

PROPOSING NEW REGULAR DEPARTMENTAL COURSES (not one-time special X98 course):

To propose a new, regular departmental course offering, navigate to <https://future-docs.lclark.edu/courseadmin/>

This will open the CIM page, where the green “Propose New Course” button can be clicked.

Course Inventory Management

Help 

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.



The screenshot shows the Course Inventory Management interface. It includes a search box, a 'Search' button, and a 'Propose New Course' button which is circled in red. There are also checkboxes for 'Archive' and 'History', and a 'Quick Searches...' dropdown menu.

- ▶ A New Course Proposal form will open. **Enter all applicable data.** (A sample form can be found on the Faculty page of the Registrar’s website in the Courseleaf section.)
- ▶ If you need a **course number**, please consult with your department Chair. If there is a conflict with the course number you choose, you will be notified and can choose a different number at that time.
- ▶ All fields outlined in red must be completed
- ▶ Pay close attention to details. If you intend for the course to apply to the major or minor (for your department or any other) be sure to add that information in the **Course Type** field.
- ▶ If you intend to have the course satisfy one or more General Education requirements, be sure to enter that data in the General Education section, and fully answer all related questions.
 - There is a link to GE learning objectives right on the form itself
- ▶ Once approved by the Curriculum Committee, only the attributes listed are valid.
- ▶ Changes you propose will not be valid until the **next** semester **after** the changes are approved by the Curriculum Committee. The Committee does not approve retroactive changes.

Submitting the proposal: When you are done with your proposal, and wish to submit the course for approval, click on “**Save and Submit**”.

Saving a draft: If you wish to save a partially done proposal, and do more work on it later, click on “Save Draft”. To continue working on a previously saved course proposal, see the “edit” instructions below.

EDITING EXISTING REGULAR DEPARTMENTAL COURSES

To edit an existing course, navigate to <https://future-docs.lclark.edu/courseadmin/>

Levels – please note: If you are changing the level of the course and thus want the course to have a new course number, you must actually propose a **new** course, and then deactivate the old one.

Use the Course Type section to designate how a course will satisfy a major or minor requirement

In the search field, type in the existing course number. Don't forget the hyphen between the subject and number. (You can also search by typing in the subject, and then use the scroll bar.)

The screenshot shows a search interface with a search bar containing 'hist', a 'Search' button, and options for 'Archive History' and 'Propose New Course'. Below the search bar is a table with columns for 'Course Code', 'Title', 'Workflow', and 'Status'. The table lists several history courses, with 'HIST-218 Perspectives on the Vietnam War' highlighted. Below the table are buttons for 'Inactivate', 'Export to PDF', and 'Export to Word'. A red circle highlights the 'Edit Course' button. Below the table, the text 'Viewing: HIST-218 : Perspectives on the Vietnam War' is displayed.

Course Code	Title	Workflow	Status
HIST-216	Ancient Greece		
HIST-217	The Emergence of Modern South Asia		
HIST-218	Perspectives on the Vietnam War		
HIST-219	Ancient Rome: From Republic to Empire		
HIST-221	Tudor and Stuart Britain, 1485 to 1688		
HIST-222	Britain in the Age of Revolution, 1688 to 1815		

- ▶ Click on the appropriate course entry.
- ▶ Click on the EDIT COURSE button.
- ▶ Enter changes in the appropriate fields.
- ▶ When you are done, and wish to submit the course for approval, click on “Save and Submit”.

DEACTIVATING EXISTING COURSES

To deactivate an existing course, navigate to <https://future-docs.lclark.edu/courseadmin/>

In the search field, type in the existing course number. Don't forget the hyphen between the subject and number. (You can also search by typing in the subject, and then use the scroll bar.)

The screenshot shows the same search interface as above, but with the 'Inactivate' button circled in red. The 'Edit Course' button is also visible. Below the table, the text 'Viewing: HIST-218 : Perspectives on the Vietnam War' is displayed.

Course Code	Title	Workflow	Status
HIST-216	Ancient Greece		
HIST-217	The Emergence of Modern South Asia		
HIST-218	Perspectives on the Vietnam War		
HIST-219	Ancient Rome: From Republic to Empire		
HIST-221	Tudor and Stuart Britain, 1485 to 1688		
HIST-222	Britain in the Age of Revolution, 1688 to 1815		

- Click on the appropriate course entry.
- Click on the INACTIVATE button.
- Enter information in the appropriate fields.
- When you are done, and wish to submit the course for deactivation, click on “Save and Submit”.