

Courseleaf CIM for Programs

Overview of Courseleaf CIM for Programs (Program Management)

Once you are at <https://courseleaf-next.canisius.edu/programadmin> you can either modify an existing program, deactivate an existing program, or propose a new program (majors, minors, graduate programs, etc). This information will be imported into the catalog page of the program.

It is essential that all requirements be reflected accurately in the program inventory (and thus in the catalog). Most of this will be in the "Program Requirements" box. This needs to be carefully crafted to make the requirements clear and user-friendly for students and for advisors.

New Programs

- Choose the department where a program will be housed (if you need a new department, please contact the AVPAA's office to get one created). For most departments, when you choose a department, it will auto-populate the College.
- Indicate the level (Undergraduate programs refer to Bachelor's or Associate's degrees; Graduate programs include Master's degrees and post-baccalaureate or post-masters certificates; Graduate & Undergraduate refers to a program that leads to both credentials at the end of the program)
- Choose the Credential Type (contact the AVPAA's office if you need to get a new one created).
- The Program Code will generally be created by the Registrar, but you can suggest one if you would like.
- The NYSED Code and HEGIS code will be provided by the AVPAA's office when the program is registered with New York State (NB all majors, certificate, graduate programs, and any concentrations within each of these must be registered with New York state). Minors will not get NYSED or HEGIS codes.
- The effective catalog year determines which catalog changes will appear (and this feeds the website). For existing programs, changes that are "in the student's favor" (like adding electives, or eliminating a required course) can be made in the current year, while changes that make things more restrictive (like adding a required course) must be made in the next year. For new programs, we recommend adding them to the current catalog so we can advertise them as soon as we have NYSED approval.
- The executive summary can be quite short. This is really just a way to see what is being proposed. For new programs, it could be as simple as "Proposing new post-baccalaureate certificate."
- The program requirements section will populate the catalog and will be used to generate a new GriffAudit (i.e., it will show up verbatim in the catalog). *This needs to be **EXACTLY** as you want it to appear in the catalog and **MUST** have all the requirements to receive that credential.* If you have narrative information you want to explain these requirements, you will be able to upload them in the "Additional Information/Supporting Materials" below.
 - Requirements will always include a course list (see below on how to insert a course list)

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- Requirements may include non-course requirements (successful completion of a discipline-specific exam, completion of child abuse training, CPR certification, a study abroad experience, a specific GPA in the major, etc.)
- The roadmap is not required, but provides an easy way to see the curriculum as a student would take it, particularly if you have courses that require specific sequencing. I only recommend using it for majors or graduate programs that have specific sequencing.
- The “If this proposal involves changes to existing curricula, does this change require additional resources (faculty/budget)?” question should be checked “yes” if there are any budget implications (adding new faculty, teaching new courses, teaching additional sections). If you check yes, a new box opens asking you to explain the resources needed and the rationale. For new programs, you will also need to complete the “Program Enrollment-Revenue-Expenses Projection” form available from the Academic Affairs Office.
- New programs must include the following attachments:
 - Program Learning Goals and Objectives (this does not have to be a separate document if it is included in the NYSED form).
 - “Program Enrollment-Revenue-Expenses Projection” form (available from the Academic Affairs Office)
 - The “New York State Department of Education form” (available from the Academic Affairs Office). Note that in the ideal situation, this form would be completed prior to submitting the application in this system. This is the official application that we file with the state.
- You may also include other supporting material by attaching files in the “Additional Information/Supporting Materials” section. You can attach as many files as you need to, but each must be attached separately. When you click “Save Changes” or “Save and Start Workflow”, they will be uploaded.
- If you want to continue working later, you can hit the white “Save Changes” button. Once you have added all the necessary information, you hit the green “Save and Start Workflow” button.

Edits to Existing Program Curricula

- Search for the program using “*” as a wildcard. *PSC* will give us both the PSC major and the PSC minor. Choose the program you wish to edit
- The NYSED Code and HEGIS code will be provided by the AVPAA’s office when the program is registered with New York State (NB all majors, certificate, graduate programs, and any concentrations within each of these must be registered with New York state). Minors will not get NYSED or HEGIS codes. ***Please do not change these fields.***
- The effective catalog year determines which catalog changes will appear (and this feeds the website). For existing programs, changes that are “in the student’s favor” (like adding electives, or eliminating a required course) can be made in the current year, while changes that make things more restrictive (like adding a required course) must be made in the next year. For new programs, we recommend adding them to the current catalog so we can advertise them as soon as we have NYSED approval.

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- The executive summary can be quite short. This is really just a way to see what is being proposed. For existing programs it could be as simple as “Adding new electives” or “Creating new data analytics concentration”
- If you are making changes to an existing program, you will need to indicate if they are fast-track, non-substantive, or substantive. This will open up a series of checkboxes that indicate items in each of these categories that might apply. Please check all boxes that apply to the change you are making.
- Change justification may be brief, especially if just adding electives (e.g., new course offered by new faculty, replacing course x with this course to provide option related to border studies). However, if you are making changes that will need to go to New York State, the justification should be more extensive – why are these changes needed and how will they affect students.
- The program requirements section will populate the catalog and will be used to update the GriffAudit (i.e., it will show up verbatim in the catalog). *This needs to be **EXACTLY** as you want it to appear in the catalog and **MUST** have all the requirements to receive that credential.* If you have narrative information you want to explain these requirements, you will be able to upload them in the “Additional Information/ Supporting Materials” below.
 - Requirements will always include a course list (see below on how to insert a course list)
 - Requirements may include non-course requirements (successful completion of a discipline-specific exam, completion of child abuse training, CPR certification, a study abroad experience, etc.)
- The roadmap is not required, and I do not recommend using it in CIM for existing programs because you will also have to make the same edits in the catalog.
- The “If this proposal involves changes to existing curricula, does this change require additional resources (faculty/budget)?” question should be checked “yes” if there are any budget implications (adding new faculty, teaching new courses, teaching additional sections). If you check yes, a new box opens asking you to explain the resources needed and the rationale. If you have a lot of information, spreadsheets, or other supporting documents, you can attach them either in the “Additional Information/ Supporting Materials” below
- You may attach additional documents as needed:
 - Program Learning Goals and Objectives (this does not have to be a separate document if it is included in the NYSED form).
 - “Program Enrollment-Revenue-Expenses Projection” form (available from the Academic Affairs Office)
 - The “New York State Department of Education form” (available from the Academic Affairs Office). Note that in the ideal situation, this form would be completed prior to submitting the application in this system. This form is required if changes need to be approved by the state.
 - “Additional Information/Supporting Materials” section. You can attach as many files as you need to, but each must be attached separately. When you click “Save Changes” or “Save and Start Workflow”, they will be uploaded.

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- You can attach as many files as you need to, but each must be attached separately. When you click “Save Changes” or “Save and Start Workflow”, they will be uploaded.
- If you want to continue working later, you can hit the white “Save Changes” button. Once you have added all the necessary information, you hit the green “Save and Start Workflow” button.

Hints for editing in CIM and CAT

We can use standard key strokes for editing:

Control+c = copy
Control+x = cut
Control+v = paste
Control+I = italics

It is extremely important to use the tools in CAT and CIM for Programs (this is particularly important for text readers):

Headers and Nesting

- Header 1 = Title of the page
- Heading 2 make sure you are nesting the headings (don't change based on style, change based on nesting). This is extremely important for text readers and accessibility

The title of a catalog page is in “Set Up”

Cheat sheet for the buttons I expect will be unfamiliar in CAT/CIM for Programs are (there is a diagram at the end of this handout):

1. Paragraph format – please make sure you use these, it will allow us to update the catalog more easily in the future if we decide on a different style. In the curriculum section we rarely use anything other than Heading 2 or Normal
2. Styles – this is how you make toggle headers (or remove toggle headers) if you are using that feature.
3. Remove format (goes back to plain text)
4. Link – highlight the text you want to use and then click this button to make the link. Remember, we don't want to use the web address as the text that will be linked (because then the web address will print twice). Instead choose a word or phrase that is descriptive (e.g., the department's webpage).
 - Remember that the links in the catalog must be relative and should begin with /undergraduate/ or /graduate/
 - Links outside the catalog need the full URL (if we are linking to an external site, please check the open in a new window box).
 - To make an email link use mailto:xxx where xxx is the email address of the person (e.g. mailto:morriss@canisius.edu)
5. Unlink – this will remove a link
6. Anchor – this will allow you be able to “jump” down a page.

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- a. Place the cursor where an anchor should be added and click the Anchor button (do not highlight the text, just have the cursor in front of the text that should have the anchor)
- b. Give the anchor a name
 - Try to give it one that relates to the content so users know which anchor to link to when a link is created
 - Do not use spaces
 - Only use _ and - if you need to use special characters
- c. Click OK
- d. Now you can link it using the link button (Generally at the top of the page, you will type the text you want – I recommend the text of the header; highlight it; insert the link)
7. Insert Horizontal Line – don't use this one unless we agree there is a reason for it (it's not in our templates)
8. Insert special character (this can be used for foreign language characters or others not on a typical keyboard)
9. Manage selected content – this button allows us to create shared content (new shared page), to separate content onto a new tab, to create a whole new page, or to move content onto an existing tab.
 - a. The button will remain grayed out until you highlight some text.
 - b. Once you highlight the text you want (it can be headers, text, or a combination of the two), click the “manage selected content” button
 - c. Choose the appropriate option
 - i. New Page Tab – makes a new tab on that page, this should not be used for curriculum except in extremely rare situations (approved by the AVPAA)
 - ii. Existing Page Tab – information can be moved from one tab to another tab (you will have the option to move to the top or bottom of the tab – if you want it some where else, you will need to go to that tab to move it)
 - iii. New Shared Page – this is how we produce shared content. Although it is called a new shared page, it is really just part of a page. This is how we created the shared text about dual majors, the core curriculum, minors, etc.
 - iv. New Page – this creates a whole new page and should be used only for new programs or if we are making major changes to the “front matter” of the catalog.
 - d. You will need to name the new page if you created one (think carefully about the name – if it is changed, we may have to delete the page and start again).
 - e. Hit the tab button to create the URL for your new page.
 - f. If you create a whole new page, you should copy the url to make sure we can link to it.
10. Insert/Edit database field
 - a. This is how you can add a course “in line” meaning in the text.
 - b. It is easiest if you type the course number (subject number – note the space between the subject code and the course number), highlight the subject and number and click this button – it will create the link so it can do a course bubble.
11. Insert/Edit formatted table (this is also used for inserting shared content) – this is how you create a
 - course list (like in the curriculum tab) – this will need to be done if the electives in a program aren't listed
 - plan of study (road map with either by year or by semester scheduling)
 - program requirements (this is the approved curriculum)
 - other content (shared content)

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- borrowed content (if you want to show something online, but not have it printed multiple times), and
- footnotes.

12. Source – this shows the html mark-up if you are interested.

