

Courseleaf CIM

Curriculum Information Management

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Courseleaf CIM

Curriculum Information Management

CourseLeaf Course Curriculum Inventory Management System (CIM-Courses)

allows users to propose a new course, propose edits to an existing course, or propose to delete/deactivate an existing course. These proposals are then submitted through the appropriate workflow approval processes where users can edit, approve, or rollback (rollback is making changes to the course proposal within the workflow – not made by initiator the proposal). The CIM-Course landing page allows a user to search for and view CIM Courses. From here, you can also see the status of a course and whether it is in workflow. While courses can be modified through the workflow and approval process, they cannot be modified from the CIM- Course landing page until they have completed workflow.

Navigating through CIM

Log in through the Banner MyBryant Portal <https://my.bryant.edu/index.htm>. Make sure you are logged in left hand side of the screen. Use the Quick Launch drop down to pick either CIM Course Proposal or CIM Program Proposal

The screenshot shows the top navigation bar of the MyBryant Portal. On the left, there is a 'My Bryant' logo and a 'LOGOUT' button. On the right, there is a search icon, a menu icon, and a dropdown menu currently set to 'CIM Course Proposals'. Below the navigation bar, a red arrow points to a left-pointing arrow icon. The main content area features a 'Welcome to the MyBryant Portal' message, followed by a paragraph of text and a 'Read more >>' link.

Bryant Course Inventory Management

You are logged in as mhoude2 [Help](#)

To search, edit or deactivate a current active course, use either the quick search predefined categories for edited, added, deactivated, undergraduate or graduate courses or utilize the search function. To utilize the search feature 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.

Course Code	Title	Workflow	Status
COM 353	Writing for Digital Media	CA UG College Sub-C...	Edited
COM 3XX-1	COM 353: Writing for Digital Media		Added
DFL 310	Digital Forensics	Provost	Added
DFL 491	Digital Forensics and the Law Practicum/Internship	Provost	Added
ECO 414	Big Data: Solving Socio-Economic and Business Issues		Edited
ECO 490	Econ Capstone: Consulting & Data Analysis		Edited
ECO 4XX-1	The Fed Challenge	Provost	Added

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Bryant Program Management

You are logged in as mhoude2  [Help](#) 

To search, edit or deactivate a current active program, use either the quick search predefined categories for edited, added, deactivated, undergraduate or graduate programs or utilize the search function. To utilize the search feature 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.

Program Code	Title	Workflow	Status
	Education Studies		Added
	Bachelor of Arts with a Major in Sport Studies	Provost	Added
	BS in Digital Forensics and the Law	Provost	Added
	Bachelors of Science in Entrepreneurship		Added
	Creative and Applied Arts Minor	ECS Chair	Added
AAC	Applied Analytics Concentration		
ACG-BSBA	Bachelor of Science in Business Administration/Accounting Concentration		

Searching for Courses

Once in the system you can search for courses in several ways. The system connects directly with banner and will show both active and inactive courses. Also, historical submissions and archived courses can also be found in the system.

1. Searching for a Specific Course by Prefix/Number:

- In the CIM system you will see the "Search" bar, to locate a specific course you will need to type in the prefix/number combination. *NOTE: because this system speaks to banner, it is case-sensitive and space sensitive. This means you must type the prefix and number as seen in the catalog (i.e., ENGL 1110G vs engl1110). Use an asterisk (*) with a subject code will pull up only those courses. Example: COM* will show only the COM courses (sometimes it will pull other courses in "COM" is in the description)
- To pull up all courses, you will use the "Search" bar and type an * (asterisk) this will pull up all course data within the CIM System.
- Then hit the "Status" header in the table and anything that appears with a "blank" in that column is considered active.

Course Code	Title	Workflow	Status
COM 353	Writing for Digital Media	CA UG College Sub-C...	Edited
ECO 414	Big Data: Solving Socio-Economic and Business Issues		Edited
ECO 490	Econ Capstone: Consulting & Data Analysis		Edited
LCS 362	Topics in the Environmental Humanities	ECS Chair	Edited
POLS 367	Food Policy and Sustainability		Edited
LCS 374	Modern Art in Europe 1880-1945	ECS Chair	Edited
FIN 384	Credit Essentials	BU UG Curriculum Co...	Edited

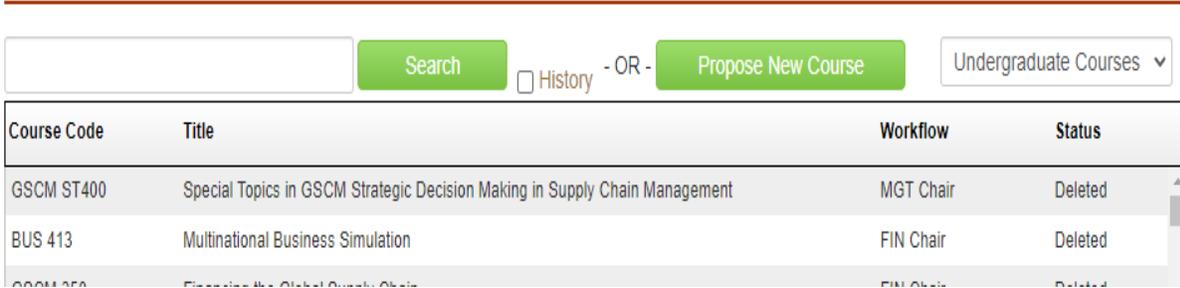
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- d. If you click on the Quick Searches, you can filter courses by: Edited courses, Added courses, Deactivated courses, Undergraduate courses, & Graduate courses. When you have selected, you can then click on the Workflow header in the table to sort by workflow status.

Creating a New Course

1. Select the **“Propose New Course”** button on the homepage of the CIM System (Course Proposal)



The screenshot shows the top navigation bar of the CIM System. It includes a search bar, a 'Search' button, a 'History' link, an 'OR' separator, a 'Propose New Course' button (highlighted with a red arrow), and a dropdown menu for 'Undergraduate Courses'. Below the navigation bar is a table with the following columns: Course Code, Title, Workflow, and Status. The table contains three rows of data:

Course Code	Title	Workflow	Status
GSCM ST400	Special Topics in GSCM Strategic Decision Making in Supply Chain Management	MGT Chair	Deleted
BUS 413	Multinational Business Simulation	FIN Chair	Deleted
GSCM 350	Essentials of Global Supply Chain	FIN Chair	Deleted

2. **Please complete the entire form.** Please do skip over any fields. Some fields may not be needed for the course but double check to be certain before submitting. All red boxes **Must** be completed. **Effective Term:** The term in which the new course, course change, or course inactivation becomes effective. Specifically for new courses, this is the earliest term that the course can be added to an academic schedule. Please note course changes submitted cannot take place in the same semester that instruction has started.

New Course Proposal

Contact Person(s):	Name	E-mail	Phone	
Course Long Title:				
Is this a Special Topics Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a Cross-Listed Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Subject:	Select...	Course Level:	Select...	
Department:	Select Department...	College:	Select College...	
Effective Catalog Term:	Select...			
Brief Description of Proposal:				
Rationale:				

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3. Course Description for Catalog

The course description is visible both the catalog within the course listing/description sections but also in any course bubbles that users can select in requirements and in the registration area. This is the information that helps students decide to take the course. ii. The university does not have standard formatting for descriptions but should provide an accurate summary of what the course entails. To add a description, type the needed information into the text box field. Please make sure to check for typos, also ensure to add if the course is cross listed in the description as it will not auto populate. The fields that auto-populate in the description are Prerequisite, Corequisite, Pre/Corequisite, Grade Mode and Repeatable information.

Catalog Description:

If the original Catalog Description is greater than 120 words in length, this will be truncated to 120 words.

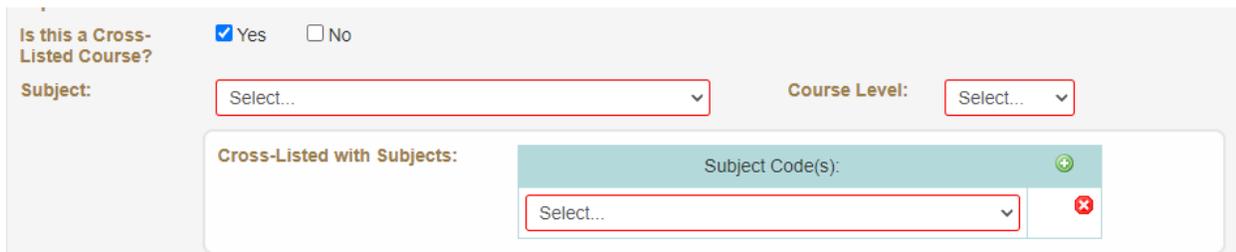
To edit the current description:

- Copy it from the main Course search window into Microsoft Word.
- Edit the description down to 120 words there.
- Copy the edited description back into this field
- Please add prerequisites and corequisites in the separate fields, below.



150 words remaining

4. **Cross listing (Equivalencies)/all codes:** In terms of CIM cross listing means the courses are equivalent in terms of title, credits, description, learning outcomes and all other enforced data. This also means that only one instance of the course exists in CIM so if you make any updates, it is made too both (all) courses. xi. Within CIM you cannot cross list two active courses, you will need to create one and add the crosslisting in the form. This will create the “one” instance of the courses. If you have two courses that are active that need to be cross listed one must be inactivated, then the cross listing can occur in the system. Any nonmatching data will be overridden during the bridge process. To add crosslisting select the “Add” function. Then select the Subject Code, add the number if you want



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5.
 - a. **Prerequisite(s):** are requirements that students must have completed to register for a course
 - b. **Corequisite(s):** are requirements that students must enroll in during the same semester as the course in which the corequisite is assigned to
 - c. **Pre or Corequisite(s):** the student can elect to either take the requirements before registering for the course, or take the requirement at the same time

• Cut the description down to 150 words there.
• Copy the edited description back into this field.
• Please add prerequisites and corequisites in the separate fields, below.

150 words remaining

Course Prerequisites:

Course Corequisites:

Course pre- or Co-requisites:

What requirements does it satisfy?

Number of Credits:

Grading Method:

Offering Cycle:

- Every Semester
- Every Fall Semester
- Every Spring Semester
- Alternate Fall Semesters
- Alternate Spring Semesters
- Other

Explain fit with departmental objectives and mission:
(See catalog for the most current departmental objectives and mission - <http://catalog.bryant.edu>. For the College of Business access the following link for the most current program learning goals - <http://my.bryant.edu/resources/records-registration/images/CoB%20Learning%20Goals.pdf>)

6. Make sure you pick all Majors/Concentrations/Minors it will satisfy. (Remember if you pick Business Administration: Accounting & it is also meets the International Business: Accounting make sure you pick both)

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Minimum Standing Prerequisite:

- No Minimum Standing
- Sophomore Standing
- Junior Standing
- Senior Standing

What requirements does it satisfy?

Major/Concentration:

(Please Specify)

Major(s)/Concentration(s) 

Select...   

Minor: *(Please Specify)*

Minor(s) 

Select... 

CAPP Attributes:

(Select all that apply)

- Applied Psychology Applied Course
- Applied Psychology Research Intensive
- Applied Psychology Survey Course
- Applied Psychology Theory Course
- Global Studies Elective
- Honors Program Course
- SAS Data Mining Certificate Course
- United States History Course

Humanities Survey:

- Yes No

Mode(s) of Thought:

(Select all that apply)

- Cultural Mode of Thought
- Historical Mode of Thought
- Literary Mode of Thought
- Science Lab Mode of Thought
- Scientific Mode of Thought
- Social Science Mode of Thought

Liberal Arts Elective:

- Yes No

International Focus Course:

- Yes No

Use the plus (+) button to add more than one area

Explain research completed to determine feasibility of the course:

Explain possible impact on other departments/programs: *(If not applicable, insert "NA")*

Explain fit within the University Mission: *(Select all that apply, and comment below)*

- The ability to work in and lead groups
- The ability to communicate effectively
- The ability to develop innovative solutions to complex problems
- Proficiency in the use of technology
- Integrity and a willingness to assume personal responsibility
- Entrepreneurial drive
- A global perspective
- An appreciation for the arts and humanities

Comment/Description:

Explain fit with Program Related Learning Goals:

(See catalog for the most current program learning goals - <http://catalog.bryant.edu>. For the College of Business access the following link for the most current program learning goals - <http://my.bryant.edu/resources/records-registration/images/CoB%20Learning%20Goals.pdf>)

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7. **Attachments:** Please attach a Syllabus, Staffing Plan and Dept. Chair approval letter

All new courses require a syllabus to be uploaded at the time of submission. Please use either a word or PDF document. xi. To attach click the “Attach File” button and navigate to where you have the file saved on your computer and select. xii. If the upload was successful the filename will display in the “Uploaded files”

Identify any features distinct to Bryant University:
(Identify any new or additional resources (such as hardware/software) that offering this course requires and discuss features distinct to Bryant University which may include but are not limited to topic, materials, learning experiences, innovative teaching, guest lectures, and use of technology)

Measureable Course Learning Objectives: *(Cut and paste from syllabus and utilize Bloom's Taxonomy Action Verbs)*

Additional Information:

Supporting Documents: Attach Documents

Uploaded Files:

Files To Be Uploaded:

Cancel Save Changes Admin Save Submit Proposal

Guidelines for Staffing Plan

How will courses be staffed that were taught in the past two years by this instructor but do **not** show up on the plan for the next two years?

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Detailed Syllabus

Detailed syllabus (new courses only) which requires the following: a course description, measurable course learning objectives utilizing [Bloom's Taxonomy reading list](#), a grading scheme and a list of graded and weighted components, topical outline, and schedule. Optional – Grading rubric and learning objectives for each assignment.

[College of Business Program Learning Goals](#): Please include the learning goals that are relevant to your course in your syllabus under the title "PROGRAM-RELATED LEARNING GOALS".

College of Arts and Science Program Learning Goals

8. SAVE and SUBMIT OPTIONS

Cancel – will cancel anything you did

Save Changes – will allow you to save your work and come back into the system later to either make additional edits or review and submit at that point.

Admin Save – DO NOT USE

Start Proposal – this button official submits the proposal into the workflow steps. If you don't hit this button the changes will not be included in that CIM cycle.

Creating a New Course from an Existing Course

1. Log in to the CIM System
2. Search for the course:
 - a. From the Course CIM landing page, enter the Subject code and course number of course to be revised (i.e., ENG-1010) in the search box of the course and click the green Search button. You can also do a search with just the subject area (i.e., HIST) to pull up a listing of all courses for that subject.

The screenshot shows the 'Course Inventory Management' interface. At the top, it says 'You are logged in as S00074109' and 'Help'. Below that, there's a search box containing 'HIST-1020' and a green 'Search' button. To the right of the search box are checkboxes for 'Archive' and 'History', followed by '- OR -' and a green 'Propose New Course' button. Further right is a 'Quick Searches...' dropdown menu. Below the search area is a table with the following data:

Course Code	Title	Workflow	Status
HIST-1020	History of Civilization II		

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- b. Check the Status of the course you wish to view. If the course has a status of “Edited”, this indicates the course is already in the process of being updated by another faculty member.
3. **Edit the Course** - If the Status is blank, then scroll down and click the green Edit course button to create a new proposal and begin editing the course. A new window will open with the Edit Course Form.

Deactivate Edit Course

Export to PDF  [Preview Workflow](#)

Export to Word 

Viewing: **COM 202 : Public Speaking**

Programs referencing this course	ENT-BSBA: Bachelor of Science in Business Administration/Entrepreneurship Concentration ENTM: Entrepreneurship Minor SPTC: Sports Studies Concentration
Other Courses	As A Banner Prerequisite:

4. **Review all areas make adjustments as needed.** Clearly define the Rational for making this change. Historical data is keep for accreditation purposes. All areas must be completed as the Bryant Univeristy Catalog pulls from the CIM site.(all red boxes are required) Make sure all areas are mentioned or marked off.

Editing: **COM 202: Public Speaking**

Banner Status:	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive								
Contact Person(s):	<table border="1"><thead><tr><th>Name</th><th>E-mail</th><th>Phone</th><th></th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td> </td></tr></tbody></table>	Name	E-mail	Phone		<input type="text"/>	<input type="text"/>	<input type="text"/>	 
Name	E-mail	Phone							
<input type="text"/>	<input type="text"/>	<input type="text"/>	 						
Course Long Title:	<input type="text" value="Public Speaking"/>								
Is this a Special Topics Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Is this a Cross-Listed Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Subject:	<input type="text" value="Communication (COM)"/> Course Number: <input type="text" value="202"/>								
Department:	<input type="text" value="Communication"/> College: <input type="text" value="College of Arts and Sciences"/>								
Effective Catalog Term:	<input type="text" value="Select..."/>								
Brief Description of Proposal:	<input type="text"/>								
Rationale:	<input type="text"/>								

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What requirements does it satisfy?

Major/Concentration: <i>(Please Specify)</i>	<table border="1"><thead><tr><th>Major(s)/Concentration(s)</th><th></th></tr></thead><tbody><tr><td>Communication Major</td><td>✖ ↑ ↓</td></tr><tr><td>Business Administration:Entrepreneurship</td><td>✖ ↑ ↓</td></tr><tr><td>Sport Studies Concentration</td><td>✖ ↑ ↓</td></tr></tbody></table>	Major(s)/Concentration(s)		Communication Major	✖ ↑ ↓	Business Administration:Entrepreneurship	✖ ↑ ↓	Sport Studies Concentration	✖ ↑ ↓
Major(s)/Concentration(s)									
Communication Major	✖ ↑ ↓								
Business Administration:Entrepreneurship	✖ ↑ ↓								
Sport Studies Concentration	✖ ↑ ↓								
Minor: <i>(Please Specify)</i>	<table border="1"><thead><tr><th>Minor(s)</th><th></th></tr></thead><tbody><tr><td>Communication Minor</td><td>✖</td></tr><tr><td>Entrepreneurship Minor</td><td>✖</td></tr></tbody></table>	Minor(s)		Communication Minor	✖	Entrepreneurship Minor	✖		
Minor(s)									
Communication Minor	✖								
Entrepreneurship Minor	✖								
CAPP Attributes: <i>(Select all that apply)</i>	<input type="checkbox"/> Applied Psychology Applied Course <input type="checkbox"/> Applied Psychology Research Intensive <input type="checkbox"/> Applied Psychology Survey Course <input type="checkbox"/> Applied Psychology Theory Course <input type="checkbox"/> Global Studies Elective <input type="checkbox"/> Honors Program Course <input type="checkbox"/> SAS Data Mining Certificate Course <input type="checkbox"/> United States History Course								
Humanities Survey:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Mode(s) of Thought: <i>(Select all that apply)</i>	<input type="checkbox"/> Cultural Mode of Thought <input type="checkbox"/> Historical Mode of Thought <input type="checkbox"/> Literary Mode of Thought <input type="checkbox"/> Science Lab Mode of Thought <input type="checkbox"/> Scientific Mode of Thought <input type="checkbox"/> Social Science Mode of Thought								
Liberal Arts Elective:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
International Focus Course:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								

Please also attach supporting dept/chair support letter, a new syllabus, and staffing plan. Then Submit Proposal

Supporting Documents:

Attach Documents

Uploaded Files:

Files To Be Uploaded:

Required attachments (Revised Undergraduate Proposal):

Detailed letter of support from chair of the proposing department or program coordinator which includes departmental approval

Detailed letter of support from all impacted departments (Ex: Appropriate Mode of Thought representative, etc.)

Staffing Plan

Detailed syllabus which requires the following: a course description, measurable course learning objectives, reading list, a grading scheme and a list of graded and weighted components, topical outline and schedule. For College of Business include program learning goals - <http://my.bryant.edu/resources/records-registration/images/CoB%20Learning%20Goals.pdf> Optional – Grading rubric and learning objectives for each assignment.

Cancel

Save Changes

Admin Save

Submit Proposal

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Creating a New Program

1. Click on Propose New Program

Bryant Program Management

You are logged in as mhoude2  [Help](#) 

To search, edit or deactivate a current active program, use either the quick search predefined categories for edited, added, deactivated, undergraduate or graduate programs or utilize the search function. To utilize the search feature 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.

History - OR -

Program Code	Title	Workflow	Status
	Education Studies		Added
	Bachelor of Arts with a Major in Sport Studies	Provost	Added
	BS in Digital Forensics and the Law	Provost	Added
	Bachelors of Science in Entrepreneurship		Added
	Creative and Applied Arts Minor	ECS Chair	Added
AAC	Applied Analytics Concentration		
ACG-BSBA	Bachelor of Science in Business Administration/Accounting Concentration		

2. All highlighted RED areas must be completed

Bryant Program Management

New Program Proposal

Contact Person(s):

Name	E-mail	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Academic Level: Undergraduate Graduate Business Graduate Arts and Sciences Health Science

Department: **College:**

Program Title:

Brief Description of Proposal:

Rationale:

Effective Catalog:

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Program Information

Catalog Description: (See current catalog for example of correct formatting to be consistent with existing programs - <http://catalog.bryant.edu>)

Implementation Plan: (For modified program explain how it applies to current students)

Explain fit with departmental objectives and mission:

(See catalog for the most current departmental objectives and mission - <http://catalog.bryant.edu>. For the College of Business access the following link for the most current program learning goals - <http://my.bryant.edu/resources/records-registration/images/CoB%20Learning%20Goals.pdf>)

Explain Possible Impact on Other Departments/Programs:

(Explain any additional resources (such as technology hardware/software) that this new program would require and discuss possible impact on other departments including your own)

What are the Program Learning Goals:

(See catalog for the most current program learning goals - <http://catalog.bryant.edu>. For the College of Business access the following link for the most current program learning goals - <http://my.bryant.edu/resources/records-registration/images/CoB%20Learning%20Goals.pdf>)

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How to Insert Shared Content

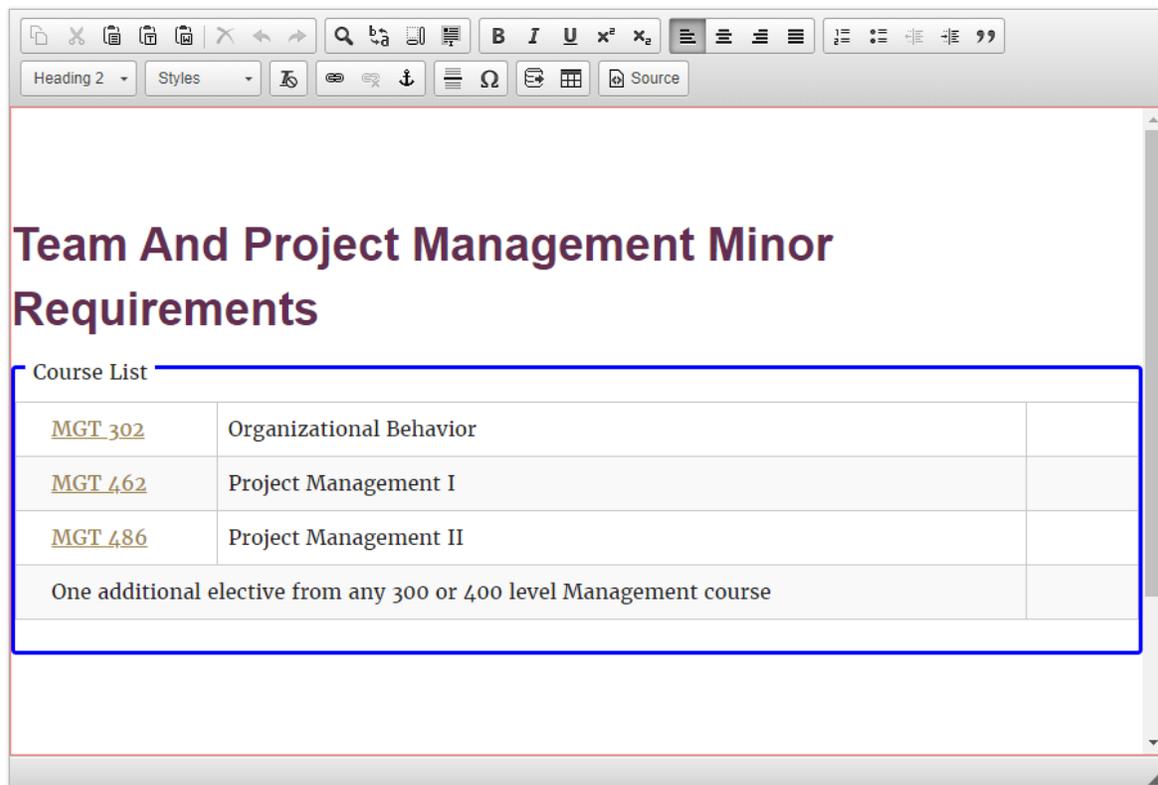
1. Navigate to the page in the catalog desired to insert the shared content
2. Position the cursor where the content should be placed
3. In the CourseLeaf toolbar up above, click on the **Edit/Insert Formatted Table button**
4. In the drop-down box, select Other Content
5. Select the title of the shared content that was previously created and wish to input
6. Click OK
7. The shared text will appear in a blue box in the Page Body
8. Click OK to save changes Tables

To simplify table creation, CourseLeaf pre-determines how particular sets of data should be output on the page and allows the editor to simply enter and arrange the data. This process ensures that the desired output is achieved while maintaining the integrity of the data. When a formatted table has been inserted, the page body editor will display a blue

Example: The title should be Heading 2 then click the EDIT/INSERT Formatted table.

Program Information

Catalog Description: (See current catalog for example of correct formatting to be consistent with existing programs - <http://catalog.bryant.edu>)



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, and lists. Below the toolbar, the main editing area contains a heading "Team And Project Management Minor Requirements" in a large, bold, dark purple font. Underneath the heading is a table with a blue border. The table has a caption "Course List" and contains three rows of course information. The first row lists "MGT 302" and "Organizational Behavior". The second row lists "MGT 462" and "Project Management I". The third row lists "MGT 486" and "Project Management II". Below the table, there is a line of text: "One additional elective from any 300 or 400 level Management course".

Course List	
<u>MGT 302</u>	Organizational Behavior
<u>MGT 462</u>	Project Management I
<u>MGT 486</u>	Project Management II

One additional elective from any 300 or 400 level Management course

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The Course listing should now be showing. Click on Department then move the courses you need to the right. If you need to write a heading i.e., Team and Project Minor – Click on ADD COMMENT ENTRY (Click on Format to pick style). If something needs to be Indented, click on that. If you need something to be bold click on Area Header

Effective Catalog: Select...

Program Information

Catalog Description: (S)

Team and Project Requirements

Course List

MGT 302

MGT 462

MGT 486

Project management II

One additional elective from any 300 or 400 level Management course

Course List Dialog:

- College of Business
- Management (MGT)
- MGT 200 Management Principles and Practice
- MGT 201 Operations Management
- MGT 201G Global Dimensions of Operations Management
- MGT 203 Honors Management for Organizational Leadership
- MGT 312 Human Resources Management
- MGT 356 International Business Management
- MGT 357 Diversity in a Global Environment
- MGT 358 Global Dimensions of Human Resource Management
- MGT 370 Managing the Nonprofit Organization
- MGT 380 Compensation Management
- MGT 381 Cross-Cultural Management
- MGT 382 Strategic Management of Technological Innovation
- MGT 391 Management Internship
- MGT 413 Multinational Business Simulation

MGT 302 Organizational Behavior

MGT 462 Project Management I

MGT 486 Project Management II

One additional elective from any 300 or 400 level Management course

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Move Up Move Down

Quick Add: Add Course

Add Comment Entry

OK Cancel

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How to Add a Comment Entry A comment entry is anything in your Course List that is not a course. Comment entries are often used to create headers within your table or to relay instructions like "Choose one of the following".

1. Open the toolbar and click Edit Page
2. Double click on the course list to which you want to add your comment entry
3. Select in right list where Comment Entry is to be placed
4. Click Add Comment Entry. A text window will open.
5. Enter text to be placed in course list.
6. Click OK in the Course List editor to save your change back to the Page Body editor
7. Click OK on the Page Body editor to save all your changes

Footnotes Overview Footnotes have two parts within CourseLeaf, a footnote indicator (1 2 *) and a footnote table. Footnote indicators go next to the text or course item, and footnote tables are used to articulate footnotes. Footnote indicators and entries in the footnote table are not automatically linked. This means that when a new indicator is added an entry must also be added to the table. Likewise, if an entry in the table is deleted, the indicator must also be deleted. How to Insert a Footnote Indicator within Text

1. Place cursor in the page body editor where the footnote indicator is to be placed
2. Type the number, or use the Insert Special Characters (Omega) tool to add the footnote symbol
3. Highlight the character and click the Superscript tool
4. Click OK to save the page

Letters of Support and Staffing plan need to be attached.

Supporting Documents:

Uploaded Files:

Files To Be Uploaded:

Required attachments (New Undergraduate Proposal):
Detailed letter of support from chair of the proposing department or program coordinator which includes departmental approval
Detailed letter of support from all impacted departments (Ex: Appropriate Mode of Thought representative, etc.)
Staffing Plan
Detailed syllabus which requires the following: a course description, measurable course learning objectives, reading list, a grading scheme and a list of graded and weighted components, topical outline and schedule. For the College of Business include program learning goals - <http://my.bryant.edu/resources/records-registration/images/CoB%20Learning%20Goals.pdf> Optional – Grading rubric and learning objectives for each assignment.

Courseleaf CIM

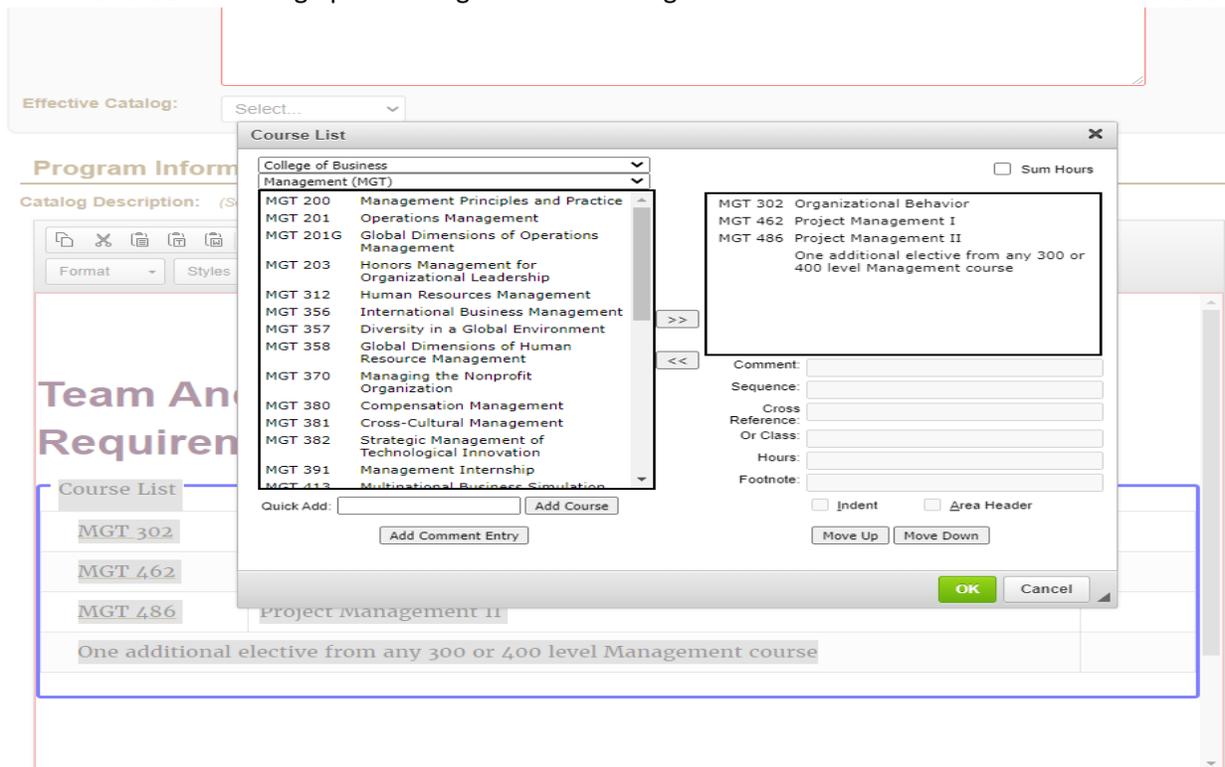
Curriculum Information Management

Either Save changes to go back to work on it some more or Submit Proposal

Editing an Existing Program

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".

1. The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.
2. Once the program is found, click the green "Edit Program" button: Editing a program automatically fills in the information from the existing program. All required fields are in red.
3. To edit the course list inside the blue box, double-click inside the box. Double-clicking inside the blue box will bring up an editing window allowing the user to add and remove courses and text:



4. Once all changes are complete, click the green "Ok" button: Once all changes are made, click the green "Submit Proposal"

Courseleaf CIM

Curriculum Information Management

Approval Workflow Process: Editing/Approvals/Rollback

When a proposal is submitted, it kicks off an approval workflow.

If you are an Approver, you will receive an email with a link to the **Approval Workflow System**. You can also access the approval process by going to nextcatalog.bryant.edu/CourseLeaf/ then Click on Approve Pages. Once on the Pages Pending Approval Click on your Role

The screenshot shows the CourseLeaf console interface. At the top, the URL is nextcatalog.bryant.edu/courseleaf/. The page title is "2021-2022 Edition CourseLeaf Console". The version information is "CourseLeaf v. 3.10.9" and "CIM v. 3.9.7". There are links for "Help" and "Support".

On the left, there is a "CourseLeaf" menu with the following items: Account Management, Support Requests, Approve Pages, Documentation, Role Management, Workflow Emails, User Provisioning, Install Patch, Helpspot Dashboard, and Go To Site. A blue arrow points to the "Approve Pages" item.

On the right, there is a "System Snapshot" section with a progress bar showing 297 items. Below it, there is a table titled "Pages in Process: DONE".

Page Title	Current User(s)	Last Activity
2021/2022 Undergraduate Academic Calendar		Nov 9
Academic Centers, Institutes, and Initiatives		Jul 6
Academic English Language (AEL)		Apr 19
Academic Honesty Policy		May 11
Academic Load		May 11
Academic Policies and Procedures		Jun 24
Academic Policies and Procedures		May 11
Academic Policies and Procedures		May 11

At the bottom, there is a "Pages Pending Approval" section. It includes a "Filter List" button, a "Refresh List" button, and a "Your Role: Administrator" dropdown menu. Below this is a table with columns "PAGE" and "USER". A blue arrow points to the "Your Role" dropdown menu.

Note: Additional emails may be sent from the system for notification purposes only.

Courseleaf CIM

Curriculum Information Management

Accessing the Approval Workflow System:

1. Click on the link provided in the emails sent from the CIM site

[CIM Courses] Course Changes: CA UG College Sub-Committee

 Curriculum Update <bryant@notify.courseleaf.com>
To: Monica Houde
We removed extra line breaks from this message.

[Reply](#) [Reply All](#) [Forward](#)
Thu 10/21/2021

Monica:

There have been proposed changes to the course HIS 464: The United States and China 1931 through 1950.
You may review these changes by visiting:

<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextcatalog.bryant.edu%2Fcourseadmin%2F%3Fkey%3D595&data=04%7C01%7C%7C40e8a84c959442c12a108d994a38bb8%7C6c853569e95e43788926ab9501a771a3%7C0%7C0%7C637704252442646138%7CUnknown%7CTWfpbGZsb3d8eyJWljoitM%WlAwMDAilCjQjoiV2luMzliLjBtI6lk1haWwllCjXVCl6Mn0%3D%7C1000&data=kqmiK6Ade22%2B2Xr3gMLQlCbid2L44HdGQkoiULqZME%3D&reserved=0>

No approval is necessary; this is for your review only.

For questions or information regarding this email, please reply to this email (mhoude2@bryant.edu) or contact Monica H

Thank you.

-- Senior Assistant Registrar

This email originated from outside of Bryant University. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It will tell you here what is need:

**Either Review or Approval
Needed**

2. Workflow process role

- a. Once on the site you will notice your role will already be populated. It will show in what stage of the approval workflow process the proposal is in. This screen shot shows that it is currently in the CA UG College Sub- Committee Chair approval path.



- b. If you click in the History Box on each date (the date is the link) you can see the change history by each submission

Courseleaf CIM

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History

1. Jul 22, 2016 by Sue McLacken (smcdonal)
2. Apr 19, 2019 by Sue McLacken (smcdonal)
3. May 1, 2019 by Sue McLacken (smcdonal)

APPROVAL PROCESS

COURSELEAF

Pages Pending Approval

PAGE	USER
/programadmin/133: DS-BS: Bachelor of Science Data Science	Suhong Li
/courseadmin/1653: FIN 384: Credit Essentials	Asli Ascioglu
/courseadmin/1590: O SCM 350: Financing the Global Supply Chain	Monica Houde
/courseadmin/688: LCS 275: Introduction to Visual Culture	mcoughl
/courseadmin/1405: SOC 250SL: Community Engagement and Service Learning	gearter

Page Info

Title: LCS 275
Last Update:
Template: cin
Page Author:
Workflow:
College: CA
Department:

PAGE REVIEW

View Changes By: All Changes

Course Change Request

Export to PDF A deleted record cannot be edited
Export to Word
Shred Proposal

Date Submitted: 09/02/21 12:35 pm

Viewing: **LCS 275 : Introduction to Visual Culture**

Course Deactivation Proposal

In Workflow

1. ECS Chair
2. CA UG College

1. Use the Pages Pending Approval list (upper left) to select the proposal you want to review
2. Once selected the Course or Program will appear in the Page Review Section
3. Your role will be in the Your Role drop down (upper right) if you followed the Approval Email link
4. The name of the initiator appears to the right of the Page name under USER
5. You can now Edit the Page, Rollback the page or Approve Page

Courseleaf CIM

Curriculum Information Management

- a. **Edit the Page:** Click Edit to make your own changes to the page. Once you edit the page, you may then approve the page to send it to the next step in the workflow.
- b. **Rollback the page:** Click Roll Back to send the page back to a previous editor/step in the workflow process. The document will roll back to the previous editor or any editor you select. You will need to make a comment to why it is being rollback. This will become a part of permanent record for this proposal. Comment can be simple, and you can send further discussion in emails to appropriate parties.

Date Submitted: 09/02/21 12:35 pm

Viewing: **LCS 275 : Introduction to Visual Culture**

Last approved: 05/01/19 4:15 am

Last edit: 09/02/21 12:35 pm

Changes proposed by: mcoughll

Catalog Pages referencing this course: Department of English and Literary and Cultural Studies

Programs referencing this course: CAAC: Creative and Applied Arts; MCSC: Media and Cultural Studies

Contact Person(s): Maura Coughlin, Susan McLacken

Course Long Title: Introduction to Visual Culture

Is this a Special Topics Course? No

Is this a Cross-Listed Course? No

In Workflow

1. ECS Chair
2. CA UG College Sub-Committee Chair
3. BU UG Curriculum Committee Chair
4. CA Dean
5. Provost
6. Registrar
7. Banner

Approval Path

1. 09/02/21 12:58 pm Janet Dean (jdean): Approved for ECS Chair
2. 10/18/21 2:05 pm Monica Houde (mhoude2): Approved for CA UG College Sub-Committee Chair

- c. **Approve:** Click Approve to send the page on to the next step in the workflow. By selecting ‘approve’ you have reviewed the document in its entirety and all necessary supporting documents have been added. If you are not ready to “approve” at this time you can leave the page for another time. It will remain in your queue until action is taken.

6. **View Changes:** You can view changes made by editors who were before you in the workflow by selecting an item from the **View Changes** drop down options. The selected editor’s deletions are shown in **red**, and the additions are shown in **green**. You can click hide changes to view the latest version of the document without color coding by clicking Hide Changes.

PAGE REVIEW

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