



Courseleaf Program Management Guide

(ProgramAdmin)

Questions?

Courses: Suzanne Hill (4x4347) sahill@towson.edu

Undergraduate Programs: Erika Carlson-Hiles (4x2027) ecarlsonhiles@towson.edu

Graduate Programs: Patrick Malloy (4x6030) pmalloy@towson.edu

Academic Catalog / Four-Year Plans: Brooke Harris (4x3269) bbasta@towson.edu

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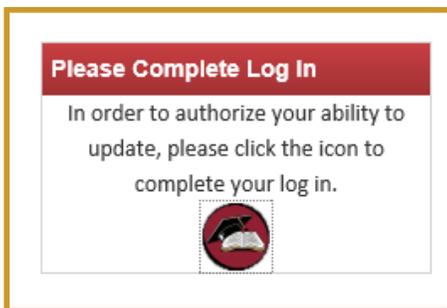
Courseleaf Curriculum Management

CIM is our **Curriculum Information Management System** and this is where our program and course updates take place. Departments can make adjustments to courses / programs and then submit these changes into workflow for approval from our curricular committees.

The University's online curriculum management system is transparent and easy-to-use. Once a proposal for a new or changed course or program is started in the system, it can be tracked in CIM by anyone. It will also automatically appear in Towson University's next catalog, but only proposals that are fully approved by the catalog deadline will be published. Towson's online catalog (CAT) is fully integrated with CIM.

How to log into CIM

Once you navigate to one of the CIM links (courseadmin / programadmin / approve pages), a box will appear prompting you to log in with your TU username and password.



To log-out, just close your browser. Remember to save your work by either using **Save Changes** or **Start Workflow** if you are working on a course/ program proposal.

Important Links

Course Inventory Management

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

- If you are proposing a new course or changing an existing course.
- If you are requesting to have a course prerequisite enforced (or need changes to an existing enforced prerequisite.)

Program Management

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

- If it is a new course (or a significant change to an existing course like a new number or subject code) and it is used in a Program (Major, minor, certificate, concentration or track), you also need to make changes to the program. *(But wait for the course to be approved first. UCC/GSC cannot approve a program that includes unapproved courses.)*
- If you want to propose a new program or change an existing major, minor, concentration or track

Approve Pages

<https://nextcatalog.towson.edu/courseleaf/approve/>

- If you need to approve courses or programs that are waiting in your queue.

CIM Program Requirements

The catalog pulls course and program information from CIM. Program data that comes from CIM will appear in a grey box within the Next Catalog. This information will appear within the “Requirements” / “Four-Year Plan of Study” tabs.

Within CIM, you can modify, track and approve new and existing courses and programs, as well as four-year plans.



Once you're within CIM, click on the “**Edit Program**” button in the right-hand corner underneath the program listings.



An editing window will then appear. You are required to choose a desired effective term and year as well as answering the CAEP question and completing the ‘Rationale for Change to Program’ portion at the bottom of the page.

Please see the future sections within this guide on how to edit your program.

After you have completed making updates to your curriculum, make sure to hit the **Start Workflow** button at the bottom of the page, your program changes will move to the next person in the approval chain. After the final required approval is obtained, the program changes will be reflected on the respective catalog page.



Note: *If you are not yet finished with your proposal, you are able to just ‘save changes’. Do not submit unfinished proposals into workflow. You will not be able to make adjustments once it is in workflow.*

How to Edit Existing Programs

If you need to make adjustments to the Requirements or the Four-Year Plan, you can click on “**Edit CIM Program Requirements**” in the top right-hand corner of the grey box in CAT, doing this will take you directly to the program / four-year plan or you can go to <https://nextcatalog.towson.edu/programadmin>.

If you navigate directly to the url above, you will need to search for the program / plan you'd wish to edit. The search bar is located at the top of the page. Use the asterisk as a wild card in the Search, especially for Program Management. If you put FMST in the search field you get only the Family & Human Services Minor; if you use FMST* you will see all of the programs that use FMST in their program code.

Style Notes for Program Requirements

- In degree requirements/course lists, put courses in alphanumeric order (ART 102, ENGL 102, MATH 250), not in the order in which the student takes the courses. The four-year plan of study provides indicates a suggested sequence of courses for students.
- Use **lowercase x's** when denoting open-ended courses, such as ART 3xx/4xx to indicate an upper-level course. 3xx is correct; **3XX is incorrect**.

Program Development

Developing a new major / program or substantially changing an existing program should begin with a conversation with the curriculum staff in the Provost's Office. The Provost's Office will be able to answer all of your questions about the program development process and the sequence of how to proceed prior to entering the new program / change into CIM. The Provost's Office can also assist you in assessing whether a proposed change to a program is deemed as a substantial change and will need to be reviewed by MHEC / USM.

Once your department has received clearance from the Provost's Office to begin the university curricular review process, you will enter your proposal (or edit the existing proposal) into CIM. See the following pages for details on entering / editing a proposal.

The Registrar's Office is here to assist you with the CIM entry and is able to help you with the formatting, course table, and many of the other CIM editing functions. We can also take a look at your proposal and give you feedback regarding things that will help it move through the curriculum process.

How to Enter a New Program Proposal

Never create a New Program Proposal without first searching to see if the program already exists in CIM. New concentrations and tracks are part of an existing major so before creating a new proposal you must first determine if the major lists its subplans separately in CIM or as part of the whole major. If they are separate it is okay to create a new proposal (ex. SOAN-ANTH, SOAN-CRMJ, etc.). If the major lists all subplans together, use the existing major. When in doubt, call the Registrar's Office x43694.

If you are creating a New Program Proposal, please be sure to include your desired effective term and year in the Rationale. You may also suggest a unique four-letter code for your new major or subplan.

Please read the directions below carefully in order to create a new program within CIM:

1. Go to **Program Admin**.
2. Click on "**Propose New Program**".
3. A "**New Program Proposal**" window will appear and you will be required to assign the program to a department and college, choose a program type (major / minor / concentration / track), as well as a Program Name and desired effective term and year.
4. Follow the directions on the previous pages to edit program proposals and course lists.
5. Once you have completed the program requirements, answer 'yes' or 'no' to the CAEP question and complete the rationale for the new program.

6. Submit the proposal to workflow.

Note: *If you are not yet finished, you are able to just 'save changes'. Do not submit unfinished proposals into workflow. You will not be able to make adjustments once it is in workflow.*

Program Proposal Timeline

To ensure that a new or revised program curriculum makes it into the next catalog, the change will need to be approved before the next edition of the catalog goes live which is usually around the beginning of August.

Before submitting your proposal, keep the following in mind:

- The university and college curriculum committees stop meeting in May, so any program proposals that do not make it through the process by early May, will likely not receive approval for the next year's catalog.
- Because new programs must be evaluated off-campus (MHEC/USM), the process can be lengthy. Please allow at least six months to have the program fully approved and ready to be offered. Programs requiring professional accreditation review will require additional time.
- New courses needing to be approved to be added to a program's curriculum should be approved ahead of the program being proposed. In some cases, the proposed courses can be going through the course curricular process at the same time as the program proposal. For assistance, please consult with the Registrar's Office for how to do this.

Steps in a programmatic proposal:

- New Programs / Revised Programs / Deactivated Programs / Suspended Programs are proposed and put into workflow. Please refer to page 25 of this guide if you wish to deactivate or suspend a program.
- The **Department Chair** for the department where the program will be housed reviews the proposal and approves.
- The proposal is sent to the **Provost's Office** for a preliminary review. **If it is a new program or a program revision with a substantial change, the curricular workflow will include a step to be sent to the Academic Senate and to MHEC.**
- If the program is associated with CAEP (Council for Accreditation of Education Preparation), the proposal will go to TEEB – Teacher Education Executive Board for review.
- Next, the proposal will be sent to the **College Curriculum Committee** to which the program belongs.
- Finally, the last step of the internal review will move the proposal to the UCC (University Curriculum Committee) or **GSC** (Graduate Studies Committee) based on whether it's an undergraduate or graduate program.
- For those proposals needing external review, the proposal will be sent to the **Academic Senate** and then onto the Provost's Office – External queue for preparation to be sent to **MHEC**.
- Once TU receives approval from external review, the proposal will be moved to the Catalog Editor's approval queue where it will be reviewed for grammar and formatting purposes. If the program is new, the Catalog Editor will build the page in the next catalog and inform the Chair / Dept. If the program has been deactivated or suspended, the Catalog Editor will make the needed adjustments to the next catalog. Lastly, if the program update was to an undergraduate program, the Catalog Editor will have the Dept Chair review the four-year plan.
- Once the proposal has made it through all queues requiring approval, the initiator of the proposal and the department chair will receive an email notifying them of the status.

Academic Terminology

Concentration:

- **Undergraduate:** A concentration is a group of courses representing a specialized area of study within a major. Concentrations are approved by the Maryland Higher Education Commission (MHEC) and require a minimum of 24 units and should have enough unique units to distinguish it from another concentration or a track. A concentration will appear on the student's transcript.
- **Graduate:** A concentration is a sequential arrangement of courses representing a specialized area of study within a program. A graduate-level concentration requires a minimum of 12 units and should have enough unique units to distinguish it from another concentration or a track. No course can be common to all tracks and concentrations within the program. A concentration will appear on the student's transcript.

Major (Undergraduate): A major consists of courses required for a particular discipline. Majors can have both lower-level courses (100-200) and upper-level courses (300-400), within and outside the discipline. All students must complete a major in order to graduate. A grade equivalent of 2.00 or higher is required in all courses taken for the major. Majors are also called academic plans or programs.

Minor (Undergraduate): A minor is an institutionally-approved set of courses within a major area of study, or a separate, distinct thematic area of study. A minor must have at least 18 and no more than 30 units. At least 30% of the units in the minor must be upper-level (300-400) and no more than 12 units can be outside of the minor or thematic discipline. A grade equivalent of 2.00 or higher is required in all courses completed toward the minor. A minor cannot be earned independently of a bachelor's degree.

Program Discontinuation: involves a program's complete removal from the university's offerings and reflects a teachout completion. Following university approval via the CIM workflow the university notifies USM and MHEC of the discontinuation and the university removes it from the catalog and website.

Program Suspension: a program status for a period of no more than 3 years where a program suspends admissions. Following university approval via the CIM workflow, USM will approve a suspension and the university notifies MHEC. During suspension, the program remains in the catalog and on the website with a notation that "The program is currently not admitting students." Within three years of suspension, the university must either re-activate or discontinue the program. Current students can remain in the program and the catalog of their year of admission reflects their curriculum.

Track:

- **Undergraduate:** A track is a group of courses representing a specialized area of study within a major. A track requires between 18 and 23 units and should have enough unique units to distinguish it from another concentration or a track. A track will appear on the student's transcript.
- **Graduate:** A track is a sequential arrangement of courses representing a specialized area of study within a program. A graduate-level track requires between 9 and 11 units and should have enough unique units to distinguish it from another concentration or a track. No course can be common to all tracks and concentrations within the program. A track will appear on the student's transcript.

Upper Division Certificate (Undergraduate): An upper division certificate is an undergraduate certificate that requires successful completion of at least 12 units of upper-level courses (#300 – 499) in a defined area of study. Students must be in a degree program, or have completed one, to pursue an Upper Division Certificate. All courses must be taken at TU with a grade equivalent of 2.00 or higher.

CIM Program Proposal Form

Fields in **RED** are required.

TOWSON UNIVERSITY Program Management

New Program Proposal

Department:

College:

Program type:

Program name:

Program Code:

Effective Term: Effective Year:

Does this program need to be reviewed externally (USM/MHEC)? Yes No

Does this program require additional approval from an accrediting body? Yes No

Program Requirements and Description

Please note this text box does not support tables copied-and-pasted from other sources. Build tables by using the Insert/Edit Formatted Table tool (Grid icon) in the toolbar below.

For more information on the Grid icon and creating & editing a course list, see <https://help.courseleaf.com/cat/tables>.

To get started, click the Grid icon below. This will allow you to begin editing or adding new information. For further instructions, click the Help link above.



Is this program associated with CAEP (Council for Accreditation of Educator Preparation) at either the initial or advanced level? Yes No

Rationale for new program:

Attachments:

Uploaded Files:

Files To Be Uploaded:

Concentrations are MHEC approved with minimum of 24 units. **Tracks** are university approved specializations requiring 18-23 units. **PBC and CAS** are graduate certificates; CAS requires master's degree prior to admission, the PBC does not.

Proposals for new programs and for substantive changes to an existing program (33% or more) require external review.

Attachments Required:

- Letters of Intent
- Proposal for USM/MHEC
- If two or more departments or colleges are involved, attach emails confirming all parties concur with the proposal

Editing Features Within CIM

Body Copy

The body copy of a proposal functions similarly to a standard word processor tool. You can edit the body copy by clicking in the white space under the “program requirements and description” header within the “Edit Record” window.

Begin typing text / making your edits. Please see below for a screenshot of the toolbar that lives within the editing window. A few important tools have been highlighted that you will be using on a regular basis.

****Note: *DO NOT* copy content from a word document and paste it within the proposal. This messes with the software and is known to create issues for us behind the scenes. If you need to use copy and paste, please paste the content as “plain text.” In order to do this, copy (Ctrl+c) the text from the desired document then position the cursor in the “Page Body.” Click the *Paste* button or paste (Ctrl+V) the text into the new window provided. Choose *paste as plain text*. Use the Word processing toolbar to reformat as necessary. Click **OK** to save the text.**

Body Copy Editor Buttons



Highlight the text that is to be formatted and click the desired formatting button. Click the button again to undo formatting.

- B** Bold (Ctrl+B)
- x₂** Subscript text
- U** Underline (Ctrl+U)
- x²** Superscript text
- I** Italicize (Ctrl+I)
- ≡** Align left (Ctrl+L)
- ≡** Align right (Ctrl+R)
- ≡** Center (Ctrl+E)
- ≡** Justify

- ≡** Numbered list
- ≡** Bulleted list
- ”** Block quote
- ≡** Increase Indent
- ≡** Decrease Indent
- Format** ▾ Define text format - Header, paragraph, etc.
- Styles** ▾ Define text style

Undo / Redo

- ←** Undo last content block (Ctrl+Z)
- Redo last removed block (Ctrl+Y)

Find, Replace, Reveal

- 🔍** Find / Replace a phrase (Ctrl+F)
- 📄** Reveal content blocks
- 📄** Highlight all (Ctrl+A)

Cut, Copy, Paste, Delete

-  Copy selected text (Ctrl+C)
-  Cut selected text to paste elsewhere (Ctrl+X)
-  Paste copied or cut text (Ctrl+V)
-  Paste as plain text, removing original formatting
-  Paste from Microsoft Word
-  Delete selected text

Remove Formatting

-  Remove formatting

About Links

-  Create a link
-  Insert an anchor link
-  Remove a link

Special Characters and Page Breaks

-  Insert a horizontal line
-  Add a special character

Manage Selected Content

-  Manage Selected Content
-  Manage Selected Content to make Shared Content

Insert/Edit Database Field

-  Insert/Edit Database Field (Inline Course)

Edit HTML

-  Source

Format

You will notice that the page body editor does not come with a font or font size selector. This is because your font and font size have been pre-determined by Towson University's style guide. You can use the Format drop-down to select from your institution's pre-defined headings and font styles.

IMPORTANT: If pasting from Microsoft Word, use the Paste as Plain Text (Ctrl+Shift+V) or Paste from Microsoft Word button. This will remove word formatting, which can cause issues with functionality, such as creating PDFs.

Accessibility Considerations

We recommend using the format tool to nest your headings appropriately. This means starting your page with either a heading 1 or heading 2. Heading 1 often corresponds to the title of your web page. If this is the case, you will want to start your page body headings with heading 2. Subheadings of heading 2 should be heading 3 and so on. Nesting your headings appropriately ensures that users accessing your catalog with a screen reader can easily understand the format and layout of content on the page. It also makes your PDF visually easy to follow.

Body Copy Style Guide

- Please use AP Style (Associated Press Stylebook.)
- Use **admission** - not admissions
- **Term** - not semester
- **Unit** - not credit / hour; the exception is students who transfer credit to TU.
- **Adviser** - not advisor
- Articles in titles (a, an, the, in, of, etc.) should always be lower case
- Use **lowercase** x's when inserting in a 100/200/300/400 level course requirement in a 4yr plan. Ex. 2xx & 3xx
- Course work is two words.
- TU should be referred as either Towson University or TU – **NOT** just **TOWSON** / **NOT** just **UNIVERSITY**.
- Use "Select" instead of "Choose" in degree requirements; "**Select one of the following:**"
- **DO NOT CAPITALIZE WORDS WITHIN BODY / HEADERS**
- Page content should be "Normal" under "Format."

Links

Do you need to add a URL to your page? When creating links, keep in mind how the link will be displayed in the print (non-web) versions of the catalog. Links such as ...in Biology, click here, etc., should not be used since you cannot click in the print version of the PDF. Instead, consider rephrasing your link to say something like ...in Biology, refer to Biological Sciences. This will be clearer in the different contexts of the catalog (web, PDF, etc.).

When the PDF is generated, links outside the catalog will appear in parentheses after the linked text. Links in the catalog will display the page number for that link (if the page is included in the PDF), or the web link to that page will appear in parentheses.

How to Create Links

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Highlight the text or image that is desired to be turned into a hypertext link
4. Click the **Insert/Edit Link** button
5. Type the destination web address into the text box labeled URL
 - To link to a website or another page outside of the catalog, simply type `http://somepage.com`. For example: `http://google.com`
 - For links to pages within the catalog, use the relative URL by entering the portion of the URL following `.com` or `.edu`. For example, to link to this page, a user would enter: `/cat/page-body/links`
6. To open the link in a new window, click the check box next to **Open in a New Window**
7. Click **OK**
8. Click **OK** on the Page Body Editor to save your changes

How to Link to an Email Address

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Highlight the text or image that is desired to be turned into a hypertext link
4. Click the **Insert/Edit Link** button
5. Type `mailto:` into the text box labeled URL
6. Immediately following `mailto:` type the email address with no spaces.
For example, `mailto:jsmith@gmail.com`
7. Click **OK**
8. Click **OK** on the Page Body Editor to save your changes

Note: Using a `mailto:` link will open a blank email addressed to the linked address in the user's default mail client when the user clicks the hyperlink

How to Remove a Link

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Highlight the hypertext link to unlink
4. Click the **Remove Link** button
5. Click **OK**
6. Click **OK** on the Page Body Editor to save your changes

Bulleted Lists

It is important to use the Numbered list or Bulleted list button when creating lists rather than typing numbers or adding bullet characters manually. This will preserve formatting that is consistent across the entire site and the various platforms and browsers used by viewers. When copying from a word processing document, ensure that lists are pasted in this fashion. They will likely need to be manually styled after copy/pasting into the Page Body editing environment.

If a list item should include more than one paragraph, consider using a line break at the end of a paragraph rather than a return. A line break is entered by holding shift while pressing enter on the keyboard.

Lists may have nested lists as well. For instance, in an outline, the first level may have sub-levels. In CourseLeaf the first item in a list or sublist may not be indented, but subsequent items may be indented to make sublists.

How to Create a Bulleted List

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Type the text for a list item, then click the Numbered list tool
4. Press return to move to the next item in the list
5. Type the text for the sublist item
 - The text will be on the same level as the first item. Click the Increase indent tool or press tab on the keyboard to move the item into a sublist
6. Repeat as necessary. To move an item out to a containing list, use the Decrease indent tool
7. Click **OK** to save your changes

Inline Course

Inline Course is a tool used to link a course listed within a body of text in your page body editor back to the course database. This is done to create a Course Bubble with additional information about the course on your catalog page.



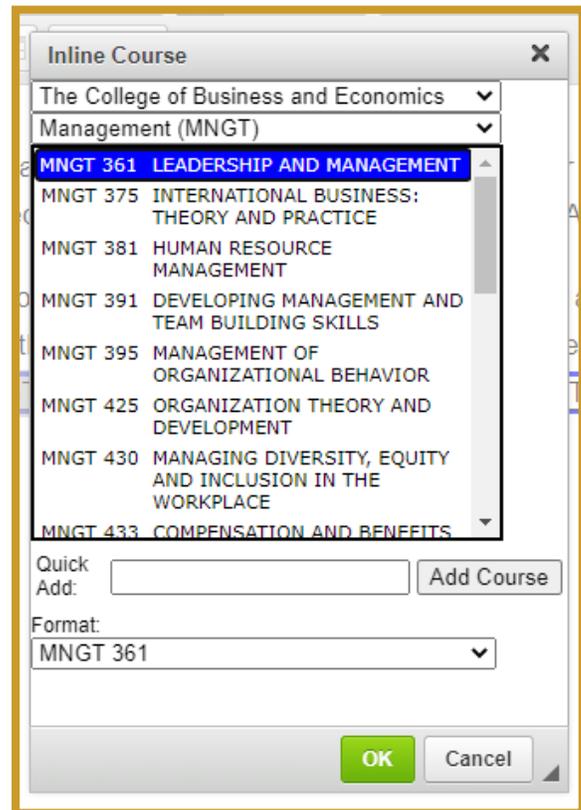
How to Insert an Inline Course

1. Click **Edit Page**
2. Click **Page Body** or the pencil icon corresponding to the tab on which you want to insert the inline course
3. Type in a course code
4. Highlight the course code
5. Click **Insert/Edit Database Field** or press Ctrl+D (as a shortcut) to link the course code back to the source

Note: If the course code does not link back to the source, a red box will appear around the course. Check to ensure the correct course code has been entered, which may be case and/or spacing-sensitive.

How to Insert an Inline Course with the Course Picker

1. Click **Edit Page**
2. Click **Page Body** or the pencil icon corresponding to the tab on which you want to insert the inline course
3. Click in the page body where the course should display
4. Click **Insert/Edit Database Field**
5. Choose a College and/or Department, then click a course from the Course Picker
6. Choose a format
7. Click **OK**



How to Edit an Inline Course

1. Click **Edit Page**
2. Click **Page Body** or the pencil icon corresponding to the tab on which you want to insert the inline course
3. Double-click the blue box around the course
4. Choose a new format or a different course
5. Click **OK**

Course List

A Course List is a type of table within CourseLeaf ProgramAdmin. Courses in a Course List are linked to data exported from your SIS to provide immediate access to course information. A course list provides information in a pre-formatted table structure and is different from a Plan of Study Grid in that it does not require the selection of a year or term. Course lists primarily are used to display Program of Study requirements (majors, minors, certificates, etc.) and are unique to the institution.

Course List		
Code	Title	Units
Lower-Level Business Courses Required for Admission to the Major		
<u>ACCT 201</u> or <u>ACCT 211</u>	PRINCIPLES OF FINANCIAL ACCOUNTING HONORS ACCOUNTING PRINCIPLES I	3
<u>ACCT 202</u> or <u>ACCT 212</u>	PRINCIPLES OF MANAGERIAL ACCOUNTING HONORS ACCOUNTNG PRINCIPLES II	3
<u>ECON 201</u> or <u>ECON 203</u>	MICROECONOMIC PRINCIPLES HONORS MICROECONOMIC PRINCIPLES	3

Course List Fields

The fields within the course list table allow editors to assign specific information to individual courses.

The screenshot shows the 'Course List' interface. On the left, a list of courses is displayed with columns for course code and title. On the right, a detailed view of a course entry is shown with various fields and callouts:

- 1. Comment:** A text field containing 'See instructor'.
- 2. Sequence:** A text field containing 'HIST 111'.
- 3. Cross Reference:** A text field containing 'HIST 113'.
- 4. Hours:** A text field containing '3'.
- 5. Or Class:** A text field containing 'HIST 112'.
- 6. Footnote:** A text field containing '*'.
- 7. Indent:** A checked checkbox.
- 8. Area Header:** An unchecked checkbox.

Below the detailed view, there are buttons for 'Move Up', 'Move Down', 'OK', and 'Cancel'. At the bottom, there are labels for 'Enter Course Code to Add to Course List', 'Click to Enter a Comment Line', 'OK to Submit Page', and 'Cancel to Exit'.

Course Code	Course Title	Units
HIST 101	History of Western Civilization	3
HIST 102	United States History (See Instructor) ¹	3
and HIST 111 ² and The American Military ⁴		3
HIST 103	The 20th Century	3
HIST 104 / 113 ³	World History	3
HIST 105	European History * ⁶	3
or HIST 112 ⁵ Modern Britain		
HIST 106	Asian History	3
Select from following: ⁸		3
⁷ HIST 107	African American History	
HIST 108	Technology and Civilization	
HIST 109	History of Science	
Total		30

- 1. Comment** - A comment will be displayed in parentheses after the course title.
- 2. Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
- 3. Cross Reference** - A cross reference course describes a course that is the same course content offered under different course numbers.
 - For instance, if credit is given at both the undergraduate and graduate level.
 - Another example is a course that is offered by different departments for credit.
- 4. Hours** - The hours field automatically is populated with the units assigned to the course in your SIS.
 - You can change these as necessary.
- 5. Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
- 6. Footnote** - Only the footnote symbol is entered in the course list and then add a Footnote table after the course list in the Page Body.
- 7. Indent** - The item will be indented to the right, the units will be suppressed from displaying, and units will be suppressed from adding to your Total Units. For example, a Comment Entry of "Select one of the following:" may proceed a list of indented courses. This allows users to see all of the options, without adding the units of each course to the Total Units.
- 8. Area Header** - The item will be styled as a header within the table.
 - This option typically is used to logically group courses within a Course List.
 - For example grouping "Elective Courses" separately from "Required Courses".

Note: Multiple course codes may be added in the Sequence, Cross Reference or Or Class fields, separated by a comma. To include an ampersand (&) in an Or Class, include the ampersand. For instance, to display ACCT 101 OR ACCT 102 & ACCT 103, put ACCT 102 & ACCT 103 in the Or field of the ACCT 101 course.

How to Add a Course List

1. Open the toolbar and click **Edit Page**.
2. Place cursor in page body where the course list is to be placed .
3. Click **Insert/Edit Formatted Table** .
 - **Note:** Using Ctrl+T keyboard shortcut also will bring up the Insert/Edit Formatted Table interface.
4. Select **Course List** from drop-down menu.
5. Click **OK**.
6. Insert courses.
 - Select **College** and **Department** from drop-down menus. *Note: The left hand column will populate the Course Inventory, or a list of courses to choose from to add to a list based on the College and Department selected. The right hand column is the courses used to build the list.*
 - **Option 1**
 - Select a course from Course Inventory.
 - Click (>>) button to add a course to the list.
 - **Option 2**
 - Double-click a course from Course Inventory.
 - **Option 3**
 - Enter a course code into Quick Add.
 - Click Add Course.
7. Click **OK** in the Course List editing screen to close the Course List screen and refresh the Page Body. Click **OK** when finished to save any changes made.

Note: If the course is not displaying within the college / department listing or it is showing as “not found” when you use the **quick add** feature, it could be that it either hasn’t been fully approved or built in PeopleSoft. Feel free to contact the Registrar’s office to check on the status of the course.

How to Remove a Course from a Course List

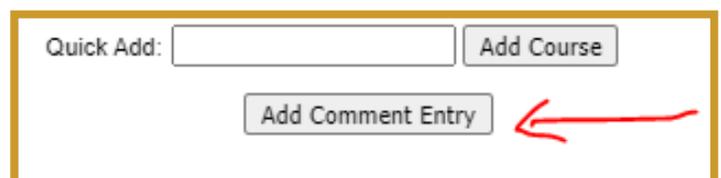
1. Open the toolbar and click **Edit Page**.
2. Double click on the course list containing the course you want to remove.
3. Select the course you want to remove.
4. Click (<<) button to remove a course from the list.
5. Click **OK** in the Course List editor to save your change back to the Page Body Editor.
6. Click **OK** on the Page Body Editor to save all of your changes.

How to Reorder a Course in a Course List

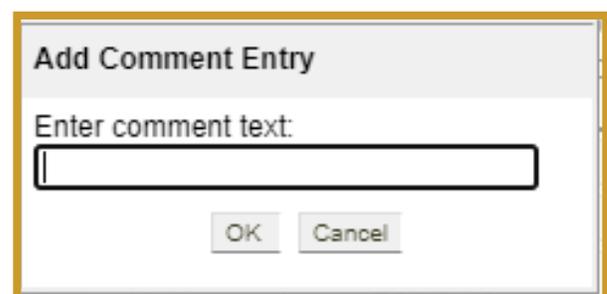
1. Open the toolbar and click **Edit Page**.
2. Double click on the course list containing the courses you want to reorder
3. Select the course to move
4. Click **Move Up** or **Move Down** to change the order of the course
5. Click **OK** in the Course List editor to save your change back to the Page Body editor
6. Click **OK** on the Page Body editor to save all of your changes

Comment Entry

A comment entry is anything in your Course List that is not a specific course. Comment entries are often used to create headers within your table or to relay instructions like “Select one of the following.”



Quick Add:
 ←



Add Comment Entry
Enter comment text:

- You can also use **Comment Entry** to indicate an open-ended course option for students, such as **ART 3xx**.

To make a comment entry that will mimic a course entry, such as any free elective with a course number that begins ART, add a comment and enter **ART 3xx::Upper-level ART Elective**. The double colon (::) between the **xxx** and **Upper-level ART Elective** will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

- A comment entry can also be turned into an **Area Header**. Highlight/click on once the comment entry in the righthand column of your course list editing screen, then click on the bubble for Area Header in the edit box.

How to Add a Comment Entry

1. Double click on the course list to which you want to add your comment entry.
2. Select in right list where **Comment Entry** is to be placed.
3. Click **Add Comment Entry**. A text window will open.
4. Enter text to be placed in course list.
5. Click **OK** in the Course List editor to save your change.

Note #1: If a course code (e.g. ENGL 101) is found in a comment entry, the course code will display the course bubble as all other course codes in the course list.

Note #2: If a new course is being added to a program, but the course is still in workflow and has not yet been approved, a 'dummy' course can be inserted into the requirements by using a comment entry. Add a new comment and insert the following : *[subject][course#]::[course title]* (**Pending Approval**). This lets us know that the course has not yet been finalized.

Footnotes

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

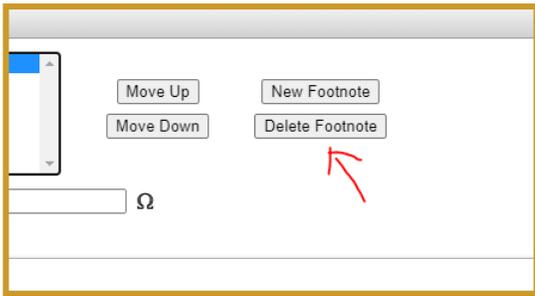
1. Place cursor in the page body editor where the footnote indicator is to be placed
2. Type the number, or use the **Insert Special Characters** (Omega) tool to add the footnote symbol
3. Highlight the character and click the **Superscript tool**
4. Click **OK** to save the page

How to Insert a Footnote Indicator in a Course List

1. Create a course list
2. Click on the course that should have the indicator
3. Enter the indicator in the footnote field
4. Click **OK** to save the table
5. Click **OK** to save the page

How to Insert a Footnote Table

1. Place cursor in the page body where the footnote table is to be placed
2. Click **Insert/Edit Formatted Table**
3. Select Footnotes from the drop-down menu and click **OK**
4. In the Footnotes editor, click **New Footnote**
5. Enter the footnote symbol
6. Enter the footnote content
7. Repeat to add more footnotes as necessary
8. Click **OK** to save the table
9. Click **OK** to save the page



How to Edit or Delete a Footnote

1. Double-click the footnote table blue box
2. Select the footnote indicator
3. Enter the footnote content OR click Delete
4. Click **OK** to save the table
5. Click **OK** to save the page

Note: Be sure to also edit the corresponding footnote entry in your footnote table.

Ecosystem

The CIM Ecosystem shows courses, programs, and catalog pages that are related to the course being viewed, and catalog pages that house the program being reviewed. The ecosystem is usually the first box in the Proposal Preview section of CIM. The entries in the ecosystem are links that will open that page or proposal in CIM.

Catalog Pages referencing this course	Biology Biology (BIOL) Earth and Space Science BAE-BIOL: Biology/Secondary, Bachelor of Science BAE-BIOL-SECD: Biology Education - Secondary BS-BIOL: Biology, Bachelor of Science BS-BIOL-PMPD: Biology - Pre-Med/Pre-Pharmacy
Programs referencing this course	BS-ENVS: Environmental Science - Environmental Science BS-ENVS-FNBI: Environmental - Environmental Science BS-ENVS-ENCM: Environmental Science - Environmental Chemistry BS-ENVS-FNGY: Environmental Science - Environmental Science MN-EDBS: Biology Secondary Minor MN-ENCM: Environmental Chemistry
Other Courses referencing this course	<p>In The Catalog Description:</p> BIOL 441 : ECOLOGY LAB BIOL 442 : CONSERVATION BIOLOGY <p>As A Banner Prerequisite:</p> BIOL 441 : ECOLOGY LAB BIOL 444 : FIELD ECOLOGY

What the Ecosystem Shows

Catalog Pages referencing this course. These pages will generally be course description pages, department pages that have course lists, or any time a course is mentioned in the catalog outside of CIM. Note: courses that appear in a CIM Program in the catalog will not show in this section.

Programs referencing this course. These are CIM programs that reference this course in some way, usually in the program description and requirements field of the CIM program.

Other Courses referencing this course. These are courses that name the course being viewed in some way. This display is custom for each institution, but it may include prerequisites, corequisites, catalog descriptions, or other information.

Catalog Pages referencing this program. These pages where the CIM Program resides in the catalog.

How the Ecosystem is Used

Many institutions wish to update Related Departments as an FYI step in workflow. If you use a RelatedDepts step in workflow, the Related Departments are the departments found in this ecosystem.

Rationale

The rationale is located at the bottom of the form. This is where users should state what is being altered within the proposal and why.

Attachments

The attachments section is also located at the bottom of the form and this is where users can attach supporting documents for the program updates. **Required attachments include:** Letters of Intent, Proposal for USM/MHEC, If two or more departments or colleges are involved, attach emails confirming all parties concur with the proposal.

After Editing your Program in CIM

Workflow / Roles

The workflow can be different for each program and this depends on the changes. The example on the left is the new program workflow and the right workflow is for proposed changes on an existing program:



Approver Rollback & Comments

CIM is the official record of curriculum changes and the goal is comprehensiveness and transparency. Therefore, if you are an Approver, you should record the changes you want the Initiator to make in the Comments section before rolling it back. If the changes are extensive, you may put them in a word doc and attach it to the proposal. In the Comments, you can refer to the "document attached below."

Please do not email/call the initiator in lieu of this. There will be follow up questions and answers that can be done by phone or email, but the essence of what the Approver is asking be changed or added should be recorded in CIM. After a proposal has final approval, the comments become part of the History.

Email Notification

Emails will come from "TU Curriculum (CIM) and Catalog Administrator". You may receive this email for several reasons: notifying you of a program proposal approval, a proposal rollback, or it may be requesting you to review a proposal that is in your approval queue.

Approve Pages

Approve Pages allows administrators or end users who are part of the workflow to edit, rollback, or approve a page.

The Page Approval Window Has Three Main Sections:

1. **Pages Pending Approval (upper left):** Use this list to select the page desired to review. The page selected will appear in the Page Review window. Click the Your Role drop-down to select the role you wish to view. When a role is selected, the Pages Pending Approval list will be populated with pages that require review, editing, or approval from the selected role. Click Refresh List to see if new pages have been added since last visited or if the list doesn't contain an expected page
2. **Page Info/Status (upper right):** Review basic page information and the selected page's workflow status. Click the various tabs to view different reports. Click Workflow Status to review and update workflow progress (See instruction below)
3. **Page Review (bottom):** Review the selected page here, then approve it, edit it, or send it back to a previous editor in the workflow. Review changes made by various editors in the workflow by clicking the View Changes By drop-down and selecting the editor to review

How to Access Approve Pages

1. Navigate to the Catalog Console or click the Page Approval link from the automated email
2. Click **Approve Pages**, located under the Administration heading
3. Click the **Your Role** drop-down menu at the top of the page and select the account for which you want to review and approve pages
4. If you use the link from the automated email, your role will be pre-selected for you

Note: Click the **Refresh List** button to see if new pages have been added since your last visit or if the list doesn't contain an expected page

How to Take Action on a Page

1. Navigate to the Catalog Console or click the Page Approval link from the automated email
2. Click **Approve Pages**, located under the Administration heading
3. Click the **Your Role** drop-down menu at the top of the page and select the account for which you want to review and approve pages
 - If you use the link from the automated email, your role will be pre-selected for you
 - **Note:** Click the Refresh List button to see if new pages have been added since your last visit or if the list doesn't contain an expected page
4. Scroll through the Pages Pending Approval list and select the page to edit
 - When a page is selected, the reports and workflow status window and the Page Review window will be populated with information
 - To filter your pages, click the Filter button, then enter text to filter on. You may filter on any text in the URL or title shown in the Pages Pending Approval window. To reset the filter to show all, click Filter, then click **OK** with the filter field blank
5. Review content in the Page Review window:
 - **View changes made:** Click the View Changes by drop-down menu and select an editor whose changes you wish to review

- The selected editor's changes are shown in red and green: red for deleted text, green for new text
 - Remember that any number of page editors can be in a workflow. Each editor reviews or edits content sent from the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document they received
 - **Hide Changes:** View the document without color-coding or markup
6. Choose an action on the page. One of four actions may be taken after reviewing the page. To edit, rollback, or approve the page, click the appropriate button in the upper right of the Page Review window. The page may also be left alone and returned to later
 - **Edit the page:** Click Edit to make changes to the page. This will produce a toolbar at the top of the Page Review window. Visit the Page Body or Set-Up/Title instructions for how to make the desired edits. After editing the page, approve the page to send it to the next step in the workflow
 - **Rollback the page:** Click Rollback to send the page back to a previous editor or the initiator. A prompt will appear to make comments about why the page is being rolled back. Make comments in the space provided and click Rollback in the new window. **A rollback serves as a denial in which a proposal cannot move forward again without requested changes.**
 - **Approve:** Click Approve to send the page on to the next step in the workflow
 - **Leave the page for another time:** The page may be left for another time. Select another page to review, or click **Logout**

Red/Green Markup

The Red / Green markup is used within CourseLeaf to show the differences between the last approved content and the current edited content, red for deleted content, green for new content. A blue bar also indicates a change in a table that cannot be displayed with red/green markup.

Junior Year		
Fall		
CHEM 470	Thermodynamics & Kinetics	3
<u>CHEM 454</u>	Inorganic Chemistry II	3
<u>CHEM 454L</u>	Inorganic Chemistry II Laboratory	1
<u>CHEM 466</u>	Fundamentals of Physical and Biophysical Chemistry	4
<u>CHEM 443</u>	Instrumental Analysis III - Chromatography/Mass Spectrometry ³	2

Red Boxes around Courses

When a red box displays around a course with “course not found”, that can mean one of three things:

1. the course code was typed incorrectly,
2. the course is no longer offered, or
3. the course exists (ex. a new course*) but isn't updated in the PeopleSoft.

* If a new course is being added to a program, but the course is still in workflow and has not yet been approved (and not yet in PeopleSoft), a ‘dummy’ course can be inserted into the requirements by using a comment entry. Add a new comment and insert the following : `[subject][course#]::[course title] (Pending Approval)`. This lets us know that the course has not yet been finalized.

Contact our office if you have any questions!

Historical Data

CIM History is a permanent record of the approved course or program from the last time it went through workflow. History displays the approval path, workflow steps, roll back comments, and red/green mark up. History goes back to the day CIM was implemented, and proposals that were started and shredded or rolled out of workflow and back to the proposer will not be part of the course or program history. Only proposals that have been completely approved will show up in history. History is view-only; it cannot be edited.

History
1. Nov 18, 2014 by Sara Sides (ssides)
2. Mar 12, 2015 by llbrown
3. Mar 13, 2015 by llbrown
4. May 4, 2018 by Brooke

How to View All History

1. Navigate to your CIM Courses or Programs landing page
2. Search for the course or program with the history you want to view
3. Click the date that you want to view

Four-Year Plans (4YPs)

Four-Year Plan (aka Plan of Study) grid is a type of table within CourseLeaf used to articulate a suggested sequence of required courses. Courses in a Plan of Study Grid are linked to a central database in order to provide immediate access to course information. A Plan of Study Grid provides information in a pre-formatted table structure and is different from a Course List in that it articulates course sequencing.

Faculty and staff from academic departments have access to update their department's four-year plans and they can do so through Program Management within CIM. If the plan has been submitted into workflow, it is the responsibility of the chairperson to review and make any adjustment(s).

How to Access Your Four-Year Plan in the Approval Queue (Chairs)

- If your four-year plan is in workflow, go to your Approval Queue within CIM:
<https://nextcatalog.towson.edu/courseleaf/approve/>.
- Log-in, click on **"your role"** in the top-right side of the screen (if it does not already default to your Chair role) and find your **Chair** queue.
- If you wish to edit the content, click on **Edit** in the top right hand corner (follow the directions entitled **Editing Your Four-Year Plan** in regards to making edits plan of study grid).
- If the content looks correct and you approve of the content, click on **Approve**. The proposal will then go to the Academic Advising department for review. Once they approve it, the plan will then go to the catalog editor's approval queue for a final review.



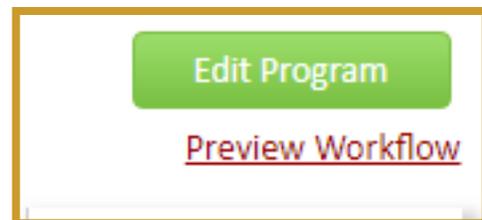
- If you wish to send the proposal back to the initiator, click on **Rollback**. You will also be able to add a comment to state why you are rolling the proposed changes back to the initiator.

Also, keep in mind that whenever a department submits a Program change proposal within CIM and once it goes through the proper approval workflow and arrives within the catalog editor's queue, the editor will submit the four-year plan for that particular program into Workflow. Once the four-year plan is submitted into workflow, you (the chairperson) will receive a notification from CIM that the four-year plan is currently in your workflow and you must amend the plan to reflect the newly updated requirements.

How to Access Your Four-Year Plan in Program Management

If your four-year plan is not in workflow and you wish to edit the plan, you would go to the [Program Management](#) section of CIM in order to make adjustments.

- If you wish to review the four-year plan within Program Admin, type in ***4yp*** within the search bar. This will bring up all of the four-year plans that currently exist within CIM.
- Once you have located the plan you wish to update, click on **Edit Program**; a new window will appear for you to make adjustments.



- Follow the directions below entitled **Editing Your Four-Year Plan** in regards to making edits plan of study grid.

Editing Your Four-Year Plan

- Once you are in the editing screen, double click on the blue outlined box to open the plan of study grid edit window.
- Choose a year and term where you wish to add / remove courses. This is located on right hand side of the **Plan of Study Grid** window. You must change this each time to update each year and term.

How to Add a Course from a Study Grid

- Insert courses (see below for options):
Select **College** and **Department** from drop-down menus. **Note:** *The left hand column will populate the Course Inventory, or a list of courses to choose from to add to a list based on the College and Department selected. The right hand column is the courses used to build the list.*
 - a) Option 1
 - i. Select a course from Course Inventory in the left column.
 - ii. Click (>>) button to add a course to the list in the right column.
 - b) Option 2
 - i. Double-click a course from Course Inventory to add the course to the list in the right column.
 - c) Option 3
 - i. Enter a course code (ex. ENGL 102) into **Quick Add**.
 - ii. Click **Add Course**.
- If you wish to add a comment / sequence / "or class" / "hours" / cross reference / footnote, please see the section below entitled **Course List Fields** for more details.
- Click **OK** to close the study grid window.
- Click on **Start Workflow** if you are editing the content from Program Management or if you are editing it from the Approval queue, click on **Save Changes** and then **Approve** the proposal.

Note: If the course is not displaying within the college / department listing or it is showing as "not found" when you use the **quick add** feature, it could be that it either hasn't been fully approved or built in PeopleSoft. Please contact the Registrar's office.

FYI: The Workflow starts at the dept. chair, then goes to Academic Advising where it is then reviewed by the college liaisons, and then it goes to the catalog editor.

Course List Fields

- **Comment** - A comment will be displayed in parentheses after the course title, such as "core #."
- **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
- **Cross Reference** - A cross reference course describes a course that is the same course content offered under different course numbers.
 - **Example #1:** If credit is given at both the undergraduate and graduate level.
 - **Example #2:** Another example is a course that is offered by different departments for credit.
- **Hours** - The "hours" field is automatically populated with the credit hours assigned to the course in your student information system. You can change these as necessary (especially when it comes to # of units for electives, core courses, etc.).
- **Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
- **Footnote** - Only the footnote symbol (1, 2, 3, etc.) is entered in the course list, then add a **Footnote table** after the course list in the Page Body.

How to Remove a Course from a Study Grid

- Double click on the course list containing the course you want to remove.
- Select/click on once the course you want to remove.
- Click (<<) button to remove a course from the list.

How to Reorder a Course in a Study Grid

- Double click on the course list containing the courses you want to reorder.
- Select the course to move.
- Click **Move Up** or **Move Down** to change the order of the course.

How to Add a Comment Entry

A comment entry is anything in your Course List that is not a specific course. Comment entries are often used to create headers within your table or to relay instructions like “Select one of the following.”

1. Double click on the course list to which you want to add your comment entry.
2. Select in right list where **Comment Entry** is to be placed.
3. Click **Add Comment Entry**. A text window will open.
4. Enter text to be placed in course list.

You can also use Comment Entry to indicate an open-ended course option for students, such as ART 3xx.

To make a comment entry that will mimic a course entry, such as any free elective with a course number that begins ART, add a comment and enter ART “3xx::Upper-level ART elective.” The double colon (::) between the **3xx** and **Upper-level ART elective** will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

A comment entry can also be turned into an Area Header. Highlight/click on once the comment entry in the right-hand column of your course list editing screen, then click on the bubble for Area Header in the edit box.

Core Courses

Specific core courses should be listed within the four-year plan layout. Please make sure to label each core you’d want students to take during each term. Remember, the four-year plan is just a “suggested” option and the students can take any core courses; however, we want to provide students with a realistic example. If you insert a required course that is also a core into the 4YP, please indicate the core # within the comment section. If there are more than one of the same core, only list the core # alongside the first course.

For example, ECON 202 / 204 are listed below within Term 1, Freshman. These two courses are Core 6 and this information is addressed next to the courses within a comment field.

ECON 201/203 within Term 2, Freshman, are also Core 6; however, since ECON 202/204 would already satisfy Core 6, you shouldn’t be identifying the core twice.

Feel free to view the Accounting Program’s four-year plan as a good example of how the new four-year plans layout now looks.

Suggested Four-Year Plan

Based on course availability and student needs and p will probably vary from those presented below. Students make the most appropriate elective choices.

Freshman		
TERM 1	UNITS	TERM 2
<u>ACCT 201</u> or <u>211</u>	3	<u>ACCT 202</u> or <u>212</u>
<u>ECON 202</u> or <u>204</u> (Core 6)	3	<u>COMM 131</u> or <u>215</u> (COMM 131 satisfies Core 5)
<u>ECON 205</u> , <u>MATH 231</u> , or <u>MATH 233</u> (Core 3)	3	<u>ECON 201</u> or <u>203</u>
Core 1 (or Core 2)	3	Core 2 (or Core 1)
Core 7	4	Core 8
	16	

Footnotes

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

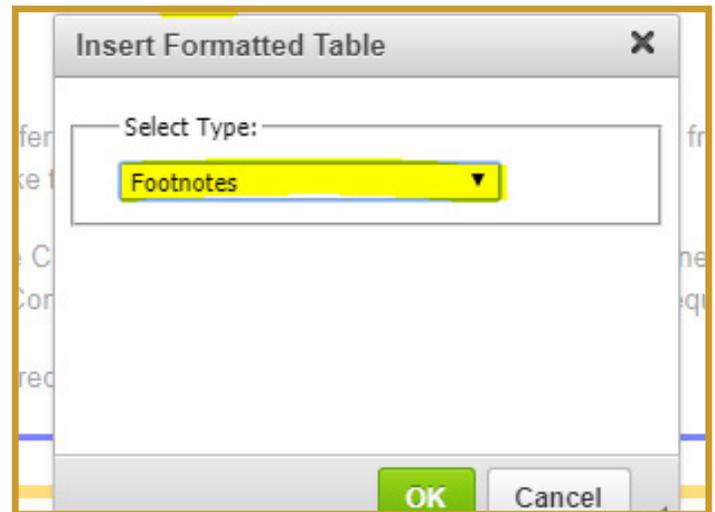
1. Place cursor in the page body editor where the footnote indicator is to be placed
2. Type the number, or use the Insert Special Characters (Omega) tool to add the footnote symbol
3. Highlight the character and click the Superscript tool
4. Click **OK** to save the page

How to Insert a Footnote Indicator in a Plan Grid

1. Create a course list or plan grid or open the table editor
2. Click on the course that should have the indicator
3. Enter the indicator in the footnote field
4. Click **OK** to save the table
5. Click **OK** to save the page

How to Insert a Footnote Table

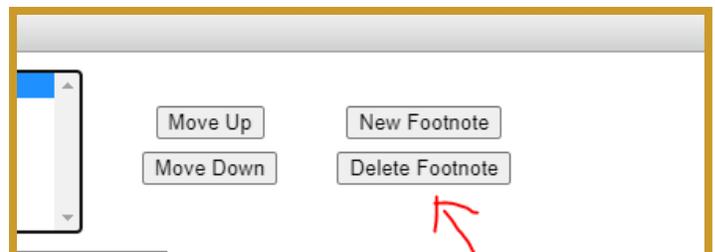
1. Place cursor in the page body where the footnote table is to be placed
2. Click **Insert/Edit Formatted Table**
3. Select Footnotes from the drop-down menu and click **OK**
4. In the Footnotes editor, click **New Footnote**
5. Enter the footnote symbol
6. Enter the footnote content
7. Repeat to add more footnotes as necessary
8. Click **OK** to save the table
9. Click **OK** to save the page



How to Edit or Delete a Footnote

1. Double-click the footnote table blue box
2. Select the footnote indicator
3. Enter the footnote content OR click **Delete**
4. Click **OK** to save the table
5. Click **OK** to save the page

Note: Be sure to also edit the corresponding footnote entry in your footnote table.



What about Newly Created Programs?

Once a new program proposal is received by the catalog editor, she will create a starter four-year plan within CIM, which will include the *'suggested four-year plan'* text and the study grid. The starter grid will contain core 1 (or core 2) / core 2 (or core 1) text within the first two terms. The remainder of the plan will come from the department. The Catalog Editor will then send it off into workflow for the department Chair to update the rest of the four-year plan.

Four-Year Plan Workflow

The workflow is simple. It consists of the Department Chair (who owns that particular program), the Academic Advising Department (who reviews the Core requirements), and the Catalog Program Review queue. The final queue is the Catalog Editor's approval queue and she will complete a full review of the plan to make sure it matches up with the Approved Program Requirements that are in CIM.

In Workflow

1. **PHYS Chair**
2. **Academic Advising**
3. **Catalog Program Review**

Program Suspensions & Discontinuations

Program Deactivation' in [Program Management in Curriculum Management \(CIM\)](#) is used for both the suspension and discontinuation process.

Definitions

Program Suspension – a program status for a period of no more than 3 years where a program suspends admissions. Following university approval via the CIM workflow, USM will approve a suspension and the university notifies MHEC. During suspension, the program remains in the catalog and on the website with a notation that “The program is currently not admitting students.” Within three years of suspension, the university must either re-activate or discontinue the program. Current students can remain in the program and the catalog of their year of admission reflects their curriculum.

Program Discontinuation – involves a program's complete removal from the university's offerings and reflects a teachout completion. Following university approval via the CIM workflow the university notifies USM and MHEC of the discontinuation and the university removes it from the catalog and website

Follow the [“Guide to Program Suspensions & Discontinuations”](#) for directions on how to suspend / discontinue your program.