal.

Add a comment.

Click the Rollback button

The proposal will be returned to whomever you have specified, and the person will receive an email with your comments.

If you intend to outright deny the proposal, please roll it back to the U Registrar role with a comment indicating that the proposal should be deleted. I will then delete the proposal from the workflow, and (if this was an edited course) return the course to its original state.

Please note that any proposal has to go through multiple steps before the course will be seen and potentially approved by the Curriculum Committee. This process can take anywhere from two weeks to a month or more.