

Courseleaf CIM for Courses

Overview of Courseleaf CIM for Courses (Course Inventory)

Once you are at <https://courseleaf-next.canisius.edu/courseadmin/> you can either modify an existing course, deactivate an existing course, or propose a new course. Please note that you can also propose a new course from an existing course.

To modify an existing course:

- You can search for classes by using any on the following:
 - Typing in the subject and number (e.g., ACC 201). Note that you need a space between the subject code and the number.
 - Type in the subject code (this will give you a list of all courses in the subject)
 - Search for the course by title. You can use an asterisk (*) as a wild card. So, *sustain* will return any course with sustainable, sustainability, etc. in the title.
- Click on the class you want to edit and then click on the green “Edit Course” button below the search box.
- All existing information will be populated, and you can edit course information as described below in “Completing the CIM Course Inventory form.”
- Any of the red boxes must be filled out before you can submit, however, you can save your work and return at a later time.

To inactivate an existing course (this will take it out of the catalog):

- If you want to deactivate a course, search for it as described above
- Click the red “Inactivate” button below the search box.
- Choose the end term. Note that the end term cannot be a semester in which the course is being taught, so if the course is being taught for the last time in Fall 2020, the earliest inactivation term would be Spring 2021. Additionally, the inactivation term will determine whether the course will be shown in the college catalog. The catalog includes all classes active in the spring of the catalog year, so a course must be active in Spring 2020 to show in the 2019-2020 catalog. To avoid potential catalog errors, I recommend deactivation in a summer term.
- Provide a justification for this request. Often this is either due to the faculty member teaching the course no longer working at the college, a course that is replaced with another course, or a topic that is no longer part of a major or minor.
- Click on the green “Start Workflow” button.

To create a new course (this replaces the old blue form):

- Click on the green “Propose New Course” button. (note that when you are in the propose new course screen, you can choose “Propose New from Existing,” which is great if you are creating graduate and undergraduate versions of a course or if you are creating a special version of a special topics course!
- Any of the red boxes must be filled out before you can submit, however, you can save your work and return at a later time.
- You should check the course numbers that are currently being used to pick a number that is unique.

Completing the CIM Course Inventory form (providing or editing course information).

Most of the fields are self-explanatory. There are blue help icons beside most of the topics. Rather than repeat those here, I am providing some helpful hints or areas most likely to result in confusion here.

- Choose the effective term, meaning when the changes take effect. For many changes, this can be the current or next term. However, if there is currently a section of a course, some changes cannot

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be made during that same semester (like deactivating a schedule type that is in use or adding a prerequisite). Additionally, the effective term will determine when the changes will appear in the college catalog. The catalog includes course information in effect in the spring of the catalog year, so a course change must be in effect in Spring 2020 to show in the 2019-2020 catalog.

- When editing a course, you will need to choose a change type (fast-track, non-substantive, or substantive). The help text provides example of these types of changes. Basically, fast-track is editorial, non-substantive increases accessibility, substantive decreases accessibility and/or changes a course focus.
- Any new or edited course will need a justification for the proposal. This does not need to be long unless there are unusual circumstances (especially if an adjunct will be needed to offer the class).
- Any edited class needs an executive summary of changes (this just helps make sure it is routed correctly and all the pieces in Banner are correctly updated by the registrar).
- New classes require and edited courses allow a department to indicate whether faculty and/or other departmental resources will be required. If a course will be taught by a full time faculty member, this will generally be none. However, if this class means that a different class needs an adjunct, that should be indicated here.
- Under prerequisites (courses required before a student can take a course), corequisites (courses a student must take while taking a course) and registration restrictions (other items students must meet – senior status, CRJ major, etc), please be clear to allow both the student and the registrar clear guidance. For example under registration restrictions, please do not use “CJR majors, seniors only;” instead, say either “must be senior CRJ major” or “must be either a CRJ major or a senior.” If a course may be taken at the same time as another course, please indicate that in this field.
- Co-requisites refer to courses that MUST be taken concurrently (e.g., lecture and lab of the same class). NB: If a course is listed as a corequisite, students will not be able to register for either course if they do not register for both courses.
- Registration Restrictions indicate that a course is only open to certain majors, certain class levels, etc. It is essential that this information be attached to the course for transparency.
- All courses should have “when offered?” If you don’t know, you can say occasionally. If you have a specific time and want that listed (e.g., summer 2020), choose “other” and a new text box will open to type in your choice.
- If you are applying for core credit for a course, please check “Are you adding, removing, or changing the Core designation for this course?” This will open an executive summary of changes to core credit and will allow you to change (add or delete) designations in the core. Please indicate all changes requested (e.g., dropping field 3 credit, adding advanced writing, etc).
 - Click on the appropriate designation for the course. Most will be “Other Core Course” – which opens the section to choose fields, knowledge attributes, and/or skills attributes.
 - You only need to fill out the questions for a designation you are adding (in other words, if you already have Field 3 credit and are just adding justice, you don’t need to fill out the sections related to Field 3 – but you should mention that in the “Executive Summary.”
 - You must attach a course syllabus, even a sketchy one, or a detailed course plan, which shows the texts and other materials that you plan to use in the course, the structure and grading weight of assignments and other information that you believe is pertinent to this attribute.
- If you are done, click on the green “Start Workflow” button. If you want to continue working on the proposal later, just click on the gray “Save Changes” button.