



Courseleaf Curriculum Module (CIM) Overview

11-22-21

Kelsey Simonson, Registrar's Office

PJ Dickson, Academic Services

Agenda

01

**Courseleaf
CIM & CAT
Overview**

02

**Courses in
CIM**

03

**Programs in
CIM**

04

**Resources &
Support**

05

Q&A

01

Courseleaf Basics: CAT v. CIM

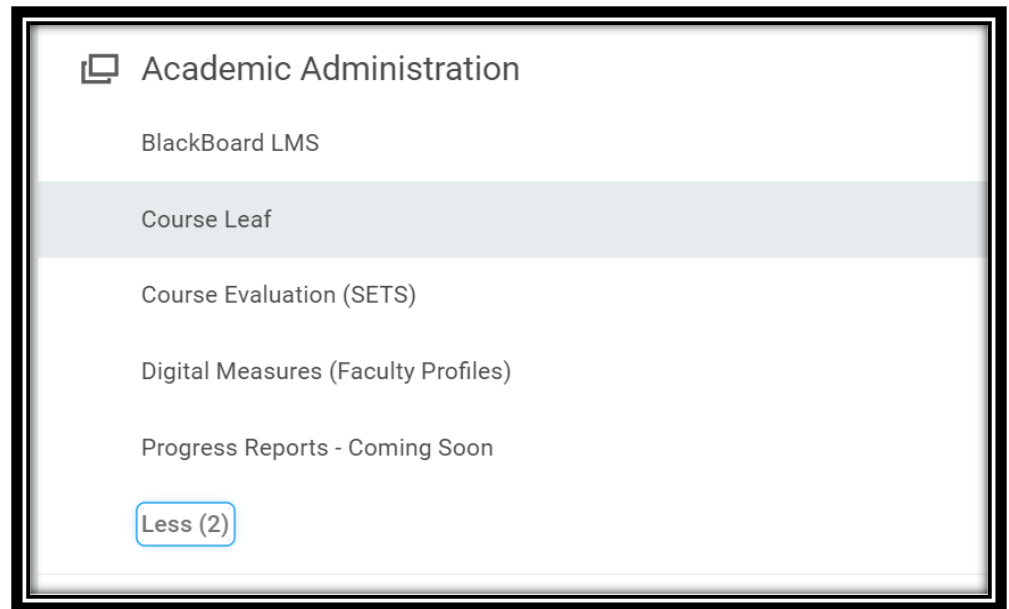
Access

Helpful Courseleaf Links

- Courseleaf Console
<https://nextcatalog.bentley.edu/courseleaf/>
- Programs
<https://nextcatalog.bentley.edu/programadmin/>
- Courses
<https://nextcatalog.bentley.edu/courseadmin/>

- Current Catalogue:
<https://catalog.bentley.edu/>

- From Workday (“Teaching and Advising”)



Faculty Roles in CIM

Initiators & Approvers

Initiators

1. Individual faculty members (new courses, course changes)
2. Dept. Chairs (new majors/minors/programs, changes to programs)

Approvers

1. Dept Chairs (new courses, changes to courses)
2. CIC Chair
3. Faculty Senate chair

Catalog Lifecycle

- Current Catalogue is not alternated once it is published.
- Changes flow through CIM & into “Next” Catalog site.
- New catalog is published each summer.
- Your curriculum changes will appear on the web & in Workday then.

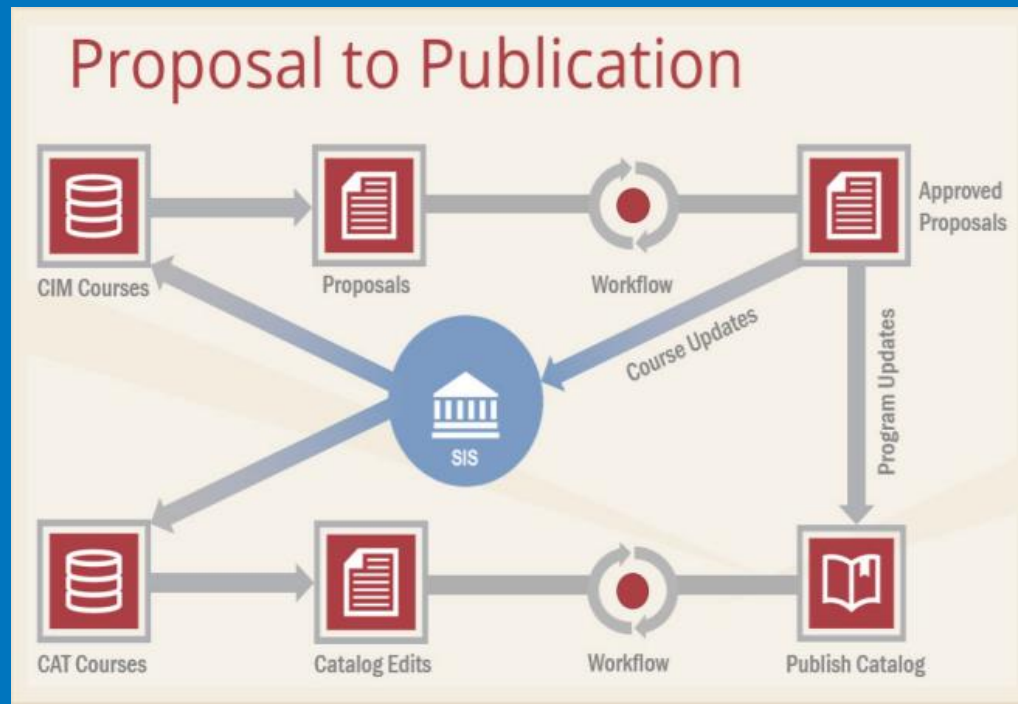


Image from Courseleaf

Governance & Workflow

Category I: Approval required by CIC, Faculty Senate, & General Faculty

- New programs (degree programs/ majors/concentrations/minors)
- Major revisions of existing programs

Category II: Approval by both CIC & Faculty Senate:

- New, permanent courses
- Deletion of existing programs (majors/minors/concentrations)
- Deletion of courses in existing programs that affect other departments
- Prerequisite/course changes that affect other departments

Category III: Approval by CIC only

- Faculty-led short term Study Abroad courses
- Minor revisions to major requirements
- Minor or concentration revisions that do not affect programs of other departments
- Substantial revisions to the content of existing courses
- Reactivation of inactive courses after five+ years

Category IV: Department; Report to CIC

- Routine changes to individual course titles/numbers, prerequisites
- Minor course description or content changes
- Deletions from the catalogue of “retired” courses
- Additions or deletions to elective courses within programs (not affecting other departments)
- Experimental courses & Special Topics courses

02

**New &
Revised
Courses in
CIM**



- ❖ **The CIM forms for course & program changes are managed directly by Courseleaf.**
- ❖ **The forms need revision to support new curriculum & new governance.**
- ❖ **This work will take some time.**
- ❖ **For now, we ask for your patience while we use the old forms.**

Note: “retired” curriculum elements like LSM will need to remain in CIM for some time, to manage these as they sunset for current students.

Proposing a New Course

“new” demo course: HI 376

- Workflow

- Each level change has a unique workflow for approval
- Courses in workflow cannot be accessed by initiating faculty

- Rollback

- Allows approvers to send course backward in workflow for edits

<https://nextcatalog.bentley.edu/courseadmin>

Course Inventory Management

Help

Search, edit, add, and deactivate 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. At the top, there is a search bar with a green 'Search' button. To the right of the search bar are two checkboxes: 'Archive' and 'History'. Further right is a green button labeled 'Propose New Course', which is circled in red. To the right of this button is a dropdown menu labeled 'Quick Searches...'. Below the search bar is a table with the following columns: 'Course Code', 'Title', 'Workflow', and 'Status'. The table is currently empty.



Updating an Existing Course

Example update HI 200

- Remember to update “level” for change
- Please refer to Style Guidelines

Standards of Practice for Entering Course Information in CIM and Workday

When entering pre-requisite courses

Correct:

Pre-req: AA 100

Incorrect:

Pre-requisite: AA 100

prereq: AA 100

Pre-req: AA 100.



If a course does not have any pre-reqs, leave that field blank. Do not type “none” or “pre-req: none”.

Short Titles for Courses:

- CIM has a character limit of 30.

Special Characters and Titles:

- Do not use special characters (quotation marks, ampersands, hyphens) in course titles or course descriptions, either in CIM or Workday. DegreeWorks cannot recognize these.

Updating “Out of Sync” Courses

Faculty cannot access courses that are out of sync with Workday.

- Click on “View differences”
- Determine what
- Contact Kelsey Simonson or PJ Dickson for assistance in making changes and kicking off new workflow



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Out of Sync

The record in CourseLeaf does not match the record in Workday.

The mismatched field is:

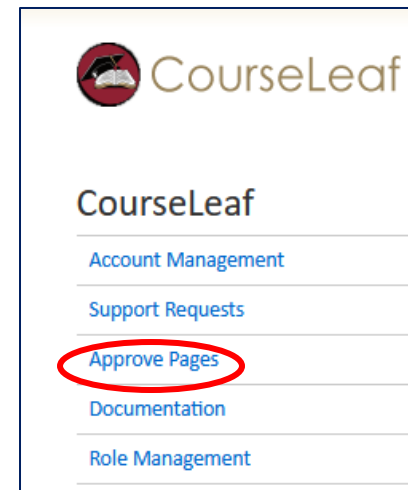
Prerequisites/Corequisites

[View Differences](#) (Green = CourseLeaf, Red = Workday)

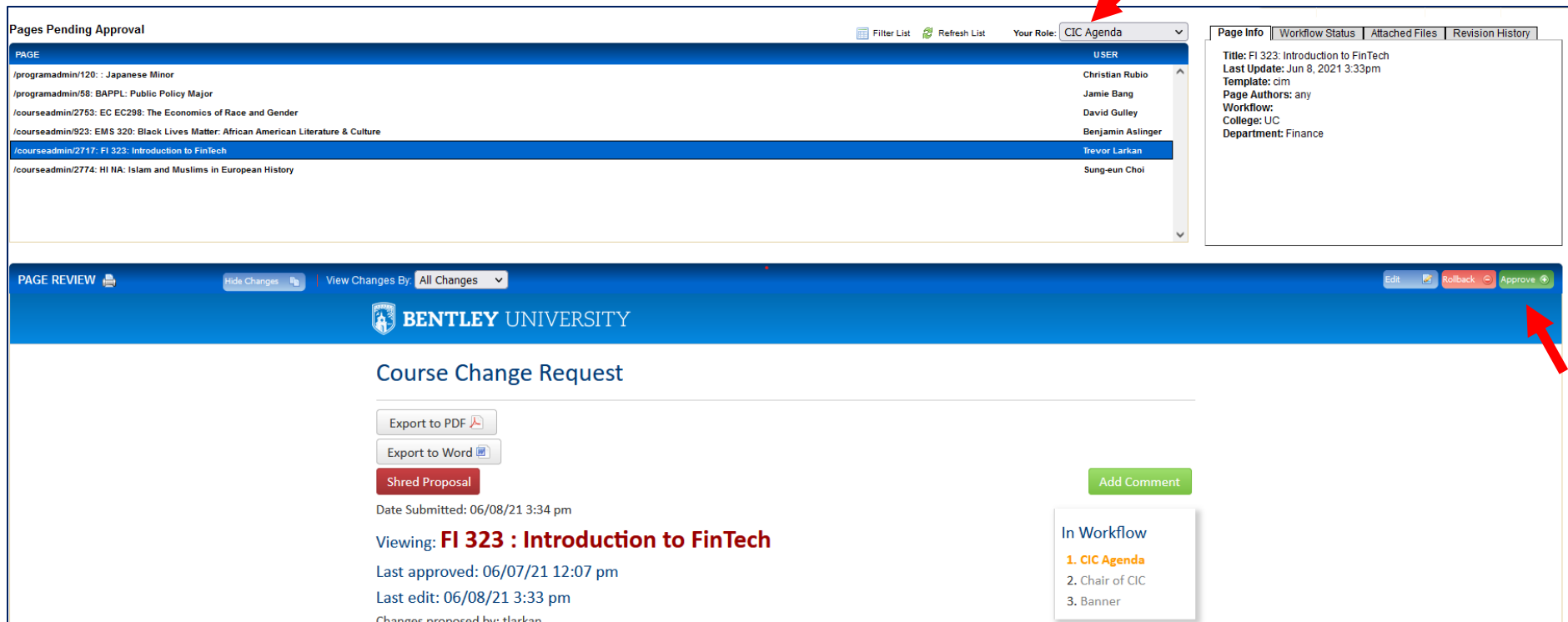
Approving CIM changes

Courseleaf Console

<https://nextcatalog.bentley.edu/courseleaf/>



The CourseLeaf navigation menu is located in the top right corner. It features the CourseLeaf logo at the top, followed by a list of menu items: Account Management, Support Requests, Approve Pages (highlighted with a red circle), Documentation, and Role Management.



The main interface shows the 'Pages Pending Approval' section. A table lists several pages, with the selected page being 'FI 323: Introduction to FinTech'. A dropdown menu for 'Your Role' is set to 'CIC Agenda'. To the right, the 'Page Info' tab is active, displaying details for the selected page. Below the table, the 'PAGE REVIEW' section includes options to 'Hide Changes', 'View Changes By: All Changes', and buttons for 'Edit', 'Rollback', and 'Approve'. The Bentley University logo and name are prominently displayed. The 'Course Change Request' section provides options to 'Export to PDF', 'Export to Word', and 'Shred Proposal', along with a date submitted and a workflow status. The workflow steps are: 1. CIC Agenda, 2. Chair of CIC, and 3. Banner.

PAGE	USER
/programadmin/120: : Japanese Minor	Christian Rubio
/programadmin/58: BAPPL: Public Policy Major	Jamie Bang
/courseadmin/2753: EC EC298: The Economics of Race and Gender	David Gulley
/courseadmin/923: EMS 320: Black Lives Matter: African American Literature & Culture	Benjamin Aslinger
/courseadmin/2717: FI 323: Introduction to FinTech	Trevor Larkan
/courseadmin/2774: HI NA: Islam and Muslims in European History	Sung-eun Choi

Page Info | Workflow Status | Attached Files | Revision History

Title: FI 323: Introduction to FinTech
Last Update: Jun 8, 2021 3:33pm
Template: cim
Page Authors: any
Workflow:
College: UC
Department: Finance

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

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Course Change Request

Export to PDF | Export to Word | Shred Proposal | Add Comment

Date Submitted: 06/08/21 3:34 pm

Viewing: **FI 323 : Introduction to FinTech**

Last approved: 06/07/21 12:07 pm
Last edit: 06/08/21 3:33 pm
Changes proposed by: tlarkan

In Workflow

- CIC Agenda
- Chair of CIC
- Banner



Revised & New Programs in CIM

Proposing & Updating Programs

<https://nextcatalog.bentley.edu/programadmin/>

Program Management



Search, edit, add, and deactivate programs.

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 Program Code, Title, Workflow step and CIM Status.

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

History

Program Code	Program Name	Workflow	Status
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Program Information

Learning Goals and Objectives

Degree Requirements

Format Styles Table Source

Course List

Undergraduate College

History (HI)

HI 200	The Making of Our Contemporary World	
HI 236	History of Ireland: From St. Patrick to "The Troubles"	
HI 264	History of China: Before Confucius, After Mao (formerly HI 270)	
HI 265	History of Japan: Samurai and Salarymen (formerly HI 272)	
HI 266	Middle East: Islamic and Contemporary (formerly HI 284)	
HI 279	Modern South Asia	
HI 280	The Caribbean: Past, Present, Future	
HI 287	Contemporary Japan	
HI 298	Drugs and the Drugs Trades in Historical Prospective	
HI 299	Experimental Course in HI	
HI 304	History of Espionage	
HI 305	Arts and Society	
HI 308	Drugs Trades in World History	

Quick Add: Add Course

Add Comment Entry

3 m Hours

HI 244	Constitutional History of the United States	3
HI 241	Minutemen and their World	3
HI 217	Arts and Society	3
HI 261	Latin America (1800-present)	3

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Move Up Move Down

OK Cancel

04

Resources & Support

Support

CAT support

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CIM support

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PJ Dickson

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Questions?

Questions



Thank you



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