PROCEDURES/STEPS FOR SUBMITTING PROPOSALS

Individual faculty or academic departments typically initiate the proposal (occasionally requests may be initiated at another level). The <u>Channels for Curricular Approval/Governance</u> (link) document may be viewed to determine through what level approval is needed.

- **Step One:** Select the option below to open the **CIM module** for either programs or courses:
 - To Make: <u>New/Existing COURSE proposal/changes (link)</u>
 - Make: <u>New/Existing PROGRAM proposal/changes (link)</u>
 - To Review Submitted or Approved Proposals (link)
- **Step Two**: Click the CourseLeaf icon to access the CIM module. An NDSU Central Authentication Service (CAS) window will open. Enter your NDSU electronic ID.

Please Complete Log In
In order to authorize your ability to
update, please click the icon to
complete your log in.

Enter your Use	ername and Password	
<u>U</u> sername:		
<u>P</u> assword:		
⊠l am at a put	olic workstation.	
	LOGIN	

Step Three: The COURSE INVENTORY MANAGEMENT or PROGRAM MANAGEMENT screen will load. Use the search criteria instructions on the page to access existing courses or programs, click the program when located and begin editing by clicking the green Edit Program button. For a new program or course, click the green Propose New Program or Propose New Course button.

PROGRA	M MANAGEMENT	You are logged in as ranelia.ingals Help	COURSE	INVENTORY MANAGEMENT		You are logged in as ranelle.ingats Relp
Use an asterisk (*) "MATH", and "MAT	and deschwere programs. In the search box as a wind card. For example, MATH* will find TH* everything that contains "MATH*. The system searches the rovides a list of predefined search categories to use.	everything that starts with "MATH", "MATH everything that ends with Program Code, Tile, Workflow step and ClM Status. Propose New Program Culck Searches.	Use an asterisk (*) "MATH", and "MAT	In the search box as a wild card. For example, MATH* will fin H* everything that contains "MATH*. The system searches the vides a list of predefined search to tadegories to use. Search - OR -	Course Code, Title, Workflow step and CIM St	
Program Code	Title	Workflow Status	Course Code	Title	Workflow	Status SIS Statu
-BSBA	Computer Science & Mathematics		ABEN 189	Skills For Academic Success		A
BSBA	Computer Science & Physics		AGRI 189	Skills For Academic Success		A
BSBA	Mathematics & Physics		AHSS 476	Practicum in Publishing	AHSSC Dean	Added
BSBA	Mathematics & Statistics		AHSS 676	Practicum in Publishing	AHSSC Dean	Added
SBA	Mathematics & Stat Pre-Actuarial		BUSN 299.TBD-1	Introduction to Entrepreneurship	PeopleSoft	Added
ERT	Leadership		BUSN 791.TBD-1	Making Persuasive Business Presentations	PeopleSoft	Added
CERT	CERT-College Teaching		CJ 410	Police & Society	Academic Affairs Commi	ttee Chai Added

- **Step Four**: An electronic form will open in a new window. Using the various drop down fields, radial buttons, and text boxes, complete the proposal information.
 - Ensure the "Justification for request" or "Rationale for change" is complete.
 - Supporting documents may be uploaded as attachments.
 - When the electronic form is complete, either Save Changes to return later or Start Workflow to begin the evaluation and review process through the various curricular channels.

PROCEDURES/STEPS FOR REVIEWERS

Once Start Workflow is begun, each proposed program/course travels through a workflow of reviewers. The workflow process is adopted from Faculty Senate bylaws, ensuring that each program/course is properly reviewed and vetted by NDSU academic departments, the University Curriculum Committee and Faculty Senate.

 Reviewers receive an email notification from CourseLeaf through their NDSU email account alerting them to the item for review. A link in the email will take the reviewer directly to the CourseLeaf CIM module where the reviewer will log in using his/her NDSU electronic ID. • Once logged in, the reviewer will see the following

	COURSELEAF				😣 Help	User: RaNelle Ingalis	🚮 Log Out	LICPIROG
	Pages Pending Approval	🥅 Filter List 🔗 Refresh List	Your Role: Graduate Curriculum		ge Info Work	flow Status Attached F	Files Revision	History
	PAGE		USER			Master of Arts in Commu	nication	
	/courseadmin/3557: CNED 715: Professional Orientation and Ethics		jodi.tangen 🔺		ast Update: Apr emplate: cim	26, 2017 2:11pm		
<u> </u>	/programadmin/407: COMM-MA: Master of Arts in Communication		Stephenson Beck	Pa	age Authors: ar	Ŋ		
	/courseadmin/81483: CSCI 685: Autonomous Command and Artificial Intelligence for Robots and Other Cyber-Physical Systems		jeremy.straub	C	Vorkflow: College: AHSSC			
			\uparrow	D:	lepartment: Dep	t of Communication		
	PAGE REVIEW PAGE					Edit	Rollback \odot	Approve 🛞

- o Their role in the review process
- The number of items requiring review and whether the item is a course (courseadmin) or program (programadmin) proposal
- o The USER who submitted the request
- And three option buttons they may take with the request:
 - A blue Edit button allows the receiver to make additional edits to the proposal if necessary.
 - A red Rollback button rolls the proposal back to the previous person in the workflow list. All rollbacks require a reason for rolling back to be recorded before it will move the item back. An email notification is sent to the previous person alerting them to the rollback.
 - A green Approve button approves what is submitted and continues the proposal to the next reviewer in the process
- The item will load on the screen revealing various information about the proposal.

Ober d Descent				
Shred Proposal		NEW PROG	RAM PROPOSAL	-
Export to Word 💌				
Export to PDF 🔑				
Date Submitted: 08/29	/16 12:57 pm			IN WORKFLOW
	MM-M/	A : MASTER OF AF	RTS IN	1. NDSU-DPCOM Curr Chair
COMMUN	IICATIO	N		2. NDSU-DPCOM Chair
LAST EDIT: 04/2	26/17 2:11 F	PM		3. Registrar Review
Changes proposed by				4. AHSSC Curr Chair 5. AHSSC Dean
Contact(s)				6. Graduate
Name	Titl	e E-mail	Phone	Curriculum
Stephenson Beck		stephenson.beck@ndsu.edu	701-231-9770	Committee
				7. GRSC Dean 8. Provost
Effective Catalog	2017 - 2018	First Valid Term	Fall 2017	9. Provosť/NDUS Prep
Program Prefix	COMM			10. NDUS AAC
Department	Dept of Comm	nunication		11. NDUS SBHE
College		, Humanities and Social Sciences		12. Registrar 13. NDSU-DPCOM Curr
Academic Career	-			Chair
	Graduate			14. NDSU-DPCOM
Program Type	Degree			Chair
Degree Code	Master of Arts	(15. Catalog Editor 16. AHSSC Curr Chair
NDUS Program				17. AHSSC Curr Chair 17. AHSSC Dean
Code				18. Graduate
Program Title Master of Arts in Co	mmunication			Curriculum
				Committee 19. GRSC Dean
Short Title	MA in Comm			20. Academic Affairs
CIP Code	09.0100 - Con	nmunication, General.		Committee Chair
				21. Faculty Senate
Stage II Action Requested				22. Registrar Review
	gram, Policy 403	3.1, 'Program Approval', SBHE approval		23. Provost 24. Provost/NDUS Prep
Martine Contra				25. NDUS AAC
Method of Delivery Traditional				26. NDUS SBHE
Funding Code	Re-allocation			
Is the new				(APPROVAL PATH
program within the mission of the				
University?				1. 12/14/16 1:31 pm Carrie Anne Platt
		of the liberals arts mission of all univers		(carrieanne.platt):

- The workflow identifying the various levels it has been through (green), the workflow level the proposal currently resides in (yellow) and the other workflow levels it must yet pass through (grey).
- The approval path provides a detailed summary of the user at each workflow level with their name, date and time of activity making the workflow process transparent.